

Minutes of Meeting on 16th May 2024
Annual 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, and Martine Ward.

Also Present: Mrs Baxter.

District Councillor Gary Scott.

Absent: Cllrs Sarah Donaldson, Liz Richfield and Gill Williams.

24/098 Election of Chairman 2024-25.

It was resolved to elect Cllr Gladwin. Proposed: Cllr Brennan, Seconded: Cllr Ward, all in favour.

24/099 To receive the Chairman's declaration of acceptance of office.

The declaration of office was completed and signed.

24/100 Election of Vice-Chair 2024-25.

It was resolved to elect Cllr Brennan. Proposed: Cllr Ward, Seconded: Cllr Chable, all in favour.

24/101 Chairman's welcome and notifications.

Cllr Gladwin welcomed everyone to the Annual Parish Council meeting.

24/102 Apologies for Absence.

Apologies were received from Cllrs Sarah Donaldson, Liz Richfield and Gill Williams. Also from County Councillor Carlo Guglielmi and District Councillor Ann Wiggins.

24/103 Declaration of Pecuniary Interests and Personal Interests.

None.

24/104 Approval and signing of the minutes from 25th April 2024.

It was resolved to accept the minutes from 25th April 2024 as true and accurate.

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

24/105 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.

The clerk reported that she has not updated the Holly Way resident yet on the cricket club cutting the hedge because she does not have contact details.

Cllr Richfield has received the allotments waiting list and is working through it. So far it seems as if the majority of people on the list have moved on.

The clerk has not contacted ECC yet about Stinky Lane.

The clerk updated Reed Hall Sentinels with the current status of the playing field - not being useable for football boots due to the large amount of rain.

The clerk has followed up on the new cooker for the Community Centre with Mr Fairweather and he and Cllr Donaldson will choose and purchase one.

The clerk asked the handyman for the contact details of the signwriter he knows of but he hasn't been able to provide those yet. It is difficult finding a traditional signwriter (to update the chairman's board). Cllr Scott knows of one in Brightlingsea and will provide the details. Cllr Gladwin can also ask the yacht club who they use. It may be the same person.

Cllr Ward contacted Cllr Guglielmi and the transport department regarding the buses. Cllr Guglielmi has asked his team to look into it. Residents are reporting missed and late buses. It was also noted that the last bus of the day to Colchester is at 5.50pm which is not adequate for a village of this size. Cllr Scott will speak to Mr D Williams, an officer at TDC,

Minutes of Meeting on 16th May 2024
Annual Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

to see if he can help. Cllr Ward asked if we could have real time signage, but Cllr Scott thought that it's not actually real time.

24/106 Public Speaking

No public speaking.

24/107 County Councillor report. To include where relevant an update on items in progress.

The County Councillor was not present. We will try and arrange a catch up meeting with him before the next meeting.

24/108 District Councillor reports. Written report – to take questions on the report and provide any additional information not on the report.

Cllr Scott reported that Cllr Wiggins is the chairman of the Standards Committee and couldn't attend tonight because of a very long meeting.

Cllr Dan Casey is now the Chairman of TDC.

Cllr Scott does not know what his portfolio membership will be yet.

The Planning Policy and Local Plan committee are working on the New Local Plan 2033-2045 with a public consultation to start in June/July. There will be a consultation on 6 options, one of which is one or more new garden communities in various locations. Another option is up to 800 houses in and around each village with a railway station. The current minimum is building 550 houses per year but the government wants to increase it to 770 houses per year.

Cllr Scott attended the pylon meeting, there will be a public meeting tomorrow at Great Bromley Village Hall.

Cllr Scott and Cllr Wiggins have visited new residents to the Parish.

Roger Hearst was re-elected as Police Fire and Crime Commissioner.

Cllr Ward asked who we can contact about the mistake TDC made on an indexation on a developer's contribution. TDC had to pay back a large amount, about £40,000, to the developer. Cllr Scott asked for an e-mail about it and he will forward it on. Cllr Gladwin added that we know why it happened, it was a mistake with the indexation figure used.

Cllr Ward also asked about the s106 money being held by TDC, we have been told that we will not be paid interest on those deposits. The clerk has asked Mr Guiver to confirm that's the case. Cllr Scott asked for an e-mail about this too.

24/109 Independent Examination – Tendring/Colchester Borders Garden Community Plan.

A report on the Examination hearings to held 7th – 10th May 2024.

Cllr Gladwin reported that the examination was held over 3 days last week. He recorded a thank you to Wivenhoe Town Council, meetings were held at their offices before and after each day of hearing for interested parties. Councillors were working 16 hour days.

The hearing went through the matters in question, Elmstead PC questioned all the matters. Effectively we got little out of it. The examiner was sometimes late and not very strict on the running of the hearing so that for the first day people were talking over each other. We asked a lot of questions and explained why we thought it was unsound. The examiner now goes away and makes his decisions so we need to wait for his report. We suggested modifications to wording in the plan to tighten it up and make policies stronger. The examiner's suggested modifications will be subject to a public consultation for 6 weeks. All comments go back to the examiner who decides what recommendations he wants to make and then makes a final report. This goes to the Secretary of State saying that the plan will be sound if these changes are made.

The TDC Local Plan Section 1 policy said that there needs to be a link road before development takes place. We know the link road won't happen for a few years. If the examiner doesn't pick up on this we feel that the plan is unsound and there are different

Minutes of Meeting on 16th May 2024
Annual Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

routes we can take forwards. We have to wait for the report to see whether we want to take any further action.

There is a phasing plan that says the link road must be built as phase 1, before 1,750 houses are built. Phase 1 needs to happen by 2033, so it isn't deliverable within the timescale.

There's also a requirement for a primary school and healthcare provision.

The Inspector wasn't aware how much Elmstead has grown because the maps are from 2017. He will take that under consideration.

The link road is now being referred to as the A1331.

By 2033 a certain amount of employment needs to be brought forward, the main areas for this being the expansion of the Knowledge Gateway at the University which is a long term scheme (beyond 2033) and the short term employment which comes from the business park. They won't be able to access it though as the northern part of the link road won't be built. They are suggesting a temporary road be built to the business park from the link road roundabout. They will still be calling it the A120 business park, even though it's not attached to the A120, and who will want a business park with no A120 access.

The 7,250 houses total doesn't include the 2,000 units of student accommodation so the total is actually 9,250. The housing density is now higher which means smaller/taller buildings with lower prices.

The gap between the Garden Community and Elmstead is proposed as solar farms.

There was a discussion and a review of a map to see what land areas could be used by the university for various reasons.

We've recorded 2 of the 3 days. The Inspector was not recording.

Elmstead Church featured heavily in the heritage report, saying it could be harmed. The policy approach needs to be evidence based, but they made the policy 18 months before the evidence was completed. National Highways are concerned about the traffic modelling. The modelling was done before they decided that the link road wouldn't be built in one go, so the modelling is no longer relevant.

We may need more consultant's time once the report comes out as we don't have the expertise to decide whether the plan complies with planning law.

It was discussed that the Inspector is meant to have a positive approach, he's meant to pass it unless there are reasons not to.

Councillors thanked Cllr Gladwin for his hard work on the hearings.

24/110 New Community Centre and Open Space land.

i) *To review the changes made to the plans thus far.*

The most up to date floorplan and elevations were reviewed. Cllr Gladwin went through the changes, and changes still to be made.

The entrance hall layout has changed so that tables and chairs won't be in the main thoroughfare. There is now an area off to the side which will be more versatile.

The solar panels will be situated on the south elevation to make the most of them.

The apex skylights will be changing to sun tunnels. There are some worries that the hall will be dim with only one wall having the glass doors. The architects added two windows either side of the doors but some think we should just make the doors bigger. There are situations where we can see being able to open a window but keep the door closed would be beneficial (e.g. for a toddler group).

Cllr Chable raised an issue he has at Market Field School where if anything on the inside of a large glass door was touching the door on a hot day it would cause the glass panes to crack. Cllr Chable will check what it's called.

ii) *An update from the committee meeting held on 9th May 2024.*

Included in other items.

Minutes of Meeting on 16th May 2024
Annual Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

iii) Any other updates?

The application was going to be submitted as a reserved matters application. Our architect got in touch with Mr Lang at TDC who has looked at the appeal approval conditions and one of them was that the reserved matters had to be submitted within 3 years, and so we are well out of date. We had been advised by Mr Pateman Gee and Mr Guiver that a reserved matters application was the best way to proceed. So we now need to submit a new planning application. The architect says it shouldn't be much more work, but we do need to do a biodiversity plan to increase the biodiversity on the site. It feels like we are being bounced around, we've had Mr Guiver, Mr Pateman-Gee and now Mr Lang involved.

TDC has got the Church Road s106 money in the bank. That starts the countdown to receive Go Homes money.

A pavement has been built adjacent to the entrance to the community centre which doesn't line up with the map in the planning documents. We could move our entrance road across.

There is a plan in the amended deed of variation with a white line (pavement) up the side of the entrance road, which looks like an error. It shows a small part of land that wouldn't be transferred to us. We will query this with our solicitor.

iv) Procurement process – to consider an event to engage with the market.

This was discussed at the committee meeting. This could be held as part of the procurement process. The committee could run this.

It was agreed in principle that an event would be useful and see what the committee wants to do at an appropriate time.

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

v) To decide on a new account for the s106 contributions already paid and to be paid directly to the council.

We already have £50,000 and will be getting a further £400,000 into the council's account. Only £85,000 is protected by the FSCS. A report on options was reviewed. The clerk suggested looking at Unity Bank, Redwood and finding out more about CCLA as they have the best return rates, are highly recommended by other councils and have online banking. CCLA is stocks and shares and does not have the £85,000 FSCS protection, but they have a low risk option.

It was resolved to put £100,000 into Unity, £100,000 into a Redwood account and then potentially £200,000 into CCLA if we are convinced it's safe. This spreads the risk and gives us instant access in the CCLA account.

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

We can't open them until we have the funds so will need to check the interest rates nearer the time.

It was discussed what to do with the £50,000 we already have. We need access to this on an ongoing basis to pay architects fees etc.

It was agreed to open a Redwood account with £10,000.

The clerk is to arrange a presentation from CCLA.

vi) To consider adding Cllr Richfield as a member of this committee.

The above was resolved. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

24/111 Neighbourhood Plan and Neighbourhood Development Order.

i) An update on the Neighbourhood Plan. To consider asking O'Neill Homer to quote for making the changes to the NP and accompanying documents, once TDC has officially responded to the Examiner's Report.

The good news is that the NP can now go to referendum with the changes that the Examiner has stipulated. We need to get the changes made professionally.

Signature

Date

Minutes of Meeting on 16th May 2024
Annual Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

It was agreed to ask O'Neill Homer for a quote to make the changes to the Plan and accompanying documents.

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

ii) *To decide next steps for the NDO.*

At a meeting with O'Neill Homer it was discussed that the examiner is not happy with the NDO and there are no changes which can be made which would mean he would recommend it.

We could leave it for the examiner to turn down, or we can withdraw it. O'Neill Homer are willing to make the changes to update it in order to submit it again.

It was raised that the community centre site could be used to fund the new community centre if necessary. That remains an option.

It was resolved to withdraw the NDO. Proposed: Cllr Brennan, Seconded: Cllr Gladwin, all in favour.

We'll shelve the NDO for a couple of months and then reassess.

24/112 Finance.

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

The finance report was approved. Proposed: Cllr Brennan, Seconded: Cllr Chable, all in favour.

ii) *To consider quotes for works to the war memorial.*

It was resolved to appoint A Clarke Memorials to do the re-lettering on the war memorial as they were the best value and would be able to do the work in good time (4-5 weeks weather permitting). They have also been very good with their communications.

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

iii) *To consider the annual charge to Reed Hall Sentinels for use of the playing field for 2023/24 with consideration of the periods of time they were not able to use it.*

It was resolved to reduce the fee on a pro rata basis of the amount of time RHS have been able to use the field over the season. They couldn't use the field for 11 out of 37 weeks.

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

It was agreed that we need to consider the future of the field, as the wet weather is causing trouble with its use.

Cllr Chable reported that there are adults playing football on the field, it was not known who they were.

24/113 Events.

i) *The social hub.*

This was held over as Cllr Donaldson and Cllr Richfield were not present.

ii) *Halloween. To consider an increase to the budget.*

Cllr Jeggo reported that Halloween has been booked in the Community Centre for 27th October 5-7pm and will be similar to last year. There will also be a few stalls. It was suggested that they pay a £20 deposit and get half back when they arrive. The £10 fee will go towards the budget.

The clerk is to send Cllr Jeggo the council's bank details for payment.

There will be 2 authors with Halloween themed books, one will do a treasure hunt. She'll come back to us with her ideas. The other author is from Elmstead and also has a Christmas book so will come to that event too.

It was agreed to increase the budget from £100 to £150, the increase is to come from the general reserve.

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

Minutes of Meeting on 16th May 2024
Annual Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

iii) Christmas.

The Community Centre is booked for 1st December. We won't be doing carols this year. We will need to replace some lights.

iv) Walking Group.

Cllr Jeggo posted on Facebook to see if there was any interest and there was a good response. She'd like to start in June and do one per month through summer. It could start as a walk from the village and then move on perhaps to include a pub lunch.

A risk assessment will need to be done and it will need a first aid kit.

It could be run separately from the PC, depending on what they decide to do and if they start going outside the Parish.

v) Any others?

We won't be doing an event for D-Day 80, the 80th anniversary of D-Day. We won't be doing anything in summer as we have not got the people to run an event.

24/114 Insurance renewal.

The council has received its renewal documents for the second year of a three year long term arrangement. To confirm renewal.

It's actually the third year of a three year arrangement.

The renewal was confirmed. Proposed: Cllr Gladwin, Seconded: Cllr Chable, all in favour.

24/115 Election of Officers, Committee Members and Working Party Members.

See appendix 2.

The only change was to add Cllr Richfield as a member of the New Community Centre Committee.

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

24/116 To consider a request for the council to provide grass cutting services at Lanswood.

The clerk sought legal advice from SLCC (The Society of Local Council Clerks) as to whether the council can do this. As it has General Power of Competence it can but it would have to set up a company or a cooperative society to do it.

It was decided not to do this. Proposed: Cllr Chable, Seconded: Cllr Gladwin, all in favour.

24/117 Hills Development.

An update if available.

The council viewed a proposed plan of a housing development of 17 houses.

The initial plans for this development were for 4-5 bed houses but the market is not good and it doesn't comply with the neighbourhood plan. The new plans are for 2-3 bed houses which does comply with the NP and the housing needs survey. At the moment some would have to be affordable housing, but the local housing provider doesn't want them as they can't fund supporting them.

The developer would like to contribute what would have been the affordable housing to the new community centre instead. It would be a significant amount of money.

Some councillors were very concerned that changes would be made further down the line. Would there be any guarantees? This was discussed in detail, but we're not committed to anything until the planning application comes out and we put our formal response in.

It was agreed to respond to Mr Hills to say that we'd like to continue to be part of the discussion as it moves forward.

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

Minutes of Meeting on 16th May 2024
Annual Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

24/118 Items for the next agenda or for information only.

Nothing raised.

24/119 Next meeting and meetings for the next year.

6th June 2024. 4th July 2024. 1st August 2024. 5th September 2024. 3rd October 2024. 7th November 2024. 5th December 2024. 2nd January 2025. 6th February 2025. 6th March 2025. 3rd April 2025. 1st May 2025.

Noted.

The meeting closed at 10.15pm.

There being no further public business councillors were thanked for their attendance.

Minutes written by Mrs. A Baxter