

**Minutes of Meeting on 1<sup>st</sup> August 2024**  
**Meeting of Elmstead Parish Council**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

Present: Cllrs Adam Gladwin (Chairman), Amanda Brennan, James Chable, Sarah Donaldson, Liz Richfield and Martine Ward.  
District Councillors: Cllr Gary Scott and Cllr Ann Wiggins.  
Also Present: Mrs Baxter and two members of public (including County Councillor Alan Goggin).  
Absent: Cllrs Maxine Jeggo, Michael Hare and Gill Williams.

**24/158 Chairman's welcome and notifications.**

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

**24/159 Apologies for Absence.**

Cllrs Maxine Jeggo, Michael Hare and Gill Williams sent their apologies.

**24/160 Declaration of Pecuniary Interests and Personal Interests.**

None.

**24/161 Approval and signing of the minutes from 8<sup>th</sup> July 2024.**

It was resolved to accept the minutes from 8<sup>th</sup> July 2024 as true and accurate.

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

**24/162 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.**

Letters to Ian Davidson about interest on s106 deposits and residents adjacent to Charity Field have not yet been written.

The Unity savings accounts have not been opened as the current account needs to be processed first.

A response was submitted for the Norwich to Tilbury Statutory Public Consultation.

An application was made as recommended by the North Essex Parking Partnership to introduce double red lines and a goods vehicle loading only bay at the junction of School Road/A133.

The clerk is still to ask for an estimate of costs to get the allotment land in a state ready to use.

**24/163 Public Speaking**

Cllr Gladwin explained that as the county councillor boundaries are changing next May we will have a change of county councillor. Cllr Alan Goggin is the county councillor for Brightlingsea which will be our new area. Cllr Goggin explained that Cllr Guglielmi is still our County Councillor and that Cllr Goggin is trying to get a smooth handover from Carlo to whoever will hold the seat in May 2025.

Cllr Scott read through the District Councillor's written report. This can be viewed at

<https://www.elmsteadparishcouncil.org.uk/meeting-reports>.

Cllrs Scott and Wiggins have visited new residents in Elmstead. They reported overgrown vegetation at the School Road/B1027 junction which has now been cut.

Cllr Ward asked what was happening regarding law enforcement for litter picking.

**Action:** Cllr Scott will find out from Cllr Stephenson.

Cllr Scott is the Cabinet Member for Arts, Culture and Heritage which is a new role.

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**24/164 Tendring/Colchester Borders Garden Community Plan.**

*Any updates?*

We need to be ready once the Inspector's report comes out in September. There will be a consultation for us to respond to. The responses go back to the same Inspector.

**24/165 New Community Centre and Open Space land.**

- i) *To receive an update from the New Community Centre Committee meeting held on 25<sup>th</sup> July.*

The committee looked through the previous set of plans from the architect. The committee recommends that the planning application be made as soon as possible. There are some details that are not yet decided so they will be left as conditions. This is for materials for the bricks, the car park and the roof.

The committee did have some tweaks to go back to the architect, and the architect got results back from consultants to do with landscaping and trees so the plans have been changed since the meeting.

- ii) *Any further updates?*

No additional updates.

- iii) *To review the most up to date site plan and floor and elevation plans. Are they ready to agree as final for purposes of making the planning application. What matters are to be further conditions to be agreed in the future?*

The most up to date plans were reviewed; 3704-PA-04-C Proposed Floor Plan and Elevations and 3704-PA-03-C Proposed Site Plan.

The floor plan hasn't changed since the last meeting. The trees and hedges on the site plan show the biodiversity requirements, which we think may change as the veteran oaks were included in the site area for the biodiversity study, so they may reduce. The car park shows the maximum number of spaces that can be fit in. There won't be much open space left, just the northwest corner.

There are 80 saplings on the plan which can be planted under 30cm but we don't know how big they will be, or how much maintenance will be required.

It was asked if the plan shows the distance from School Road to the New Community Centre.

**Action:** The clerk will circulate the most up to date plans.

The elevations show some updated materials. The brick colour and cladding are a lot lighter than they look.

We also received a design program (timeline) from the architect. If everything goes well we'll start building next May. We'll need to keep things moving to achieve that.

It was resolved to accept the current plans as ready to be submitted in the planning application and to instruct the architect to submit the application as soon as possible, subject to the results of some outstanding consultants' reports. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

**Action:** Instruct our architect.

- iv) *To discuss the profession support required for works after the planning application is submitted. To agree request for quotes.*

The next step will be to get the technical drawings done. The clerk has sought advice from the Society of Local Council Clerks (SLCC) regarding procurement legislation for the extension of existing contracts. They confirmed that as architects are specialist contractors we don't need to go out to competitive tender to extend the contract to include the next stages of the new community centre build. The council can therefore ask DCB for a quote

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for the next steps of the process and then decide on that quote. Depending on that quote we can then ask for additional quotes if we wish. There will be more contractors required; and it would be good to have a lead consultant such as DCB to do the work on getting quotes and instructing them. At some point we may need to bring in another middleman such as a project manager or quantity surveyor.

It was resolved to request a quote from DB. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

**Actions:** Contact DCB for a quote. The clerk is to follow up with the solicitor on the land transfers.

**24/166 Colchester Road Crossing**

*Any updates?*

Cllr Guglielmi is currently on annual leave but he has been communicating with the Director of Highways and Transport to try and find out what is happening with the design and feasibility study. Cllr Guglielmi is getting no information and the Highways officer says he is hitting a brick wall.

Cllr Guglielmi suggested we also write to the Director.

**Action:** It was resolved to send a letter to Mr T Blackburne-Maze to ask for help to find out what the problem is. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

Cllr Goggin suggested a meeting with Mr Blackburne-Maze and will raise the question.

**24/167 Neighbourhood Plan**

*An update.*

Cllr Gladwin sent the referendum version to TDC, and it's now with Democratic Services. The referendum will be held on the 12<sup>th</sup> September.

**Action:** The clerk is to arrange a Neighbourhood Plan Steering Group Meeting to discuss advertising of the referendum to encourage residents to vote.

Residents can vote by proxy or postal vote.

**24/168 Allotments**

*Any updates?*

The clerk has received advice on allotments legislation. As it currently stands, with the legal agreement stating that allotments are being given to the Parish Council, they can only be used as allotments, and not as a community garden. In order to change the use we'd need to apply to the Secretary of State. The SLCC suggest that we ask TDC to change the description in the legal agreement.

Under the allotments description the Primary School wouldn't be able to use them either.

The other option is to keep them as allotments and just have a few small plots.

Cllr Richfield hand delivered letters to everyone on the allotments waiting list and only two people replied. Only a very few people are still here. There was only one person who wanted a proper allotment rather than be involved with a community garden.

The benefits of a community garden were discussed; that it's a community venture that anyone can join in with, it's good for mental health and well-being, we can have raised beds for those less able to garden at ground level.

There is something similar in Alresford, some councillors will meet with the people who run it.

The clerk has been discussing with TDC the option of changing one of the open spaces s106 contributions to be for the allotments so that the works that will be needed to the land can be done.

**Action:** It was resolved to ask TDC if they can change the description on the legal agreement. Proposed: Cllr Richfield, Seconded: Cllr Gladwin, all in favour.

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**24/169 Playing Field**

*Football teams are using the field without permission, to discuss what to do about it.*  
We've met with Reed Hall Sentinels who pay to use the field. The past few weeks it's been observed that other teams are using the field to practise on. It was thought that there are 3 different adult teams on there on a Thursday evening. There is also a team on there on a Wednesday evening.

There have been difficulties with damage to the field, and ongoing maintenance. It was discussed as to where we draw the line on people playing football on the field. With organised teams it should just be RHS. Football boots with studs tear up the field so should not be allowed for public use. It's there for informal kickabouts.

**Actions:** We'll try to find out which clubs are playing and their contact details so that we can contact them. We'll also put signs up to say that permission is required for organised football and that football boots are not to be worn.

It was also raised that other teams are using the facilities at the community centre, which RHS have to pay for the use of.

The above actions were resolved. Proposed: Cllr Gladwin, Seconded: Cllr Donaldson, all in favour.

**24/170 Tree survey**

*To review quotes for a tree survey.*

Quotes were requested across 4 sites (North Green, South Green, Elmcroft and the community centre car park) with approximately 130 trees. This is to meet risk assessment/management requirements for responsibility for trees and to provide a programme of required works. A tree survey report was reviewed and the three quotes were discussed for two options; to survey just the trees with notable defects or to survey all trees.

It was resolved to accept the best value quote which was from Tree Planning Solutions for a full tree survey at £745 plus VAT. Other councils in Tendring recommended and use Tree Planning Solutions for an annual survey. Proposed: Cllr Brennan, Seconded: Cllr Chable, all in favour.

**Action:** Arrange the tree survey with Tree Planning Solutions.

**24/171 South Green Standpipe**

*An update to include measures to reduce risk.*

A builder has very helpfully met us on the green to scan for underground utilities. There is a gas pipe running either side of the water pipe so Mr Dingwall and Cllr Gladwin are going to dig the first 1-2m by hand. We'll hire a small digger from Sibbons to dig the remainder. We've got utility plans and that area should be clear but they will dig slowly. A risk assessment will be done before hand. Fencing will be erected around the site.

**24/172 Finance.**

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

The finance report was approved. Proposed: Cllr Gladwin, Seconded: Cllr Donaldson, all in favour.

**24/173 Finance Committee**

i) *A report from the meeting held on 19<sup>th</sup> July.*

Cllr Ward reported that the committee agreed on the grants for the village organisations. There were not as many applications this year.

The clerk reported that we received a late application from the cricket club.

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**Action:** This will be circulated.

ii) *To review update terms of reference for approval.*

There was only one change regarding the agreed delegation of deciding on grants up to the amount budgeted.

The above was approved. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

**24/174 Safety of Lithium ion Batteries and e-bikes and scooters**

*Does the council wish to support a campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal?*

After a brief discussion it was agreed to pass on this.

**24/175 Items for the next agenda or for information only.**

The planning application for the demolition and rebuilding of Elmtree Garage on Colchester Road.

**Action:** The clerk will ask for additional time to respond to the application and ask for the deadline date for calling it in.

**Action:** The clerk is to arrange an extra ordinary meeting to discuss this application, for the 15<sup>th</sup> August if possible.

Surveyors have been working on Church Road and it looks like there will be a planning application on land opposite Pavilion View.

For future reference for declaration of interests Cllr Goggin stated that he is an ex-governor of Market Field School and a Director of the Academy with a link to the Market Field Farm.

**24/176 Next meeting.**

*5<sup>th</sup> September 2024*

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The meeting closed at 8.35pm.

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

Minutes written by Mrs. A Baxter