

Minutes of Meeting on 3rd April 2025
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), Michael Hare, Liz Richfield, Tony Sanders and Martine Ward.

Also Present: Mrs Baxter (clerk) and two members of public (one the chairman of the New Community Centre Committee) .

District Councillors Ann Wiggins and Gary Scott.

Absent: Cllrs Amanda Brennan, James Chable and Maxine Jeggo

25/061 Chairman's welcome and notifications.

Cllr Gladwin welcomed and notified everybody that the meeting would be recorded. It was announced that Cllr Donaldson has resigned, she was thanked for her service.

25/062 Apologies for Absence.

Apologies were received from Cllrs Brennan and Chable and County Councillor Guglielmi.

25/063 Declaration of Pecuniary Interests and Personal Interests.

None.

25/064 Approval and signing of the minutes from 6th March 2025.

It was resolved to accept the minutes from 6th March 2025 as true and accurate.

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

25/065 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.

New councillor flyers have not been done yet. VE day decorations are being worked on. This agenda was full so there are some items that have been deferred to future agendas.

25/066 Public Speaking

A member of public asked about assistance for the handyman over summer as he will have a lot on. It was suggested that we ask Cllr Chable about the Market Field Farm services. The personnel committee will be looking into this.

The working party is also to have a walkaround with the handyman.

25/067 County Councillor report.

The report can be viewed at <https://www.elmsteadparishcouncil.org.uk/meeting-reports>.

25/068 District Councillor report.

The report can be viewed at <https://www.elmsteadparishcouncil.org.uk/meeting-reports>.

Cllr Wiggins reported that residents contacted them about the tree being cut down on North Green, brown bins (now resolved), dog bins and young people on scooters being a nuisance at Budgens. Cllr Scott has spoken to Mr Guiver (TDC) about the lack of trees at Pavilion View.

Cllr Scott reported that the Church Road planning application was approved. This was outside the settlement boundary.

It has been spoken about having an increased police presence in the village over the next few weeks.

25/069 New Community Centre and Open Space land.

i) *A report from the committee meeting of 27th March 2025.*

The clerk went through some notes of the meeting: There was a discussion about blockwork versus timber walls. The clerk is going to have a meeting with Mr Fairweather as he has

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suggestions to reduce the costs having seen the detailed estimated. Mr Fairweather has spoken to Mr Board (Lanswood) and has suggested strongly that the clerk speak to him. She has been trying and spoke to Mr Board today. He is going to speak to Mr Shaikly about a meeting.

The Hope Learning Community Trust (Market Field School) has expressed an interest in purchasing the current community centre when it comes up for sale. There is also a temple interested.

The committee asked if some of the Lanswood open space s106 contribution could be used toward the building. It's thought not as it is designated open space, but the clerk will check with TDC.

ii) Land transfer update.

The PC is now the legal owner of the land. The clerk, handyman and Cllr Gladwin will meet on the field to review the state of it.

iii) To review the architect's recommendations on material conditions.

At the last PC meeting it was decided to have white UPVC windows and doors as we were told all the houses on Victory Fields had white windows. Having checked the houses that are facing the community centre site some have dark grey windows, buff bricks and slate roofs, as does Market Field School. We asked the architect and they recommended that we tie in the aesthetic to surrounding houses with the same features. As new information has come to light this item has been brought back to the council.

It was resolved to request anthracite coloured windows and doors. Proposed: Cllr Sanders, Seconded: Cllr Gladwin, all in favour.

iv) To review the pre-commencement conditions requiring input.

There are two conditions that require our input. An agreement of a scheme for waste reduction and a sustainable transport report. Cllr Sanders reported that the NDO has a transport report than we can use and will put something together. In two years' time the community centre will have to start recycling by law.

The clerk will ask the architect if they have any examples.

It was asked if we would have rainwater harvesting for grey water. Cllr Scott said that there is a relevant Local Plan policy – PPL 10. There has been talk of underground tanks. Alresford playing field has a borehole.

v) To review the buildings regulations received and discuss any matters to raise.

Cllr Hare thought that DCB would handle the building regulations and didn't realise that there would be extras on their price. It was confirmed that it wasn't included in the DCB price and will be extra. The heating plans are being done by Brontide as a sub-contractor and are included in the DCB costs.

DCB's building regulations drawings have been circulated and the only concerns raised were about the size of the cleaning cupboard and vaulted ceilings. There is an additional storage room that we didn't have with the first planning application which could be used. It has sliding doors. If the area is well used then it might be difficult to get in and out of the cupboard. The largest item is the floor polisher which will only be used for the main hall. It was also asked why vaulted ceilings are still being referred to, we checked with DCB and it's a part of the roof in the open seating area.

It was resolved to agree DCB's drawings for buildings regulations submission. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

The council reviewed the costs of two building control companies. There was a discussion on the indemnity levels, the cheaper quote was for £1 million of cover. DCB recommended that we pay the additional for the £5 million cover because the community centre build will be more than £1 million. Adding the cost of the additional cover the first quote was still less than the other quote.

It was resolved to accept the Socotec quote with £5 million of cover, total cost £4,700.

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

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vi) *Current funding.*

a. *An update on current funding.*

The council reviewed the current funding in the council's accounts and s106 amounts held by TDC. It also reviewed the interest earned and expenses paid to date. It also looked at the total estimated costs but we won't have a better idea until we get the tender quotes.

b. *An update on submitting an expression of interest for a grant to Reaching Communities.*

The expression of interest is very detailed so hasn't been done yet. The clerk will circulate it to the funding working party and arrange a time to meet.

c. *An update on a public survey.*

The working party will look at this with the EOI from above.

vii) *Trees and hedges. To decide on a committee recommendation to look into the option of siting some/all of the required additional trees and hedges on the open space rather than on the community centre site? To review and decide on whether to apply to the Woodland Trust for free trees and hedges.*

The committee has recommended that we look to put some or all of the community centre land's trees and hedges onto the open spaces land and apply for free trees and hedges from the Woodland trust which will save the costs included in the QS's quote. The application has to be in by August and we get the trees in November, which is before we start building the new community centre. We don't know if there will be any more rounds of free trees so should we get them now and possibly plant them on the open space to move to the Community Centre land. We'll still have the planting cost and spirals cost for the trees. We'd need a pack of 105 trees and 3 packs of hedges to meet our biodiversity net gain requirements. If they go permanently onto the open space they should help with drainage and privacy for adjacent houses.

viii) *Any other updates.*

None.

25/070 Current Community Centre

i) *Valuation update.*

We've received one valuation in writing, we haven't heard from the other estate agent. Nearer the time we'll price it again and decide how to market it.

ii) *Registration update.*

The clerk has sent the original documents to our solicitor but it will take a long time to get onto land registry.

iii) *The lease with the charity ends in September 2025. To discuss options and costs for renewal.*

The clerk has asked SLCC and our solicitor for advice about the cheapest and simplest way to extend it.

25/071 Public Consultation on Issues and Options and Call for Sites for the Tendring District Local Plan Review

To discuss responses to these consultations. Deadline for comments 5pm 14th April 2025.

[Tendring District Council - Planning Policy Consultations](#)

The council viewed the suggested options and locations of proposed garden villages.

Councillors are to send questions and comments to the clerk in time for a response to be put together and agreed before the 14th April. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.

25/072 Tendring/Colchester Borders Garden Community

Any updates?

There are no official updates. The Inspector's comments should be released next week.

Signature

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The PC statement went onto Facebook and we've had some responses asking what residents can do to help.

Cllr Gladwin will contact Sir Bernard Jenkin MP's office to see what their next steps are.

There will be an outline application possibly by the end of the year. We'll need to communicate this to prepare people. Cllr Gladwin will do a follow up to the previous update posted on social media and the website.

The next Garden Community Committee Meeting is on the 1st May which clashes with our Annual Parish Council Meeting. It would be good if someone can go.

25/073 Allotments

Any updates?

The clerk spoke to the solicitor who is still waiting for Mr Newell to agree the details. It was queried why it is taking so long for the land transfer. The clerk is to contact our solicitor regularly for updates.

Cllr Gladwin will speak to the handyman about the gap in the fence. The handyman is going to get some concrete to put a ramp in.

25/074 Playing Field

- i) *An update on the new Joint User Agreement for the use of the playing field by Reed Hall Sentinels.*

We had a productive meeting with RHS, Lambert Smith Hampton and Market Field School, and LSH went away with updates to make to the agreement. However we are waiting to hear from RHS as to whether they will be moving some/all of their teams to another ground.

- ii) *Permission has been requested by Elmstead Fishing Tackle to use the field on the 27th July or 10th August between 9am and 3pm. It is for one of their suppliers to showcase their fishing rod range with the help of a World Champion casting legend. Customers will be trying out casting techniques on the field under close supervision. To consider risk assessment, health and safety and insurance requirements.*

Cllr Gladwin has spoken to the business owners. One of their suppliers wants to showcase their fishing rods. The person running the event does fly fishing casting training and has insurance. He is used to doing this in public places. They will need to separate the area off. It was resolved to support the event subject to the below conditions. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

The completion of a hire agreement to include provision of a copy of the insurance and risk assessment. That litter will be cleared. That attendees will be encouraged to use the Clacton Road car park and entrance. To query whether they will be using anything sharp, such as hooks, in their demonstration, and who will be able to participate. To find out how much area they will need.

25/075 Events.

The social hub. To consider the running of the hub, the completion of the grant feedback forms, the safeguarding lead, card payments for the hub.

As Cllr Donaldson has resigned it was agreed for Cllr Richfield to be assigned an Equals card to purchase the hub supplies. Cllr Ward will be the safeguarding lead.

The clerk will send the grant feedback forms to Cllrs Ward, Richfield and Mrs Williams to complete and submit.

The clerk will also send information regarding the new application.

It was discussed that there is no need for additional volunteers at this time.

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25/076 Finance.

- i) *To look through the finance report and approve payments. See appendix 1.*
The finance report was approved. Proposed: Cllr Hare, Seconded: Cllr Sanders, all in favour.
- ii) *An update on banking (accounts and deposits).*
Council reviewed the balances in the accounts.

25/077 Annual Parish Meeting

To discuss plans for the Annual Parish Meeting.
Advertising was discussed; posters and social media. Rather than printing plans we can put a slideshow on the projector. Cllr Gladwin will write an update that can go out with the advertising.
There are also the chairman's report and finance report to do.

25/078 Items for the next agenda or for information only.

Strategic plan for June, Cllr Ward is to send the clerk the wording for the agenda item.

25/079 Next meeting.

1st May 2025.

25/080 Exclusion of press and public for private and confidential matters under Public Bodies (Admission to Meetings) Act 1960 s.1(2).

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

The public left.
Cllr Richfield left.

25/081 Staff salaries and contracts

- i) *To consider the recommendation of the Personnel Committees following on from the staff appraisals with respect to the handyman's salary for the year 2025/26.*
After a brief review of the appraisal it was resolved to move Mr Dingwall to SCP 20. Proposed: Cllr Hare, Seconded: Cllr Sanders, all in favour.
- ii) *To consider the recommendation of the Personnel Committees following on from the staff appraisals with respect to the clerk's salary for the year 2025/26.*
It was resolved to move Mrs Baxter to SCP 29.
- iii) *To consider flexible overtime for the clerk for the extra work on current projects as recommended by the Personnel Committee.*
It was resolved for the clerk to have 10 hours flexible overtime per month.

The meeting closed at 9.15pm.

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

Minutes written by Mrs. A Baxter