

**Minutes of Meeting on 6<sup>th</sup> July 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.

Also Present: 2 members of the public.

District Councillor Ann Wiggins.

Absent: Cllr Sarah Donaldson.

**23/122 Chairman's welcome and notifications**

Cllr Gladwin welcome everybody.

**23/123 Apologies for Absence.**

District Councillor Scott and County Councillor Guglielmi sent their apologies. .

**23/124 Declaration of Pecuniary Interests and Personal Interests.**

Interests were later declared before the relevant items.

**23/125 Approval and signing of the minutes from 1<sup>st</sup> June 2023.**

It was resolved to accept the minutes from 1<sup>st</sup> June 2023 as true and accurate.

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

**23/126 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.**

The clerk updated as follows: during the public speaking a resident spoke about parking on Old School Lane and Cllr Scott was going to follow up with the resident. It wasn't known if this happened. Cllr Gladwin had visited the road and not seen any problems at the times he was there. The car park at the business on Old School Lane is always full though so it could be the overspill from there. Cllr Brennan suggested the lady may have resolved it herself by speaking to the business as suggested.

The clerk has made an application for the pre-loaded cash card but needs some councillors' ID details and is still waiting for them to be able to proceed with the application.

Cllr Jeggo sent an e-mail to all councillor about the WhatsApp group and added the numbers she got. Anyone who still wants to be added should contact Cllr Jeggo.

**23/127 Public Speaking**

A member of public asked what was happening with the community centre and associated planning. Will building start before the planning expires? Who asked Go Homes to start digging and pour in a foundation? It was responded that we asked Go Homes to start digging at the recommendation of TDC, but we did not ask for a foundation. This was to achieve commencement of the build. We clarified that we don't own the land yet, Go Homes still owns it and it's their planning permission. It was asked what the threshold for commencement is and responded that there is no threshold in the section 106, this is planning. It was asked what the cost of commencement is, and where it falls withing the overall process. It was clarified that we haven't instructed Go Homes to do anything. We have asked them if they would do it, they are doing it off their own back and there has been no discussion of payment. As far as TDC is concerned it does commence the works. The member of public asked if all the s106 conditions have been discharged to allow that to commence, because as far as he knew they had not been. It was asked that if the update to be given under the agenda item did not answer all his questions to follow up with us. It was asked what our s678 works say about the bell mouth coming off the private road? The resident is getting a PCN notice for the road, and if it is approved then he advised there will be no access onto that private road regardless of wayleaves or easements.

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It was asked what would happen if we don't commence building before the expiry date. It was explained that because the original application was an outline for the whole site including the community centre, and then a separate full application was done for the community centre which has the expiry date, there is still the valid outline application that we can make a reserved matters application for rather than having to make a full application again.

It was asked if the public would be informed when that application is made. Why were they previously told we would have to reapply? It was responded that we did not know then that we could use the outline application as an alternative to submitting a new application. The residents will still be consulted as usual on that reserved matters application.

It was asked if the entrance road can be looked at again. The parking on their road is making life very difficult. There will be an opportunity for them to respond to the planning consultation. It was also suggested it could be looked at when we look at design changes (for example the roof can be simplified). It was questioned whether there will be enough car parking spaces for the community centre users. What will be the strategy if the users end up parking on the street?

It was also asked what will happen to the current community centre. It is intended to be affordable housing to meet local needs identified during the housing survey done for the Neighbourhood Plan. The Neighbourhood Development Order we have submitted will allow us to do that, but only once the new community centre is up and running.

**23/128 District Councillor report**

Cllr Wiggins went through the written report, this is on the council website at

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

In addition, a resident has asked if there can be a bus stop outside Grange Farm Close. A tree has been removed in Pauls Crescent and it is hoped another one will be planted. The streetlight outside 90 Holly Way is at last working.

**23/129 County Councillor report**

Cllr Guglielmi was unable to attend. The clerk reported that Cllr Guglielmi has been helping us with the issue we have with the Clacton Road verge where a contractor has done works but not made good. We have been told they have now been back and sorted it, but it won't be reseeded until later on in the year. The clerk will ask the handyman if the works have been done to the expected standard. He has previously been unable to mow because of how badly it was left.

**23/130 Local Highways Panel**

- i) *An update on the Colchester Road crossing scheme.*
- ii) *An update on the Colchester Road/School Road junction application.*
- iii) *Any other updates?*

The LHP meeting has been deferred so we don't have an update from that yet.

Cllr Gladwin and Mrs Baxter met with Cllr Guglielmi and Mr Drabwell a few weeks ago. The situation seems to be that the Essex Highways budget is at breaking point. They are having to prioritise the most urgent maintenance. Until the 25/26 budget there won't be any significant investment from EH, so no substantive changes including changes to colour of road tarmac, new markings or original signage is beyond the budget.

With regards to speed mitigation options that frequently get suggested, Cllr Gladwin reported that a Vehicle Activated Sign (VAS) is £3k - £5k, they don't last very long and are difficult to repair. A speed camera is around £70k and an average speed camera is £150k plus. Both need significant upkeep and administration, and there is no hope of getting them under current budget restraints.

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There is a Highways Regulation that stops you putting speed bumps on an A road. You can't see the 30mpg sign on Bromley Road. It was reported a long time ago and discussed in the meeting, but the response was that they don't have the funding. We can't do anything ourselves as it's roadside works.

**23/131 North Essex Garden Community**

*To consider the summarising of the Parish Council's response to the Submission Version of the Development Plan Document consultation by the Garden Community.*

It was discussed that it was difficult to make an on-line response.

In the last meeting Cllr Scott said that he was going to get in touch with Cllrs Turner and Bush, who are on the Garden Community Committee. It was suggested that we write them a letter requesting that the full response from the Parish Council be submitted to the Planning Inspector and asking for some direct consultation with them as they are supposed to be representing Tendring on the committee. Colchester and Wivenhoe both have representation.

Cllr Gladwin will draft the letter and will circulate it before sending.

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

**23/132 New Community Centre Committee**

*An update.*

Cllr Gladwin and Mr Fairweather attended a meeting with Mr John Pateman-Gee, TDC Head of Planning. Mr Pateman-Gee confirmed that earthworks would commence the planning, ahead of the expiry date of 23<sup>rd</sup> August.

If we don't get the 3<sup>rd</sup> party contribution by 14<sup>th</sup> July, then Go Homes should transfer the community centre land to us. It must be free from encumbrances and accessible. As we won't be getting the 3<sup>rd</sup> party contribution by then we need to arrange the transfer but it's unlikely to happen before the planning expiry date. Church Road is still at 17 occupations. Their contribution is index linked and currently in the high £400ks.

Cllr Gladwin and Mr Fairweather then met with Mr Shaun Hammond (Go Homes) who agreed to dig the necessary trench whilst the land is still under Go Homes' ownership. The outline planning application for the whole site, including a community centre stands in perpetuity and is awaiting a details application for a community centre, which gives us options. We can keep our options open on the design. We can run another tender for an architect or opt for a design and build.

The open space was also discussed with Mr Pateman-Gee. There is a landscape specification plan, but the deed of variation also sets a requirement for an open space plan. The deadline for this was last year, and Go Homes are in breach of this. They were also obligated to offer us the open space before the 35<sup>th</sup> occupation which is another breach. Go Homes are now aware that the landscape specification and open space plan are separate and are establishing the open space plan with TDC. It's as simple as possible to give us a blank canvas. This is awaiting TDC ratification.

**23/133 Governance**

*To review Standing Orders.*

The updated Standing Orders (using the National Association of Local Council's model) were approved.

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

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**23/134 South Green standpipe**

*An update and to discuss how the installation can be approved (possibly by delegated authority).*

The application has been made to Affinity Water. It cost £166 for the application and a design and cost survey which is in progress. We should hear back by the 14<sup>th</sup> July. We don't know what the cost might be. It was discussed whether approval could be delegated. It was decided to leave it for a decision at the next PC meeting.

**23/135 Finance**

*To look through the finance report and approve payments for end of June. See appendix 1.*  
The clerk reported that the insurance premium adjustment can come off as after raising some questions with the insurer the additional amount was removed. The finance report was approved.

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

**23/136 Finance Committee**

i) *To hear a summary from the Finance Committee meeting held on 29<sup>th</sup> June.*

Cllr Brennan reported that the committee reviewed and decided upon the grant applications. The outcome was shared. It also reviewed the 2022/23 4<sup>th</sup> quarter expenditure and checked on items that went over budget. The reserves have gone down, as expected, as they part funded the budget for the previous year, and we paid for landscape consultancy fees for the Neighbour Plan. Explanations were given where grants were different to those requested.

ii) *To consider a recommendation from the committee regarding a grant for Upmarket.*

Cllr Jeggo declared a personal interest in this item due to being on the Upmarket Committee and left the room during the voting.

The committee recommend a grant of £800 in addition to having a meeting with Upmarket. The last week in July has been suggested. Cllr Wiggins has put Upmarket in touch with TCPS who can help with grants.

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

**22/137 Playing Field (behind Market Field School)**

i) *Reed Hall Football Club has requested permission to use the field for a Community Fun Day on the 09th July for Elmstead Parish and Market Field School to help raise funds for the upkeep of the field and other charities.*

Cllr Chable declared an interest in this item due to his employment at the School and left the room before the vote. Cllr Chable reported that he attended a meeting with the organisers; the insurance and all the risk assessments are in place and certifications will be required. There will be first aiders and fire extinguishers in place. There is an external company providing bouncy castles and they will have to have certificates on view that prove they are insured. The event will be properly marshalled, including not allowing parking on the private road. It will run from 11am to 3pm, and they will be setting up from 8.30am. The school will provide parking. The funds will be split 3 ways, the playing field, the Parish Council and the football club.

Permission was approved. Proposed: Cllr Gladwin, Seconded: Cllr Hare, all in favour.

ii) *Essex County Council has asked for a contribution towards their costs of clearing the fly tipping. Does the council wish to contribute?*

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The council viewed photos of the fly tipping, it looks as if it has come over the fence of the adjacent properties. It was resolved that the council would not contribute as it's not its responsibility. It was agreed that a letter should be sent to Essex County Council advising them that they should send a strongly worded letter to all the houses backing onto the field about the fly tipping issue.

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

Cllr Chable also raised that a big row of fir trees in one of the adjacent gardens has been cut down. It has given the school an insecure perimeter and it was the wrong time for nesting. One tree is leaning over the neighbour's fence and is not safe. The property is empty. Cllr Gladwin will take a look. It was discussed who is responsible for the fencing and whether the adjacent residents are responsible for keeping the perimeter safe. We know that the residents are not allowed to use gates to access the field.

Cllr Chable said that the school could put in temporary Heras fencing. We'll send an e-mail to Essex County Council to say that it's of concern. The clerk asked for photos.

**23/138 Pavilion View**

- i) *To discuss the transfer of the allotment land to the Parish Council and the appointment of a solicitor.*

The clerk reported that an application has been made for a deed of variation so that the allotment land can be separated from the open space and be transferred to the council. It hasn't been approved yet. The TDC solicitor has not looked at it yet, so we don't know who is responsible for the legal costs of the transfer. The clerk has contacted a solicitor and is waiting for a call back. It was discussed that we will also need a solicitor for the Charity Field land transfers.

- ii) *Any update on the footpath from Pavilion View to the fence adjacent to the car park at Elmcroft. The car park and Elmcroft are Elmstead Parish Council owned land.*

Cllr Gladwin reported that the council owns the fence and the car park. The suggestion is that we cut a hole in the fence so that it provides access through to Elmcroft. We are looking into the costs of providing a footpath. The clerk reported that Mr Newell is happy with us doing that. She'll speak to the handyman to see if he can do the gap in the fence, and we are speaking to a local builder to get a rough estimate for the path. Cllr Gladwin reported that when we met the headmaster of the Primary School a request was made for a gate to be put in their fence to provide access from the school. We'll raise this when we next speak to Mr Newell.

**23/139 Events**

- i) *An update from the working party.*

Cllr Jeggo reported that the working party had met and discussed plans for Halloween and Christmas. Halloween will be similar to last year and Christmas will include a market. They'll also look at the Christmas tree festival. They need help from other councillors on the day. The Christmas event has been pencilled in for the 10<sup>th</sup> December. There is a budget for the events.

It was resolved to go ahead with the above events. Proposed: Cllr Jeggo, Seconded: Cllr Brennan, all in favour.

- ii) *Council surgeries, to consider a summer break.*

The surgeries will start again in September. Cllr Brennan will do a poster to inform people that it won't be on for the next 2 months and will start again in September. The purchase of



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an A Frame was suggested to help advertise events. Cllr Brennan will look into options for this and will look for something robust and sturdy that won't blow away.

*iii) Remembrance Day.*

Funding has already been agreed through the grant funding process for reimbursement of actual expenses.

*iv) An update on the commemorative bench (Coronation) and the tree to be part of the Queen's Canopy.*

The clerk spoke to Mr Newell who thinks that he owns the land up to the fence by the pond. So the suggested site for the bench seems to be on Essex Highways land, but if it's not then Mr Newell is happy for it to be situated there if it is on his land. If that's the case, we'll get it in writing.

The handyman tried to dig a hole for the tree, but the ground was too hard. The tree is still at Deans, and they are happy to hold onto it for us.

We are speaking to builders about the concrete base for the bench. The clerk has seen a bench being similarly installed for about £500.

*v) To discuss the option of a path to also be installed to the bench.*

Cllr Jeggo received a plan from the handyman with a path going over the verge to it. It was discussed whether it's needed and decided that we would look at it at a later date if it is.

A bin has already been suggested but there were concerns about cost, wasps and smells.

**22/140 Items for the next agenda or for information only**

None suggested.

**22/141 Next meeting**

*i) To discuss whether to hold an August meeting.*

This will be held on the 17<sup>th</sup> August due to personnel being on holiday on the 3<sup>rd</sup> August.

This change of date will be included in Upmarket. The clerk will inform Cllr Guglielmi.

*ii) If it is decided not to hold a meeting in August to discuss delegating authority to the clerk to pay invoices received.*

It was resolved to delegate payment of invoices received to the clerk in the interim.

**The meeting closed at 9.00pm.**

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

**Minutes written by Mrs. A Baxter**

**Contact: 01206 827139**