

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

Present: Cllrs Adam Gladwin (Chairman), Amanda Brennan, , Sarah Donaldson, Maxine Jeggo, Michael Hare, Martine Ward and Gill Williams.  
Also Present: Mrs Baxter and one member of public  
District Councillors Gary Scott and Ann Wiggins  
Absent: Cllr James Chable

**24/040 Chairman's welcome and notifications.**

Cllr Gladwin welcomed everybody and explained that there would be a do straight after the meeting to celebrate Mr Dingwall and his wife winning the Pride of Tendring Award last year.

**24/041 Apologies for Absence.**

Cllr James Chable sent his apologies. Cllr Carlo Guglielmi also sent his apologies.

**24/042 Declaration of Pecuniary Interests and Personal Interests.**

None.

**24/043 Approval and signing of the minutes from 1<sup>st</sup> February 2024.**

It was resolved to accept the minutes from 1<sup>st</sup> February 2024 as true and accurate.

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

**24/044 To receive an update about the progress of resolutions from the meeting above not covered in this agenda.**

Mrs Baxter updated that we haven't heard on the allotments transfer. The asset register will be on the agenda for the finance committee meeting. Mr Dingwall is in touch with Upsons to get the mower serviced. We've got a date for the internal audit. The grant application was submitted for the Wednesday hub. The letter to Newell Homes has been drafted but not yet sent.

**24/045 Public Speaking**

None.

**24/046 District Councillor report**

Cllr Scott read through the written report. This can be viewed at

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

Cllr Scott added that the Local Plan process is starting again, and they are looking at allocating sites in Tendring.

Cllrs Scott and Wiggins have attended several quarry meetings, there have been 6 proposed locally: 3 in Frating, 1 in Thorrington and 2 in Alresford. There could be a weight restriction on the railway bridge on Alresford Road that could stop lorries going that way. The lorries could have to drive through Elmstead.

They have visited various residents of Elmstead including new residents.

Cllr Scott has had a meeting with the director of planning at TDC to discuss past and present applications in the Parish. Some issues will be followed up, including the flooding on Charity Field.

Cllr Scott has met with Cllr Guglielmi.

**24/047 County Councillor report**

Cllr Gladwin reported that Cllr Guglielmi can't make the 1<sup>st</sup> Thursday of the month as he has a prior commitment, which we weren't aware of when we changed the date of the PC meetings. We will however meet with him for a detailed discussion every few months

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before the meetings. Cllr Gladwin and Mrs Baxter met with him yesterday. Cllr Guglielmi reported that a Church Road resident will be meeting Sir Bernard Jenkin MP about speeding on School Road. The police have done 3 speed checks and found that a high percentage of vehicles are not speeding, therefore it is not a priority for them. It was discussed that there are other speeding problems throughout Elmstead which also need attention.

The next Local Highways Panel (LHP) meeting is at the end of March and Cllr Guglielmi is on the case with our LHP officer to ensure that the design work is done in time so that the crossing can be progressed at that meeting, and it can be delivered in the upcoming financial year.

There's an online meeting next week with the LHP officer to get feedback on the informal consultation for the crossing. At the next stage there will need to be a formal consultation. Cllrs Scott and Wiggins requested they be informed when the crossing consultation is happening.

Cllr Guglielmi doesn't think a site visit is needed to progress changing the parking outside Budgens to loading/unloading only and will be following that up.

Cllr Guglielmi did submit a scheme for improvements for the footways on Clacton Road, and that will be taken care of by the current Lanswood planning application.

Regarding the speed mitigation application on Bromley Road we submitted, it was thought that the speed survey done did not provide the results for taking the application further, but this will be checked.

There was a scheme for School Road for traffic calming and signage which got lost in the changeover of LHP officers, so Cllr Guglielmi has refreshed that application.

We spoke about the recycling bins on School Road where we have requested that Essex Highways cuts down the overgrown hedging and trees behind them so that the bins can be accessed from the rear, and Cllr Guglielmi will see if he can get that moving.

It sounds like our Neighbourhood Plan has been agreed in principle. If there's anything in particular people would like to speak to Carlo about let Cllr Gladwin or Mrs Baxter know.

**24/048 THE ESSEX COUNTY COUNCIL (A120/A133 LINK ROAD) (PHASE 1 (SOUTHERN SECTION)) (CLASSIFIED ROAD) (SIDE ROADS) ORDER 2023**  
**THE ESSEX COUNTY COUNCIL (A120/A133 LINK ROAD) (PHASE 1 (SOUTHERN SECTION)) COMPULSORY PURCHASE ORDER 2023**

*Public Local Inquiries in connection with the Orders above will be held by an Inspector appointed beginning at 10.00am on Tuesday 16 April 2024 to hear from representatives. If the council proposes to give evidence at the Inquiries by reading from a proof of evidence, then a copy of that proof must be submitted by 26<sup>th</sup> March 2024.*

Cllr Gladwin does not think we need to submit anything. A submission is only required if it's challenging evidence. We do need to see if we want to make a representation at the hearing. We may need to have a working party meeting to discuss this.

**24/049 Tendring/Colchester Borders Garden Community (TCBGC) Development Plan Documents (DPD) hearing due spring 2024.**

*To consider a letter received from Wivenhoe Town Council requesting assistance in preparing for the hearing, either financially or with relevant expertise.*

We have received a letter to say that the Tendring/Colchester Borders Garden Community Plan Examination hearings are provisionally booked for 7<sup>th</sup> – 10<sup>th</sup> May. Cllr Gladwin has been speaking to Wivenhoe Town Council about them using a consultant to prepare for the hearing but there's no firm figure for cost or specifics as to what it's for yet. It was agreed that we have a meeting with Wivenhoe Town Council as soon as possible to better understand this. There may be issues that apply only to Wivenhoe. We

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could perhaps sponsor the consultant for half a day to focus on Elmstead issues. It was discussed that this is the biggest thing to happen to this village and we need to do something and it's a good opportunity.

It was agreed to ask Wivenhoe Town Council for a meeting and delegate authority to the Finance Committee to decide upon a contribution to the consultant.

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

**24/050 New Community Centre and Open Space land**

*i) Any updates?*

The Church Road contribution was supposed to have been paid by the end of January but there is a dispute over the index used to calculate the indexation. We received an e-mail from TDC to say that the figure is now £513,602. A revised demand notice has been issued and if it isn't paid by 13<sup>th</sup> March, it will be referred to the legal team to take action. TDC has told us that there is nothing in the s106 agreement to say that they can charge interest on late payments, only Essex County Council. The money will be paid to TDC and held in an interest bearing account. The interest has to be paid on the same items as the s106 contribution.

There are still a few more houses on Victory Field to be sold.

It was resolved to ask if ECC can charge the interest on the amount due in lieu of TDC.

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

The land transfer is still ongoing. We still have the issue of the drainage. There are two vital drainage connections missing. We met the director of planning at TDC to raise this. The director has asked Go Homes to meet with him next week and in the meantime an enforcement case has been opened. He will also pursue the landscaping and other issues. Go Homes has acknowledged that those connections are missing and will install them and provide evidence it's been done.

*ii) A report from the New Community Centre Committee meeting held on 29<sup>th</sup> February 2024.*

*iii) To consider quotes received for a lead architect to work with us to complete RIBA stages 1-3 for the project to submit a reserved matters application further to the outline application 14/01728/OUT which was allowed under appeal reference 16/00035/REFUSE. To consider feedback from the Committee regarding the quotes.*

This time last year that we were looking at architects for technical drawings, but the planning permission expired. We may be ready to take possession of the land and get the financial contributions in the coming months so it will be good get the planning permission started now so that it's ready to go.

In December we received a recommendation from the new community centre committee to start the process of getting architect's quotes for the planning application. The council agreed to seek quotes to review the existing plans, simplify the roof and submit the planning application. This didn't include technical drawings or building regulations.

A design brief was sent out at the end of January to 4 architects, the three we short listed last time and an additional architect who priced competitively. We received quotes from all 4. They are all certified, reputable, local, insured, have done work on community centres or similar, been prompt and professional in communications and we've met 3 of the 4. We're confident they could all do a good job.

At the new community centre committee meeting last week the quotes were considered.

The quotes were hard to compare as they were not really like for like. Since then we have asked questions to get them on a more like for like basis.

The committee also discussed a previous suggestion to get one building company to do a design and build contract and to also do the planning application. When the option was

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explored last year all the builders said come back when you have the land and money, which we don't have yet. A design and build contract would be in the highest category of public contract regulations for tenders which will be very involved, and we would need professional help with this.

It was discussed that if we get tenders from multiple builders who provide different planning application designs, we would be choosing from a variety with the unknown of if it will get planning permission. If we use an architect to do the planning application first, then we will have a defined design which we can use for the tender process. With due diligence if we take out a design and build contract, we'd need an independent project manager/lead to oversee the project. This could be a quantity surveyor. An architect will be useful as an independent third party. The only advantage we can see over doing it all under a design and build contract is the perception that it will be cheaper, but it could be that there is less transparency over the individual costs. The same professionals would still need to put the same hours in.

Two proposals were discussed at the committee meeting. The first was a recommendation that the quotes are clarified as much as can be done and then the PC chooses the cheapest option. The vote was tied, and the chairman chose not to give a casting vote. The second option was not to instruct an architect, but to go back to builders to do a design and build and the planning application. As there was no conclusion it was treated as a split vote.

The council reviewed the architects' quotes. There was quite a price difference. We took the optional extras out and showed them separately. They all need a topographical survey to get started. One has quoted at £1,000 for this, the others all said the client is to supply. The consultants' fees and other options were discussed, such as the drainage. The architects will all be undertaking the principal designer role.

It was resolved to instruct Duncan Clarke and Beckett as the best value quote. Proposed: Cllr Williams, Seconded Cllr Brennan, all in favour.

iv) *Open space boundary incursions.*

We have concerns about where some of the fences at the western end have been placed, in particular the fence in the corner. This corner may be important for drainage mitigation if we continue to have problems. If we can't get the issue sorted, we'll need to get a surveyor out to confirm the boundaries.

**24/051 Tending District Council Local Plan review Call for Sites 2024**

*TDC is inviting proposals and suggestions for housing and mixed-use developments of different scales, commercial development, community-led or environment-led proposals for community facilities, habitat creation and open space. The "Call for Sites" closes at 5pm on the 18<sup>th</sup> March 2024.*

This was noted.

**24/052 Finance**

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

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

**24/053 Governance**

*To review the following governance documents:*

i) *Publication Scheme*

There were only minor changes from the previous document: the phone number and the updated review dates.

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

Signature .....

Date .....

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ii) *Disciplinary and Grievance Arrangements*

Held over.

iii) *Equality Policy*

Held over.

iv) *Data retention policy*

The only changes were to remove the references to retaining paper copies of planning applications as we no longer receive them.

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

**24/054 Events**

i) *The social hub, any updates?*

Cllr Donaldson reported that it's going very well, the numbers are still growing. We are waiting for confirmation of the funding for next year.

ii) *Any others?*

It was asked about the jubilee tree for Church Road. Mr Dingwall reported that the ground is too hard, and we'll need a digger to plant it. Cllr Gladwin will see what he can do. Mr Dingwall asked if the digger could also be used to dig for the pipe on the south green.

We'll need a ground survey before we do this.

Mr Dingwall reported that the doors are back on the little library.

**24/055 Items for the next agenda or for information only**

The war memorial.

**24/056 Next meeting**

4<sup>th</sup> April 2024.

**24/057 Exclusion of press and public for private and confidential matters under Public Bodies (Admission to Meetings) Act 1960 s.1(2) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

It was resolved to exclude the public. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

The public left.

**24/058 To consider ratification of trust members as requested.**

It was resolved to ratify the above. Proposed: Cllr Gladwin, Seconded: Cllr Ward, 7 in favour, 1 abstention.

**The meeting closed at 8.07pm.**

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

**Minutes written by Mrs. A Baxter**

**Contact: 07907 610381**