

# SILVER END PARISH COUNCIL

## Minutes of the Full Council meeting held on 8<sup>th</sup> August 2018 in the Parish Council Office, Silver End Village Hall.

**Present:** Cllr Ashford (Acting Chair initially. Following 0818/FC1318 Cllr Galley took over as Chair,) Cllr Hughes, Cllr Waine, Cllr Bugg, Cllr McDonald, Cllr Fecitt, Cllr Vickers, Mrs Temple (Clerk,) Cllr Abbott (arrived during 0818/FC1321 and left after 0818/FC1323) and 1 member of the public (left during 0818/FC1323.) Mr Galley was also in attendance for consideration for co-option, following his re-election as Chair he then re-took his position at the table.

0818/FC1316 **Apologies for absence:** Cllr Hopkins, Cllr Murray, Cllr Holmes and Cllr Bowers. Cllr Abbott gave his apologies in advance that he would arrive late due to his attendance at another meeting.  
**Absent without apologies:** None

### 0818/FC1317 **Consideration to be given to the Co-option of 2 new Members of Silver End PC**

The Clerk confirmed that co-options can take place following the advertisement for 2 casual vacancies. The end date for a call for election was close of business on 6<sup>th</sup> August – no request was made, therefore BDC have confirmed that the vacancies should be filled by co-option.

- Mr Mick Galley – since his resignation at the last meeting Mr Galley has been in touch with all Members apologising for his hasty decision to resign at the last meeting – due to family, personal circumstances. He has explained that matters have been resolved quicker than he anticipated and that he would like to be considered for co-option. Cllr Hughes proposed the co-option of Mr Galley with Cllr Fecitt acting as second. Vote: 5 in favour. 2 abstentions. Carried. Cllr Galley was re-called to the table.
- Mr John Bailey – completed the Co-option forms sent to him by the Clerk, allowing Member's time to review and consider his application. Mr Bailey was not present at the meeting but in his absence, Cllr McDonald proposed his co-option with Cllr Bugg acting as second. Before moving to a vote Cllr Vickers stated that she had not met Mr Bailey before and would like to have asked him questions before voting. With this in mind Cllr McDonald withdrew his proposal. Cllr Vickers then proposed deferring the co-option until a meeting that Mr Bailey can attend. Cllr Fecitt acted as second. Vote: 5 in favour, 2 against and 1 abstention. The **Clerk** was asked to invite him to a future meeting.

### 0818/FC1318 **Election of new Chair**

Cllr Ashford called for nominations for Chair, stating that he is unable to stand due to his considerable workload. Cllr McDonald nominated Cllr Galley with Cllr Ashford standing as second. No further proposals. Vote: 5 in favour 2 abstentions. Carried. Cllr Galley accepted the position and was invited to continue the meeting in the Chair's seat. He again apologised for the way he resigned and in future encourages Members, including himself, to talk to each other.

### 0818/FC1319 **Declarations of Interest** by Members in respect of any items on the agenda.

Cllr Ashford – Planning Application 18/00172/VAR.

Cllr Bugg – Planning Application 18/01348/FUL.

### 0818/FC1320 **Members of the public** are given an opportunity to speak at this point;

Mr Faroe – would like to be considered for co-option. He has lived for 40 years in the village and worked with the cricket team and scouts and is happy to volunteer his services. **Clerk** to send an application.

0818/FC1321 **Minutes of the last Full Council Meeting** were agreed and signed as a true record of the meeting.

#### **Matters arising:**

The **Clerk** reported that:

- Joan Lyon Memorial – Patrick Wigg has details of the volume of aggregate required but is on holiday until 13/8. On his return the **Clerk** will arrange collection. The bench is to be ordered once agreement is made to make initial payment – the **Clerk** will then arrange for a payment from Bradwell Aggregates. Plaque to be organised by **Clerk**.

Cllr Abbott arrived at this point.

- The Clerk has again chased Lynda Inch at Valentine House regarding installation of the defib. Still no confirmation of positioning. Members suggested installation on front of village hall, on left hand side of front door as would be caught under the Crittall CCTV – **Clerk** to write to Hire a Hall and Mr Shorten, BDC, out of courtesy. **Clerk** will liaise before the next meeting with everyone during the next few weeks. Co-op is also an option for installation. **Clerk** to investigate both options for whichever happens first.
- Unadopted footpath to the side of the Congregational Church. BDC confirm that they do not own the pathway. **Cllr Galley** will investigate how best to deal with this.
- Bee Brook have sent confirmation of their work in the Memorial Gardens as follows: 'two people supplying all machinery and fuel for 5 hours once a fortnight. Consisting of clearing and weeding rose beds in the rose garden. Cutting hedges around nursing home and the yew hedges around rose beds. Also cutting strip of grass between the two borders, which are also cut back in the autumn months.' Members agreed that there has been very little need for this type of work at this time of year. Cllr Galley stated that there is a need to consider long term future of contract – **agenda for October's meeting**

- Skate park surface is still under investigation from BDC.

#### 0818/FC1322 **Report from District/County Councillors**

Cllr Abbott reported:

- 2 planning applications – garden field has applied for less houses, but still too much housing for Silver End. Redrow wish to push hedge right back – he has sent details of his objections to the Clerk which she then passed on to Members.
- BDC Full Council. Leader taken executive decision re Local Plan. He has decided to go ahead with Plan 2 – re garden communities. Looking for plan to be adopted in 2020. He spoke up that it will have a huge impact on so many ongoing issues locally.
- Factory site – meeting with SEHS re factory site. Move to get joint approach to the future of the site.
- Grass verges meeting. Supports any application SEPC make to LHP. Next meeting in September.
- Waste site app put back again to October – more paperwork to come.
- Pleased with progress on pavilion. Credit to all those working on project.
- Silver Street patching work has been completed. Cllr Ashford believes that additional holes already appearing. Cllr Abbott thinks this is an issue with subsidence.
- Trees in Silver Street – rangers came out and cut all sucker growth off and low hanging branches. Second phase to lift crowns to 2.5 m above ground – tree contractors will do this.

Cllr Mc Donald queried when recycling bags will be delivered. Cllr Abbott will chase.

Cllr Abbott was thanked for his report.

#### 0818/FC1323 **Planning Applications**

**Application No:** 18/01342/FUL Land off Western Road

Creation of field access from Western Road into land north of Western Road, erection of gate posts, gate and fence

Objection – Echo Cllr Abbott that the hedge should remain in situ as there is live elm present and many species of wildlife.

Suggest installation of roundabout to improve sightlines.

The Member of the public left the meeting at this point.

**Application No:** 18/01348/FUL 22 Temple Lane

Replace seven windows to front and side elevations

Cllr Bugg declared an interest at the beginning of the meeting and took no part in discussions or decisions.

Objection: In contravention with current Conservation Guidelines.

**Application No:** 18/00172/VAR Land East of Boars Tye Road

Variation of Condition 2 – replace Parameter Plan

(Carried forward from July's meeting as unable to make a decision - non-quotate.)

Cllr Ashford declared an interest at the beginning of the meeting and took no part in discussions or decisions.

Cllr Abbott pointed out that it appears that a Public right of Way has been removed.

Objection – Public right of way has been removed and needs to be re-instated – public needs access. Variation of this condition should not stop the building of the full-length pathway as previously agreed to the remoter houses.

Ensure that the 30mph speed limit is moved as was previously agreed and discussed during their public consultation. If not it will be very dangerous to enter the site at 40mph.

Call to see full application rather than significant variations that hugely change the original application.

Cllr Abbott reported on the latest on the path at the front – they will provide hard pathway from the entrance to the first house but not out to the remote properties. Original scheme is now deemed historic and needs to be reviewed at LHP. Cllr Ashford feels this is not a valid reason to put a scheme on hold for 10 years.

#### **Applications received after Agenda Setting**

**Application No:** 18/00442/OUT Garden Field, land South of Western Road

Outline planning application for up to 45 new dwellings, off street parking, garden amenity space, new access, public open space incorporating an equipped area of play. Objection: poor vehicular access and sight lines. Outside village envelope. Woodland and lakes are right up to the boundary and the site is unallocated. Clerk to notify of dates of meetings to allow Members to attend, allowing for her annual leave.

Cllr Ashford reported on a meeting hosted by Silver End Heritage Society to discuss the long-term use of the listed buildings on the Factory Site, taking into consideration a potential plan that may be put to BDC. These are the proposed points/proposals that could be supported by SEHS and SEPC. As there is no time for an agenda item for this meeting Cllr Ashford asked for permission for the **Clerk** to send these comments on behalf of SEPC and then make it an **agenda item** for full agreement at September's meeting – want to get in before an application is made in full. SEHS will do the same. Cllr Waine confirmed that this wording considered previous discussions in 2009. Cllr Vickers queried business opportunities referred to and what is the likely uptake due to closeness to residential properties? Cllr Ashford stated that there is so little employment in the village that feels it is important to support those locally. Cllr Hughes agreed there are difficulties but business in village is needed. Better to include it initially even if it is discounted at a later stage, especially as it is an industrial site. Cllr Abbott suggested using new homes bonus funding

in an attempt to avoid a developer just looking at dense housing schemes. The proposed wording to be used by SEPC and SEHS is as follows:

- **Maintain the architectural integrity of the existing buildings.** The design of the Power House mirrored that of the AEG Turbine Building in Berlin, build in 1909, giving significance in architectural design.
- **Preserve the Power House building for community use.** The height allows for two levels with a mezzanine, which could be built within the walls without compromising them. Possible uses are a children's nursery, meeting room, Parish Council Office and village museum.
- **Maintain the integrity of the Conservation Area.** The site is in the Silver End Conservation Area, so the development could be cutting edge, an opportunity to be innovative, following in the footsteps of the original designers, who were internationally acclaimed.
- **Maintain the concept of the garden village within the plan** - providing gardens, hedges, trees and open spaces for residents.
- **Work with local people** - prior to submission of a planning application as required by The National Planning Policy Framework (NPPF).
- **Develop employment opportunities.** This could include a business-improvement centre and/or starter units in the old factory. Employment will bring children to a pre-school. In July 2009, the Parish Council met with BDC about the use of the factory site and they agreed that it was a good idea to have employment opportunities on the site. Without more employment opportunities, Silver End will be a dormitory village.
- **Make good use of The Government's New Homes Bonus Funding** - to benefit Silver End, not just the large towns in the district. This could include investment in improved access to the site linked to improved parking in the wider area around the site.
- **Improve parking.** Present parking arrangements on Western Road means that the system will have to change. The current parking/roads layout will not cope with additional traffic (from cumulative development pressure of over new 500 houses). Parking in Valentine Way and School Road is a significant issue already without further development.
- **Confirm safe entrances into the site.** Access from Valentine Way should be for parking only and could be used to ease the parking problems in Valentine Way and School Road; the current entrance via Valentine Way is believed to be a ransom strip. Main access to the site can only be from Western Road or Temple Lane.
- **Use 106 money to benefit Silver End** - for health improvements, improving education facilities and open spaces.
- **Ensure the level of affordable housing is realistic** - and made available to local people.
- **In total, maintain the philosophy of Francis Henry Crittall** - who was a visionary who gave his workers modern facilities for the time and wanted the village to be a place for people to be proud to live in.

Cllr Hughes proposed the Clerk send these comments on behalf of SEPC with Cllr Mc Donald acting as second. Vote: all in favour.

To be discussed within the relevant working party to ensure that it stays current. Planning application is thought likely within the next six months.

Cllr Abbott was thanked and left the meeting at this point.

#### 0818/FC1324 Correspondence

Parish Transport – next meeting for Braintree Area on 8<sup>th</sup> October, 10-12 noon at Braintree Town Hall. Cllr McDonald will respond. Noted.

BDC – next round of CIF funding opened on 1<sup>st</sup> August. Projects to be considered. Discuss in Project Plan.

Cllr Murray – letter of resignation due to increased work commitments. All agreed that the Clerk should add this as an **agenda item** for September.

#### 0818/FC1325 Reports

- **Police**

Weekly reports emailed to members by the Clerk.

- **SEPC Project Plan/Reports from Working Parties**

Clerk to update:

- WoSE – Clerk approaching Printwize for formal quote.
- Gateway signs – Clerk to arrange meeting with Redrow and Keepmoat.

- Grass verges – agenda item to follow.
- Youth Participation – Cllr Vickers will prepare an article for WoSE. Meeting to be arranged with School and presentation to be made in their assembly.

The **Clerk** was asked to re-circulate AGM minutes, so Members can remind themselves of the Working Parties they agreed to as a more proactive approach is required.

- **General Reports from meetings since 12<sup>th</sup> July**

Cllr McDonald – Silver End Surgery Patient Participation Group. He has emailed his report of the meeting to all Members. Sadly only 3 attendees. He has prepared a poster to put in the noticeboard in an attempt to encourage more people to attend. Also go on web and WoSE. 29<sup>th</sup> July 6.30pm for next meeting.

Cllr Ashford reported on the pavilion. Works commenced, all internal alterations made, and skimming should be finished by the end of the week. BDC admitted they are at fault with time delay and agreed to ensure that they cover all additional costs. Few issues along the way that have meant the trust having to find additional funds in order for it all to be completed on time. Launch event on 15/9 at 10am – Cllr Abbott and Cllr Wendy Schmidt to cut the ribbon. Lease to be finalised and signed by the end of this week. Plan for BDC to hand over on 1<sup>st</sup> September, with the first child coming in on 10<sup>th</sup> September. Issue with whether or not electrical installation has been tested – should have been renewed in April but no paperwork can be found at this stage.

- **ECC/BDC reports – update**

The report book was available for view during the meeting.

Enforcement issues continue to remain outstanding – **Clerk** to chase again.

#### 0818/FC1326 **Finance**

##### **Payments made since the last meeting on 12<sup>th</sup> July:**

Bee Brook	264.00	PJ Taxis	120.00
BDC Office Service Charge	40.00	Petty cash	17.88
EALC affiliation	636.95	RCCE membership	105.60
Speedprint (WoSE)	549.00	E-on	34.65
HMRC	1662.54	Essex Pension Fund	454.54

##### **Payments to be made:**

Bee Brook	264.00	BDC Office service charge	40.00
Petty cash	13.33	Printer ink	91.00
Essex Pension Fund	454.54	L/Club meals	481.32
E-on	35.81	ESE Direct (bench)	635.00
Office 365 annual subs	59.99	Office supplies	37.12

All agreed.

##### **Bank Balances**

Current Account	£ 2,163.72
Deposit Account	£ 9,034.50

#### 0818/FC1327 **The future of SEPC Luncheon Club**

Since the last meeting the Clerk has been in touch with Mrs Thomson, Supervisor of the L/Club. Attendance figures have remained static. She has held a meeting with the other member of staff and the volunteer and all agree that they can see that it is no longer viable but, like SEPC, they do not want to see it go. However, feel that the best option would be to hold a monthly Club for which she could give members printed dates in advance and see how things go. She thinks that occasional dates might add confusion and they could easily forget. She would not like to see the taxi go as it is very useful and might attract new members, especially during the winter. She thinks members would be happy to pay a little more, up to £3 max per week.

Cllr Ashford suggested that they are the experts and proposed trialling a lunch once a month for a six-month period. No second. Cllr Bugg proposed twice a month. No second.

Cllr Waine believes there may be an issue of people getting confused about which days to come. He proposed that all past members should be written to stating that meals have improved, and would they consider coming back. If numbers do not increase there is a chance that the Club may close. Also include the price increase for £3 and cut back to fortnightly from September with a review at Christmas. Cllr Hopkins to put on web in a different form. All further proposals were retracted, and Cllr Hughes stood as second to this proposal from Cllr Waine. Vote: all in favour. **Clerk** to liaise with Mrs Thomson.

#### 0818/FC1384 **Dropped kerbs throughout the village**

Cllr McDonald has carried out a review throughout the village, sending a copy to all Members and the Clerk. The report isn't a want list but more a list of work that needs to be done if money becomes available in the future. **Clerk** to keep on file. Cllr Hughes pointed out that if passed to Highways they will suggest an LHP proforma so looking at them as tranches makes sense in order to complete a proforma. Suggested he and Cllr McDonald walk around the village and order the issues into three different tranches. Agreed. **Agenda item** for October - Pram Crossings.

#### 0818/FC1329 **Grass Verges – consideration to be given to their preservation**

A meeting was held on 17<sup>th</sup> July, including representatives from SEPC, ECC, BDC and Greenfields. The Clerk has sent a copy of the meeting notes to all present and to all Members. ECC suggested completing proformas for LHP for the 3 worst sites for consideration. Cllr Waine asked the **Clerk** to send a proforma for (time allowing due to annual leave):

- Temple Lane, north side opposite factory – starting from 22 pp to Boars Tye Rd.
- Broadway – north of Silver Street – left hand side going up Broadway – up to Runnacles St
- Triangle outside Craig Angus

Cllr McDonald reported that he is looking for funding to put a bench on Western Rd in an attempt to stop parking on the verges.

**0818/FC1330 Recruitment of new councillors**

Cllr Hughes wants to recruit more people considering the new houses being built. Suggests actively look to recruit people in the village. Cllr Vickers suggested speaking to parents of local groups as part of the Youth Participation work. Cllr Ashford stated that it appears increasingly difficult in modern times for people to attend meetings regularly, but Cllr Vickers interjected that if the working parties meet regularly and at least one-person reports to Full Council that it will take pressure off these meetings but that projects will still move forward. Agreed that Cllr Fecitt's wife will look at designing a modernised advert targeting potential new Members.

**0818/FC1331 GDPR consideration for internal communications**

It was agreed that the Clerk will send an email to all Members giving the option to opt into the sharing of information between other Members and also other agencies where necessary to conduct SEPC business.

Add agreement of privacy policy to October's agenda and Clerk to add strip to bottom of correspondence from SEPC regarding Privacy Protection – Clerk to liaise with Cllr Vickers. In May 2019, following the election, a footnote will be added to Declarations of Acceptance forms.

**0818/FC1332 Agenda Items for the Next Meeting and Confirmation of meeting date**

The Clerk confirmed that she is on annual leave from Tuesday 28<sup>th</sup> August, returning on the evening of Wednesday 12<sup>th</sup> September, potentially having implications for the next meeting. Cllr Galley proposed moving the next meeting to Thursday 13<sup>th</sup> September with the Clerk hosting the meeting, however he stated that she could not be expected to consult emails received in her absence and the meeting will be kept as brief as possible, asking all Members to be considerate of the amount of the work the Clerk will realistically be able to complete in between meetings. She will prepare and distribute the agenda before leaving on holiday and the only emails she will consider after her return and before the meeting are any planning applications that have arrived since the agenda was set. Cllr Ashford stood as second and all Members agreed.

Next Full Council meeting to be held on Thursday 13<sup>th</sup> September.

There being no further matters to discuss the Chair called the meeting to a close at 10.40pm.