

**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET
PARISH COUNCIL MEETING
HELD AT THE BENBOW CLUB BOWERS GIFFORD
ON WEDNESDAY 31 JANUARY 2018 AT 7.30 p.m.**

PRESENT:

Councillors: B. Foster: S.Pegg: T.Potter: D.Martin: N.Tyler

Parish Council Clerk: Mrs Christine Barlow

Residents present: 14

127/17 APOLOGIES FOR ABSENCE: Councillor Robert Smillie.

Councillor Bernard Foster (Vice-Chair) took over as Chair in the absence of Councillor Robert Smillie who was recovering from an operation.

128/17 DECLARATION OF MEMBERS INTEREST: To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

None were received.

129/17 PUBLIC FORUM: To enable residents to raise issues of general concern with Parish Councillors (The time allowed for this item is 15 minutes)

(i) A resident asked if any further advances been made regarding locking Westlake Park gates at night for security reasons. The Parish Clerk said she had not been able to speak with Basildon Borough Council on the matter but would endeavour to do so as soon as possible.

(ii) A resident asked when the Old Church Road underpass was going to be repaired. The Parish Clerk advised that a site meeting had been undertaken with Essex County Council Highways and Basildon Council Officers regarding the repairs. Essex County Council Engineers were going to review the repairs which needed to be carried out to make the underpass useable again. Following the theft of the barriers which had been stolen when installed at the London Road end of Old Church Road it had been decided to install lockable bollards instead. Basildon Council was also looking to install CCTV cameras for a trial period to prevent fly-tipping.

130/17 MINUTES OF PARISH COUNCIL MEETING: The Council to approve the accuracy of the minutes of the meeting held on 13th December 2017.

The minutes of the Parish Council meeting on 13th December 2017 were confirmed as an accurate record of the meeting and were signed as such by Councillor Bernard Foster, Chair.

131/17 PARISH CLERK'S REPORT: To briefly update on Parish Council business matters since the meeting on 13th December 2017 to include:

(i) **Update on CCTV Cameras – Westlake Park:** The Parish Council has been successful in obtaining funding from Essex County Council's Community Initiative Fund in the sum of £16,495 to install CCTV Cameras in Westlake Park. The next step was to speak with Basildon Council regarding the monitoring of the equipment and the future management. Once the cameras are installed the audio sound panel on the talking bench in Westlake Park will be replaced.

(ii) **Old Church Road and other highway issues:** this matter had already been discussed in the Public Forum.

(iii) **Community Speed Watch:** The Clerk advised that more volunteers were needed to run the Community Speed Watch Project due to the fact that some residents, who had volunteered to take part in the project, when contacted by Councillor Potter, had advised they were no longer available to volunteer their services. Involvement in the project was a couple of hours a month and some training would be given to operate the equipment. An advert had been included on the Parish Council website and an article would be placed in the next Parish Council newsletter.

(iv) **Plotland Owners Survey:** The survey was completed on 20th January and a report would be given as part of agenda item 136/17 - Neighbourhood Plan update.

(v) **Kelly Road footpaths:** The Parish Clerk advised she had sent an email to Essex County Councillor Patricia Reid asking her for her assistance in regard to repairing the footpaths as the Parish Council's requests to Essex Highways to carryout repairs, because of their dangerous condition, had received no response.

(vi) **Pound Lane:** Patch - surfacing works would be undertaken along Pound Lane overnight on 2nd February in readiness for resurfacing in Spring/Summer 2018. Access to residents is being allowed.

(vii) **Bus Transport Meeting:** A Bus Transport Meeting was scheduled to take place on 8th March 2018 at Chelmsford. Councillor Pegg would attend as the Parish Council's representative.

(viii) The issue of the condition of the bus shelter outside the Garden Centre in Pound Lane had been raised on various occasions with Essex County Council Bus Transport and on the last occasion, some three weeks previously, the Clerk advised she had been given assurances that the shelter would be refurbished and the shattered glass on the pavement removed but as yet nothing had happened. The Clerk would continue to request the action be taken to resolve the matter.

(ix) Basildon Council had employed two more permanent Planning Enforcement

Officers and an admin Officer to cover matters of unauthorised development across the Borough.

132/17 FINANCE REPORT: To report on the Parish Council's current financial position and other applicable financial matters including.

(i) Update on the Parish Council's current financial position:

Chris Barlow, the Responsible Finance Officer advised that there had been no transactions between 23rd December 2017 and 31st January 2018.

She presented Councillors with a summary of the Parish Councils financial position and a breakdown of payments and expenditure as follows and advised that although the balance in the bank was £ 18,312.42 included was a grant of £5,978.00 ring fenced as payment for consultation fees in respect of the Neighbourhood Plan.

	£
Balance as at 13 th December 2017	18,867.01
Balance as at 31 st January 2018	18,312.42
Expenditure:	662.01
Income:	107.42
Breakdown:	
Expenditure:	
(388) Clerks Salary (December) inc. Subsistence	661.81
Income:	
EALC Bursary Payment (Clerks Training Discount)	75.00
Parish Council Insurance Credit Payment	<u>32.42</u>
	<u>107.42</u>

(ii) General Data Protection Regulation changes (effective from 25 May 2018)

A Government change to the Data Protection Act comes into force on 25th May 2018 when all Parish/Town/Village Councils must appoint a Data Protection Officer to monitor any data protection issues or enquiries. As the draft legislation stands, this must be an independent person and cannot be a Parish Clerk or Assistant Clerk. Currently the wording of the Act is ambiguous but it is anticipated there will be an additional cost to Parish/Town/Village Councils to enable this work to be managed. Local Councils are looking to pooling resources to collectively appoint a person or organisation to carry out the work on their behalf and are discussing the options available. More information will become clear over the next few months.

133/17 PARISH COUNCIL PRECEPT 2018/2019: To discuss, consider and agree setting the Parish Council's Precept for 2018/2019 as required under the Local Government Finance Act 1992.

It was agreed to defer a decision regarding setting the Precept until the outcome of Basildon Council Policy and Resources Committee was known in respect of the Local Council Tax Support Grant. Provisionally, however, it was agreed to increase the Annual Precept amount by 0.99p from £19.89 to £20.88 based on a Band D property which was within the prescribed parameters.

134/17 PLANNING: Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 17/01752/FULL

Change of use of land to residential for one Gypsy traveller family. The site to contain one static caravan, three touring caravans and parking for two vehicles together with associated hard-standing development and water treatment plant. Land Adjacent To Church Road Bowers Gifford Basildon Essex SS13 2HG

The Parish Council had discussed this application and submitted a full response to Basildon Borough Council Planning Officers. They considered that the application should be refused on the grounds of:

(i) unacceptable change of use of Green Belt (ii) highways safety issues and (iii) the current development was unlawful.

Councillors also considered there were a number of inaccurate statements within the planning application including:

- the applicant had recorded that the work had not started at the time of the application but in fact works had commenced at the time of making the application.
- there was no authorised access to the site and no design statement had been submitted with the application despite the applicant stating this in his answers to the questions within the application.
- there was a restrictive covenant currently on the land which only enabled the land to be used for grazing and prevents the erection of any buildings on the land.

The Chair closed the meeting at this point to enable residents to express their views.

It was alleged that the occupants of the site had tapped into both the water and electricity supply and had trespassed on land to enable this to happen. Concerns were also raised that there might be further encroachment on land to the west of the site which was currently grassland. The Parish Council advised they would look into the matters of concern raised.

The meeting was then reconvened by the Chair.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:

17/001444/FULL

Alterations to the roof, to include front and rear dormers - Ivy Cottage, Clarence Road, Bowers Gifford, Basildon, Essex SS13 2JW

Councillors raised no objection to the application.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
17/01568/FULL**

Erection of 4 detached chalet bungalows, and associated detached garages and parking areas. The Orchard, 8 Clifton Road, Bowers Gifford, Basildon, Essex SS13 2LE

Councillors discussed the application and considered it should be refused on the grounds of (i) over development of the site (ii) the development was out of character with surrounding properties and (iii) the development would have a detrimental impact on the surrounding areas and utilities.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
17/01764/FULL**

Erection of a detached chalet dwelling, with attached garage, off street parking, and private garden, together with indicative layout for 8 parking spaces on adjacent land. 218 Pound Lane, Bowers Gifford, Basildon, Essex SS13 2LB

Councillors considered that in the past they had objected to previous planning applications from the applicant in regard to insufficient parking but these concerns had now been addressed in this current application and on this basis of this did not raise any further objections to the current application and would leave any decision to Planning Officers to determine the outcome.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
17/01769/FULL**

Application for continued change of use of land to an outdoor multi-activity centre with retention of hard standing parking areas, motor sports earth track and safety barriers, acoustic bunding and siting of cafe, porta cabin storage and wc facilities. Bonville Farm Industrial Park, Southend Arterial Road, North Benfleet, Essex SS12 9JQ

Councillors raised no objections to the application in principle and felt that the application, if granted, would not have a detrimental effect on the area and would help to reduce anti-social behaviour and help a range of people, abilities and disabilities. However, Councillors considered that the facility should have strict guidelines in respect of the control of use, the management of the site and noise level checks and other monitoring needed to be in place i.e.

- (i) A specified test area compliant with metre requirements to be established
- (ii) A list of qualified assessors to do the checks displayed or readily available

(iii) Two certificated metres to be available at all times, with test logs available for inspection (iv) checked bikes to be tagged (v) Proven non-compliance would require immediate cease of activities until investigations were completed and root cause resolved.(vi) First Aiders to be logged in and out (vii) opening and closing times to be staggered to avoid peak traffic times

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
17/01773/FULL**

First floor extension, replacement windows and doors together with render to front and side elevations - 237 Pound Lane, Bowers Gifford, Basildon, Essex SS13 2LB

Councillors raised no objections

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
18/00014/FULL**

Raise roof and erect dormer windows to the front and rear roofscapes converting bungalow into chalet-style bungalow - 11 Highlands Road, Bowers Gifford, Basildon, Essex SS13 2HR

Councillors raised no objections to the application.

**TOWN AND COUNTRY PLANNING ACT 1990 (as amended)
Application No: ESS/59/17/BAS**

Proposal: Continuation of development permitted by ESS/50/08/BAS without compliance with condition 3 (development restriction) and condition 4 (restoration by 31 December 2017) to allow continuation of development and restoration by 31 December 2027. ESS/50/08/BAS was for "Change of use of land to enable provision and operation of machinery for the pre-treatment of inert waste to create restoration soils" **Location:** Pitsea Landfill Site, Pitsea Hall Lane, Pitsea , SS16 4UH

Councillors raised no objection to the application.

135/17 PLANNING DECISIONS AND COMMENTS: To receive updates and comments regarding Planning Applications discussed at previous Parish Council Meetings.

This item was deferred to the next meeting.

136/17 NEIGHBOURHOOD PLAN UPDATE: To update on progress of the Neighbourhood Plan to include discussion on:

- (i) Neighbourhood Plan Pre-Submission
- (ii) Neighbourhood Plan Draft Sustainability Report
- (iii) Plotland Owners Survey

(i) **Neighbourhood Plan Pre-Submission:** The Parish Council, in consultation with the Neighbourhood Plan Steering Group, and Neil Homer (RCOH) the

consultant who had been engaged by the Parish Council to support the technical elements and publication of the Neighbourhood Plan. This document was a precursor to their final submission for the examination of the Bowers Gifford and North Benfleet Neighbourhood Plan. The Steering Group had met earlier in the day (31st January 2018) and discussed the document and their comments were now being addressed by consultants. The final transcript of the document would be published for a six-week consultation at the beginning of February. This was a requirement under The Neighbourhood Planning (General Regulation) 2012: Regulation 14. The Parish Council had to notify and make the document available to statutory consultees, businesses and residents who might be affected by the proposals.

(ii) **Sustainability Appraisal:** RCOH had provided a draft Neighbourhood Plan Draft Sustainability Report to the Steering Group and Parish Council for consideration and comment. The lengthy report was considered to reflect the views and technical detail required to provide a complete analysis of the proposed Neighbourhood Plan

(ii) **Plotland Owners Survey:** Following the previous Parish Council meeting on 13th December 2017 a letter had been sent or delivered to all residents who owned property in the plotlands, providing they had a delivery point of contact and addresses were known, requesting recipients to complete a questionnaire to obtain the views of plotland owners regarding developing a Neighbourhood Development Order alongside the Neighbourhood Plan in order to make it possible for new residential development in the plotlands and to gauge the support for setting up a Plotlands group to progress this aim. The survey closed on 20th January 2018 and over 40 responses had been received. The results of the survey would be published on the Parish Council website in due course.

137/17 SUPERFAST BROADBAND: To discuss proposals by Essex County Council to expand broadband connections and take up across Essex.

Superfast Essex is part of a national programme to make the UK one of the best connected in the world. Essex County Council is working with network operators to ensure that at least 97% of Essex will have access to superfast broadband by 2020. Councillor Pegg gave a brief update regarding a meeting she and the Parish Clerk had attended on 29th January in connection with the feed out of Superfast Broadband across the county. Essex County Council updated on progress and advised that the rollout for improved broadband across the County had reached 100,000 homes and businesses and was on target to have all connections complete by 2019. Phase 1 and 2 were complete and Phase 3 had been approved. Bowers Gifford & North Benfleet was in Phase 4 with completion at the end of 2019. However Basildon Council had provided funding under a partnership agreement to ensure that the whole of the Borough is connected in the rollout. At the meeting the Parish Council's representatives had made it very clear that we did not want an ancillary network provider. The problem the Parish has is the slow uptake of recording individual interest on the web. The Parish Council, as a statutory body had registered, but Councillor Pegg expressed the urgency for each household to record their interest for faster broadband on the Essex Superfast website www.superfastessex.org/registerdemand. More information on the rollout

could be found on www.superfastessex.org/maps

138/17 MEETINGS ATTENDED BY COUNCILLORS: To briefly update on meetings attended by Parish Councillors in the previous month.

Apart from the Superfast Broadband Event attended on 29th January by Councillor Pegg Councillor Foster had attended the Local Highways Panel on 26th January as a representative of all Parish/Town Councils. At that meeting the 2018/2019 schedule of works was discussed and an element of this was to ratify that the sum of £5,500 should be set aside to complete the work at Old Church Road and the underpass and £5,000 set aside to investigate what was needed to protect the flyover and underpass area. The actual budget had not been set for Basildon but it was expected to be in the region of £250,000 which was not a lot considering it cost £30,000 to move a sign plus £110 per meter of cable.

Councillor Foster and the Parish Clerk had also attended the Association of Basildon Council meeting on 18th January. At this meeting it was noted that all Parish/Town Council's had recorded their concerns to Basildon Council regarding the impact of the sudden removal of the LCTS grant and the fact that it would mean that the Precept amount would have to increase for all Parish/Town Councils to cover increase costs.

139/17 DATE OF NEXT PARISH COUNCIL MEETINGS: To confirm the date of the next meeting as 28th February 2018

The next meeting was confirmed at 28th February 2018 at the Benbow Club, 77 Pound Lane, Bowers Gifford at 7.30 p.m.