

**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET
PARISH COUNCIL MEETING
HELD AT THE BENBOW CLUB BOWERS GIFFORD
ON WEDNESDAY 26 JULY 2017 AT 7.30 p.m.**

PRESENT:

Councillors: R.Smillie: B. Foster: T. Potter: S.Pegg

Parish Council Clerk: Mrs Christine Barlow

Residents present: 7

41/17 Apologies for absence: Councillor Nigel Tyler

42/17 Declarations of member's interest – To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

None received

43/17 Public Forum: To enable residents to raise issues of concern with Parish Councillors (The time allowed for this item is 15 minutes)

The Chair invited residents to raise any issue of concern.

(i) A charity clothes bank had appeared on the corner of Canvey Road and residents asked who had given permission for the container to be sited in this location. Councillors were unable to provide any information regarding the recycling bank and the need for it in this location which they considered unsuitable. The Parish Clerk was asked to make enquiries on behalf of the Parish Council and report back at the August meeting.

(ii) A resident reported that despite making a report of fly-tipping in Church Road near to St Margaret's Church to Basildon Council the previous week the fly-tipped material still had not been removed. The Parish Clerk advised she had also made a report on the matter to Basildon Council and advised she would contact Basildon Council again.

(iii) A resident reported that Basildon Council was not keeping to their three week schedule of grass cutting in Westlake Park.

(iv) It was reported that the owners of Exchange House had placed another caravan in the field behind their property. They had also filled the ditches beside the property with debris and manure and the horse box and blue container remained on the verge in front of the property. Despite making a report to Essex County Council regarding the condition of the verge no action

had been taken regarding any enforcement. Residents were also asked to raise the issue on the Essex County Council's website.

(v) A resident asked why vehicles were allowed to park on the pavement making it difficult for pedestrians and other users to get past the cars. The Parish Council advised that the Police took the view that providing there was sufficient space to get a buggy through the gap they would take no action.

(vi) Concerns were raised regarding the increasing height of the mud wall being built around the traveller site at Sadlers Farm and of the increasing numbers of caravans being brought onto the site. Despite raising concerns with Basildon Council no action appeared to have been taken or email in reply received from Basildon Council Planning Enforcement Officers. Councillor Pegg suggested the Parish Council raise the issue on a monthly basis and suggested going to the ombudsman. Councillor Potter said he had written to Stephen Metcalfe, MP, but to date had not received a reply. The Parish Clerk was asked to raise the matter again with Basildon Council.

(vii) It was reported that the gate to the rear of the Benbow Club was now locked.

(viii) It was reported that rubbish sacks were being piled up on the corner of Cat Tree Lane several days before the Friday collection.

44/17 Policing update: To update on policing matters in regard to information received.

The Parish Clerk advised she had received some details of policing incidents via Neighbourhood Watch reports. The incidents reported were:

(i) Theft of items from a vehicle – 3 incidents in Kelly Road and two only had been recorded. (ii) Theft of a motor vehicle – Pound Lane (iii) Shed burglary – Westlake Avenue

(ii) **Use of Police resources:** The Parish Council having sent an email to Essex Police as discussed at previous meetings had now received a reply informing that with recent cuts in policing resources had been affected and was limited. There was availability for the private hire of policing services but this type of hire was costly at £65 per hour with a minimum four hourly charge plus contingencies. Following discussion it was considered that the Parish Council did not have sufficient funds to cover such a high outlay for the additional police patrols required. It appeared from statistic given that crime in the area was low or residents were just not reporting incidents and residents needed to be encouraged to report crime. The Parish Council would look at alternative measures to reduce anti-social behaviour and it was suggested that using the Crime and Information Facebook page which had been set up by a resident might be one avenue.

(iii) The Parish Clerk reported that Essex Fire & Rescue were now

responsible for co-ordinating Community Speed Watch and she now had a direct contact details for contacting the service. Councillor Potter reported that he had a list of volunteers but more were needed for training purposes. Several residents at the meeting voiced their interest and it was concluded that there would now be sufficient volunteers for the initial training session. The Parish Council would also look to applying for funding to cover the cost of the equipment needed for carry out the initiative.

45/17 Minutes of Parish Council Meeting held on Wednesday 28th June 2017:
The Council to approve the accuracy of the minutes of the meeting held on 28th June 2017.

The minutes of the previous meeting were accepted as a true and accurate record of the Parish Council meeting held on 28th June and were signed, to confirm, by Councillor Smillie, Chair.

46/17 Parish Clerks Report: To update on business since the last meeting on 28th June 2017.

The Parish Clerk gave a report on business and the action taken regarding issues raised at previous meetings not already recorded.

She advised that a lot of her time had been taken up with the Neighbourhood Plan and a further report would be given later in the meeting.

An application had been made to Essex County Council to participate in their 2017 Winter Salt Collection Scheme this coming winter.

Essex County Council had advised there had been a delay to installing the bollards and a gate in Old Church Road and work was now expected to be carried out by the end of September.

The Rural Community of Essex (RCCE) was holding a Neighbourhood Planning Training Session on 12th August at Feering for Parish Councils who were either thinking about undertaking a Neighbourhood Plan or had already started to produce a Neighbourhood Plan.

A letter had been received from NHS England regarding developing specialised services across Essex.

Councillor Pegg and the Parish Clerk had attended a meeting on Superfast Broadband the previous evening (25th July)

Basildon Council Infrastructure, Growth & Development Committee meeting would be held on 1st August 2017 and the agenda included and item on the Local Plan.

The Parish Clerk asked for permission to attend a training session on Social Media 10th October run by the Essex Association of Local Councils -

Permission was granted.

- 47/17 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:
17/00873/FULL**

Proposed conversion of a former stable/kennel building to create a four bedroom dwelling, with associated cycle and car parking, bin storage, garden area and landscaping - Claremont Burnt Mills Road North Benfleet Basildon Essex SS12 9JX

There were a number of derelict outbuildings currently on the site and the land around the site had been built up and infilled by the previous owner with various unknown material. Councillors raised concerns that this land was now contaminated and it was considered that a Risk Assessment should be undertaken regarding the surrounding area before any application was granted. Although the site was in Green Belt the National Planning Policy Framework (NPPF) supported bringing development of this type back into use. There appeared to be no problem with access but the Parish Council suggested that the responsibilities of maintaining the ditches on the site should be made clear under the law of Riparian Ownership. Subject to the above conditions, in principle, the Parish Council had no objection to the application being granted.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
17/00876/FULL**

Conversion of existing semi-detached bungalow to chalet incorporating a new raised roof with pitched roof front dormers and rear box dormer (joint application with no. 3 Lee Road) - 1 Lee Road, Bowers Gifford, Basildon, Essex

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
17/00877/FULL**

Conversion of existing semi-detached bungalow to chalet incorporating a new raised roof with pitched roof front dormers and rear box dormer (joint application with no. 1 Lee Road) - 3 Lee Road, Bowers Gifford, Basildon Essex

Councillors discussed jointly the applications for Nos 1 and 3 Lee Road and raised no objections to either planning application.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
17/00768/FULL**

Removal of existing buildings A - C - D - E as indicated on the existing site layout plan and retention and relocation of unit B for use as store.

Construction of one detached four bedroom bungalow together with new front boundary wall and gates - Savannahs Place, Grange Road, Bowers Gifford Basildon, Essex SS13 2LW

It was considered that the planning application intended to generally tidy up the site, relocate and redesign the existing buildings. The Parish Council raised no objections to the planning application however they considered that Permitted Development Rights should be removed to prevent further over development of the site.

TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 17/00697/FULL

Proposed single storey rear extension with a pitched roof (revised drawings) - 1 Westlake Avenue, Bowers Gifford, Basildon, Essex

The only difference with the revised drawings was that they included the dormer which stretched across the rear of the property. The Parish Council raised no objections to the application in principle but commented that the plans should be modified to include more off street parking as currently the owners used the premises and the road for parking in connection with their business. It was also considered that the dormer might also exceed the permitted size for development under BAS3.

The Parish Clerk was asked to pass all comments regarding the Planning Application discussed on to Planning Officers.

48/17 Planning decisions and comments: To receive updates and comments regarding Planning Applications discussed at previous meeting.

The Parish Clerk reported on the following Planning Applications which had been discussed at previous Parish Council meetings:

- 1) Planning Application No: 17/00772/FULL 55 Pound Lane – **Granted.**
- 2) Planning Application No: 17/00689/FULL Rookery Farm, Jotmans Lane – **Granted.**
- 3) Planning Application No: 17/00557/FULL Sunnyview, Osborne Road – **Granted.**

49/17 Finance Report: The Responsible Finance Officer to report on the Parish Council's current financial position.

A summary of the Parish Council finances to the date was provided. Councillors were advised that a second invoice had been received from RCOH in the sum of £4,419.25 inc VAT for consultancy fees for work undertaken in regard to the Neighbourhood Plan. This was in line with the schedule of work provided at the engagement of the consultants. Councillors confirmed their Agreement for payment to be made.

	£
Balance at Bank 27 th June 2017	22,784.70
Balance at Bank 21st July 2017	21,840.01
Expenditure	
Clerks Salary (June)	649.51
Clerks expenses - Stationary	52.00
HMRC (Clerks Tax - April/May/June)	<u>276.93</u>
	978.44
Income:	
EALC Clerks Bursary – Training (Refund)	33.75

The Parish Clerk asked Councillors for their approval to carry out work to install anti-climb paint on the roof of the container, which had been provided to the Parish Council for storage, in Westlake Park. The quotation received was for £190.00 and included the appropriate warning signs. Councillors confirmed their **AGREEMENT** to the request by the Parish Clerk.

50/17 Neighbourhood Plan: To update on progress.

The Parish Clerk advised that three consultation sessions had been held during the month which had been well attended. The public consultation was now closed and the responses from those residents who had either completed the Neighbourhood Plan questionnaire as part of the consultation either on line, email or a paper copy were being analysed. The Parish Clerk wished to record her thanks to all the residents who had offered to deliver the Parish newsletter and second drop of leaflets for their help and also thank members of the Task Group who collected some of the questionnaires from residents.

A total of 238 responses had been received which was considered to be a good return and fair indication of opinion.

A meeting was to be arranged with Basildon Council for the end of August /beginning of September to inform of the outcome of the consultation and it was planned, depending on availability of participants, for a further meeting with the Task Group to update them on the results of the consultation.

A Scoping Report letter had been provided to the Parish Council to be sent to key consultees. It was considered that the layout of the document was not acceptable and some discussion needed to be undertaken with consultants before it was sent out. The Parish Clerk said she would discuss the amendments to the report with Neil Homer, the Parish Council's consultant, when he returned from holiday. All other business in connection with the progress of the Neighbourhood Plan had been completed within the scheduled timeframe and the Parish Council was satisfied with the work

undertaken to date.

51/17 Summer Events: (i) Parish – in- Bloom (ii) Picnic – in –the Park

(i) **Parish-in-Bloom:** The Parish Clerk advised that only four residents had entered the Parish-in-Bloom despite extending the closing date to 28th July. Following a discussion it was concluded that the competition should be cancelled for the current year. The Parish Clerk requested that each entry should still receive the promised bulbs for participating. All Councillors present were in **AGREEMENT** with this approach.

(ii) **Picnic-in-Park:** The Parish Clerk gave an update on progress.

The Parish Clerk advised of the following:

- Two Bouncy Castles had been booked to cover different age groups.
- The same duo, Filthy Gorgeous, as in 2016, had been booked
- Two Marquees measuring 5 meters x 5 meters had been booked
- Various organisations were in the process of confirming attendance.
- The Parish Council games were being looked at to make sure they were in good condition
- Parish Clerk was in the process of contacting the Benbow Club to discuss using their facilities as in previous years and if they wanted to organise the BBQ on the day.
- Various businesses were in the process of being approached to provide raffle prizes. Councillor Pegg said she would help with contacting local business and requested a letter of introduction from the Parish Clerk.
- Basildon Council had been advised of the event

Volunteer help would be needed on the day and the Parish Clerk was in the process of approaching the police cadets for some of this help. Councillors confirmed their **AGREEMENT** to set a budget of £1,500 for the event.

It was suggested that as the Parish Council now had storage it might be possible to purchase marquees instead of hiring them. It was **AGREED** for the Parish Clerk to make enquires.

52/17 Projects: To discuss future community projects and funding sources for applications.

The Parish Council discussed future projects and put forward the following suggestions:

- A Circular Walk around the village – to consider this as an agenda item once the Neighbourhood Plan had been completed.
- CCTV cameras in Westlake Park
- Community Speed Watch cameras

The Parish Council **AGREED** to consider the suggestions and look into

funding sources for each project. An Expression of Interest to apply for funding via Essex County Council's Community Initiative Fund would be made for projects which could be completed within the specified funding timeframe.

The Parish Clerk advised she had discussed with Pound Lane Mission regarding refurbishment work at the Mission and had offered to help them complete a funding application. She asked the Parish Council if they would support this initiative. Councillors confirmed they were in full **AGREEMENT** with supporting this venture.

53/17 Meetings attended by Councillors: To update on meetings attended by Councillors since the last meeting.

(i) Councillor Foster advised he had attended the Association of Basildon Local Council's Annual Meeting on 20th July.

Councillor Pegg gave a summary of the Superfast Essex Event she and the Parish Clerk had attended the previous evening (25th July).

Superfast Essex and Essex County Council were working in partnership to extend superfast broadband coverage to 97 percent of Essex by 2020. Currently the roll out for Phase 1 had been completed. Phase 2 had been programmed to roll out for completion by the end of 2017 and Phase 3 had been added to rollout deployment plans to give a further 24,000 homes and businesses access to superfast broadband by 2019. A further consultation was planned for August to enable residents and Parish Council's to identify those areas not currently covered by the three phases in order for Essex County Council to apply for additional government investment to give total coverage across Essex for superfast broadband by 2021. The presentation advised there was an opportunity for those areas not currently covered by any commercial service to enter into an agreement with one of two external commercial companies, either Gigaset or County Broadband, who were working in partnership with Essex County Council. Some parts of the Parish did not have a good broadband service but It was felt that as other parts of the Parish had been brought up to speed it would not be beneficial to enter into any agreement with a third party to connect areas not already receiving an adequate supply. It was important for residents to make their views known and complete the consultation when available. At the meeting Parish Councils had expressed their concerns at the timing of the consultation and representatives of Superfast Essex confirmed that Parish/Town Councils could complete the questionnaire on behalf of their community.

It was **AGREED** that the Parish Council should not enter into any agreement with a third party commercial organisation but they should make their representation for Superfast Broadband directly to Essex County Council and Superfast Essex.

Note added to the minute after the meeting: The link for the consultation

notified on 31st July 2017 was: www.superfastessex.org/whats happening next.
Closing date 31st August 2017.

54/17 Date of next meeting: To confirm the date of the next meeting.

It was confirmed that the date of the next meeting would be 30th August 2017
at the Benbow Club, 77 Pound Lane.

Signed:Councillor Smillie, Chair

Date: 30th August 2017