

**MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL  
HELD ON TUESDAY 14 MARCH 2017**

**Present: - Town Mayor, Councillor Ron Pratt.**

**Councillors – Vanessa Bell, Bob Calver, Mrs Helen Elliott, Peter Elliott,  
Neil Pudney, Mrs Wendy Stamp and Mike Wood.**

**In Attendance: - Sarah Grimes, Town Clerk and Paul Harris, Town Clerk/RFO.**

**293 APOLOGIES FOR ABSENCE**

Apologies were received from the Deputy Town Mayor, Councillor Mrs Una Norman and Councillor Mrs Louise Pudney.

**294 DECLARATIONS OF INTERESTS**

There were none.

**295 TOWN MAYOR'S ANNOUNCEMENTS**

Councillor Ron Pratt, the Town Mayor, stated that Councillor Neil Pudney had requested to address the Meeting.

Councillor Pudney thanked everyone for their support and understanding during what had been a very difficult period for himself and his family, due to his wife's illness.

The Mayor reported that the Town Council's Civic Reception had been a great success and that the winners of the Mayor's Annual Award were John Hitcham and Iain Corbett and the Lifetime Achievement Award recipient was David McNeill, the former Town Clerk/RFO.

Councillor Pratt stated that he had attended the following:

- i) Royal Corinthian Yacht Club Committee Dinner
- ii) Royal Burnham Yacht Club Committee Dinner
- iii) Chairman of Essex County Council's Civic Service at Chelmsford Cathedral
- iv) Ormiston Rivers Academy 'First Give' charity nominations, where Year 8 students had presented their case for their chosen charities.

**296 MINUTES AND MATTERS ARISING**

**RESOLVED: - that the Minutes of the Meeting of the Town Council held on Wednesday 15 February 2017, be confirmed and signed.**

**297 PLANNING COMMITTEE MINUTES**

**RESOLVED: - that the confirmed Minutes of the Planning Committee Meetings held on Wednesday 15 and Monday 27 February 2017, be duly received.**

**298 ENVIRONMENT COMMITTEE**

Members noted that the next Meeting of the Environment Committee would be held on Wednesday 29 March 2017 at 10 am.

## 299 TOWN CLERKS' REPORT

This was noted and in particular: -

### 1 CHEWING GUM ACTION GROUP 2017 CAMPAIGN

The Town Council had been invited to take part in the annual campaign to reduce gum littering, run by the Chewing Gum Action Group, which draws together representatives from the chewing gum industry, environmental charity 'Keep Britain Tidy' and the Chartered Institution of Wastes Management and is chaired by the Department for Environment, Food and Rural Affairs.

Following a brief debate, Members concluded that Burnham does not have a significant problem with discarded chewing gum and it was

**RESOLVED: - that no action be taken.**

### 2 ESSEX COUNTY COUNCIL ELECTION – 4 MAY 2017

A letter had been received from Lynda Elsegood, Electoral Management Officer at Maldon District Council, regarding arrangements for the use of the Council Chamber as a Polling Station. All Members had received a copy of the dates of future scheduled Elections.

The Town Clerk reported that she had completed the Hire Agreement Form and asked for the Presiding Officer to contact her to agree the Polling Station layout. MDC had requested to book the Council Chamber for future Election dates. There are no Elections scheduled for 2018.

District and Parish Elections will be held on 2 May 2019.

### 3 PARISH CLERKS' FORUM MEETING

The Agenda for the next meeting of the Parish Clerks' Forum had been received.

Topics included:-

- The Community Heartbeat Scheme
- Economic Development update
- Business Rates update
- MDC CPO Update

The Town Clerk outlined the Community Heartbeat Scheme.

The Community Heartbeat Trust is the UK's leading community defibrillator charity.

Over 3,000 defibrillators have been supplied to communities nationwide.

BT and Community Heartbeat Trust charity (CHT), work together to help communities turn their adopted telephone boxes into medical centres, by using them as homes for Public Access Defibrillators.

### 6 POLICE AND CRIME COMMISSIONERS PUBLIC CONSULTATION

An email had been received from Georgina Button, Communications and Engagement Lead Officer, regarding the above. The twelve week Public Consultation into the potential change in the way Essex Police and Essex County Fire and Rescue Service is governed, runs until Wednesday 10 May 2017. Residents may give their views by visiting the website [www.essex.pcc.police.uk/LocalCaseForChange](http://www.essex.pcc.police.uk/LocalCaseForChange) or by emailing the office of the PCC at [consultation@essex.pnn.police.uk](mailto:consultation@essex.pnn.police.uk)

The new Policing and Crime Act 2017 offers the opportunity to transform local fire and rescue governance, enabling Police and Crime Commissioners to become the fire and rescue authority where a strong local case is made. The Government also has a statutory duty to collaborate.

There are three options to consider and comment on, rating them 'no benefit to significant benefit'

#### **Representation**

- The Police and Crime Commissioner becomes the 26th voting member of the Essex Fire Authority.
- Police and Crime Commissioner continues to govern Essex Police.

## 299 TOWN CLERKS' REPORT

### 6 POLICE AND CRIME COMMISSIONERS PUBLIC CONSULTATION (continued)

#### Governance

- The Police and Crime Commissioner takes on the role of the Essex Fire Authority, becoming the Police, Fire and Crime Commissioner.
- Police and Crime Commissioner governs both Essex Police and Essex County Fire & Rescue Service.
- Each service retains its Chief Officers.

#### Single employer

- The Police and Crime Commissioner takes on the role of the Essex Fire Authority, becoming the Police, Fire and Crime Commissioner.
- A single Chief Officer is appointed and leads both Essex Police and Essex Fire and Rescue Services.
- Police and Crime Commissioner governs both Essex Police and Essex County Fire & Rescue Service, bringing the services together.

A summary of questionnaire responses would be submitted to the Home Office in June and the Home Secretary will make the final decision.

All Members agreed that the Town Council should consider and determine its formal response to the Consultation and it was

**RESOLVED: - that the Police and Crime Commissioner Public Consultation be included on the Agenda for the next Meeting of the Town Council to be held on Wednesday 12 April 2017.**

## 7 MALDON DISTRICT COUNCIL NEWS RELEASES

### Maldon District Council supporting food waste recycling

The Council would continue to offer free food waste caddy liners to residents to support recycling and reduce landfill.

The Town Clerk stated that there had been some concerns raised by residents that the caddy liners are not biodegradable. However, MDC had advised that it is no longer necessary to use a compostable liner as food waste is no longer composted. Food waste can now be accepted in plastic bags as these bags are separated from the food waste before it goes through the Anaerobic Digestion (AD) process. The plastic bags are recycled into new plastic bags/products.

## 10 LISTENING BENCH FOR BURNHAM

All Members had received a copy of the email from Sarah-Joy Maddeaux, 'You Are Hear' Project Officer at the Essex Records Office, requesting the Town Council's support for the proposal to put a 'listening bench' in Burnham. Volunteers had suggested the quayside or outside the Library as potential sites. The benches can remain the property of Essex County Council for the length of the *You Are Hear* project. From 2018, the project organizers are looking for the local communities to adopt benches and keep them functioning until at least 2023. It is hoped to have a bench installed before Burnham Week.

The Town Clerk reported that this is a Heritage Lottery Funded Project at the Essex Sound and Video Archive (part of the Essex Records Office), which is digitizing and cataloguing a number of recordings in the archive, then sharing them with people to encourage them to develop their sense of place and attachment to the County.

Listening benches are solar powered park benches with in-built speakers that play clips of recordings from the archive.

## 299 TOWN CLERKS' REPORT

### 10 LISTENING BENCH FOR BURNHAM (continued)

The Project Officer had confirmed that there is a small budget set aside for installation costs and that there would be an extended warranty available for the bench's sound equipment to last until 2023. The warranty does not cover the replacement of the solar batteries, which need replacing every two to three years at a cost of approx. £20 (plus VAT). The benches are weather proofed for outdoor use but would require re-staining and cleaning at intervals.

Councillor Bob Calver stated that if the bench was part of a guided walk or heritage trail it may be a good idea.

Councillor Mrs Helen Elliott asked if the bench would have a hearing loop system for the hearing impaired.

Councillor Mrs Wendy Stamp asked how often the audio information is changed and how much input the Town Council would have in what audio recordings were provided.

Members agreed that further information was required before determining if the Town Council wished to support the Project and adopt a bench and keep it functioning until, at least, 2023.

The Town Clerk suggested that Members may wish to ask the Project Officer to attend a future Meeting of the Town Council to explain the scheme in more detail and to answer Members questions accordingly and it was

**RESOLVED: - that Sarah-Joy Maddeaux, 'You Are Hear' Project Officer at the Essex Records Office, be invited to attend the next Meeting of the Town Council to be held on Wednesday 12 April 2017.**

### 11 ESSEX COUNTY COUNCIL

All Members had received a copy of the March 'Making the Links' bulletin.

The Town Clerk outlined the following:

*Community Flood Improvement Fund Grant.*

Essex County Council set-aside £400,000 of its Capital Flood Prevention Programme to provide a Community Flood Improvement Fund grant for other authorities, charities, community groups, farmers and or landowners committed to delivering projects resulting in the reduction of flood risk to Essex residents. The fund is specifically suited to address local drainage issues and the alleviation of minor drainage works. Furthermore the Flood and Water Management staff is available to provide any additional support needed during the grant application process. It was

**RESOLVED: - that the Town Clerk establish if there are any flood improvement grant opportunities for Burnham.**

*Safer Essex Roads Partnership Report*

Safer Essex Roads Partnership (SERP), a partnership of Essex County Council, Essex Police and Essex County Fire and Rescue Service, is working to reduce injury crashes in Essex. One element of this work is the 'no excuse' campaign, which operates around towns in Essex where there are high numbers of crashes involving injury.

The key elements are:

- Seat Belt ON – Mobile Phone OFF
- No excuse for Speeding
- No excuse for Drink/Drug Driving

During February 2017 SERP delivered a 'No excuse' event in Colchester, Harlow and Loughton. It was

**RESOLVED: - that the Town Clerk establish if there are any plans for a similar 'No Excuse' event in, or closer to, the Dengie area.**

## 299 TOWN CLERKS' REPORT

### 11 ESSEX COUNTY COUNCIL (continued)

#### *Planning News and Planning Applications*

#### Minerals and Waste Policy Planning

Examination of the Essex and Southend-on-Sea Replacement Waste Local Plan has been underway since June 2016. The hearing sessions began on Tuesday 27 September and adjourned on 7 October. As part of the examination process, the Planning Inspector has requested that a number of modifications be made in order for the Plan to be found sound and consequently suitable for adoption. Public consultation on the schedule of modifications closed on 16 February 2017 with more than 550 comments received from around 370 individuals and organisations. Responses were being processed and analysed before being passed to the Inspector for consideration as part of the preparation of her final report. This is anticipated in April 2017 and, if deemed sound, the Plan would be adopted by the Authorities in July.

### 12 'SEAN' (SUPPORT ESSEX ADMIRAL NURSE) 'DENGIE ROCKS II - THE WARM ONE!'

Following the success of 'Dengie Rocks Against Dementia' in 2016, another music event is planned for 15 July 2017. SEAN is fundraising for an Admiral Nurse for Essex.

The Town Clerk reported that she had had an informal meeting with Julia Mells, Chairman of Support an Essex Admiral Nurse with Dementia UK, Working Group, and Cristina Franchi, Chair of Trustees for the Dengie D-Caf. They are hoping for the Town Council's support for the event. Last year the Town Council provided insurance coverage and help with the event management plan, risk assessment, temporary event notice application and PRS license application.

The Town Clerk suggested that Members may wish to invite Julia Mells to attend a future Meeting of the Town Council to outline the Admiral Nurse scheme and the objectives of the working group and it was

**RESOLVED: - that Julia Mells, Chairman of Support an Essex Admiral Nurse with Dementia UK, Working Group, be invited to attend a Meeting the Town Council to outline the Admiral Nurse scheme and the objectives of the working group.**

## 300 DIARY DATES

Members noted the following: -

- a) Dengie Group of Parish Councils – Wednesday 15 March  
7.30 pm in the Town Council Chamber
- b) Dengie Hundred Bus Users Group – Wednesday 22 March  
12.45 pm in the Town Council Chamber
- c) Coastal Communities Team AGM – Monday 27 March  
1 pm in the Rayleigh Civic Suite
- d) **Burnham Town Council Environment Committee – Wednesday 29 March  
10 am in the Town Council Chamber**
- e) Friends of Hester Place AGM – Friday 31 March  
6.45 pm in the Town Council Chamber
- f) **Burnham Town Council Planning Meeting – Monday 3 April  
7 pm in the Town Council Chamber (subject to applications received)**
- g) Royal British Legion Meeting – Monday 3 April  
7.30 pm in the Town Council Chamber
- h) Carnival Committee Meeting – Tuesday 4 April  
8 pm in the Town Council Chamber
- i) Dengie D-Caf? – Wednesday 5 April

10 am – 1 pm in the Town Council Chamber.

**300 DIARY DATES (continued)**

- j) Town Council Surgery – 8 April  
10.30 - 11.30 am in the Town Council Chamber**
- k) South Eastern Area Planning Committee Meeting – Monday 10 April  
7.30 pm in the Town Council Chamber
- l) Burnham Town Council Planning Meeting – Tuesday 12 April  
7 pm in the Town Council Chamber**
- m) Burnham Town Council Meeting – Wednesday 12 April  
7.30 pm in the Town Council Chamber**
- n) Town Council Office Closure – Friday 14 April - Monday 17 April  
Good Friday and Bank Holiday Monday**
- o) Annual Town Meeting – Thursday 27 April  
7.30 pm in the Town Council Chamber**

**301 CO-ORDINATORS' REPORTS**

- a) General Purposes – Councillor Peter Elliott reported on a number of items: -
  - i) Financial Software  
The Town Clerks had visited Danbury Parish Council to see the RBS rialtas Local Councils software in operation and they had also participated in an online demonstration. Councillor Elliott had reviewed the quotations received and he recommended that the Town Council proceed with the ‘Omega’ software at a cost of £1,185.00 plus £133.20 mileage expenses for the initial set-up, annual support and maintenance with multi 5 user licenses at a cost of £350.00 per annum and onsite training at a cost of £399.00. The Town Clerk/RFO stated that the system could not be installed until June/July. It was **RESOLVED: - that the Town Council purchase the RBS rialtas Local Councils ‘Omega’ software in the amount of £1,185.00 plus £133.20 mileage for the initial set-up, annual support and maintenance with multi 5 user licenses at a cost of £350.00 per annum and onsite training at a cost of £399.00.**
  - ii) Town Council Payment Card  
Councillor Elliott stated that the Town Clerk/RFO had asked for a credit/debit card to facilitate online payments. Councillor Elliott recommended a credit card rather than a debit card, for security reasons, with a limit of £500 and it was **RESOLVED: - that the Town Council applies for a credit card with a limit of £500.**
  - iii) Council Chamber Users  
Mr Harris, the Town Clerk/RFO had submitted a Report to Councillor Elliott requesting that Members consider and determine/reaffirm the Town Council’s Charging Policy in respect of the Council Chamber. Councillor Elliott stated that the current users are community groups with which the Town Council has a strong involvement. Councillor Elliott recommended that there be an Agenda Item to discuss this issue and it was **RESOLVED: - that an Item be included on the Agenda for the next Meeting of the Town Council to be held on Wednesday 12 April 2017, to consider and determine/reaffirm the Town Council’s Charging Policy in respect of the Council Chamber.**
  - iv) Screen for the Town Council Chamber – Councillor Elliott stated that the improvement of audio facilities within the Chamber would be achieved as the South Eastern Area Planning Committee could provide equipment to link to the existing ‘loop system’. Members debated the provision of a screen or television screen. The Town Mayor stated that a seventy inch reconditioned television screen would cost in the region of £250 to

£350 and that the quality of the picture would be far superior to that of a conventional screen.

### **301 CO-ORDINATORS' REPORTS (continued)**

Councillor Pratt stated that he would arrange for a demonstration at a future Meeting of the Town Council.

#### v) Financial Regulations

Councillor Elliott reported that the Town Clerk/RFO had requested that the Town Council consider the introduction of financial regulations and he recommended that this be considered and determined at a future Meeting of the Town Council.

- b) Highways – All Members had received a copy of Councillor Calver's Report. Councillor Calver stated that he would produce a 'hotspot' crash map which could be used to feedback information to the Community Protection Officers.

The Town Clerk reported that the Town Council had received notification of the closure of Alpha Road, due to commence on 24 April 2017 for five days, to allow National Grid Gas Distribution to undertake gas connection works.

### **302 DISTRICT COUNCILLORS' REPORTS**

Councillor Neil Pudney reported that he had met with Council Officers and he had been invited to attend an officer training session on the new sickness management system. Further work regarding the Council's absence management policy was required and the results of this would be reported to the Overview and Scrutiny Committee at a future meeting. Councillor Pudney stated that the Overview and Scrutiny Crime and Disorder meeting had been postponed. The Maldon and Chelmsford Children's Centres had been amalgamated.

Councillor Peter Elliott reported that the Chairman of Maldon District Council's Business Awards presentation had taken place at the Royal Corinthian Yacht Club on Friday 24 February. Twenty of the district's businesses were nominated for this year's awards, highlighting the diversity of entrepreneurial talent in the Maldon district. The categories were Young Entrepreneur of the Year, Fast Track Business of the Year and New Business of the Year.

The Business of the Year Award was then selected from the three categories. The winner was Crouch Ridge Vineyard. Councillor Elliott stated that the awards had been a great success and that it was "eye opening to see the innovation that is in the district". He stressed the need for forward planning and for developers to provide industrial units. One of the businesses had already been forced to leave the area because of a lack of suitable premises.

Councillor Mrs Stamp concurred and stated that there is also an issue with deliveries and the length of time it takes to get out of the Dengie. Councillor Mrs Stamp requested a list of the businesses that had taken part, for the Chamber of Commerce re-launch event.

The Town Mayor reported that the Community Services Committee had considered a report on the proposal of a new policy for the control and installation of memorials and commemorations in all Council owned open spaces including cemeteries. Councillor Pratt stated that there were some sensitive issues to be worked through and that the Item had been deferred to allow consideration of these and to allow the involvement of the Cemeteries Working Group.

The Committee had considered the report on a proposal to install a land based mast at Riverside Park, as part of the Dengie Gateway project. This had been withdrawn and it had been agreed that further consultation would be undertaken on suitable projects to promote the coastal footpath and that this would be reported to a future meeting of the Community Services Committee.

Councillor Peter Elliott reported that at the briefing, an MDC Officer had stated that the proposal had lost the support of the Town Council. The Town Mayor stated that it had been opposed on specific planning grounds and that point had been reiterated at the meeting.

The Trustees of Burnham Sailing Club were being granted a twenty-one year lease for the land at Millfields, as a dinghy park and car park.

### 303 TOWN COUNCIL REPRESENTATIVES' REPORTS

All Members had received a copy of the reports from Paul Haworth, the Town Council's Transport Representative.

The Town Clerk reported that Keith Powell, on behalf of the River Crouch Coastal Communities Team, had requested that the Town Council consider making a contribution of £50 toward the cost of providing 'River Crouch Coast Leaflets', designed to provide information to visitors of attractions and communities to visit around the River Crouch. Last year the leaflets were funded by the Coastal Communities Fund. There are no further grants available. It was

**RESOLVED: - that the Town Council contributes £50.00 toward the cost of providing 'River Crouch Coast Leaflets'.**

Crouch Harbour Authority had written to the Town Council in respect of the Membership of the Advisory Committee.

The Town Clerk reminded Members that the Town Council's current representative is Councillor Neil Pudney. Pursuant to the Crouch Harbour Act 1974, appointments to Advisory Committees are for four years and all appointments fall to be reviewed with effect from 1 June 2017.

The Authority had requested a response by 1 May. However, the Town Clerk had spoken to the Harbour Master's Office and the Town Council had been granted an extension until 11 May, to allow Members to nominate a representative at the Statutory Annual Council Meeting on 10 May.

Councillor Mrs Stamp reminded Members that the Dengie Hundred Group of Parish Councils' meeting would be held in the Town Council Chamber the following evening. Councillor Stamp requested that the Town Council pay for the provision of refreshments for the meeting and it was **RESOLVED: - accordingly.**

Councillor Mrs Stamp reported that she had been part of an 'interview panel' at Ormiston Rivers Academy. Some thirty Year 9 students had participated. This involved the students being given a job description and included a feedback session. Councillor Mrs Stamp suggested that other Members may wish to be involved in the future.

The Town Mayor reported that plans for the Carnival are progressing well and that there are new members on the committee.

Councillor Calver had circulated a written Joint Clubs' Committee (JCC) Report. Ant Law was suggesting a meeting to discuss the rebranding of Burnham Week. Councillors Calver and Peter Elliott would attend as the Town Council's Representatives to the JCC.

### 304 ACCOUNTS AND TRANSFER OF FUNDS

a) **RESOLVED: - that the payment of Accounts for March 2017 be approved and signed.**

b) The comparison of actual to budgeted payments and receipts to March 2017 was noted.

c) The Town Clerks had requested to attend an 'End of Year Accounting' EALC course on Tuesday 28 March 2017. The total cost for this is £190.

Councillors Mrs Wendy Stamp and Vanessa Bell had requested to attend EALC Councillor Training Days on 11th and 18th July. The total cost for these sessions is £380.



Members were reminded that the balance of the 2016/17 Training and Conferences Budget is £400. The 2017/18 Budget provision is £1,200.

**RESOLVED: - that the Clerks and Councillors Bell and Mrs Stamp's requests to attend EALC courses in the sums of £190 and £380 be approved.**

**305 GRANTS AND DONATIONS**

**The balance of the 2016/2017 Budget was £435.**

All Members had received a copy of the letter from Triss Norman & Sharon Chan, Directors of Create & Flourish CIC, requesting financial support for their ongoing projects. The Town Clerk had requested a copy of the organisation's accounts, however these had not been received in time for the Meeting and it was

**RESOLVED: - that consideration of this Item be deferred to allow for further information to be received.**

**306 TOWN COUNCIL SURGERIES**

A Surgery would be held in the Council Offices between 10.30 and 11.30 am on the following: -  
SATURDAY 11 March - Councillors Ron Pratt and Mrs Wendy Stamp  
SATURDAY 8 April - Councillors Ron Pratt and Bob Calver  
SATURDAY 13 May – to be determined

**RESOLVED: - Noted.**

**307 LOCAL DEVELOPMENT PLAN (LDP) and NEIGHBOURHOOD PLAN (NP)**

a) Local Development Plan (LDP) – the Town Mayor reported that a news release had been received from Maldon District Council that morning, in respect of the Maldon District Local Development Plan Consultation which runs from Friday 17 March to Friday 28 April 2017.

The Mayor stated that there was nothing further to report.

b) Neighbourhood Plan (NP) – all Members had received a policies schedule, referendum briefing paper and project plan, together with a copy of the Report of David McNeill, the former Town Clerk and RFO as below:-

**“Introduction**

Pursuant to the previous reports submitted to the meetings of the Town Council in September, October, November, December 2016 and January 2017 Members are aware that the NP Review Group (NPRG) have been meeting to finalise the documentation for the NP and liaising with MDC Officers accordingly.

**Procurement of an Independent Examiner (IE)**

As reported to the January 2017 meeting MDC had re-instigated the prescribed procedure to appoint an IE as it had had no response from the first attempt.

I am pleased to report that Mr Andrew Ashdown has been appointed as the IE for the NP with effect from mid February 2017 and the NPRG's initial dealings with Mr Ashdown, via MDC, have been very positive and encouraging.

**Schedule of Responses to the R16Con**

Members adopted the recommendation of the NPRG at its meeting in January 2017 and the schedule was duly submitted to MDC with the Town Council's comments. The IE has

requested that the schedule be 'rebadged' as the Town Council's comments and all references to MDC or the Local Development Plan (LDP) be 'Noted' as they are outside the scope of the NP. This amendment is in hand, to be agreed at the NPRG meeting on Friday 17/03/2017.

### **307 LOCAL DEVELOPMENT PLAN (LDP) and NEIGHBOURHOOD PLAN (NP) (continued) NP Policy Headings**

The IE has requested that the heading of all policies be titled as well as numbered, for consistency of presentation and to make it easier to refer to specific sections/parts of the NP. This amendment has been effected, again to be agreed at the NPRG meeting on Friday 17/03/2017, and a copy is attached to this report for the information of Members.

#### **Examination and Referendum**

MDC's Briefing Note and Project Plan for the NP are attached to this report for the information and noting of Members.

The significant dates are as follows: -

**Independent Examiner's Final Report – 27 March 2017 (to be confirmed)**

**BTC Council Meeting – Wednesday 12 April 2017**

**MDC Planning & licensing Committee – Tuesday 25 April 2017**

**MDC Full Council – Thursday 11 May 2017**

**Referendum – Thursday 13 July 2017**

**MDC Full Council 'Make' the NP – Monday 7 August 2017 (subject to a positive referendum result)**

#### **Conclusion**

It is disappointing to miss Thursday 4 May 2017 as the date for the Referendum but given the difficulty experienced by MDC in the procurement of the IE and the prescribed procedural/legal requirements for NPs it is understandable.

#### **Recommendations**

The Town Council are requested to Resolve as follows: -

- a) **To note and accept MDC's Briefing Note and Project Plan,**
- b) **To authorise the NPRG to continue to review and amend the details of the NP in response to the IE's modifications and suggestions,**
- c) **To receive a full report from the NPRG on Wednesday 12 April 2017 in order for the Town Council to comply with MDC's Project Plan time-table, and**
- d) **To determine, in consultation with MDC, how the final documents for the Referendum are prepared/printed/published for posting on the appropriate websites and placing on deposit for the public prior to Thursday 13 July 2017, the date of the Referendum."**

Members expressed their disappointment with the new 'timeline'. Councillor Mrs Stamp stated that she felt the District Council had failed the Town Council and asked if the Council would have recourse to get any money back.

The Town Mayor paid tribute to the tenacity of the Neighbourhood Plan Review Group in producing a Plan that will be used for the next fifteen years.

Councillor Calver was concerned that there would be a low turnout given that the Referendum would not coincide with the Essex County Council Elections on 4 May 2017.

The Town Mayor reported that an email had been received from Leonie Alpin, Planning Policy Officer at Maldon District Council, that morning, with regard to 'Fig. 8 – Appendix of river related uses' requesting more information to create the list of river related buildings/sites. This had been forward to the NP Review Group for action.

**307 LOCAL DEVELOPMENT PLAN (LDP) and NEIGHBOURHOOD PLAN (NP) (continued)**

Members considered the recommendations as detailed in Mr McNeill's Report and it was **RESOLVED: - that**

- a) **Maldon District Council's Briefing Note and Project Plan be noted and accepted,**
- b) **the Neighbourhood Plan Review Group be authorised to continue to review and amend the details of the Neighbourhood Plan in response to the Independent Examiner's modifications and suggestions,**
- c) **a full report from the Neighbourhood Plan Review Group be received at the next Meeting of the Town Council to be held on Wednesday 12 April 2017, in order for the Town Council to comply with Maldon District Council's Project Plan timetable, and**
- d) **the Town Council determine, in consultation with Maldon District Council, how the final documents for the Referendum are prepared/printed/published for posting on the appropriate websites and placing on deposit for the public prior to Thursday 13 July 2017, the date of the Referendum.**

**308 RSPB WALLASEA ISLAND WILD COAST PROJECT (standing item)**

Members noted that the next meeting would be held on Wednesday 19 July at 7pm in Rawreth Village Hall.

Councillor Calver stated that the Chair of the Lower Crouch Crossing is pushing forward their proposal.

**309 NEIGHBOURHOOD ACTION PANEL (NAPs)**

Members noted that the next Meeting would be held on Thursday 30 March 2017.

The Town Mayor and Councillor Mrs Stamp had met with Mr Ken Harris at the last Town Council Surgery. 'Pride in Burnham' is now re-launched with a regular page in the Burnham & Dengie Hundred Review, at a cost of £30, which gives an opportunity to highlight the main issues. Ken Harris is liaising with Councillor Calver regarding speeding.

The Town Mayor stated that "NAPs is a jewel in Burnham's crown".

Councillor Mrs Wendy Stamp reported that she and Mr Harris had been to a meeting in Maldon regarding the Neighbourhood Watch scheme.

Councillor Calver stated that residents need basic security advice.

Councillor Mrs Stamp suggested that a workshop could be held in the Town Council Chamber. She asked if there were any future thoughts on leaving street lights on longer in light of the recent spate of break-ins.

**310 PEDESTRIAN CROSSING IN CHURCH ROAD**

Councillor Mrs Stamp reported that Jon Simmons, Highway Liaison Officer, had been advised by the Third Party Agreement team that monies from the RES Ltd Third Party contribution were

expected by the end of March 2017. Programming for the installation of the zebra crossing would be in the early part of the first quarter of the 2017/18 financial year.

### **311 STATION HOUSE**

All Members had received a copy of the Town Clerk/RFO's notes of the Station House Management Committee Meeting held on Wednesday 1 March 2017.

Councillor Calver had circulated a note to be read in conjunction with the original business plan.

The Town Mayor stated that potential users had not come forward and that there is very little income coming in.

Councillor Calver stated that the premises are not satisfactory and that the facility does not live up to people's expectations. He suggested that the Town Council should re-think the community hub requirements and that an artists' hub could be of great benefit.

Councillor Peter Elliott referred to a similar operation in the Colchester area whereby farm outbuildings had made successful artists studios. Councillor Elliott suggested an event such as a craft fair and Councillor Calver stated that this could coincide with an event like Quay Day.

The Town Mayor confirmed that the Essex County Council representative was looking at potential users and would be reporting back to the next Management Committee meeting.

Councillor Peter Elliott reminded Members that the Town Council is underwriting the Station House for a period of ten years.

### **312 SUMMER SWIMMING**

All Members had received a copy of the Town Clerk's Report in respect of the above.

Burnham Primary School pool would be available for a five week swimming programme from 24 July to 25 August. The programme would be run by Suzanne Wichard, the Town Council's summer swimming co-ordinator.

The Town Clerk stated that she and Mrs Wichard would be meeting with the caretaker to finalise operational issues. Mrs Wichard had proposed charging £1 for one hour family fun swim sessions and £20 for a five day 'crash course' of lessons (beginners and improvers). The maximum income that could be achieved for the five week programme is £2,000. The cost for two lifeguards and the swimming teacher/manager for three hours per day for five weeks was £3,625.

Members were reminded that the 2017/2018 budget provision for the Summer Swimming Programme was £2,000.

Councillor Calver stated that the figures were based on achieving the maximum potential income and the Town Mayor confirmed that historically, sessions had always been over-subscribed.

### **313 CHRISTMAS FAYRE**

The Town Mayor reported that he and the Town Clerk had met with a working group from the carnival committee. The Town Mayor had stated, at that meeting, that the Town Council's Budget provision for the event is £500 with an expectation that it run at a 'nil cost'. However, the carnival committee expect it to run at a profit, for charity. The Council would be asked to help with the road closure application and possibly insurance coverage. The event will be held on Saturday 9 December.

- 314 GROUNDS MAINTENANCE CONTRACT 2017/2018**  
All Members had received a copy of the schedule of quotations received. The Town Mayor stated that this Item was commercially sensitive and it was  
**RESOLVED: - that this Item be considered within Private Business (Minute 320).**
- 315 DOG FOULING**  
Councillor Vanessa Bell reported that she had sourced orange paint at a cost of £56 for ten aerosol cans and that she is liaising with Angela Mahoney at Ormiston Rivers Academy for a poster campaign to publicise the trial.
- 316 BURNHAM HILLSIDE BOWLS CLUB**  
All Members had received a copy of the email from Mr Sid Curtis, Burnham Hillside Bowls Club Men's Captain and Green Team Volunteer, requesting the Town Council's support for its application for funding from the Magnox Socio-Economic Scheme. The Club is seeking to replace its Bowls Green granular spreader at an approximate cost of £600. It was  
**RESOLVED: - that the Town Council supports the Burnham Hillside Bowls Club application for funding from the Magnox Socio-Economic Scheme, to provide a new Bowls Green granular spreader.**
- 317 ANY OTHER BUSINESS**  
There was none.
- 318 QUESTIONS**  
Q. With regard to the Neighbourhood Plan Report, I share the Council's frustration. It will have taken 4 ½ years to bring the Plan to completion, which is three times longer than the average Plan time. Does the Town Council need to pursue this?  
A. The Town Council will consider this after the Plan is finished and take an analytical approach.  
Q. In the last Budget, the Chancellor announced two extra funds, one for extra infrastructure and the other, for ultra fast 'fibre to fibre' broadband. In light of these, can you assure me that the Town Council will commit to retain operating businesses in the Town?  
A. Yes.  
Q. What is the progress with District Councillor Surgeries?  
A. They will commence in May and be held on the first Saturday of each month.
- 319 EXCLUSION OF THE PUBLIC AND PRESS**  
**RESOLVED: - that "under Section 100A (4) of the Local Government Act 1972 the public and press be excluded from the Meeting for the following item (320) of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 13 of Part 1 of Schedule 12A to the Act.**
- 320 STAFF MATTERS**  
The Appointments Panel reported on the above.
- 321 CLOSURE OF THE MEETING**  
Having considered and determined all items of business, the Meeting was closed at 10.15 pm.