

AGENDA ITEM 4 - ANNUAL REPORT OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR MAY 2015 TO APRIL 2016 (Forty Second Edition)

A MANAGEMENT AND ADMINISTRATION

INTRODUCTION

This Report provides a summary of the activities of the Town Council that endeavour to protect, promote and improve services and facilities within the Town and thereby enhance the quality of life of its residents and visitors.

The Town Council is required to comply with the Local Government Regulations that stipulate that a Town (Parish) Annual Report should be published by the prescribed date of 30 June 2016. Annual Reports are required to include the following: -

- 1) Town Mayor's Overview of the Year
- 2) Town Council's Annual Report
- 3) Contact List of Town Councillors and Representatives of other Local Government, Parliamentary and European Parliamentary bodies (Appendix 1)
- 4) End of Year Financial Reconciliation (Appendix 2)

1 TOWN COUNCIL STRUCTURE

As a result of boundary changes in 2003, the Town has two similar Wards in population: - North and South. There are five Town Council and two District Council seats in each Ward.

2 LOCAL ELECTIONS

Elections for all Councillors in the South and North Wards for the Burnham Town and Maldon District Councils were held on Thursday 7 May 2015. Parliamentary Elections were also held on the same day.

Details of all Town and District Councillors are given at 3 and 11 below.

3 TOWN COUNCILLORS

The ten Town Councillors are: -

North Ward – Mrs Helen Elliott, Mrs Una Norman, Neil Pudney, Mrs Wendy Stamp and Mike Wood.

South Ward – Bob Calver, Peter Elliott, Ron Pratt, Mrs Louise Pudney and Mrs Tania Ward.

(See Appendix 1 for contact details)

4 TOWN MAYOR AND DEPUTY TOWN MAYOR

At the Statutory Annual Meeting of the Town Council held on Wednesday 13 May 2015, **Councillor Ron Pratt was elected as Town Mayor and Councillor Mrs Helen Elliott was elected as Deputy Town Mayor.**

5 TOWN CLERK, DEPUTY TOWN CLERK AND STAFF

The Town Clerk is David McNeill and the Deputy Town Clerk is Sarah Grimes

The Town Council also employs a Maintenance Officer and an Office Cleaner.

A number of contractors are engaged by the Town Clerk to carry out specific items of maintenance and other works as approved by the Town Council and in accordance with its annual programme of works.

(See Appendix 1 for contact details)

6 COUNCIL OFFICES

The Council Offices in Chapel Road are open to the public between 9.30 am and 12 noon on Monday, Tuesday, Wednesday and Friday and 9.30 am until 1 pm on Thursday.

7 MEETINGS OF THE TOWN COUNCIL

The Town Council has met SEVENTEEN times in 2015/2016: - the Statutory Annual Council Meeting in May to elect the Town Mayor and Deputy Town Mayor and to make appointments to internal committees and external organizations, eleven Ordinary Meetings of the Town Council, three Extraordinary Meetings in respect of the Burnham Neighbourhood Plan, a Budget Meeting to review levels of expenditure and income and to recommend the Annual Precept for the following year and this Statutory Annual Town Meeting to receive the Annual Report of the Town Council, Reports of Representatives on outside bodies and other service providers in the Town.

All Electors of the Parish (Town) are entitled to attend the Town Meeting at which they may ask questions of any of the Town Councillors or External Representatives. Electors are invited by public notice posted on the Town Council's notice boards and the burnham.org website.

The Town Council acknowledges and appreciates the efforts of, and advice from, Jean and Robert Evans, voluntary tree wardens, Iain Corbett and Barry Davis, voluntary footpaths and rights of way representatives and Paul Haworth, voluntary passenger transport representative.

8 FOUR YEAR PLAN

The aim of the Town Council is to work in partnership with all sections of the local community and Public Authorities. The Town Council has resolved that the Plan be reviewed biannually. However, this has not taken place due to other priorities and in many respects it has been superseded by the ongoing development of the Neighbourhood Plan.

9 PLANNING COMMITTEE MEETINGS OF THE TOWN COUNCIL

Maldon District Council is the Local Planning Authority and the Town Council is a consultee in the Development Control and Local Development Framework procedures. The Town Council operates a facility for public speaking in relation to the consideration and determination of planning applications.

The Town Council has met TWENTY times, plus one meeting of the Town Mayor, Deputy Town Mayor and Town Clerk during recess and has considered in excess of one hundred applications for Planning Permission, together with letters of support or objection received from applicants/agents or neighbours. Appeals, Consultations and Tree Preservation Orders were also considered and noted at the above Meetings.

10 ENVIRONMENT COMMITTEE MEETINGS OF THE TOWN COUNCIL

The Town Council has strengthened the role of the Green and Open Spaces Committee and changed its name to the Environment Committee. As a result, in addition to the 'green' issues within the Town, the Committee has and will look at ad hoc items, including litter picking, waste management and recently looked in detail at the proposed road safety campaign that is being launched at the Annual Town Meeting on Wednesday 27 April 2016.

**10 ENVIRONMENT COMMITTEE MEETINGS OF THE TOWN COUNCIL
(continued)**

The Environment Committee meets four times a year and the Meetings are linked with the Town Council's calendar of meetings in order to ensure that action can be taken on issues that require the Town Council's approval.

The Town Council's gratitude is also extended to Mr Andy Sadler of the Limes Farm Shop for all his help and donation of plants.

11 DISTRICT, COUNTY, UK PARLIAMENT AND EUROPEAN PARLIAMENT REPRESENTATIVES

There are several tiers of Local Government/Government above the Town Council that are responsible for many services and regulations that have an effect on the lives of the residents of Burnham-on-Crouch and these are set out in 12 to 16 below. All the contact details, as for 3 and 5 above and 12, 13, 14, 15 and 16 below, have also been included in Appendix 1 to this Report.

12 DISTRICT COUNCILLORS

The four District Councillors are: -

South Ward – Peter Elliott and Ron Pratt.

North Ward – Neil Pudney and Mrs Helen Elliott.

(See Appendix 1 for contact details)

13 CHIEF EXECUTIVE OF MALDON DISTRICT COUNCIL

The Chief Executive of Maldon District Council is Ms Fiona Marshall.

(See Appendix 1 for contact details)

14 COUNTY COUNCILLOR

Councillor Bob Boyce, C.C. is the Town's representative on Essex County Council.

(See Appendix 1 for contact details)

15 MEMBERS OF THE EUROPEAN PARLIAMENT

The contact details of the East of England Region Members of the European Parliament are given in Appendix 1 of this Report.

16 MEMBER OF UK PARLIAMENT

The Rt. Hon. John Whittingdale, OBE, Member of Parliament for Maldon and Secretary of State for Culture, Media and Sport is the Town's sitting Member of Parliament for the Maldon Parliamentary Constituency. Changes to Constituency Boundaries by the Boundary Commission came into effect at the General Election in May 2010. The majority of the former Maldon and East Chelmsford constituency forms the basis of the new Maldon seat. Additionally, the areas around South Woodham Ferrers come in from the former Rayleigh constituency and Stock and Margaretting are added from the former West Chelmsford constituency. Other wards from the previous Maldon and East Chelmsford form parts of the new Witham and Chelmsford constituencies.

(See Appendix 1 for contact details)

17 ANNUAL PRECEPT

The Town Council's principal source of income is from its Annual Precept. The Precept is set once a year at the December Meeting following the Town Council's Budget Meeting in November and is collected by Maldon District Council as an integral part of the District's Council Tax. The Precept includes specific major items and a contribution to the Town Council's financial reserves to enable it to respond to non budgeted items, should they occur during the financial year.

At the Budget Meeting held on Tuesday 27 October 2015, it was

RESOLVED: that the Revised Budget for 2015/2016 is agreed at £184,183.

Original Budgets 2016/2017 - Members considered that it was necessary to look at the proposals in detail to ensure that there is adequate resources available to meet all eventualities, including the Old Station House, plus a provision to cover unforeseen items similar to those that had occurred in the current year and it was

RESOLVED: that

- a) **the Precept for 2016/2017 be agreed at £170, 000, and**
- b) **the Original Budget for 2016/2017 be discussed at an informal meeting of Members and thereafter be determined at the meeting to be held in December 2015.**

At the Meeting of the Town Council held on Tuesday 15 December 2015 the Town Clerk reported on the following: -

- a) Budget 2016/2017 – the Precept was set at £170,000 at the Budget Meeting in October 2015 but the details of the budget had been deferred for detailed discussion. Members had since had those discussions the results of which are submitted below for the Town Council's approval as follows: -
 - i) £5,000 for "Tourism" the details to be discussed with officers of MDC;
 - ii) £11,000 for "staffing" in response to the need for more maintenance and monitoring in the Town;
 - iii) £7,000 to alleviate the car parking congestion around the railway station – detailed discussions to be held with AGA and NCP;
 - iv) £10,000 to explore the options available to the Town Council for relocating the Council Offices to a more "fit for purpose" location;
 - v) £1,000 to provide Past Town Mayors' badges; and it was

RESOLVED: - that items i) to v) above be included in the budget and the gross Budget for 2016/17 be set at £194,660 accordingly.

18 AUDIT ARRANGEMENTS

The Town Council's appointed independent Internal Auditor is Harvey Smith & Co. of Burnham on Crouch. The External Auditor is PKF Littlejohn LLP. The Accounts for 2014/15 have been audited by both Auditors and published in accordance with the appropriate Accounts and Audit Regulations for Local Councils.

The annual letter of instruction and documentation for 2015/2016 has been received and the prescribed date for submission has been set as 13 June 2016.

19 TOWN COUNCIL SURGERIES

Town Council Surgeries take place on the second Saturday morning of each month (excluding August during the Town Council's Summer Recess). At each Surgery, the Town Mayor, together with one of the Town Councillors is available in order to answer residents' questions and, if necessary, refer any issues raised to the appropriate person or organization.

20 POLICE AND CRIME COMMISSIONER

The Police and Crime Commissioner for Essex is Nicholas Alston, CBE. The next Election for the post of Police and Crime Commissioner will be held on Thursday 5 May 2016.

B EVENTS AND ACTIVITIES

INTRODUCTION

The Town Council makes provision, within its Annual Budget, for financial support to local organizations and charities. Groups that received support in 2015/2016 were the Community Choir, The Big Draw, Burnham RNLI, Southminster Halloween 'Party in the Park', Essex Air Ambulance, Burnham Music Group, Burnham 'Stitch Up', Railway Bridge Taskforce, Burnham and Dengie Hundred Rotary Group 10k Run and the Young Mariners Charity.

Two major events in the Town, Burnham Week and Carnival were also supported. The Town Council assesses all applications very carefully and considers the merits of each one.

1 CIVIC SERVICE

The Annual Civic Service was held at the United Reformed Church on Sunday 14 June 2015, followed by a Reception at the Royal Corinthian Yacht Club. Civic guests included Rt. Hon. John Whittingdale, OBE, MP, Secretary of State for Culture, Media & Sport, The Lord Petre, HM's Lord Lieutenant for Essex, Councillor Peter Elliott, Chairman of Maldon District Council, County Councillor Bob Boyce, Miss Miriam Lewis, Leader of Maldon District Council, Councillor Mark Heard, Town Mayor of Maldon Town Council, Councillor Brian Beale, MBE, Councillor John Anderson, Chairman of Southminster Parish Council and Councillor Paul Burgess, Chairman of Althorne Parish Council.

2 BURNHAM IN BLOOM

Pride in the community is the driving force behind Burnham in Bloom. The Town's hanging baskets were the work of students at Ormiston Rivers Academy under the guidance of Mrs Carol Milton, Volunteer Garden Project Co-ordinator. The students make up and plant all the baskets then Maldon District Council Parks Department look after them in their glasshouses until they are ready to be hung in Station Road and the High Street. The Town's Primary Schools also make a valuable contribution each year.

The Burnham in Bloom annual competition is for residential gardens, allotments, commercial premises, clubs and open spaces.

The Town Council is grateful to Mr Keith Williams, who organises, designs and distributes entry forms and arranges prizes for the various categories, which are generously donated by members of the Chamber of Commerce.

There were fifty entries in the 2015 Competition. At an evening Reception held in the Town Council Chamber, trophies and certificates were presented by the Town Mayor to the winners: -

Commercial Premises – The Limes
Public House – The Queen's Head
Hanging Basket – Susan Heaton
Front Garden – Daren Johnson
Back Garden – Kelly Anderson
Lower School Garden – Close to Home
High School Garden - Ormiston Rivers Academy

2 **BURNHAM IN BLOOM (continued)**

Container – Michael Head
Residential Street – 8 Medway
Industrial – TFM
Community Project – The Scout Hut
Allotment – Paul Walton
Tallest Sunflower – Sheila Neary
Club - Burnham Hillside Bowls Club
Public Space - High Street Planters
'Drive Past' Front - 27 Park Road
Judges Special award – Tony Madgett
Community Pride Volunteer – Councillor Mrs Una Norman
Mayor's Award - David Spencer
Overall Winner – Paul Walton

Entries for the 2016 Competition close on 3 June 2016. Judging will take place on 13/14 June and the Awards Evening will be held on Friday 22 July in the Town Council Chamber. All entrants and sponsors will be invited to attend.

3 **VJ DAY PICNIC PARTY IN THE PARK**

On Sunday 16 August 2015, to celebrate the 70th Anniversary of VJ Day, the Town Council held a picnic party on the green at St Mary's Church. With 1940s jive dancers and Rayleigh Brass performing 1940s music, everyone enjoyed a wonderful afternoon.

The event started with the Kings speech 'broadcast' from an old radiogram. After the 'all clear' was sounded by an air raid siren, Rayleigh Brass started the entertainment with the Glenn Miller song, 'In the Mood'. Many people had entered into the spirit of the era by dressing in forces uniforms and at the end of the afternoon, the Town Mayor presented tins of spam and black market chocolate to the best dressed. Ration cards were issued to everyone for free refreshments and the queue for the homemade cakes stretched half way across the green for most of the afternoon. Traditional races were marshalled by the ATC. There was even a 'spiv' moving amongst the crowd trying to sell nylons and bananas!

The Town Council is grateful to Father Mark North and the PCC of St Mary's Church for allowing the use of the church green and to Deputy Town Clerk Sarah Grimes and local resident Cristina Franchi for baking over 300 portions of homemade cake. Thanks also to Rayleigh Brass and A2 Jive for entertaining the crowds, to Matthew Swann and Julie Vaughan for keeping the tea urn going all afternoon and to Burnham Ranger Jim Brunt for all his help.

4 **BURNHAM WEEK**

Burnham Week is arguably the longest running annual yacht regatta on the mainland of the United Kingdom. It is organized by the Joint Clubs' Committee, comprising of representatives from the four sailing clubs in Burnham, together with other members who have a specific responsibility during the week.

The Town Cup - By 1926, the Burnham Week Regatta was held in such regard by the Town Council, the then Chairman suggested that the Council raise funds for the purchase of a challenge cup to be competed for in Burnham Week.

4 BURNHAM WEEK (continued)

A committee consisting of CC Booth, JA Cole, GJ Cranfield, EW Sadler and E Dillaway, all of whose names are still well known in the Town today, was appointed to oversee the project. The Committee was authorized to select a suitable design. Mr NS Gilbert, a local jeweller, designed the solid silver rose bowl weighing ninety-one ounces, with a plinth containing twenty-four silver plaques. As it was to be a perpetual trophy, it was decided that a miniature of the cup, cost not to exceed £5, would be presented to the owner of the winning yacht as well as a prize of 3 Guineas to be shared between the crew. It was agreed that the trophy competition would be limited to vessels over 15 tons, Class 'A', and the first race would take place on Tuesday 6th September 1927. When the Chairman of the Council presented the trophy to the first winner, a tradition was born. The Cup was filled with champagne and taken to each club along the waterfront in celebration. The tradition is maintained to this day.
The 2015 winner of the Town Cup was Adrian Lower in 'Snatch'.

At the start of the week's activities, the Town Council joined the Joint Club's Committee in hosting a Reception at the Royal Burnham Yacht Club for the Commodores, Harbour Master, RNLI, Essex Air Ambulance, Coastguard, Marine Police, associated nautical/marine organizations and all the volunteers from the sailing clubs to acknowledge and express the Town's and the Committee's appreciation for their efforts in organizing such a prestigious event on the national sailing calendar.

5 QUAY DAY

Unfortunately, Quay Day was again held in inclement weather on August Bank Holiday Monday.

The Town Council offers its sincere thanks to Mrs Eva McNeill and the Joint Clubs' Committee for their hard work in organizing this event.

6 REMEMBRANCE SUNDAY

The Annual Remembrance Day Service, held in the Baptist Church on Sunday 8 November 2015, was attended by The Town Mayor, Deputy Town Mayor, Town Councillors, Vice Chairman of Maldon District Council and members of the Royal British Legion, Burnham clergy, RNLI, Emergency Services and the 2531 Detached Flight of the Air Training Corps, Scouts, Guides and Brownies. Record numbers of residents attended the Act of Remembrance and Laying of Wreaths at the Town's War Memorial, following the Service.

The Service and Dedication were very much appreciated by all concerned, especially the musical accompaniment by Rayleigh Brass, whose performance added to what is always an incredibly moving occasion. The Last Post and Reveille were played by Mr Peter Bearman.

The Town Council provided refreshments after the Service for all those who attended.
Staged in the Town Council Chamber and dedicated to all those who died in conflict during the Great War, was a poignant display entitled 'Recruitment, Reality and Remembrance'.

The Town Council is grateful to the Deputy Town Clerk, Sarah Grimes and her brother, John Grimes, for their efforts in staging this tribute.

7 CHRISTMAS AND NEW YEAR

Christmas Lights

This was the ninth year that 'Festive Impact Lighting' had provided the wrap-around rope lighting for the lamp posts along Station Road and the High Street and to illuminate the Clock Tower. The contract includes maintenance, replacements and the switching on and off of the lighting in Station Road and High Street for Burnham Week to the Carnival and for Christmas and New Year.

Three Christmas trees were erected in the Town and adorned with lights. Further trees in the Town were also decorated with lights. The grand 'switching on' Ceremony and Carol Service around the Christmas tree in the High Street, was held on the first Friday in December. The lights were switched on by the Town Mayor and his grandson. Rayleigh Brass gave a rousing performance which brought the Christmas atmosphere to life and Terry Saunders, of Burnham Music Group performed a solo. Hot soup and mince pies were served in the Town Council Chamber afterwards.

The Town Council extends its sincere gratitude to the Members of Rayleigh Brass for their continued participation in the Town's events.

Light Up A Life

All of Farleigh Hospice services are provided completely free of charge to the people of mid Essex.

The cost of running services continues to increase each year as they care for an ever increasing number of patients. Last year a total of 6,002 people accessed their services and total expenditure was £5,170,000.

With only approximately 40% of this yearly running cost being funded by the local NHS, Farleigh Hospice relies on the support and goodwill of the local mid Essex community to help raise £8,376 each day and enable them to carry on caring.

The Farleigh Hospice 'Light up a Life' Appeal gives everyone, regardless of whether or not they have a link to the Hospice, a very personal way to remember lost loved ones and honour their memory at Christmas time. **The Farleigh at St. Clare's "Light up a Life Appeal" was held on the first Thursday in December on the green at the Parish Church of St Mary the Virgin.**

Annual Civic Carol Service

The Annual Civic Service of Nine Lessons and Carols, organized for the Town Council by Churches Together in Burnham, was held on Sunday 20 December 2015, in the Parish Church of St Mary the Virgin.

Carols included Once in Royal David's City and In the Bleak Midwinter and the choir performed 'A Virgin Most Pure' and 'The Angel Gabriel'. Lessons were read by representatives from local organizations marking significant events and projects in 2015, as follows: Pat Trudgett, President of the Maplin W.I. and Carole English, President of the Burnham W.I., celebrating 100 years of the Women's Institute, Flying Officer (VRT) Emma Sadler of 2531 Detached Flight ATC commemorating the 21st Anniversary of the Squadron, Sarah Grimes, Deputy Town Clerk, in thanksgiving for VJ Day, seventy years ago and Kathryn Ponder, Head Girl from Ormiston Rivers Academy, marking the completion of their rebuilding project.

Lessons were also read by the Maldon Parliamentary Constituency MP, Father Mark North, the Town Mayor and the Chairman of Maldon District Council. Following the Service the Town Council provided seasonal refreshments in the Church.

8 CIVIC RECEPTION

The Annual Civic Reception was held at Ormiston Rivers Academy on Friday 18 March 2016. The purpose of the evening is for the Town Council to show its appreciation to all the hardworking and dedicated volunteers that keep many of Burnham's facilities in excellent condition and organize and run a wide variety of activities in and around the Town for the benefit of the community. The event was also attended by County Councillor Bob Boyce.

Ormiston Rivers Choir showcased the talents of the Academy with beautiful performances throughout the evening. The Town Mayor presented the Citizen of the Year Award and the Town Mayor's Annual Award.

CITIZEN OF THE YEAR AWARD 2015

This Award is presented annually to the person who has made an outstanding and lasting contribution to the Town and its residents over many years – The Lifetime Achievement Award.

This year the Town Mayor was delighted to present the Award to Reverend Tony Jones for his achievements with, and many years service to the Town.

Rev. Jones was born on 27 April 1952 in Stockport, Cheshire. One of six brothers and sisters, he attended the local Primary school then he went to William Hulme Grammar School until leaving to start work in the then Midland Bank.

He was a member of Heaton Mersey Methodist Church where he realised God had a calling on his life. He met his wife in 1970. They married in August 1973 and their children, Peter and Rachel, were born in 1980 and 1983 respectively.

In 1984 he started training for the Baptist ministry in Yorkshire and moved in 1987 to take up the Pastorate of Millom Baptist Church in Cumbria. It was in Millom that he became involved with the Air Training Corps and he has been involved with them ever since. In 1997 the family moved to Burnham and he took on the role of Pastor of the Baptist Church.

As pastor of the Baptist Church and a member of Churches Together in Burnham, he is involved with many of the Town's events such as the Christmas Fayre, the annual lighting of the Christmas tree in the Town and the Farleigh Hospice Light up a Life service. He has worked closely with the Town Council for events such as the Civic Service and of course, Remembrance Sunday. He was also involved in the setting up of the Food Pantry in Burnham. His role in the ATC involves enrolling new air cadets, taking a Padre's hour with them and sometimes he goes on day trips and camps. He also plays a big role in the church youth club on a Friday evening.

Rev. Jones retires next year after spending nineteen years in Burnham on Crouch playing a full part in the community. He and his wife Liz will be moving to France on the west coast to a place called Les Sables d'Olonne where they hope to take life a bit more slowly!

**8 CIVIC RECEPTION (continued)
TOWN MAYOR'S ANNUAL AWARD 2015**

This Award is presented annually for outstanding contribution to the community.

This year the Town Mayor was delighted to present the Award to Beverley O'Connor for her fundraising efforts.

Anyone who has been to the Burnham Tesco Express cannot have failed to notice the fundraising bucket at the checkout - but that is only half the story. It is one thing to plop a bucket on the side with a sticker but quite another to actively encourage donations from residents and offer background information as to why their contribution is needed. That is the art of fundraising. Many local groups have benefited from Beverley's efforts including the Rugby Club and AA Dog Rescue. Casting the net further afield, monies have been raised for the Essex Air Ambulance, the Fire Service and the RNLI. On a more personal note, she has successfully fundraised for a bespoke bench to be erected in the Town as a memorial to one of Burnham's children.

Special Awards were also presented to Olive Nathan and Eileen Woodman for their fundraising with the 'Flying High' Air Ambulance Shop, Doris Eaton retiring Standard Bearer of the Women's Section of the Burnham Branch of the Royal British Legion and Carol Milton, Volunteer Garden Project Coordinator at Ormiston Rivers Academy.

Olive Nathan, who ten years into her retirement opened a charity shop in Burnham on Crouch in aid of Essex Air Ambulance, was crowned Volunteer of the Year at the national Air Ambulance Awards of Excellence 2015. After a long and successful career as a silver service waitress, Olive decided to join forces with her late brother in law, George Woodman, to start up a Charity shop in aid of Essex Air Ambulance. Using their own funds, 'Flying High' was opened in Burnham-on-Crouch in 2006. The shop has raised over £300,000 and Olive herself has clocked up over 13,000 hours of volunteering for Essex Air Ambulance. 2016 marks ten years of trading of 'Flying High'.

Doris Eaton is retiring as the Women's Section Royal British Legion Standard Bearer after forty years. She has also been a poppy seller for forty years and treasurer of the Burnham RBL Ladies Section and has served on the County Committee for the Ladies Section and on the Welfare for Essex Committee.

Carol Milton is the community volunteer garden project co-ordinator at Ormiston Rivers Academy with responsibility for the annual hanging basket planting programme, on behalf of the Town Council. In 2015 the 1,000th hanging basket was planted by student Jack Cardwell who received a special award from the Town Council to mark the occasion.

9 DENGIE D-CAF' ROCK AGAINST DEMENTIA

The Dengie D-Caf' (Dementia Cafe and Activity Group) was started in December 2013 by two local residents. Volunteers run the group on a monthly basis, providing support, free refreshment and activities for people living with dementia, their families and carers. The sessions are full of fun and laughter, giving everyone an opportunity to access support and information which enables carers and people with dementia to gain knowledge to manage the condition.

9 DENGIE D-CAF' ROCK AGAINST DEMENTIA (continued)

On Saturday 19 March 2016, Dengie D-'Caf in conjunction with the Town Council held a live music event on the Quay as part of the worldwide 'Rock Against Dementia' event to raise awareness of Dementia. Despite dreadfully cold weather, the event was well supported and many local groups and individuals performed on stages near the White Harte and at the Burnham Sailing Club. The money raised from the event will support the running of Dengie D-Caf'.

The Town Council would like to extend its congratulations to Cristina Franchi, Alex Graybow, Jane English and members of the Rock Against Dementia committee for staging such a wonderful event.

10 BEACON LIGHTING CEREMONY TO COMMEMORATE HM THE QUEEN'S 90th BIRTHDAY

On the evening of Thursday 21 April 2016, a crowd of some five hundred local people gathered at the Town Beacon on the Quay to take part in the National beacon lighting event to celebrate HM The Queen's 90th birthday. The evening began at the Burnham Sailing Club where the Town Council hosted a reception for invited guests. The club was adorned with union flag bunting. Two special guests, Mr McFarlane and Mrs Doris Sarling, both born in 1926, the same year as the Queen, were warmly applauded as they were presented with commemorative coins. After a speech by the Town Mayor and Councillor Henry Bass, Vice-Chairman of Maldon District Council, Burnham 2531 Detached Flight Air Training Corps. lead the parade to the beacon.

Rayleigh Brass were playing 'Last Night of the Proms' music and commemorative hand waving flags had been given out. The Town Mayor paid tribute to the Queen and the Duke of Edinburgh. At 8.30 pm, to coincide with ceremonies across the country, the Town Mayor and a member of Burnham Fire Service were lifted into the air by Scot Parsons in his 'cherry picker', to light the beacon. Standard Bearers from the Burnham Royal British Legion, RNLi and 2531 ATC stood to attention.

With flames blazing into the darkness, the band struck up with God Save the Queen, followed by 'Happy Birthday', which the crowd sang with gusto. The event was a great success and a fitting tribute to our remarkable Monarch.

The Town Council extends its thanks to Scot Parsons, the Burnham Fire Service and Rayleigh Brass for their support.

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Burnham is fortunate to have a number of very dedicated residents who put in hours of work to organize a variety of annual events for the benefit of the community. The Town Council extends its sincere thanks to Tracy Saunders co-ordinator of the Burnham Art Trail, David Fagg and the committee of the Burnham Carnival and Fiona Clegg and her colleagues on the Burnham Events committee who organize the Festive Fayre.

The Town Council would also like to records its sincere appreciation of 'Churches Together in Burnham'. The Town Clerk and Deputy Town Clerk work closely with Father Mark North, Parish Priest of the Parish Church of St Mary the Virgin, Rev. Tony Jones, Baptist Church Minister, Rev. Vera Wadman Priest-in-charge of All Saints Church Creeksea, Rev. Dr. Jon Morgan, Minister of the United Reformed Church and Kathy and David Speller, representatives of St Cuthbert's Roman Catholic Church, in the organization of Civic Services throughout the year.

C COMMUNITY, PARTNERSHIP WORKING & EXTERNAL CONSULTATIONS

PRIDE IN THE COMMUNITY

As is highlighted in many of the Items in this Report, there is and has always been, an enormous contribution made by local volunteers, to enhance the Town's services and environment.

The Town Council takes this opportunity to record its sincere gratitude to all those Volunteers and the Community Pride Volunteers, for their tireless efforts to maintain and improve the Town.

1 ALLOTMENT & GARDEN HOLDERS' ASSOCIATION

The Association operates the allotments on behalf of the Town Council.

The President is former Town Councillor and Mayor, Rosie Buck. Mick Hazell has been the Chairman since 2011 and represents the Association whenever required.

The Honorary Secretary is Jane Nicholls, who has been in this position since 2001. Her duties include taking Minutes at the monthly meetings as well as dealing with general correspondence. Den Lystor has been Plot Secretary since June 2012.

After a very challenging season for growing vegetables and fruit, the Society managed to put on a good show in 2015. Overall there were fewer entrants but there were still over 300 entries and once again all the judges commented on the excellent standard achieved. There were slightly more entries in the plot holders only section but disappointingly, only one first time exhibitor. The cookery and dahlia sections were also well supported. There were a few unsupported classes which will be looked at for 2016 to see if they need to be replaced or removed. There were winners for all twenty three cups and trophies, presented by the Town Mayor and the Association Medal was won by Jane Sisterson.

The 2016 Annual Show will be held on Saturday 13 August and preparations are well under way. The presentation of awards will be made by the Town Mayor.

There will be no entry fees this year and no cash prizes for first, second or third place. There are no changes to the award of cups and medals. First, second and third places will still be awarded with 3, 2 and 1 points given and cups will be awarded to exhibitors with the most points in each section. The exhibit judged to be the best in each section will also be awarded a cup. The exhibitor with the highest number of points overall in the horticultural sections will be awarded the Association Medal, which they keep. All other cups are returned after a year but winners are welcome to have their name engraved on the cup. There are also gift vouchers awarded for 1st, 2nd and 3rd places in the Top Vase and Top Tray section. The show is judged under Royal Horticultural Society rules.

The Association has bought two new Honda mowers to be used for grass cutting on plots. The Allotment Shed team have worked very hard over the past year to bring members a service that is envied by many allotment associations throughout the local area.

1 **ALLOTMENT & GARDEN HOLDERS' ASSOCIATION (continued)**

Under agreement with the Town Council, the Dengie Hundred and Maldon Beekeepers Association has set up an apiary to the south of the allotment site. Peter Davidson is the manager. Pollinator insects, bees in particular, are under severe pressure and many people are asking "how can we help". The problem arises from three distinct sources. The first and probably the most important, is habitat loss. There are hardly any wild flower meadows, a greatly reduced hedgerow mileage and vast tracts of monoculture grain crops. This has been particularly devastating for the bumble bee population. Secondly there is the problem of new insecticides, the neonicotinoids. These, it is claimed by the agro-chemical industry are less toxic than the older products such as the pyrethroids. In terms of direct lethal effect this is probably so but it does not take into account the sub-lethal effects. These insecticides are neurotoxins and while not killing the bees, they have a disastrous effect at incredibly low levels of parts per billion. They interfere with the memory of the bees and their ability to learn and navigate, so when the foraging bee leaves the hive, she is unable to find her way back to the colony. The third problem is that of disease. With the huge increase in international trade in bees, several pests and diseases have been brought into this country mainly from Asia where the local bees have evolved with resistance which our European bees have not acquired. This last problem is one which only the beekeepers can ameliorate, if not solve, by developing management techniques and chemical controls. Habitats can be improved by better land management, the use of set-aside field margins for wild flower planting, establishing of wild flower meadows on wind farm and solar sites and civic owned grounds and planting in gardens of flowers attractive to bees, particularly focusing on single flowers which in general produce more nectar and pollen than the exotic double hybrids. Finally, everyone can be more aware of the content in the pesticides. Neonicotinoids are basically designed to be applied as seed dressings where they are absorbed into the plant as it grows and, thus, picked up by the bees in honey and pollen. These are also incorporated in many sprays. Using these, particularly on open flowers, is lethal to pollination insects of all types and many of the old treatments such as soft soap sprayed on black fly are just as effective, cheaper and much less harmful to the environment.

The theme for the 2016 Burnham in Bloom Competition is 'Bees and Bee Friendly Flowers'; there is a new category of 'most bee friendly garden'. Bee friendly seed packs, sponsored by Seedlynx, have been available free to children under the age of eleven at the Town Council Offices.

At the Meeting of the Town Council held on Wednesday 24 June 2015

- a) The Town Clerk reported that a final quote for the road surfacing is imminent and upon receipt a discussion would take place with the Allotment officials to finalise the extent and scope of the scheme.
- b) Members considered a request for assistance with the cost of rubbish removal by skip from the site and it was
RESOLVED: - that the sum of £320:00 be agreed as a "one off" contribution to resolve the existing problem.
- c) Members considered dates for the Annual Inspection of the Allotments and it was
RESOLVED: - that the inspection be on Sunday 5 July 2015 and the meeting with the Allotment Committee be on Monday 6 July 2015.

1 ALLOTMENT & GARDEN HOLDERS' ASSOCIATION (continued)

At the Meeting of the Town Council held on Wednesday 29 July 2015

- a) Members who attended the Annual Inspection of the Allotments on Sunday 5 July 2015 and the meeting with the Association Members on 6 July 2015 reported that both had been very informative and the principal concern is the road improvement scheme.
- b) Councillor Ron Pratt stated that he had visited RHS Hyde Hall, as suggested at the June meeting, to inspect a similar type of road surface as that that has been proposed by a contractor for the road improvement scheme and it appeared to be a very satisfactory, hard wearing surface.

At the Meeting of the Town Council held on Tuesday 8 September 2015

the Town Clerk reported that he had evaluated the financial/reserves position of the Town Council and that there were sufficient funds to allow the proposal for the road improvement to proceed in accordance with the tender received from Foster Contracting in the sum of £10,885 plus VAT and it was

RESOLVED: - that the order be placed accordingly as a matter of urgency

At the Statutory Meeting of the Town Council held on Wednesday 14 October 2015

- a) The Town Clerk reported that the road improvement works had been completed and all the feedback from the Allotment Members was positive.
- b) Members considered a request from “Create and Flourish CiC” the Care in the Community organisation that is operating from the Old Station House to use Triss Norman’s plot for horticultural therapy and it was

RESOLVED: - that the request be approved.

2 BURNHAM NEIGHBOURHOOD ACTION PANEL (NAP)

Ken Harris, Chairman:

Burnham Neighbourhood Action Panel was introduced in 2008 as part of the original Neighbourhood Police scheme. Its purpose was, and still is, to involve local people in evaluating concerns expressed by local residents and then identify the 3 problems that should be given priority action in the following month[s]. Then, in partnership with the Police, Burnham Town Council, other agencies and the community itself identify and implement long-term sustainable solutions.

As a result of a review by Essex Police in 2011 it was recommended that the use of ‘Panels’ cease. Instead those members from the community who attend the meetings should vote for the priorities adjudicated by the ‘Independent’ chairperson. At the same time it was recommended that instead of referring to the meetings as NAP they be referred to as ‘Neighbourhood Meetings’.

Due to the Central Government’s drive to cut public spending, in common with all forces, Essex Police have to regularly review their operations including their ‘community engagement’ role and activities. In 2014, the PCC explained: *“To ensure that Essex Police engages fully with and is accessible to all its communities, the new system of Local Community Meetings and Street Meets was introduced in October. Local Community Meetings [LCM] will be held in every district at least 5 times a year and will be chaired by a supervisory officer – sergeant or above. These will be advertised in advance on the Police website, which will also show the agreed local priorities and activity being taken to address them.”*

2 BURNHAM NEIGHBOURHOOD ACTION PANEL (NAP) (continued)

For Burnham, the Posters advertising the meetings now refer to 'Community Meeting'.

Sgt Morley, the local NPT Leader, in recognition of the fact that relationships formed through NAP have made for effective engagement has, for now, decided to use Burnham's allocation of his LCMs to include NAP Meetings. Adrian Rayner has agreed to continue the attendance of Park Rangers. So, at the moment, the NAP arrangements still stand except that the venue has been changed from 'One Place' to the Town Council Chamber.

One other very important link with the Police is that with the Casualty Reduction Unit [CRU] who have been extremely supportive on all aspects of road / traffic issues – we must keep that channel open..

Currently the impact of the latest budget cuts is still being assessed and final decisions are awaited. However, it is confirmed that the number of PCSO's will be 'decimated' [were 260; likely to be reduced to 90; Maldon's share down to 6] effectively removing the 'Street Meet' opportunities. The Local Neighbourhood Team [Maldon including the Dengie] will be a Sergeant and 5 PCs. It is understood that the Police precept in Council tax is to be increased this year; with time it is expected that all Central Government funding will be withdrawn!

What does this mean for Burnham?

Reaction has been cautious, with reluctant acceptance of the imposed changes. There is disquiet about the reduction in police numbers; misgivings on the statement that 'crime is reducing' – with an assessment that it is changing e.g. computer scams; rogue callers and a whole range of misgivings about the figures not counted e.g. Speed and driving offences and imprecise ASB figures. Beyond that there are questions on how many reported crimes are 'solved'! **The emerging consensus is "Its Down to us now!"**

Community engagement and input – looking forward.

The common, central interest remains to involve the community. Of continuing concern amongst residents is the division of responsibility and accountability across the various agencies, which also raises questions like "*Do people know who to report to i.e. what and to whom?*"

We very quickly learned that residents are concerned at a wider spectrum of 'crime' than the elements covered by the police. In our case those concerns include dog fouling [generally no.1 on most lists]; Parking; Litter/ fly tipping; abandoned cars; urinating in the street; noise and bonfires as well as ASB in the parks. All of which, NAP has labelled collectively as 'Environmental Crimes'.

Against this spectrum MDC Park Rangers, who are accredited Civil Enforcement Officers [CEO] and represent South Essex Parking Partnership (SEPP) as well as their MDC duties, attend our NAP meetings as 'partners'. Not only illustrating the separate responsibilities for dealing with the various 'crimes' but also reinforcing the recognition of joint working between the NPT/ Rangers and related agencies. Cooperation on such things as underage drinking, undertaking joint tours and collated intelligence not only increases effectiveness but also provides feedback and evidence that they are responding to the public's concerns. That in turn has brought the common strategy:- "*educate- monitor- enforce*" as the working model.

2 **BURNHAM NEIGHBOURHOOD ACTION PANEL (NAP) (continued)**

For these reasons NAP see it as important to work through partnership, and have sought to encourage cooperation, coordination and collaboration — so important when obtaining, collating and sharing intelligence and acting collectively. It is against that background that for Burnham it was seen to be wrong to take **Action** out of NAP. That is still seen as the way forward.

The other important partnership link is with the Town Council, who have appointed a Councillor as their Representative and, generally, at least one other councillor will attend the meetings which means the Town Council have full knowledge of, and an input to, the initiatives that NAP pursue. Examples of BTC support include the radar device used by the Community Speed Watch Team which was purchased through the Town Council; using the Park Rangers to deal with parking offences by contributing to their cost.

Time has shown that this too has been a good investment and the option to buy extra time as a 'special project' can be explored to increase the capacity to '**Enforce**' [dog fouling, litter picking as well as parking] and make it cost effective to do so. The launch of Park Watch will also help.

A Case in point :- It's Burnham- It's 30!

For years local residents have consistently complained about driver's behaviour on local roads, particularly speeding, reckless driving and irresponsible parking. Historically, these complaints and representations tended to be discounted because they were seen as "*perception not evidence*"!

With help from the CRU a local team of volunteers started regular traffic monitoring exercises in October 2012. Using equipment on loan from the Essex Police, a team of NAP volunteers started Community Speed Watch [CSW] exercises in Burnham. That monitoring device had some shortcomings such as interference from vehicles travelling in the opposite direction. With help from the Town Council a more modern hand held radar device was purchased in the early 2013 and regular exercises are undertaken. The objectives of the scheme are not simply to catch people speeding but rather to raise awareness of the dangers of speeding and antisocial behaviour on the roads. As volunteers, the Team do not stop vehicles and as a general rule the drivers of vehicles registered as exceeding the speed limit will not be prosecuted or sent to court. Where the speed recorded is more than 36 mph details are reported to the police. The registered keeper of the offending vehicle will be sent a letter advising of the dangers of speeding and antisocial behaviour; some persistent offenders may well be subject to follow up on these and other matters.

Based on the results from CSW exercises, BTC agreed to apply for white 30 signs [roundels] on Maldon Rd and a 20 mph limit on Church Rd. This proved to be a significant turning point in that as part of their appraisal ECC Highways arranged over time for Automatic Traffic Count [ATC] equipment [Road strips] to be placed on all 4 roads [i.e. including Marsh Rd].

As a result of enquiries about the '20s Plenty' advisory limit, the CRU also arranged a monitoring exercise [sensors on lampposts] but gave us the results in 'spread sheet' form allowing analysis of actual speeds against time of the day – a very useful intelligence. As a result ECC Highways were asked if they could provide the ATC results in spread sheet form – they can and have. For the first time we have real hard evidence on which to base a course of action.

2 BURNHAM NEIGHBOURHOOD ACTION PANEL (NAP) (continued)

Again CRU helped – they arranged for an analysis to identify the address of the registered owner of cases reported by Burnham CSW [i.e. exceeding 35 mph] . The results showed of 349 cases, 136 were registered to a Burnham address i.e. around 40% are local people.

Taken together these results are seen to require **"Action"**; - and BTC agree!

On 9th February 2016 the Environment Committee's recommendation for a Road safety campaign was adopted by the Council.

"Burnham Town Council will:

- ✓ **Enrol in the "Small Changes Initiative' sponsored by Safer Essex Roads Partnership [SERP];**
- ✓ **Undertake a review a of signs and road markings in the Town to ensure that they comply with the regulations;**
- ✓ **Allocate a budget to support the "It's Burnham – it's 30" campaign;**
- ✓ **Work closely with the Local Community Safety Partnership when implementing their Road Safety plans."**

3 DENGIE HUNDRED BUS USERS GROUP [DHBUG]

Ken Harris, Chairman:

The Dengie Hundred Bus Users' Group (DHBUG) was formed in 2010 with the aim of improving public transport services for the Dengie Peninsula.

In seeking services that satisfy residents' needs the issues identified are:

- Access to healthcare (GP surgeries, clinics and hospitals)
- Transport problems for young people
- Poor /inaccessible passenger information
- Interruptions and cancellations affecting services
- Reliability and punctuality
- Access to links with rail services
- Evening bus services and (to a lesser extent) Sunday bus services

DHBUG has around 50 "paid up" members (annual membership fee is £3 and £5 for couples), including 2 parish councils. Open meetings are held 3 times a year and members of the public can listen to guest speakers and ask questions about transport in the Dengie Hundred. These meetings are attended by senior staff from Arrow Taxis (DaRT 99 and DaRT5), First Bus Essex (31X, 31B) and Stephenson's of Essex (Dengie Connections "D" services) as well as officials from Essex County Council, Viking Community Transport, and the Rural Community Council of Essex.

Routine activities

- Monthly DHBUG committee meetings
- Collection and analysis of feedback from members
- Regular contact with operators, e.g. to resolve outstanding issues
- Parish Transport Reps meeting with Essex County Council officers
- Mailing our members with information and updates
- Keeping our website www.dhbug.org.uk up-to-date with news and features
- Maintaining links with local community reps and village magazines
- Presence at local shows and other events so as to engage with wider public
- Investigating feasibility of various suggestions made by members
- Ensuring wider availability of information re times and costs of bus services
- Keeping our knowledge up-to-date by reading journals and attending conferences.

3 DENGIE HUNDRED BUS USERS GROUP [DHBUG] (continued)

Specific projects currently in hand

- Identification and cure of regular ‘hiccoughs’ and ‘glitches’ in bus services, especially those arising from ‘pinch points’ on the highways network (inconsiderate parking, inappropriate signage, conflicting priorities, etc.,)
- Awareness of transport arrangements during road closures, e.g. planned and unplanned road works, accidents and emergencies
- Advance planning for bus service diversions during planned events such as Burnham Tuesday Market, Maldon and Burnham Christmas Fayres
- Work on Real Time Information and bus stop location information with ECC
- Contact with young people (students and young workers) to encourage more young people to use the bus and to share their technological savvy with the older generations
- In conjunction with local bus operators we are planning our participation in ‘Catch the Bus Week’ 2016

Other activities/achievements

(a) through the auspices of the Burnham Chamber of Commerce we have continued to press the case for lasting improvements in public transport in response to proposed new housing developments;

(b) through participation in the preparation of a Neighbourhood Plan for Burnham-on-Crouch we have made known our support for public transport planning gains to be shared across the whole town and not concentrated in the areas of new development;

(c) we have made known our belief that “Burnham should be championed as a location where a significant number of residents would be likely to consider a shift from private transport to public transport if appropriate improvements to the latter could be made”.

Essex County Council Bus Review Consultations

We have actively encouraged members to take part in two recent consultations, one relating to county-wide services that receive financial support from the County Council, the other a more recent such consultation referring specifically to the Dengie Hundred ‘D’ services network. We have also responded as a Committee to some broader issues raised by the consultations, such as the need for bus services to maintain connections with rail services in the event of any forthcoming rail timetable revisions.

Future activities

Over the past few years DHBUG has grown in stature and we are privileged to be valued and trusted by both the County Council and our local bus operators. We look forward to being of service to the local community through the coming year and beyond.

4 FOOTPATHS

Iain Corbett and Barry Davis, Town Council Representatives:

Walking of the designated footpaths within the Burnham Civil Parish (CP) area commenced in 2012, through 2015 and into the early part of 2016. During the year a total of 13 footpaths were walked mainly covering the area from Green Lane/Stoney Hills to the CP boundary with Southminster, around Creeksea to the Marina and from the Marina along to the Royal Corinthian Yacht Club.

4 FOOTPATHS (continued)

The same criteria was used as in previous years in verifying the route against local authority approved Ordnance Survey Maps. Any observation and anomalies were identified with reports issued, which in some instances, included photographs.

One obvious anomaly is the fact the approved maps, although out of date by over 40 years, i.e. housing estates have been built but are not indicated on the map, have legal status should they ever be needed in a dispute. This is a result of the scale used and local authority working practices. To partially address this situation an up to date copy of the Ordnance Survey Explorer Map covering the area is used in conjunction with the approved maps. It is assumed that with the increase in housing development this anomaly will be rectified in due course.

An area of concern on Footpath #11 is the low elevation and underfoot condition of the footpath at Creeksea in front of The White House when compared with height of the seawall approaching the Marina. Although considerably lower, some protection from high tide levels is provided by saltings but being of soft earth these are gradually being eroded away by tidal flows.

Further along FP#11 between the Marina and the Royal Corinthian Yacht Club cracks have opened in the blockwork paving due to settlement which could present a hazard to underfoot conditions and a risk to both visitors and local people alike walking along the Quay. Although this section of the path is walkable being a major attribute to the town other observations concerning maintenance and enhancement were also recorded at the same time.

During the year an informal meeting to establish face to face contact was held in the council offices with the Essex County Council, Public Rights of Way Inspector for the area and a representative establishing the National Coastal Path. The PRoW Inspector is also copied on footpath walk reports formally issued to the council.

Apart from the footpath walks assistance was also provided in investigating the drainage ditch system around the sports field to Remembrance Avenue, pot holes, road surface damage and masonry that had fallen on to a footpath.

Footpath walks are undertaken by two designated co-ordinators with reports issued indicating identification number, location, observations and where appropriate photographs. Copies of which are forwarded to the Town Council for consideration for action as required.

5 FRIENDS OF THE BURNHAM CEMETERY CHAPEL

The Friends of the Burnham Cemetery Chapel Group was formed in 2010 with the purpose of working in partnership with Maldon District Council in the restoration, development, improvement and promotion of the Chapel.

It is hoped that the Group will be re-launched in 2016.

6 ORMISTON RIVERS ACADEMY GARDEN PROJECT

Carol Milton, Community Garden Project Volunteer:

Spring/summer Term

Wings students produced 75 hanging baskets for Burnham Town Council. This year marked the tenth year for the Garden Project and was also the year in which students made the 1000th hanging basket for the town. Jack Cardwell from year 7 made the 1000th basket. The baskets were cared for by Maldon District Council Parks and Open Spaces team. The baskets were purchased by local businesses, retailers and residents in Station Road and the High Street, Burnham-on-Crouch. The baskets were hung out by a team of volunteers in June.

Once again the project proved to be of significant value to the students who experience team working, working to a dead-line, producing a quality product and making a positive contribution to the local environment and community.

Charity Plant Sale

Students from years 7 and 8 Wings Dept. cultivated hundreds of plants from seed for the Garden Project annual charity plant sale. The plants are sold to parents and academy staff to raise money for the students chosen charity. This year students chose to raise money for Cancer Research UK, adding to funds from the previous year. Students raised the total of £469.35. Students received a letter of thanks from Cancer Research UK and a certificate.

Burnham in Bloom

The academy was delighted to be awarded 'The Best School Garden' accolade in the Burnham in Bloom competition. A trophy was presented to academy Principal, Joan Costello and volunteer Garden Project Coordinator, Carol Milton by the Town Mayor at the presentation evening held in the Burnham Council Chambers. The competition is organised by the Burnham Chamber of Commerce and sponsored by local businesses.

Annual Garden Party

The Garden Project students ended the academic year by hosting a garden party. Parents, academy staff, representatives from local community groups, members of Knightswood day care centre, Burnham Town Councillors and the Burnham Town Mayor attended. The Burnham Town Mayor, Cllr Ron Pratt presented a trophy to Jack Cardwell from year 7 for producing the 1000th hanging basket for the town. As the weather was not on our side that day, the party was held in the newly refurbished main hall. The students decorated the hall with hand-made decorations and tubs of their geraniums to give the affect of being in a garden. The students served the guests with cakes and refreshments and a good time was had by all.

Autumn/winter Term 2015

The term began with the year 8 students harvesting and calculating their home-made compost for the annual compost challenge. This year students produced 4400Ltrs of compost, only just beating the previous year's total of 4380Ltrs. The compost is made from biodegradable waste material from their classrooms and gardens plus donations of shredded paper from local community groups, residents and Burnham Town Council. The resulting compost is used in the academy kitchen garden for growing the next season's food crops in a sustainable and organic way.

The students have adopted a more 'Bee Friendly' approach to their gardening this year and had great fun producing wild flower seed bombs and even more fun distributing them around the wildlife meadow to increase the wild flower population within the meadow.

6 ORMISTON RIVERS ACADEMY GARDEN PROJECT (continued)

Students also enjoyed making homes for wildlife to provide shelters and nesting sites for a diverse range of wildlife.

The creation of a native hedgerow along the Maldon Road school railings has continued with students planting many more trees.

Recently, the Garden Project took delivery of 105 native tree saplings free from The Woodland Trust to commemorate 100 year of WW1. Students potted the saplings to grow on before planting out next year.

Spring/Summer Term 2016

The 2015 spring and summer season in the academy kitchen garden proved to be a very successful one with students taking home an abundance of fresh, organically grown produce grown by themselves. Students are encouraged to prepare and cook the produce with their families. The new designed kitchen garden has proved very popular with students, the new design making it easier to maintain and cultivate. Students are currently seed sowing and planting the garden. The students are also propagating plants to sell to staff to raise money for this year's chosen charity. IterAct is an Essex based charity dedicated to improving the emotional well-being and opportunities of young people and young adults with disabilities, primarily learning disabilities/difficulties.

Students once again will be producing 75 hanging baskets for the town and entering the town Annual Burnham in Bloom competition.

On behalf of the academy students, I would like to thank Burnham Town Council, Maldon District Council, Burnham Chamber of Commerce and the local community for their continued support of the Garden Project and students.

I would also like to thank Ms Joan Costello, Academy Principal and the Senior Leadership Team along with staff and students of Ormiston Rivers Academy without whom, the project would not exist.

The Town Council offers its thanks and congratulations to Mrs Carol Milton, Community Volunteer Garden Project Co-ordinator and all the staff and students involved in the Garden Project, especially for their efforts in planting the wonderful hanging baskets seen throughout the Town each summer.

7 RAILWAY BRIDGE TASKFORCE

This Group continues to hold regular work parties throughout the year to keep this area of the Town looking its best.

The Bridge Task Force working parties have been meeting regularly during the last twelve months. The weather has been relatively kind and the group has only had to cancel on one occasion. Members of the group have continued to maintain and improve the area around the railway bridge, the station car park, the Co-op car park and Cedar Grove. A large part of the embankment at St Mary's Road was also tidied up and planted by the group, but this has since been dug up by "Open Reach" on two occasions, so apart from a tidy up, they have not attempted to work on this area again recently. Work on the station embankment has carried on as usual. The major prune of the larger shrubs such as buddleias took place on the first Saturday in November. This task took most of the morning as all the resulting branches and twigs had to be cut into pieces and packed into bags, ready for disposal. The shrubs and plants there continue to make a good display and provide cover for birds and wildlife, as the birdsong often indicates.

7 RAILWAY BRIDGE TASKFORCE (continued)

Work has been done in Cedar Grove to maintain and improve the area, which looks attractive, as well as providing cover and food sources for bees and other wildlife. Children from Town's pre-school/play groups continue to take an interest in the planters on the station platform, providing some interest and colour.

The taskforce is in the process of co-ordinating with St Mary's School to join with parents and students for a spring litter pick.

Taskforce volunteers are delighted that the Station House and the steps are now in use. These have both greatly improved the appearance and focus of the location.

The Station House in particular could prove to be a significant asset to the Town.

Members of the taskforce have been very generous with their time and energy to improve the local environment and the appearance of the entrance to the Town via the station and the road over the bridge, for the benefit of both residents and visitors. The group is still in need of new members with an interest in gardening and they hope that their continued efforts will encourage additional participation from residents.

The Town Council is grateful to all the volunteers for their tireless efforts.

8 STATION HOUSE AND PEDESTRIAN STEPS

At the Meeting of the Town Council held on Tuesday 26 May 2015

a) Members and the Town Clerk reported on the progress of the above schemes, including the house inspection on Wednesday 20 April 2015. The works were now substantially complete and the Station House Group will be meeting to determine the fitting out requirements and seeking funding for equipment etc. The Town Clerk reported that it would be necessary to incur some unbudgeted expenditure to complete the project and Councillor Peter Elliott suggested that a virement from the approved budget "Contribution to Reserves" of £5,000 would address the immediate problem and it was **RESOLVED: - that a virement of £5,000 be approved.**

b) Members considered some form of permanent recognition, at the Station House, of Councillor Mrs Una Norman's considerable and determined efforts, over many years, to ensure that both these projects came to fruition and completion. Councillor Mrs Una Norman thanked Members for their kind gesture and stated that any such recognition should include her late husband Ted Norman and it was **RESOLVED: - that an appropriate plaque be agreed at a future meeting of the Town Council.**

At the Meeting of the Town Council held on Wednesday 24 June 2015

Members and the Town Clerk reported that the official opening of the House would be on Thursday 2 July 2015. Councillor Ray Howard C.C., a deputy to Councillor Rodney Bass C.C. the ECC Highways and Transport Portfolio holder, and the Town Mayor would conduct the opening ceremony. Councillor Ron Pratt paid tribute to all the hard work of the working group who have made all the arrangements, including Essex County Council, Essex and South Suffolk Community Rail Partnership and Abellio Greater Anglia (AGA). The Management Committee would need to be agreed at the next meeting of the Town Council.

AGA have agreed for the Station House contractor to install the pedestrian steps and a start date is awaited.

At the Statutory Meeting of the Town Council held on Wednesday 29 July 2015

The Town Clerk reported that the majority of the fitting out had been completed and Abellio Greater Anglia had agreed to contribute £1K towards the flooring cost. The funding from Magnox is still awaited. The first Station House Management Committee would be held on 25 August 2015. Abellio Greater Anglia had secured the contractor for the steps and a start date is awaited.

8 STATION HOUSE AND PEDESTRIAN STEPS (continued)

At the Meeting of the Town Council held on Tuesday 8 September 2015

Members noted that the majority of the furniture and equipment had been ordered/purchased from Ikea and that telephone and broadband facilities had been installed.

Members considered the membership of the Management Committee and it was

RESOLVED: - that the Committee consist of: - Abellio Greater Anglia, Essex County Council (Arts Service), Community Rail Partnership, Bridge Task Force, Town Mayor, Councillors Mrs Una Norman and Mrs Wendy Stamp, Tracy Saunders (Burnham Art Trail) and the Town Clerk.

The Town Clerk reported that a contract had been let by Abellio Greater Anglia and a commencement date was awaited for October/November 2015.

At the Meeting of the Town Council held on Tuesday 15 December 2015

Members noted the following: -

- a) the Pedestrian Steps scheme commenced on site on Friday 4 December 2015,
- b) a “pop-up” Burnham Art Trail Christmas shop had taken place at various times from Sundays 6 to 13 December 2015,
- d) the “Official” launch of the Old Station House has been set for Saturday 16 January 2016.

At the Statutory Meeting of the Town Council held on Tuesday 12 January 2016

Members noted the following: -

- a) The Town Clerk reported that the Old Station House was operating well and various bookings were being received.
- b) The “launch” of the Old Station House had been set for Saturday 16 January 2016 but this had now been postponed and the date would be notified in due course.
- c) The Pedestrian Steps scheme had been substantially completed and only the safety surfaces and “nosings” were to be fixed. The decision regarding an official “opening” was deferred to a future meeting.

At the Meeting of the Town Council held on Tuesday 15 March 2016

Members noted that:-

- a) The “launch” event for the Old Station House had been scheduled for Sunday 12 June 2016.
- b) The Pedestrian Steps scheme had been completed and the steps are in use.
- c) Members discussed the potential problem of vehicles stopping on the bridge to allow passengers to alight. Councillor Ron Pratt stated that the Town Council is not responsible for road safety issues.

9 SWIMMING

Due to renovations to the changing rooms, the 2015 summer swimming programme was not able to take place at Burnham Primary School. Thanks largely to swimming co-ordinator Suzanne Wichard’s efforts and her excellent working relationship with St Leonard's Primary School, summer swimming took place at St Leonard's School in Southminster. Children were able to have one week crash course swimming lessons or improve 'developing your child into a confident swimmer' and of course, there were daily fun swims.

The Town Council wishes to offer its sincere thanks to Suzanne Wichard for her hard work and dedication to the summer swimming programme, which has brought enjoyment to many local children and their parents. The Town Council is extremely grateful to St Leonard's Primary School and its staff for hosting the summer swimming at such short notice.

10 TOWN CLOCK AND CLOCK TOWER

Following completion of the restoration works in the spring of 2015, the Town Council has received a Historic Buildings Grant from Maldon District Council in the sum of £750.

11 TWINNING ASSOCIATION

Burnham-on-Crouch and L'Aiguillon-sur-Mer have been twinned since May 1980 and since then there have been many exchange visits between the two communities. A Special General Meeting of the Twinning Association was held on Wednesday 5th August 2015 in the presence of the Town Mayor as President of the Association, Chairman Tony Cash, Deputy Chairman Mark Bayliss, Treasurer Alan Fowler, Secretary Anne Thurgood, Membership Secretary Russ Longson and Members Alan Brown, Liz Fowler, Derek Dyer and Judy Dyer.

The Chairman welcomed everyone to the meeting and proceeded to say that, in the absence of any new volunteers for the committee and specifically to take over the role of Chairman, reluctantly he could see no future for the Association. He felt it has "had its day" and that lack of enthusiasm from our French counterparts had contributed to a declining membership.

The Chairman proposed and Alan Brown seconded, that "The Burnham on Crouch - L'Aiguillon sur Mer Twinning Association be dissolved". All present reluctantly agreed. The Twinning signs will remain in situ, the Town will remain twinned with L'Aiguillon sur Mer and it is hoped that the Association can be revived at some future date. The constitution states that any money held by the Association in the event of its closure should be distributed to local causes. Treasurer Alan reported that there was £2,231.82 in the bank and there followed some discussion about suitable organizations. It was agreed that £1000.00 be donated to the Carnival Committee, with the balance of funds to be split between the Day Centre and the Dengie D-Caf'.

12 WAR MEMORIAL

The War Memorial is the focal point for Acts of Remembrance in the Town. In 2015, Sally Bowling, Conservator, carried out maintenance works to the War Memorial. All the bronze plaques and wreaths were re-painted before being hot waxed and buffed. The base was scrubbed to remove any detritus. Green corrosion staining on the Portland stone was treated, as before, with a shelter coat.

The Town Council is grateful to Mrs Vivienne Allen and all the volunteers who plant and maintain the planting areas at the War Memorial.

PARTNERSHIP WORKING

There are of course, many services required by residents of the Town and the Town Council enjoys an excellent working relationship with a number of service providers. The Town Clerk and Deputy Town Clerk assist residents wherever possible and also liaise with other organizations to ensure that residents have access to appropriate facilities and/or advice.

13 MALDON & DISTRICT CITIZENS' ADVICE BUREAU

Derek Hall, Outreach Advisor:

The outreach service operates from the town council offices each Thursday morning from 10am – 1pm. It operates on a 'drop in' basis and is now staffed by two CAB advisers – an increase which came into effect this year.

The service continues to be well used with, on average, 4/5 clients attending the weekly sessions. The provision of an additional adviser has significantly reduced the waiting times.

Benefit advice continues to be highly requested but issues surrounding housing, debt and employment problems are also frequently covered. If the matter is complex then clients are directed to the bureau's specialist advisers located in Maldon or to solicitor 'surgeries' held regularly at the Maldon bureau. Home visits are also arranged where difficulties exist in getting to our offices.

Feedback from client's attending the outreach service is very positive with most attendees advising a high level of satisfaction with the advice provided. Often disagreements are resolved; rights are confirmed / established; and entitlements agreed – with many enquiries resulting in financial gains.

The bureau is extremely grateful for the help provided by Burnham Town Council. The provision of accommodation, financial contribution and overall support are essential factors that enable us to provide a service valued by the local community.

14 ESSEX COUNTY COUNCIL

ENGLISH NATIONAL CONCESSIONARY BUS PASS - OLDER PERSONS BUS PASS

All those living in England who are of retirement age or an eligible disabled person, are entitled to an English National Concessionary Bus Pass. Essex residents who are applying for an older persons or disabled persons bus pass for the first time may apply to Essex County Council by either:

- Downloading an application form for older persons or disabled persons.
- Collecting an application form from the Town Council Offices. The Town Clerk and Deputy Town Clerk will be pleased to assist in the completion of forms for anyone having difficulties in doing so.
- Call Essex County Council on 0345 200 0388 for an application form.

Current pass holders who have passes due to renewal will be automatically sent replacements, rather than having to reapply. However, if pass holders have moved since their current pass was issued they should contact ECC on buspass.team@essex.gov.uk or by calling the number above.

14 ESSEX COUNTY COUNCIL ENGLISH NATIONAL CONCESSIONARY BUS PASS - OLDER PERSONS BUS PASS (continued)

The bus pass is valid in the following locations at the following times:

Location	Monday to Friday (excluding public holidays)	Weekends and public holidays
Essex, Southend and Thurrock Authorities: Companion Passes are valid in these areas	09:00 to 24:00 (09:00 to 23:00 in Thurrock)	Anytime
Any other local authority in England: (Not all authorities offer earlier discretionary start times – you should check before travel). A companion pass will only act as a standard pass outside of Essex. Your companion will be required to pay for their travel.	09:30 to 23:00	Anytime
Transport For London Buses (you cannot use your pass on the Underground, DLR or Trams)	Anytime	Anytime

15 MALDON DISTRICT COUNCIL

The way in which Maldon District Council collects refuse and recycling is changing on 6 June 2016.

In April households have received a letter to advise how the changes will affect their property and how the new alternate weekly service will work.

During May, the majority of households will receive a 180 litre wheeled bin for refuse and a supply of pink sacks for mixed recycling. Residents are asked to continue to use their blue box to recycle their glass. Food waste is to be recycled in the food recycling bin and will continue to be collected weekly. A detailed information booklet will also be delivered at the same time. A small number of properties which cannot accommodate a wheeled bin will remain on black sacks for refuse collections.

New Collections from Summer 2016

Week A Collection

- **REFUSE** - NEW WHEELED BIN (previously black sack waste - bags not supplied)
- **FOOD WASTE CADDY** - Food waste will be collected weekly

Week B Collection

- **RECYCLING SACK** - paper/card/plastics/cans (unlimited supply of sacks)
- **BLUE BOX** - glass bottles and jars
- **FOOD WASTE CADDY** - Food waste will be collected weekly

15 MALDON DISTRICT COUNCIL (continued)

- Refuse will be collected once every two weeks, wheeled bins will be provided for this purpose (black sacks will only be issued to those properties which are not suitable for wheeled bins). The use of wheeled bins will help to reduce fox issues and keep the District cleaner.
- Recycling will be collected on the alternate week; a plastic sack will be provided so that all of the following items can be collected together in one sack: paper, plastic, card, beverage cartons and food tins/drinks cans.
- Residents should continue to use the blue or black recycling box for glass bottles and jars.
- For those residents who require help with their collections, MDC will still be offering an assisted collection.
- Residents who subscribe to the garden waste service will continue to receive a weekly collection for 9 months of the year (Fortnightly collections in December, January and February). However, there may be a change of collection day.

GREEN WASTE COLLECTIONS

Green Wheeled Bin Scheme

Collection of garden waste is not part of the standard refuse or recycling collection service. For an annual fee, the District Council provides a green waste wheeled bin kerbside service offering weekly kerbside collections during the peak growing season (March to November) and a fortnightly service throughout the rest of the year (December to February). Payment for 2016/17 is £32 by Direct Debit or online payment and £37 by cheque or telephone. The Subscription year runs from 1 April to 31 March and throughout the year the joining charge will be reduced on a pro-rata basis each month until the renewal date when the full amount will be payable.

Green Sacks

Residents can purchase special green waste sacks which can be booked onto the District Council's garden waste collection rounds. These **cost £1 per sack** which covers the additional cost of composting the waste and can be bought from the Town Council Offices.

RANGER SERVICE

The Town Council makes a provision of £15,000 within its annual Budget for the provision of a Burnham Ranger Service.

The Town Clerk and the Deputy Town Clerk continue to have an excellent working relationship with the Burnham Rangers.

16 MEDIA RELATIONS

Local Press

The Town Council has regular contact with the local press, in order to keep residents of the Town informed of Council activities; when appropriate, radio and television contacts are utilised.

Burnham & Dengie Hundred Review

The magazine is the only publication based in the Town and as well as Burnham on Crouch it also covers the whole of the Dengie Peninsula. It is delivered free to homes and businesses and now has a circulation exceeding the regional newspapers in the area. The magazine has a community directory with useful information for both residents and visitors and its unique parochial format maintains its local popularity.

16 MEDIA RELATIONS (continued)

Reports of the Meetings of Burnham Town Council are included every month and although it is an independent publication the Review enjoys a good working relationship with the Town Council.

Town Council Website

The Town Council's website is now live and can be accessed online at burnhamoncrouchtowncouncil.gov.uk

The Town Council is grateful to Mr Peter Layzell for his continued co-operation in updating the Town Council's website.

Town Guide

The Town Guide is published annually and is delivered free to every resident in the Town and is available throughout the year at the Town Council offices, the Library and from most retailers in the Town. The Guide is a comprehensive directory of local clubs and organizations, information on elected representatives and local services and interesting information on the locality.

17 EXTERNAL CONSULTATIONS

The Town Council is consulted, during every Municipal Year, on innumerable subjects by the Government, Government Agencies, Essex County Council, Maldon District Council and many other bodies and groups, too numerous to mention individually. Wherever possible, the Town Council considers the subject matter and gives a suitable response. If this is not possible, for time or other reasons, Authority is delegated to the Town Clerk, in consultation with a nominated Town Councillor/s to respond on the Town Council's behalf.

MALDON DISTRICT COUNCIL LOCAL DEVELOPMENT PLAN – PREFERRED OPTIONS CONSULTATION AND BURNHAM NEIGHBOURHOOD PLAN

At the Meeting of the Town Council held on Tuesday 26 May 2015

- a) Members noted that Examination in Public Inspector's Interim Findings on the Maldon District Local Development Plan had been published on 8 May 2015 and that owing to a lack of adequately detailed provisions for Gypsies and Travellers the Inspector had found the whole Plan "unsound". Maldon District Council had responded to the interim findings and a response is awaited from the Inspector. Subject to this response MDC's options for further action would be a Judicial Review or to request the Secretary of State to "call in" the Plan for determination.
- b) Councillor Ron Pratt reported that progress on the Draft Neighbourhood Plan by the Town Council's consultant following the Neighbourhood Plan Steering Group meeting held on Monday 20 April 2015 is continuing. There would be a need for an assessment of the results of MDC's actions as reported above and the further consultations that it is carry out as part of its statutory role in the Neighbourhood Plan process. Cllr. Pratt stated that MDC is now providing a level of support and expertise and this can only improve the overall progress.

At the Meeting of the Town Council held on Wednesday 24 June 2015

- a) Councillor Ron Pratt updated Members on the decision of the Secretary of State for Communities and Local Government to "call in" the Maldon District Local Development Plan following the Inspector's Interim Findings that "the Plan is Unsound". A Liaison Officer had been appointed by the Secretary of State and initial contact/meetings had taken place.

**MALDON DISTRICT COUNCIL LOCAL DEVELOPMENT PLAN – PREFERRED
OPTIONS CONSULTATION AND BURNHAM NEIGHBOURHOOD PLAN
(continued)**

- b) Councillor Ron Pratt updated Members on the effect of a) above on the Draft Neighbourhood Plan and progress by the Town Council's consultant following the Neighbourhood Plan Steering Group meeting held on Monday 20 April 2015. The Consultant was working towards mid/end July 2015 to revise the Draft Plan. A further meeting of the Steering Group would be arranged as soon as possible.

At the Statutory Meeting of the Town Council held on Wednesday 29 July 2015

- a) Councillor Ron Pratt stated that there had not been much change since the decision of the Secretary of State for Communities and Local Government to “call in” the Maldon District Local Development Plan following the Inspector's Interim Findings that “the Plan is Unsound” on 8 May 2015.
- b) Councillor Ron Pratt reported that the Neighbourhood Plan Steering Group meeting held on Monday 20 July 2015 had been very productive. Councillor Mrs Wendy Stamp stated that she felt there was a danger of the NPSG's aspirations being diluted by the stalling of the LDP.
- Councillor Ron Pratt also reported that Allies and Morrison, the Town Council's consultants had indicated that there may well be a need to review the contract sum by £6K because of the extra work created by the delay in the LDP. Members suggested that MDC should be asked to contribute if additional costs were agreed.

At the Meeting of the Town Council held on Tuesday 8 September 2015

- a) Councillor Ron Pratt stated that there had not been much change since the decision of the Secretary of State for Communities and Local Government to “call in” the Maldon District Local Development Plan following the Inspector's Interim Findings that “the Plan is Unsound” on 8 May 2015. It was hoped that a date would be forthcoming during October 2015.
- b) Development Plan Documentation consultation for Rural Housing Allocations, Rural Employment Allocations and District Travellers Allocations and it was
RESOLVED: - that an informal meeting of Members be held to discuss the details and a further report be submitted to the October 2015 meeting.
- c) Councillor Ron Pratt reported that all arrangements were in hand for the Regulation 14 Consultation of the Neighbourhood Plan subject to the Town Council adopting the final draft when received from Allies and Morrison the Town Council's consultant.

At the Extraordinary Meeting of the Town Council held on Thursday 8 October 2015 attended by Nick Fenwick, Interim Director of Planning and Regulatory Services

Councillor Ron Pratt, the Town Mayor, stated that he and the Town Council are extremely grateful for all the hard work carried out by the Steering Group over the past eighteen months, the result of which is a cohesive and comprehensive document, that coupled with all the supporting documentation would allow an in depth review of the Neighbourhood Plan, by residents and all other interested parties, prior to the Independent Examination and thereafter a Referendum, and it was

RESOLVED: - that the best thanks of the Town Council for the considerable efforts of the Steering Group be recorded in the minutes of this meeting and Members also extended their appreciation to the work carried out by Mrs Eva McNeill, the Neighbourhood Plan Steering Group Clerk.

MALDON DISTRICT COUNCIL LOCAL DEVELOPMENT PLAN – PREFERRED OPTIONS CONSULTATION AND BURNHAM NEIGHBOURHOOD PLAN (continued)

The Town Clerk stated that the Pre-submission Draft of the Neighbourhood Plan had been received from Allies and Morrison, the Town Council’s consultants, and the required Public Notice (amended copy tabled at the meeting) had been prepared for inclusion in the Maldon and Burnham Standard and the Burnham and Dengie Hundred Review. It is not necessary to publish in any other publication. The Town Council’s new website is expected to be live for the consultation to be included.

Councillor Mrs Wendy Stamp asked the Interim Director of Planning and Regulatory Services if, in his opinion, the final Draft of the Neighbourhood Plan is “fit for purpose” for the Pre-Submission Public Consultation and Mr Fenwick confirmed that the final Draft of the NP is indeed “fit for purpose” and it was

RESOLVED: - that

- a) **Members, formally receive, confirm and adopt the final draft of the Burnham-on-Crouch Neighbourhood Plan, and**
- b) **The Town Clerk be instructed to proceed with the Pre-submission Consultation and Publicity, in accordance with Regulation 14 of The Neighbourhood Planning (General) Regulations 2012, with effect from 0900 on Friday 16 October 2015 to 1700 on Friday 27 November 2015, a period of six weeks and one day.**

Members of the public asked questions, (on which there was a detailed exchange of views), as follows: -

- Q. Can the Introductory paragraph of the NP be amended as there would appear to be a number of inaccuracies?
- A. The Interim Director of Planning and Regulatory Services stated that if the Town Clerk submits a formal request for clarification he would respond accordingly.
- Q. Will those sections/paragraphs that had not been included in the Final Draft, and moved to the Implementation Strategy be made available in the Public Consultation?
- A. The Implementation Strategy was agreed to be an “addendum” to the NP and this would be the case.

At the Statutory Meeting of the Town Council held on Wednesday 14 October 2015

- a) Councillor Ron Pratt gave an update on the Maldon District Local Development Plan including a refund of £86K that MDC had received (with the possibility of more to follow) because the Examination in Public had not been up to the Inspectorate’s standard. More news is expected by the end of October 2015.
- b) The Development Plan Documentation consultation for Rural Housing Allocations, Rural Employment Allocations and District Travellers Allocations had been considered by Members and it was

RESOLVED: - that the Town Council’s formal response be a reiteration of the appropriate sections of the Draft Neighbourhood Plan including no reference to District Travellers as this had not been considered (as records proved) an issue for the Town.

- c) Councillor Mrs Wendy Stamp stated that MDC’s Planning and Licensing Committee would consider the Plan before MDC Full Council.

The Town Clerk reported that the Regulation 14 Consultation of the Neighbourhood Plan had been prepared and was ready to “go live” on Friday 16 October to Friday 27 November 2015, as agreed by the Extraordinary Meeting of the Town Council on Thursday 8 October 2015.

MALDON DISTRICT COUNCIL LOCAL DEVELOPMENT PLAN – PREFERRED OPTIONS CONSULTATION AND BURNHAM NEIGHBOURHOOD PLAN (continued)

He repeated his earlier statement that the Town Council's new website: - burnhamoncrouchtowncouncil.gov.uk would be carrying a link to all the documentation, as would the burnham.org.uk, MDC and Allies and Morrison sites. Councillor Mrs Una Norman requested that the "Country Code" be included on the Town Council's website.

At the Meeting of the Town Council held on Monday 23 November 2015

Members noted the following: -

- a) Nothing significant to report on the Maldon District Local Development Plan.
- b) There had been a small response, thus far, on the Regulation 14 Consultation of the Neighbourhood Plan, and the "Drop In" sessions held on Saturdays 31 October and 14 November 2015 had resulted in very few enquiries.
- c) That a meeting of the Steering Group would be held on Thursday 26 November 2015 at 2.00 p.m. in the Council Chamber.

At the Extraordinary Meeting of the Town Council held on Monday 7 December 2015

A) Members considered the following recommendations from the Neighbourhood Plan Steering Group Meeting held on Thursday 26 November 2015 (Minutes 65 1) and 2) refer): -

"1) That a small group from the Steering Group review the Neighbourhood Plan and the responses received to the Regulation 14 Public Consultation and prepare a Revised Draft Plan for submission to the Town Council and thereafter to Allies and Morrison and Maldon District Council."

The Town Mayor emphasised that the NP was now a Town Council document and it needed to be reviewed in the light of the responses received to the Regulation 14 Public Consultation that had concluded on Friday 27 November 2015.

Members were unanimous in their praise for the work already undertaken by the NP Steering Group and agreed that the expertise developed by the Group in preparing the NP should be further utilised to carry out the necessary review and it was

RESOLVED: - accordingly.

"2) That the services of a Planning Legal Advisor be engaged to take an overview of the revised draft Neighbourhood Plan with regard to its legal robustness and compliance with the prescribed regulations for which purpose a budget would need to be approved."

Members expressed concern at allocating further financial resources to the NP but acknowledged that it may be prudent to seek a legal opinion at the end of the review process and it was

RESOLVED: - that, subject to the Town Council determining that a legal opinion is required, the recommendation be accepted.

B) Members received the responses to the Regulation 14 Public Consultation on the Burnham-on-Crouch Neighbourhood Plan that had been scheduled into a subjective document by Mrs Eva McNeill, the NP Clerk. Thirty responses had been received and Members expressed their appreciation of Mrs McNeill's detailed efforts in preparing the document.

Having regard to resolution 235 A) 1) above it was

RESOLVED: - that the schedule be referred to the small group from the Steering Group accordingly.

MALDON DISTRICT COUNCIL LOCAL DEVELOPMENT PLAN – PREFERRED OPTIONS CONSULTATION AND BURNHAM NEIGHBOURHOOD PLAN (continued)

At the Meeting of the Town Council held on Tuesday 15 December 2015

Members noted the following: -

- a) Nothing further to report on the Maldon District Local Development Plan, that remains with the Secretary of State for Communities and Local Government for direction/determination.
- b) Further to the meeting of the Steering Group on Thursday 26 November 2015, the completion of the Regulation 14 Consultation of the Neighbourhood Plan on Friday 27 November 2015 and the Extraordinary Meeting of the Town Council on Tuesday 7 December 2015 the Town Clerk had made arrangements for the sub-group of the Steering Group to have the Council Chamber facilities in order to review, in detail, the Regulation 14 Consultation responses received and prepare a draft amended Neighbourhood Plan for consideration by the Town Council in conjunction with Allies and Morrison's and MDC in accordance with the prescribed regulations.

At the Statutory Meeting of the Town Council held on Tuesday 12 January 2016

Members noted the following: -

- a) Nothing further to report on the Maldon District Local Development Plan.
- b) Councillor Ron Pratt reported that the Steering Group Sub-Group had met during the Christmas and New Year break in order to review the responses received in respect of the Regulation 14 Consultation of the Neighbourhood Plan.

This had involved in excess of 100 person hours and Cllr. Pratt thanked the sub-group members – John Hitcham, Ian Sisterson, Iain Corbett and Councillor Mrs Wendy Stamp for their selfless hard work and congratulated them on a job well done. Steve Walker of Allies and Morrison's had received a copy of the tracked changes document and had offered dates for him to attend the offices to discuss the reviewed document and it was

RESOLVED: - that the meeting be arranged for Monday 25 January 2016.

At the Meeting of the Town Council held on Tuesday 9 February 2016

Members noted the following: -

- a) Maldon District Local Development Plan – nothing further to report.
- b) Regulation 14 Consultation of the Neighbourhood Plan - the progress that had been made on reviewing the Consultation responses received including the meeting with Allies and Morrison on Monday 25 January 2016. Further updates were awaited from Allies & Morrison. In view of the need to progress the Plan as soon as possible it was **RESOLVED: - that the Town Clerk arrange for Members to have a “run through” with the Steering Group sub-group that reviewed the document with a view to a formal report to the Town Council to adopt the Plan and move it forward to Maldon District Council for the next stage in the process.**
- c) An update to the Maldon District Community Led Planning Protocol.

At the Meeting of the Town Council held on Tuesday 15 March 2016

Councillor Ron Pratt, the Town Mayor, stated that the work being completed is arduous and extensive. He paid tribute to the Steering Group members who had been working so hard to bring the Plan to completion. Members discussed the timescale for holding an Extraordinary Meeting to formally adopt the Plan. Councillor Mrs Wendy Stamp stated that it was important not to lose impetus and it was

RESOLVED:- that an Extraordinary Meeting of the Town Council to adopt the Neighbourhood Plan be called for Thursday 24 March 2016 at 7.30 pm.

MALDON DISTRICT COUNCIL LOCAL DEVELOPMENT PLAN – PREFERRED OPTIONS CONSULTATION AND BURNHAM NEIGHBOURHOOD PLAN (continued)

At the Extraordinary Meeting of the Town Council held on Thursday 24 March 2016 Councillor Ron Pratt, the Town Mayor, stated that in his view there is no need to discuss the Draft NP line by line. All Members had had the opportunity to study the document and he proposed that the draft NP be adopted subject to a) some necessary design changes by Allies and Morrison, the Town Council's Consultants, as highlighted in yellow and b) the clarification/ratification of the outstanding queries highlighted in blue. None of these amendments would affect the context or meaning of the NP.

Councillor Ron Pratt complemented the small working group from the Steering Group who had worked very hard to complete the reviewing of the public consultation responses and the drafting of the NP, especially over the Christmas/New Year period 2015/2016.

Councillor Mrs Wendy Stamp sought clarification with regard to the reference to the life of the plan - whilst the Draft NP indicated 2016 to 2031, Cllr Mrs Stamp believed that it should mirror that quoted in the MDC LDP. The Town Clerk confirmed that he would consult Allies and Morrison and Maldon District Council and amend all references to the date in the Draft NP if necessary.

The Town Clerk confirmed that Allies and Morrison had acknowledged that they were to incorporate the items highlighted in yellow. He also drew Members' attention to the revised wording in the first bullet point of the Evidence Based Written Confirmation relating to Policy suggestion PI05 (i) (page 22).

Following discussion it was agreed that "policy suggestions" should now be referred to as "policies". In line with the above it was agreed that the numbering be amended accordingly and it was

RESOLVED: - that

- a) **The Town Clerk be instructed to**
 - i) **consult Allies and Morrison and Maldon District Council to clarify the NP period and amend all such references in the NP if necessary, and**
 - ii) **re-number the document to ensure clearly defined, sequential sections, paragraphs and policies.**
- b) **The Town Council confirm and adopt the draft of the Burnham-on-Crouch Neighbourhood Plan, as presented, including resolution of the changes and queries highlighted yellow and blue in the draft and subject to a) i) and ii) above and proceed to the next Regulatory stages of Submission to MDC and Public Consultation, Independent Examination, Modification (if deemed necessary by the Independent Inspector) and Public Referendum.**

An amended version of the Plan has now been received from the Town Council's consultants, Allies & Morrison, and is currently being proof-read as the start of the Regulatory stages of Submission to Maldon District Council and Public Consultation, Independent Examination, Modification (if deemed necessary by the Independent Inspector) and Public Referendum as referred to in the above.

D AND FINALLY...

CONDOLENCES

In a small community such as Burnham on Crouch, the passing of those who have contributed to the wellbeing of the Town, impacts on everybody's lives.

The Town Council offers its condolences to the families of the following residents: -

Christopher (Kit) Cole, Pamela (Pam) Blank, Doris (Peggy) Jater, Terence (Terry) Jones, Christopher Petrie, David Thurgood and Muir McN Wasson.

The Town Council also extends its condolences to all those families who have lost a loved one during the past twelve months.

**DAVID J. MCNEILL
TOWN CLERK**

APRIL 2016