



Heybridge Parish Council

Minutes of the meeting of the **ENVIRONMENT AND RESOURCES COMMITTEE** of the Parish Council held on **Wednesday 25th July 2018** in the Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

Councillors: Bernard Hall Lesley Biggs
Simon Burwood Ashley Jones

Officers: Amanda Hilton -Clerk

In the Chair: Tina Gentry

Members of Public: Four

The meeting started at 7:30pm

It was noted that the meeting would not be recorded

18/123 **Apologies for Absence**

Apologies were received from Cllr Richard Perry (annual leave)

It was **RESOLVED** to approve the apologies and reasons for absence.

18/124 **Chairman's Announcements**

Cllr Gentry welcomed members to the meeting. Cllr Gentry confirmed the Agenda was lengthy and the meeting would be kept to time.

18/125 **Minutes**

The minutes of the Environment and Resource Committee Meeting held on Wednesday 27th June 2018 were received.

It was **RESOLVED** that the minutes of the Environment and Resources Committee held on Wednesday 27th June 2018 be approved and confirmed.

18/127 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

None

18/128 **Public Participation**

Mr Harrison requested to speak with regards to Agenda items 13b and 14.

Mr Jennings requested to speak with regards to Agenda item 10.

Mr Benson was invited by the Chairman of the Committee with regards to item 14.

Mr Higham requested to speak with regards to Agenda item 10

18/129 **Clerks report**

Members received the Clerks Report providing further information on various items on the Agenda

18/130 **Plantation Hall and Playing Field**

a) Members considered quotations to replace the Claydon Room Floor.

b) Members considered quotations to redecorate the Claydon Room.

c) Members considered quotations to re sand and seal the Hall Floor

d) Members considered replacing the Meeting Room Floor.

e) Members considered decorating the office.

f) Members received a report from Cllr Gentry regarding the Kitchen.

g) Members noted the anti-social behaviour incident at Plantation Hall.

h) Members considered removal of the Salt Grit Bin

i) Members received a report from the Clerk regarding the Boiler System.

a) Cllr Hall confirmed he had reservations regarding replacing the Claydon Room floor with Vinyl tiles and the Committee had requested the Clerk seek quotations for Carpet.

It was **RESOLVED** the Clerk seek 3 quotations to replace the Claydon Room Floor with Carpet.

b) Cllr Hall expressed his concern that the quotation specifications differed. Cllr Jones **PROPOSED** the Clerk seek quotes with the same specification.

SECONDED by Cllr Burwood.

It was **RESOLVED** to seek 3 quotations to the same specification.

c) Members considered quotations to sand and seal the Hall Floor.

Quotation One:

To thoroughly sand and reseal the surface of the floor to protect and provide an easily maintainable finish. To sand with a rotary grit to ensure a smooth finish. Estimated time to carry out the works would be 3-5 days and 1-2 days for the sealant to cure.

Note: this company has treated the floor in the past and were shocked at the condition of it and spent some time with the day

caretaker ensuring cleaning process used is correct.

Total Cost excluding VAT £2192.00

Quotation two:

To restore the floor due to the poor condition including sanding the deep gouged areas. To apply two coats of durable floor lacquer. Estimated time to carry out the works – 5 days. (£190 extra for any further coats of lacquer should floor require)
Total cost excluding VAT £3160.00

Quotation Three

To sand and lacquer the floor – estimated time for 3 days
Total cost excluding VAT £2502.00

It was **RESOLVED** to approve quotation one.

d) Members considered replacing the Meeting Room floor.

Cllr Burwood **PROPOSED** the Clerk seek quotations to replace the Meeting Room floor with carpet and quotations to replace the Meeting Room floor with tiles.

SECONDED by Cllr Hall

It was **RESOLVED** the Clerk seek quotations to replace the Meeting Room floor with carpet and quotations to replace the Meeting Room floor with tiles.

e) Members considered decorating the office.

Cllr Burwood **PROPOSED** the Clerk see quotations to decorate the office.

SECONDED by Cllr Hall.

It was **RESOLVED** the Clerk seek quotations to decorate the office.

f) Cllr Gentry updated members that herself, the Clerk and the Evening Caretaker had met with a kitchen designer from Wickes and had received a quote within the £15,000 agreed in the budget for 2018/2019. Cllr Gentry confirmed 2 more quotations were being sought.

g) The Clerk updated members the antisocial behaviour incident at Plantation Hall had been dealt with by the CPO's and had been passed to the Police.

h) Members considered removal of the Salt Grit bin that had been damaged.

Cllr Hall **PROPOSED** the Clerk seek 3 quotations for a new bin ensuring the new bin be made of a higher spec.

SECONDED by Cllr Burwood.

It was **RESOLVED** the Clerk seek 3 quotations for a new bin ensuring the new bin be made of a higher spec.

i) Members received a report from the Clerk regarding the Boiler System. The Clerk confirmed the inspection had been booked for 30th August 2018 by an independent engineer and the Clerk would report the findings back to the committee in September 2018.

18/131 **IT Support**

Members considered quotations for IT Support, central drives and new laptops.

Quotation one:

To supply 2 x Dell latitude E6330 core i5 2.6GHz 320HDD 2 x HP i5 Desktop, 2 x 22 Dell Monitors, 2 x Docking stations, 2 x External Hard Drives - £1302.50 + VAT

Quotation Two:

To Supply and install 1 Asus Vivebook Core win 10 new laptop, 4 x Acer Full HD 21.5 LED monitors – new, 1 x western digital terabyte external HDD new, 2 x bitfenix Intel G3930, 8 GB ram 240 GB SSD win 10 new, 2 x wireless adaptor for desktops, Logitech keyboards and mouse sets usb 2 Bullguard internet security- Office 365 for 5 pcs yearly subscription, to include management of the emails including setting up Cllr inbox. £2120.00- £1798.00

Quotation Three

To supply 2 x dell laptops win 10, 2 x Docking Stations and external hard drives 2 x 19 monitors no installation. £1568.00

Mr Benson requested to speak. The Chairman allowed Mr Benson to speak. Mr Benson referred to his time as a Councillor at Heybridge Parish Council and asked if the proposed system would include the updating of the website as from a village point of view the website should be the source of all Council information for members of the public to view. Mr Higham confirmed he felt the existing layout of the website is perfectly usable given appropriate time and effort.

Mr Benson commented that the Agendas do not appear to be on the website. Cllr Burwood confirmed the Agendas are posted on the website 3 clear days before a meeting is due to take place as per the Statutory requirements. Cllr Burwood stressed there had been many issues with the IT hence the reason for upgrading. Cllr Jones expressed his concern Councillors personal email addresses were still being used.

The Clerk confirmed quotation two would enable all Councillors their own email inbox to rectify the problem. The Clerk confirmed £2120 would be the maximum cost for quotation two.

Cllr Burwood PROPOSED the Clerk use her diligence to get the best value for money and members approve the second quotation.

SECONDED by Cllr Jones.

It was **RESOLVED** to approve quotation two.

18/132 Amenity Areas

a) Members noted a RESOLUTION from 2017 to remove the rubbish bin with no cover at Elizabeth Way Play Area. It was noted that the rubbish bin had not been removed. The Clerk recommended removal of the bin following failing the annual Play Area Inspection. Cllr Hall PROPOSED removing the bin without a cover and the similar bin at the play area and replacing with one larger bin
SECONDED by Cllr Burwood.

It was **RESOLVED** to remove the bin with no cover at the play area and the similar bin and replace with one larger bin

b) Members noted the brick wall and fence had been replaced at Rowan Drive Amenity Area.

c) Following confirmation from Heybridge Primary School that circumstances had not allowed them time to invest in the area and going forward they did not anticipate this would change Members considered the future for the Rowan Drive Amenity Area.

The Chairman opened the matter up for discussion.

Cllr Hall suggested installing Playground equipment.

Cllr Biggs suggested the area be retarmacked and made safe for children to ride bikes and to install a bench. To make it a community area used by all.

Cllr Gentry PROPOSED consulting the public for suggestions as to what they would like to see happen to the area. Cllr Gentry suggested the Clerk post on Social Media, the Website and in the Maldon and Heybridge Life Magazine asking for public opinions. SECONDED by Cllr Jones

It was **RESOLVED** the Clerk post on Social Media, the website and in the Maldon and Heybridge Life asking for public opinions.

Cllr Hall expressed his concern that the tarmacked area needed replacing and investigating what could possibly be underneath.

Cllr Gentry PROPOSED the Clerk seek quotations to replace the tarmac and tidy the area whilst waiting for public feedback.

SECONDED by Cllr Jones.

It was **RESOLVED** the Clerk seek quotations to replace the tarmac and tidy the area whilst waiting for public feedback.

18/133 Daisy Meadow Car Park

The Clerk updated members she had received confirmation a Basin Referendum Team had been completed a referendum concerning the establishment of a Parish and Parish Council concerned with Heybridge Basin matters and boundary by the now established Basin Ward boundary of Heybridge Parish.

Mr Jennings expressed his concern that Council RESOLVED to make Daisy Meadow a Chargeable Car Park and had not actioned the decision.

Mr Jennings urged members to move forward.

Cllr Burwood agreed with Mr Jennings comments.

Mr Higham explained that a Parish Councils role is to serve its community not rule and believed that the public should be consulted as to whether they wish for Daisy Meadow to be chargeable.

Cllr Gentry expressed her concern that at the time of the Resolution passed the full facts had not been presented to members and PROPOSED the matter be referred to full council for discussion at the meeting to be held on Wednesday 15th August 2018.

Cllr Hall SECONDED.

It was **RESOLVED** to refer the matter of Daisy Meadow Car Park to Full council for discussion at the meeting to be held on Wednesday 15th August 2018.

18/134 Groundsmen Contract and Gardener

- a) Members considered any issues.
There were none.

18/135 Bins, Seats, Dog Bins. Bus Shelters

- a) Members considered any issues.
Cllr Biggs expressed her concern that the public are not aware Council had requested information for proposed new dog bin areas. Cllr Hall suggested to Mr Benson, (Heybridge Residents Association) assist with publicising on their website and social media the request for information on behalf of the council for proposed new dog bin areas.
Mr Benson said it would be his pleasure.
Cllr Burwood offered to write a small article for the Maldon and Burnham Standard.

18/136 Improvements within the Parish

- a) Members considered any issues – Cllr Jones mentioned the unused Garage area on Goldhanger Road that has become a fly tipping site. Cllr Jones to update the Clerk on the ownership of the land. Cllr Biggs updated members on Heron Print site and noise pollution. Cllr Biggs updated members that there had been lorries coming and going 24/7 and MDC Environmental team had been to see the residents. Cllr Biggs mentioned a tree had fallen along the Roothings. Clerk to report to Highways.
- b) To consider suggestion for a Welcome to Heybridge Sign.
Mr Harrison recommended Council look at the boundary points and the current Heybridge signs are wrongly situated. Mr Harrison felt that a Welcome to Heybridge Sign would be pointless.
Cllr Gentry thanked Mr Harrison for his comments.
Cllr Gentry asked members for suggestions for a possible Welcome to Heybridge Sign. Cllr Burwood suggested the Roundabout at Heybridge Approach. Cllr Gentry PROPOSED the Clerk investigate costings and whether Planning permission would be required.
SECONDED by Cllr Burwood.
It was **RESOLVED** the Clerk investigate costings and whether planning permission would be needed.
- c) Great War commemorations – members received an update from Cllr Burwood. Cllr Burwood confirmed a commemorative bench has been ordered and a request had been made for the silhouettes.

18/137 Flood Alleviation Scheme

- Cllr Gentry invited Cllr Benson to update members regarding his kind offer to share his knowledge regarding the Flood Alleviation Scheme.
Mr Benson explained that flooding can be a major issue in Heybridge and is a complex subject. Mr Benson expressed he has pretty good knowledge that has been accepted by the Environment Agency and would like to see Heybridge Residents Association working together with the Parish Council to represent the residents of Heybridge. Mr Benson suggested a meeting in which he could share his knowledge with Council members and bring them up to speed on what could be a potentially serious issue following the

amended application.

Cllr Burwood confirmed he had spent some time with Mr Benson discussing the Flood Alleviation and recommended any member with an active interest should take Mr Benson up on his offer.

Cllr Jones PROPOSED Council enlist the help from Mr Benson
SECONDED by Cllr Burwood.

Clerk to liaise with Mr Benson to confirm a meeting.

Cllr Jones asked Mr Benson if anyone can attend Heybridge Residents Association meetings. Mr Benson confirmed the meetings are open to all and the Vice Chairman of Council used to sit as a nonvoting committee member.

18/138 Heybridge Chapel

Members received a report from Cllr Gentry. Cllr Gentry confirmed herself and the Clerk had met with the Cemetery Officer at the Chapel and discussed the possibility of utilising the Chapel for the community. Cllr Gentry explained MDC would be replacing a few tiles on the roof, but the Chapel was safe and secure. Cllr Gentry asked members to consider the type of community activity that could take place in the Chapel.

Cllr Gentry PROPOSED members approach groups of their choice to gauge their interest in holding meetings at the Chapel
SECONDED by Cllr Burwood.

It was **RESOLVED** members approach groups of their choice to gauge their interest in holding meetings at the Chapel.

18/139 Horse Trough

Members received an update from the Clerk. The Clerk confirmed planning permission to relocate the trough had been granted in 2016 but there had been some concerns regarding moving the trough because of its obvious historical value and the pavement edge and bus stop exposed. It was felt by the Conservation Officer at Maldon District Council that heavy planters should be introduced in place of the trough. The Church had confirmed they had reservations relocating the trough against the wall near the Church as that area is used for funeral hearses and wedding cars. The Church warden added the trough acts as a good barrier to the lamp post which is the bus stop.

Mr Harrison explained to members he had spoken in length with the Clerk on this matter due and urged members to take on board the comments made by various representatives and not relocate the trough.

Cllr Jones PROPOSED not to relocate the horse trough but investigate ways to protect the trough in its current position.

SECONDED by Cllr Biggs

It was **RESOLVED** not to relocate the horse trough but investigate ways to protect the trough in its current position.

18/140 Future Meetings

The next meeting of the Planning Committee of the Parish Council will be held on Wednesday 1st August 2018 at 7.30pm.

The next meeting of the Events Committee of the Parish Council will be held on Wednesday 8th August 2018 at 7.30pm.

The next Parish Council Meeting will be held on Wednesday 15th August 2018 at 7.30pm.

The next meeting of the Environment and Resources Committee of the Parish Council will be held on Wednesday 22nd August 2018 at 7.30pm.

The meeting closed at 9.25pm

Signed by Chairman
Date:

DRAFT