



# Heybridge Parish Council

Minutes of the meeting of the **ENVIRONMENT AND RESOURCES COMMITTEE** of the Parish Council held on **THURSDAY 22<sup>nd</sup> SEPTEMBER 2016** at Plantation Hall, Colchester Road, Heybridge.

## PRESENT

**Councillors:** Prof L Schnurr Richard Perry Simon Burwood

**Officers:** Laurie Wiebe

**Non-voting Representatives:** None

**Public:** None

**In the Chair:** Simon Burwood

The meeting started at 7:05pm.

It was noted that the meeting would not be recorded

**16/178 Election of Chairman**

Members considering electing a Chairman of the Committee. Cllr Prof Schnurr nominated Cllr Burwood which was seconded by Cllr Perry.

It was **RESOLVED** that Cllr Simon Burwood be elected Chairman of the Committee for the current municipal year.

**16/179 Apologies for Absence**

Apologies were received from Cllrs Edwards and Gentry.

It was **RESOLVED** to accept the apologies.

**16/180 Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

There were none.

**16/181 Public Participation**

None present.

**16/182 Clerks Report**

Members received a report from the Clerk which provided further information relating to various items on the agenda.

**16/183 Plantation Hall and Playing Field**

a) Members considered various maintenance issues:

- i. Replacement of the flooring in the changing rooms and toilets.  
The Clerk reported that the flooring in the changing rooms foyer was a trip hazard. The Clerk has been advised that the existing flooring in the shower areas does not meet current Health and Safety Regulations as it was too slippery when wet. Cllr Burwood suggested that the hirers be made aware of the hazard and that quotes to replace the flooring be considered as a matter of priority.

It was **RESOLVED** that the hirers would be made aware of the trip hazard and that quotations to replace the floor in the changing rooms be considered at the next Council meeting.

- ii) Replacement main entrance door and external changing room door. The Clerk reported that the window above the main entrance door needed to be replaced. Cllr Perry suggested that the window could be replaced with wired glass. It was suggested that advice and quotes be sought from independent door suppliers.

It was **RESOLVED** that advice and quotes be sought to replace the window above the main entrance door as well as the main entrance door.

- iii) Replacing the wood floor in the Main Hall. The Clerk reported that the wood floor could not be sanded and sealed as the wood was too thin. Members considered various floor options including carpet. The poor acoustics in the Main Hall was discussed.

It was **RESOLVED** that quotes be sought to replace the floor in the Main Hall with wood and alternative flooring.

- b) Members considered the quotation to clear the ground at the base of the black railings surrounding the Playing Field for £750. The quotation included hiring of a skip to dispose of the waste.

It was **RESOLVED** that the quote to clear the ground at the base of the black railings for £750 be approved.

- c) Members considered establishing a designated smoking area away from the Hall entrance. It was noted that a sign and ashtray could be positioned on the opposite side of the car park from the main entrance

door. It was suggested that a small ashtray could be located near the door. It was noted that a smoking shelter may need to be considered in the future.

It was **RESOLVED** that a designated smoking area sign and ashtray be positioned on the opposite side of the car park from the main entrance door and that the caretaking staff would monitor the use.

- d) Members considered installing 'private car park' signs on the brick pillars at the entrance gates.

It was **RESOLVED** that private car park signs were not necessary.

- e) Members considered recommending to full Council to relocate the Council Office to The Claydon Room and use the existing office space for hirers. Members received a detailed report from the Clerk. A general discussion took place regarding use of the Claydon Room, awkward shape of the existing office, and the Hall extension.

It was **RESOLVED** that the Council Office would remain in the current location and would be reviewed in six months.

- f) Members considered allowing the volunteer charity Hearing Help Essex use of the Claydon Room for two hours per month free-of-charge for a three month trial basis.

It was **RESOLVED** that the Claydon Room be provided free-of-charge for two hours per month to Hearing Help Essex.

- g) Members considered allowing Maldon Citizens Advice Bureau (CAB) use of the Claydon Room for two hours once every-other month free-of-charge. There was a general discussion regarding the future of the CAB.

It was **RESOLVED** that the Claydon Room be provided free-of-charge for two hours every other month to Maldon CAB for 6 months.

#### **16/184**    **Children Play Areas**

- i) Members considered ratifying the expense of £527.20 + VAT to repair the swings at Elizabeth Way.

It was **RESOLVED** that the expense of £527.20 + VAT to repair the swings at Elizabeth Way be ratified.

- ii) Members considered ratifying the expense of £526.54 + VAT to repair the play equipment at Plantation Hall.

It was **RESOLVED** that the expense of £526.54 + VAT to repair the play equipment at Plantation Hall be ratified.

iii) It was noted that the older play equipment needs to be replaced and would be discussed at the next meeting.

**16/185**     **Amenity Areas**

i) Cllr Burwood noted that the access to The Roothings Amenity Area was not obvious and suggested further directional signs be installed. It was noted that there continues to be litter problems in the drainage ditch which is managed by the Environment Agency. Cllr Perry suggested it would be advantageous to write a note on the Council's Facebook page making residents aware how they can contact the Environment Agency directly.

It was **RESOLVED** that the Clerk publish on the Council's Facebook page details on how residents can contact the Environment Agency directly.

ii) Members considered the quotation to replace the chain link fence located in Elizabeth Way near Langford Ditch for £900. It was noted that the Ditch and access gate was maintained by the Environment Agency. It was suggested that once the fence has been replaced that the Clerk write to the Environment Agency to inform them that their fence has been replaced for £900.

It was **RESOLVED** that the quote to replace the chain link fence located in Elizabeth Way near Langford Ditch for £900 be approved.

**16/186**     **Daisy Meadow Car Park and Basin Public Toilet**

i) Cllr Prof Schnurr updated Members regarding installation of an amenity light at the entrance to the car park. It was noted that the light needs to be mounted on the side of the entrance road next to a residents property. Cllr Prof Schnurr would continue to discuss the matter with the resident.

ii) Members considered the report from a resident regarding Daisy Meadow Car Park. It was noted that there continues to be an on-going parking problem especially during the busy summer months. In particular cars are being parked blocking residential private access. It was noted that pay and display would not be considered at this time as it would not necessarily correct the parking issues. It was suggested that it may be helpful to line the car park into 99 spaces.

It was **RESOLVED** that quotes be sought to line the car park.

iii) Members discussed options for repurposing the hard-standing following the removal of the three large refuse bins (minute 16/60iv.)

It was noted that Cllr Lawson had suggested installing two benches in the area. Cllr Prof Schnurr suggested also installing a chess table.

It was **RESOLVED** that Cllr Lawson be asked to put forward a proposal to repurpose the area.

**16/187     Notice boards**

Members considered replacing the noticeboards throughout the Parish with more robust options. It was noted that the Clerk asked for advice from other clerks as to their experience using plastic /composite and metal noticeboards. It was suggested that the noticeboards should have a header with 'Heybridge Parish Council.'

It was **RESOLVED** that quotes be sought for different options and sizes of noticeboards.

**16/188     Trees**

Members considered carrying out a tree survey in the current financial year. It was noted that the tree survey would be conducted by Essex County Council.

It was **RESOLVED** that a tree survey be completed.

**16/189     Grants**

Members considered applying for any grants. It was suggested that grants could be sought for outdoor gym equipment, play area equipment, benches and The Roothings directional signs.

**16/190     Public Rights of Way Liaison Warden**

- i) There was no report from Cllr Young. Cllr Burwood suggested that he would remind Cllr Young to submit reports.
- ii) Members considered the request from Maldon District Council regarding extension of Tom Jarvis footpath.

It was **RESOLVED** to agree the extension of Tom Jarvis footpath.

**16/191     Local Highways Panel**

- i) Members received the latest Highways Panel minutes.
- ii) Members considered submitting new requests to the Panel. Members received suggestions from Cllr. Edwards which had been submitted to Dist Cllr Miriam Lewis (Heybridge representative on the panel):
  - SLOW sign on approach bend at Goings Wharf, both directions. This was sent in September 2015 and acknowledged by Cllr Lewis;
  - Damaged Heybridge sign on Langford Road. This was sent February 2016 and acknowledged by Cllr Lewis;
  - Brown signs on roads leading to Maldon/Heybridge directing visitors to Heybridge Basin. This was sent February 2016 and acknowledged by Cllr Lewis;
  - Directional sign to the Basin on Goldhanger Road is damaged and covered by foliage. This was sent February 2016 and acknowledged by Cllr Lewis;
  - SLOW sign which has been painted on top of Wave Bridge to be removed and repainted on the approaches to the bridge. This was acknowledged by Cllr Lewis.

Cllr Prof Schnurr reported that according to the minutes of the Panel, the 'pedestrians in road' signs to be installed along Basin Road was complete. However, it was noted that the signs did not exist.

It was **RESOLVED** that the Clerk contact the Local Highways Panel regarding the above schemes.

**16/192**     **Groundsmen Contract and Gardener**

It was noted that there were issues regarding the Groundsmen especially the difficulties in contacting the contract supervisor. It was noted that the current contract ends 31<sup>st</sup> March 2017. The Council will be considering the draft grounds tender at the full Council meeting to be held on the 20<sup>th</sup> October 2016.

**16/193**     **IT**

i) Members considered webcasting meetings.

It was **RESOLVED** that the Council would not consider webcasting meetings.

ii) Members considered staff IT requirements. The Clerk reported that it would be helpful to have a new printer which could automatically staple and copy. Cllr Burwood noted that the printer could have a keypad so that only staff would have access to the printer/copier.

It was **RESOLVED** that quotes be sought for a new printer.

iii) Members considered purchasing tablets for Councillors to use during meetings.

It was **RESOLVED** that the Council would not consider purchasing tablets.

iv) Members considered if Hall bookings should be made available on the website.

It was **RESOLVED** that the Council would not consider putting Hall bookings on the website.

v) Members considered updating the website. It was noted that the current website is old fashioned. Cllr Burwood suggested that Essex University may have an IT student who would be willing to take the project on board.

It was **RESOLVED** to further investigate specifications required for the website. It was agreed that Members would carry-out research and report at the next meeting.

**16/194**     **Horse Trough**

Members considered relocation of the Horse Trough. The Clerk reported that St Andrew's Church have confirmed that there was no historical connection between the Horse Trough and the Church. It was suggested that the Horse Trough should be moved along the pavement next to the brick wall, away from the kerb.

It was **RESOLVED** that the Horse Trough be relocated along the pavement next to the brick wall and the Clerk file a listed building consent planning application to Maldon District Council.

**16/195**     **Amenity Street Lighting**

There were no issues.

**16/196**     **Bins, Seats, Dog Bins, Bus Shelters**

i) It was noted that the litter bin at Larch Walk walkthrough area was to be replaced.

ii) Members considered the request from a resident for further dog bins to be installed in Wood Road area.

It was **RESOLVED** that any further dog bins would be considered after March 2017 once the next grounds maintenance contract has been signed.

iii) Members considered drafting a policy on memorial benches management (minute 16/54ii.) It was noted that it was necessary to draft a policy as there were no written rules as to number or location of benches allowed along the waterfront.

It was **RESOLVED** that the Clerk would draft a policy to be considered at the next meeting.

iv) Members considered if the bus shelter located on Goldhanger Road near Coopers Avenue should be replaced. It was suggested that a universal bus shelter style should be investigated to improve the corporate image of the Council.

It was **RESOLVED** that bus shelter styles be investigated.

**16/197**     **Future Meetings**

The next meeting of the Planning Committee of the Parish Council will be held on Thursday 6<sup>th</sup> October 2016 at 7.00pm.

The next meeting of the Events Committee of the Parish Council will be held on 13<sup>th</sup> October 2016 at 7.30pm.

The next Parish Council Meeting will be held on Thursday 20<sup>th</sup> October 2016 at 7.00pm.

The next meeting of the Environment and Resources Committee of the Parish Council will be held on Thursday 27<sup>th</sup> October 2016 at 7.00pm.

The meeting closed at 9:35pm.

Chairman  
Date: