

# ARDLEIGH PARISH COUNCIL



## Minutes of the Advisory Discussion of members of Ardleigh Parish Council held on Monday on Monday 8 November 2021 at 7.30pm by remote Zoom link

**PRESENT** Tim Barrott (Chair), Cllrs Sally Bolingbroke Jayne Marshall, Carolyn Mason, Clive Salmon, Richard Talbot, Emma Thrower, Jonathan Waters, Chris Whitfield. Clerk- Rachel Fletcher  
**Also in attendance**-Two members of the public. County Cllr Carlo Guglielmi, District Cllr Neil Stock

### **Adv 21.187 Chair's welcome and explanation of status of the advisory discussion**

In accordance with the Scheme of Delegation ratified by the Parish Council on 5 May 2021 and 11 October 2021 it was confirmed that the Clerk was required to exercise delegated authority, in consultation with the members of the Council, to make and implement decisions on behalf of the Council. The meeting was not a formal meeting of the Council, however the usual processes and principles which would form part of a formal meeting would apply to the advisory discussion. The prefix 'Adv' on agenda and minute numbers was to denote an advisory meeting.

### **Adv 21.188 Apologies and reasons for absence**

Cllr Emma Twine had sent apologies. Lizzie Cheeld, Deputy Parish Clerk, had also sent apologies.

### **Adv 21.189 Public participation session relating to items on the agenda or other matters of mutual interest**

A member of the public raised issues about flooding of a drain beneath the road in Back Lane which had been reported to Essex County Council (ECC). Cllr Guglielmi offered to follow up. The forthcoming Planning Inspectorate Hearing for 50 houses north of Wick Lane was noted and further details sought (see below).

### **Adv 21.190 Declaration of Interests**

There were no new declarations of any pecuniary or non-pecuniary interests nor any relating to agenda items.

### **Adv 21.191 Minutes of the last full meeting of the Council held on 11 October 2021**

The minutes of the last advisory discussion were *agreed* as an accurate record.

### **Adv 21.192 Planning**

The applications published, received and/or validated since the last meeting were noted. Comments would continue to be made, using delegated authority, following discussion at the advisory meeting and email consultation with Councillors if necessary. Updates were received from Tendring District Council and circulated to members every week. Full details of applications, full comments and decisions (approvals, refusals and discharges of conditions) and the weekly lists were available on the Tendring website at <https://www.tendringdc.gov.uk/planning>.

### **Applications**

A list of recent and current applications was considered. The following applications, were not considered to be controversial (tree work, small extensions and minor alterations or detailed applications where permission had already been granted/ provided for information only) and no comment or only neutral comments would be made-

[21/01697/FULHH](#) / [21/01698/LBC](#) and [21/01699/FULHH](#) / [21/01700/LBC](#) various work at Ardleigh Park, Park Road, Ardleigh CO7 7SP.  
[21/01706/LUXX](#) Garage in rear garden, Henley House, Colchester Road, Ardleigh CO7 7NX  
[21/01677/FULHH](#) dropped kerb Sunnyholme, Frating Road, Ardleigh CO7 7SY  
[21/01878/DISCON](#) / [21/01805/DISCON](#) Discharge of conditions Hungerdowns, Hungerdown Lane Ardleigh CO7 7LZ  
[21/01746/DISCON](#) Discharge of conditions 3,4 & 6. Land adjacent Cherrytree Farm Harwich Road Ardleigh CO7 7LT

There were five applications which the Council objected to. Objection comments could include status of the Local Plan/5+ years housing land supply, the Settlement Development Boundary (SDB), Neighbourhood Plan consultation, which indicated that residents strongly wished to retain the rural feel of Ardleigh and did not support further housing development, and/or the fact that Ardleigh was the lowest tier of settlement hence there should be no requirement to consider new applications.

[21/01690/FUL](#)

Proposed erection of two 2-bedroom bungalows (in lieu of Prior Approval for two x 2-bedroom dwellings, subject of application 20/00551/COUNOT allowed at appeal). Land rear of Three Elms, Harts Lane, Ardleigh CO7 7QH. Comments would add to earlier objections including road safety. Since this was no longer an application for conversion of agricultural buildings the Council would argue that it should be treated as a fresh application where planning permission should be required and the usual considerations about landscape, wildlife, sustainability, design and location in relation to infrastructure, services and facilities should all be applied.

[21/01590/PIP](#) Proposed erection of a single infill dwelling. Land at Station Road, Ardleigh, CO7 7RT The Council considered that the description of 'infill' was not accurate, the site was rural outside the SDB and close to a public footpath.

[21/01769/FUL](#) Proposed erection of one 3-bedroom dwelling, in lieu of prior approval for one x 1-bedroom and one x 2-bedroom dwellings, subject of application 20/01126/COUNOT.

Guide Post Farm, Dead Lane, Ardleigh CO7 7PF. The Council noted that this was in lieu of an earlier application to convert existing (and historically significant) outbuildings. The application sought to demolish them and build a new house and should therefore be treated as a new application and considered alongside current policies on sustainability etc.

[21/01780/FUL](#) and [21/01781/LBC](#)

Proposed conversion of existing outbuilding into a single 2-bedroom dwelling. Good Hall, Coggeshall Road, Ardleigh CO7 7LR The Council would refer to comments made for an earlier conversion of the same outbuilding (permission had been granted for a conversion with a larger curtilage). Previous concerns about road safety and visibility on access to the site still applied. It was noted that there had been significant development including around the former Land Settlement Association properties close to this location.

[21/01785/OUT](#) Proposed erection of three detached dwellings and parking complete with access. Land South West of Hill Farm House Bromley Road Ardleigh CO7 7SE The Council would strongly object and reiterate concerns previously expressed about development around Bromley Road. 145 new houses had been approved in the near vicinity, the Garden Community would bring more future development. Some appeals had since been turned down by the Inspector. The site was next to Churn Wood which should be strongly protected and there was a desire to protect Crockleford and its wildlife and landscape.

**Other/  
Appeals**

There was a long discussion about the forthcoming appeal hearing on 15 December 2021 for an outline application including access, with all other matter reserved, for up to 50 residential dwellings Land to The North of Wick Lane Ardleigh. Original application reference: 20/00592/OUT, TDC appeal reference [20/00081/REFUSE](#), Appeal reference: APP/P1560/W/20/3260443. The Council and numerous residents had objected to the original application which was refused by TDC and had reiterated the objections when the appeal was made in October 2020. It was noted that the status of the Local Plan had changed since the appeal was submitted which it was hoped would reduce the prospects of it succeeding. There were also developments in Ardleigh's Neighbourhood Plan, including a proposed Protected Green Space adjacent to the site. It was *agreed* to liaise with relevant officers at Tendring to seek to work with them to assist in defending the case, to provide information to residents, who might wish to attend the hearing, to emphasise the strength of feeling against this development which was considered unsustainable and undesirable for reasons given in the objections.

A report was given of a meeting held with Pigeon Investment regarding a proposed battery storage unit adjacent to the Lawford Sub-Station. The impact of this development in isolation did not appear to be significant- although there would be HGV movements during the building phase. A formal application would be submitted in due course.

**Decisions**

Planning decisions confirmed since the last meeting and circulated via weekly lists were noted.

**Adv 21.193**

**Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road**

It was noted that the A133/A120 Link Road had been considered at Essex County Council Planning Committee on 1 November and had been approved. Overall costs were expected to exceed earlier estimates.

Progress on the Development Planning Documents for the proposed Garden Community was reported and the community engagement newsletter, previously circulated, was noted.

**Adv 21.194 Reports and Correspondence**

21.194.1 ***District and County Councillor and Police reports***

*District Cllr Stock* Gave a verbal update. The Free Port East board had now been set up and the initiative had the potential to provide a boost (and tax incentives) to allow planned development in Harwich and to improve infrastructure.

*County Cllr Guglielmi* It was noted that a written report had been circulated. It was verbally reported that the list of outstanding and ongoing Highways matters had been reviewed with the Clerk and actions would be followed up or chased on some of the items. Some of the actions have been completed. See item 21.202 below.

*Police reports* It was noted that there would be a Police Street meet on Saturday 27 November 10.30-11.30 outside the Village Hall. Councillors were encouraged to attend to support the police meeting and provide an opportunity for residents to speak to Councillors direct.

21.194.2 ***Report of Clerk and Deputy Clerk and delegated decisions and actions***

A report on key correspondence and tasks undertaken since the last meeting was received and noted including correspondence

21.194.3 ***Councillors' reports.*** None.

**Adv 21.195 Neighbourhood Plan**

21.195.1 Cllr Whitfield gave a verbal update on recent meetings and activities of the Neighbourhood Plan Steering Group and Working Group. The proposed Green Spaces sites had all been visited by Planning Direct (accompanied by Cllrs Whitfield and Mason) who would complete the assessment of sites. Work was also underway to update the Village Design Statement/ Design Code.

**Adv 21.196 Recreation Ground, Play and Open Spaces, Millennium Green, Trees, Health and Safety**

21.196.1 An update on Play Equipment and Open Spaces and safety checks was given. Delays to repairs to ropes (as a new tool was required and delivery was awaited) were noted with concern. An alternative supplier may need to be sought.

21.196.2 No report had been received from Millennium Green Trust. It was noted that the review of the Memorandum of Understanding was overdue.

21.196.3 The Parish Council as Sole Trustee to Ardleigh Recreation Ground would meet on 22 November.

**Adv 21.197 Climate Change and Community Projects**

21.197.1 It was noted that Ardleigh Cricket Club had approached the Council for support for new nets and a new storage container. The issues would be flagged at the Recreation Ground meeting above, but the Council did not wish to support either request, and would oppose siting new container on the Recreation Ground.

21.197.2 An update on Tendring DC's Climate Action Plan was given by Cllr Stock. A climate emergency had been declared by Tendring and the TCD action plan had been unanimously adopted. It was noted that every decision/report included section on potential impact on climate change. There was a cross-party working group. It was noted that the Council needed to balance work on climate change with other issues, responsibilities and delivery of services to ensure that it met its obligations.

A discussion on issues/ideas followed including;

- Reducing the Council's carbon footprint- eg solar panels on Council buildings, LED lighting.
- Role to lead and motivate others without 'telling them what to do'
- How TDC might support Ardleigh. We could look at a climate action group or finding an advisory/audit service. TDC did not have specific initiatives or team.
- Reducing car journeys- eg journeys to school, car share or encouraging walking.
- Contractors- including consideration of climate impact when awarding contracts.

**Adv 21.198 Council contracts, tender Specification**

The timetable for tendering/ advertising and awarding contracts due for renewal April 2022 was confirmed. Proposals on changes to specifications would be brought to the next meeting.

**Adv 21.199 Parish Council Finance and Staffing**

21.199.1 The Parish Council financial reports and bank reconciliation at end October 2021 were noted. Cllr Bolingbroke updated on internal control checks completed in October including a full bank reconciliation. Such checks would normally be completed quarterly and, where possible, electronic documents would be provided.

- 21.199.2 The following bills for payment by Ardleigh Parish Council, including two payments already made under delegated authority were *agreed*. The list did not include Direct Debits which were agreed annually. Invoices had not previously been raised for Parish Council hire of the Village Hall and two proposed payments were not approved.

Eurooffice	£8.22
Bland Landscapes	£1,005.38
Planning Direct	£2,524.50
RCCE	£90.00
SLCC	£45.00
Chester Jervis	£300.00
JF Tree Specialists	£1,068.00
JF Tree Specialists	£2,760.00
Bland Landscapes	£412.97
Drop Box and Adobe Acrobat (Clerk's expenses)	£25.16
Clerk's expenses	£21.98
Microsoft subscription	£72.00
Anticipated total salaries	£3,274.28

A further £818.06 of payments for Ardleigh Village Hall were noted and *agreed*

- 21.199.3 It was noted that the 2022-23 budget was due to be prepared together with update financial regulations and associated documentation, such as internal controls and investment strategy. The first draft budget would be prepared for the December meeting.
- 21.199.4 It was agreed that Cllrs Barrott, Marshall, Whitfield and/or Waters, as members of the staffing committee, would conduct Clerk's annual appraisal/ performance review before the next meeting.

**Adv 21.200 Ardleigh Village Hall**

An update on Village Hall matters was noted, the next meeting of the Parish Council as Sole Trustee of the Village Hall was confirmed for 22 November at 7pm (to be immediately followed by a meeting of the Ardleigh Recreation Ground)

**Adv 21.201 Churchyard & Cemetery**

The latest Councillor inspection report was noted. A complaint regarding a soil mound had been dealt with. A response had been received by Cllr Guglielmi from ECC colleagues who were not currently willing to transfer land to the Council for community benefit as a Cemetery extension. The number of burials was down on the previous year, but space was running low and was a cause for concern.

**Adv 21.202 Highways, Public Rights of Way (PRoW) and related issues**

A meeting had taken place on the day of the meeting to review updated list of ongoing issues /reports numbers concerning Highways and related issues. It was suggested that the Council may wish to prioritise these to focus resources such as Local Highways Panel requests. An Old Ipswich Road surgery had taken place and actions would follow from North Essex Parking Partnership to trial changes to parking restrictions. It was noted that Lawford PC had a process to contact landowners direct regarding overhanging/ overgrown vegetation. Details would be provided to the Clerk and similar process considered for Ardleigh. Recurring fly posting was noted.

**Adv 21.203 Future plans and priorities**

A number of suggestions had been made regarding future activities or projects which may could be built in to the budget and other plans for 2022-23. Suggestions should be emailed to the Clerk for inclusion in the budget discussion at the December meeting.

**Adv 21.204 Future meetings and Meeting Closure**

The next meeting would be on 13 December 2021 at 7.30pm. It was likely that this would be a face-to face meeting at Ardleigh Village Hall with COVID control measures, but a decision would be taken nearer the time based on infection rates and latest advice. The meeting ended at 9.15pm

**Signed by Meeting Chair ..... on .....**