

ARDLEIGH PARISH COUNCIL



Minutes of the Advisory Discussion of members of Ardleigh Parish Council held on Monday 14 February 2022 at 7.30pm by remote Zoom link

Present Cllr Tim Barrott (Chair), Cllrs Sally Bolingbroke, Jayne Marshall, Carolyn Mason, Richard Talbot, Emma Thrower, Emma Twine, Chris Whitfield. Clerk- Rachel Fletcher

Also in attendance- Lizzie Cheeld, Deputy Parish Clerk, Cllr Carlo Guglielmi Essex County Council (ECC)

Adv 22.023 Chair's welcome and explanation of status of the advisory discussion

The Chair welcomed all present and confirmed the arrangements for the Zoom meeting including that all participants should remain muted unless invited to speak.

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 22.024 Apologies and reasons for absence

Cllrs Clive Salmon and Jonathan Waters had sent apologies.
District Councillor Neil Stock had sent apologies.

Adv 22.025 Public participation session relating to items on the agenda or other matters of mutual interest

Members of the public raised questions and suggestions about the following topics:

- Surya foods planning application- see item 22.028 application [20/00594/FUL](#)
- Traffic and Highways issues in Ardleigh, Dedham and surrounding areas. A joint meeting with Dedham, Langham and Ardleigh PCs and the respective County Councillors had been suggested.
- Big Jubilee Lunch- Sunday 5 June. An old-fashioned simple event (bring your own picnic, games, races, dancing displays and other activities on the Recreation Ground/ Millennium Green/ Village Hall was suggested to be organised by volunteers, to coincide with national celebrations. The Beacon was expected to be lit on the Thursday evening. The proposals were welcomed by councillors. Request for financial support would be brought to a future meeting.

Adv 22.026 Declaration of Interests

Cllr Bolingbroke declared an interest in item 21/02132/FUL as there was a shared property boundary with the site. There were no other declarations of any pecuniary or non-pecuniary interests relating to agenda items.

Adv 22.027 Minutes of the full Parish Council meeting held on 20 January 2022

The minutes the full Council Meeting of 20 January 2022 were *confirmed* as an accurate record.

Adv 22.028 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 (TDC) 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>.

Where appropriate to the application, it was confirmed that objection comments would include the 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 that the Parish Council regretted the ribbon development which took place while there was no local plan or 5 years housing land supply blurring the boundaries between Colchester, Ardleigh and Lawford in particular.

Applications See <https://www.tendringdc.gov.uk/planning/planning-applications> for current applications. These were normally sent to Councillors via the weekly lists provided by Tendring District Council.

- [20/00594/FUL](#) *Full planning for food storage and distribution facility and associated parking, logistics yard and offices. Land adjoining Ipswich Road and Wick Lane Ardleigh CO7 7QL.*

There was a long discussion about the reasons why the Council continued to object to this application and the next steps. An executive summary of the full objection (still in preparation) had been circulated and would be shared with other interested parties including neighbouring Parishes and made available on the Parish Council web site. More than 200 objections from members of the public had already been submitted and could continue to be made up to the date of the Planning Committee. Key points included the impact on the new Country Park and public open space adjacent to the site which had not been mentioned in the application- there were many other material planning considerations including departure from the development plan, unsustainable location, permanent loss of agricultural land, damage to the landscape, noise, drainage, and overall amenity harm. It was confirmed that any decision would be made by the TDC Planning Committee and that the Parish Council would have the opportunity to speak. All members of the Planning Committee would be contacted once the date of the meeting was known. The Parish Council's full objection, prepared by Planning Direct, was expected to be submitted on 21 February.

- [21/02164/FUL](#) *Proposed construction of 14 dwellings, new access, landscaping and associated works Land South West of Crockleford Grange Bromley Road Ardleigh CO7 7SE*

The Parish Council strongly objected to this application adjacent to the existing Bellway Homes development of 145 dwellings (allowed on appeal). A detailed objection would be submitted citing the Local Plan, Neighbourhood Plan, Settlement Development boundaries, impact on wildlife/ancient woodland, impact on Crockleford Health, conflict with the proposed Garden Community and access and traffic. If the Planning Officer was minded to approve the Parish Council would ask it to be decided at the Planning Committee rather than as a delegated decision.

- [21/02132/FUL](#) *Proposed 4 No self build eco bungalows with associated access road. Mount View Fox Street Ardleigh CO7 7PS*

The Parish Council strongly objected to this application. This is a semi-rural location in Fox Street, outside any settlement development boundary (SDB) and already subject to development (which the Parish Council objected to). Further houses on the site would undoubtedly constitute overdevelopment and would be wholly unsuitable for the location. A detailed objection would be submitted citing the Local Plan, Neighbourhood Plan, Settlement Development boundaries, and unsuitability for self-build. If the Planning Officer was minded to approve the Parish Council would ask it to be decided at the Planning Committee rather than as a delegated decision.

- [21/01342/FUL](#) *New equestrian arena and associated lighting. Red Brick Cottage Old Ipswich Road Ardleigh CO7 7QR*

Councillors would review the application outside the meeting to inform the comments which would be made using delegated powers.

- [22/00129/FUL](#) *Proposed erection of a new purpose built garage/car repair workshop comprising of vehicle bays and ancillary store. MDS Cars Jubilee Lane Ardleigh CO7 7RY*

The Parish Council had no objection to the application to enhance an existing business.

- [21/02172/FULHH](#) *Proposed new single storey side extension. New annex in front garden space, and new front porch. New Internal replan. Springfield Dedham Road Ardleigh CO7 7QA*

The Council had no objection provided there was a condition that the annex must be remain ancillary to the main building.

- [22/00108/TPO](#) *1 No. Oak (T9) - remove (sharing roots with T8 previously approved in 21/02001/TPO) Land at Hunters Chase Ardleigh CO7 7LN.*

The Council noted that the application indicated a proposed new building plot on the plans submitted. The Council objected to the application and would request that the application was closely scrutinised by the planning authority as the loss of mature trees to make way for possible housing would be undesirable. Further, that trees felled should be reinstated.

- [22/00099/DISCON](#) *Discharge of condition 7 (PWA Drawings) of application 21/01780/FUL. Good Hall Coggeshall Road Ardleigh CO7 7LR*

The Council had no comment.

Other/ Appeals/ Key Decisions The following other planning matters were discussed.

- [21/01481/OUT](#) Outline approval for 4 no. detached dwellings. Land North of Bromley Road Ardleigh CO4 3JG.

The Council discussed the very recent delegated decision to allow 4 further dwellings on Bromley Road despite the status of the Local Plan. It was agreed that a letter would be submitted to TDC Head of Planning expressing the Council’s concerns, seeking clarification on the process followed and asking for future decisions of this type to be referred to the Planning Committee should the officers be minded to approve.

- [20/00081/REFUSE](#) Update on Planning Inspector hearing for 50 houses off Wick Lane/ Colchester Road. Further comments submitted.

It was noted that the appeal had been dismissed. Thanks were recorded to those who attended, took part and watched and listened and to Planning Direct who presented the Council’s case.

Adv 22.029 Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road
 It was noted that Section 2 of the Tendring Local Plan had been adopted on 25 January 2022. A substantial increase in cost for the Link Road was reported due to cost of materials, additional conditions and increased length in the final design. Homes England had been asked to meet the shortfall.

The inaugural meeting of the new Tendring/Colchester Borders Garden Community Joint Committee was due to take place on 24 February at the Community Stadium. This would be open to the public and include Governance of the joint planning committee and options for public consultation.

Adv 22.030 Reports and Correspondence

22.030.1 **District and County Councillor and Police reports** It was noted that regular reports and updates would continue to be forwarded to members by email.

Cllr Guglielmi reported correspondence from a resident relating to a public right of way. A site meeting to review lighting at the Highways depot/Salt Dome was outstanding.

22.030.2 **Report of Clerk and Deputy Clerk and delegated decisions and actions**
 A report on key correspondence and tasks undertaken since the last meeting including delegated decisions and actions taken, following consultation with Councillors and key data for the last month was noted. 1400 emails had been sent or received in January. Issues flagged included new TDC rapid deployment cameras, request from insurance company to view CCTV footage, an idea for a café at the recreation ground and the Councillor ‘on call’ phone for the Village Hall which was not working.

22.030.3 **Councillors’ reports**
 Updates had been circulated and were noted.

Adv 22.031 Neighbourhood Plan/ Village Design Statement/Green Spaces

22.031.1 An update was given on Neighbourhood Plan work including that the consultant assigned to our Plan had been changed for the final stages. A final draft was expected within weeks incorporating work on Green Spaces and Village Design codes. Advice had been sought from Locality and TDC about inclusion of proposed Local Green Spaces where landowners had objected. It was noted that the intention would be to protect green spaces from unwanted development rather than compel any development against the wishes of a landowner.

Adv 22.032 Parish Council Finance and Staffing

22.011.1 The financial reports and bank reconciliation at end January 2022 were noted.

22.011.2 The bills for payment for Parish Council and Village Hall (VH) below were *agreed* including payments already made under delegated authority. In addition, VH payments totally **£2,561.38** plus COVID community buildings grant-funded items- AV Equipment and misters c **£4,500** were *agreed*.

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| Planning Direct (Surya objection balance) | £1,800.00 |
| BHIB | £15.29 |
| Superfine Fencing E Weindling | £182.50 |
| Bland Landscapes | £1,112.22 |
| JF Tree Specialists | £696.00 |
| Drop Box and Adobe Acrobat (Clerk's expenses) | £25.16 |
| Deputy Clerk expenses | £9.90 |
| Clerk's expenses | £40.26 |

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|---------------------------------------|-----------|
| Ardleigh Village Hall re Scouts Grant | £1,510.00 |
| Acetech | £144 |
| Cloudy IT (licences and set-up) | £1,066.46 |
| Cloudy IT (laptop) | £696.00 |
| Total Salaries | £3,274.28 |

- 22.032.3 A paper outlining issues relating to IT infrastructure including email, storage and sharing of documents, improvements to administrative systems, telephony, use of .gov domains was considered. It was *agreed* to that the Clerk should take forward a contract with Cloudy IT as partner(s) to provide IT support including .gov.uk email addresses, Microsoft 365, telephony, IT infrastructure and purchase and set-up a new laptop.
- 22.032.4 A meeting of the Staffing Committee with delegated powers to deal with staffing matters would be convened to address issues including fixed term contact, payment for extra hours and/or holiday untaken/ carrying forward holiday, appraisals and job descriptions.

Adv 22.033 Amenities and Contracts

Updates on Parish Council amenities and contracts were given including.

- 22.033.1 The bids received for Parish Council **Contracts** following advertisement were noted. Because of the large number of bids, a working group would be convened to review the bids in detail, bringing recommendations to the next meeting.
Following an article in the Ardleigh Advertiser a member of the public had offered to fundraise to cover the costs of the floral displays this was warmly welcomed by the Council.
- 22.033.2 It was confirmed that **Play Equipment** safety checks were completed weekly and there was a prioritised list of outstanding issues which the Deputy Clerk was working through using contractors.
- 22.033.3 **The Ardleigh Recreation Ground** A site meeting had taken place with Anglian Water who had undertaken to make further repairs and some widening to the road at the edge of the Recreation Ground used by tankers accessing their pumping station. It was confirmed that there should be no waiting in the Recreation Ground car park. Written confirmation was awaited.
- 22.033.4 Safety checks had been completed at the **Ardleigh Cemetery**. Christmas tributes had been removed earlier in February and a general tidy up completed.
- 22.033.5 **Millennium Green (MG)**. It was noted that a meeting had been held with Chair of the MG Trust to review the memorandum of understanding. Some minor changes had been proposed.
- 22.033.6 **Village Hall** matters were discussed including Audio Visual equipment to facilitate hybrid meetings which would be fitted at the Hall later in the week. There had been a change in insurers to Zurich, highlighting a need to review the bouncy castle policy to ensure compliance with best practice and insurer requirements. Adjustments would be made to the booking process as a result.
- 22.033.7 Other amenities, open spaces or trees issues were raised. The noticeboards had been given a facelift which necessitated the removal of staples. It was confirmed that notices should be fixed with pins only- any using staples would be removed. Clerk to provide wording for a notice to this effect. There was a discussion about whether to apply for a free tree for jubilee and, if so, where to plant it.

Adv 22.034 Highways, Public Rights of Way (PRoW) and related issues

To confirm that ongoing updates on highways, public rights of way and related issues including the updated list of ongoing issues /reports numbers and Devolution Pilot updates will take place outside the meeting. To note any significant issues which the Council may need to address.
It was confirmed that the ongoing updates on highways, public rights of way and related issues including the updated list of ongoing issues /reports numbers would take place outside the meeting. Issues relating to damage to verges outside Liverton’s yard and a blocked PRoW off Wick Lane were mentioned. Reports should continue to be made to Essex Highways direct.

Adv 22.035 Future meetings and Meeting Closure

The next scheduled meeting would take place on **Monday 14 March** at 7.30pm at Ardleigh Village Hall with remote attendance options for members of the public. The meeting closed at 9.20pm

Signed by Meeting Chair **on**