

ARDLEIGH PARISH COUNCIL



Minutes of the Meeting of Ardleigh Parish Council held on Monday 15 February 2021 at 7.30pm by remote Zoom link

PRESENT Cllr Tim Barrott (Chair), Cllrs Sally Bolingbroke, Jayne Marshall, Carolyn Mason, Clive Salmon, Rikki Talbot, Emma Thrower, Emma Twine, Chris Whitfield and Jonathan Waters
Clerk- Rachel Fletcher

ALSO IN ATTENDANCE Cllr Carlo Guglielmi Essex County Council (ECC) was present until 7.58pm. One member of the public was also in attendance

21.020 Chair's welcome and outline of proceedings on Zoom

The Chair welcomed those attending and confirmed how the Zoom meeting would work. All participants would remain muted and should raise their hand to speak and wait until invited to do so by the chair.

Items 21.027 and 21.028.1 were taken first to allow Cllr Guglielmi to be questioned and to update the meeting.

21.021 Apologies and reasons for absence

None

21.022 Public participation session relating to items on the agenda or matters of mutual interest

Matters raised under this item included

- Tendring/ Colchester Borders Garden Community (see 21.027 below)
- The need for the Parish Council to consider the whole parish rather than focus on the centre of the village. The work towards the Neighbourhood Plan showed that this was recognised and understood.
- Additional HGV traffic caused by closure of Tye Road in Elmstead.

21.023 Co-option of Councillors

It was confirmed that all relevant paperwork had been received from Councillors Salmon, Thrower, Twine and Waters.

It was noted that there was one remaining vacancy. Given the high proportion of new councillors it was unanimously **resolved** not to seek to fill this vacancy for the foreseeable future. It was noted that elections were due to take place in 2023.

21.024 Declaration of Interests

There were no declarations of pecuniary or non-pecuniary interests relating to agenda items

21.025 Minutes of the last meeting of the Council held on 11 January 2021

These were confirmed as a true and accurate record of the meeting

21.026 Planning

The following comments were made on planning applications.

Applications **21/00200/FUL** [Retention of brick screen boundary wall \(revised application following refusal 20/00706/FUL\)](#). 20 Harwich Road, Ardleigh, CO7 7LT. *The Council objected to this application for a wall which was erected without planning permission. A huge majority (99%) of respondents in the Neighbourhood Plan told us that the parish of Ardleigh should retain its rural characteristics in relation to the visual quality of buildings, open spaces, trees, hedges etc, and 96% felt that rural footpaths, bridleways and lanes should not be lost or adversely affected by any development. Furthermore, brick walls of this type were contrary to the Ardleigh Village Design statement and not in line with Tendring District Council's commitment to tackling climate change.*

21/00072/FUL and **21/00067/LBC** [Proposed conversion of existing outbuilding to form a swimming pool building. Proposed conversion of existing outbuilding to form a swimming pool building](#). Hungerdowns, Hungerdown Lane, Ardleigh, CO7 7LZ *The Council supported this*

application and noted that the change would remove access direct on to the lane, which was considered desirable.

21/00003/FUL [Retrospective erection of warehouse building for roofing trade supplies](#) Land adjoining Ipswich Road and Wick Lane Ardleigh Essex CO7 7QL The Council noted that this was a retrospective application and that buildings had been erected and trading undertaken without planning permission. The Council objected to the application and would urge Tendring District Council to refuse and to enforce the breach. It was further reported that vehicles making deliveries to the site park on Old Ipswich Road on a dangerous location too close to Wick Lane causing visibility problems for other road users and that there was no site notice visible on site.

21/00002/FUL [Erection of 2 detached bungalows and garage.](#) Land to rear of Three Elms Harts Lane Ardleigh Essex CO7 7QH Also an appeal at the same location **20/00551/COUNOT** It was noted that there had been a confusing number of applications, amendments to applications and appeals on this site which was on a single track country lane well outside the settlement development boundary and where Highways had previously expressed concerns about access to the site. The Council objected to this application and would refer to Section 1 of Local Plan, indicating that there was no longer a requirement to consider sites outside of the defined settlement development boundaries as the planned growth for the District to meet housing need had been established.

20/01809/FUL [Proposed first floor extension and internals alterations with proposed new cart lodge.](#) The Pippins Waterhouse Lane Ardleigh Colchester Essex CO7 7TE The Council supported this application

20/01806/FUL [Proposed garage conversion to form annexe with hip to gable ends, 2 No. front pitched roof dormers and 4 No. rear velux rooflights.](#) New Forge House Station Road Ardleigh Colchester Essex CO7 7RR The Council supported this application as it was not an additional building, nor increasing footprint of the property.

20/01783/FUL [Construction of up to 30 'start-up' business units under flexible E\(g\), B2 and B8 use and associated development.](#) Systematic Business Park Old Ipswich Road Ardleigh Essex CO7 7QL The Council objected to this application due to its scale, impact on traffic and encroachment to less developed land. Although the Neighbourhood Plan consultation indicated support for small businesses with job opportunities in the parish, we are not aware of demand to the extent proposed in this application. Furthermore, there are many other similar units unlet or with permission to build in the immediate vicinity of this site.

20/01553/FUL [Planning application for variation to planning permission 12/00642/FUL to include aggregate sales.](#) 19 Harwich Road Ardleigh Colchester Essex CO7 7LT The Council had considered this application at an earlier meeting before the application was taken off the TDC web site. The Council objected to the application in line with previous comments including concerns about HGV traffic on country lanes and road safety.

20/01762/FUL [Proposed boundary wall, access gates and dropped kerb.](#) Carlyle Plains Farm Close Ardleigh Colchester Essex CO7 7QU. The Council noted the similarities in design to the wall proposed at 20 Harwich Road. However, it was within a residential area, where there were existing brick walls, and the design would appear to be in keeping with neighbouring properties. The Council therefore did not support the application but had no objection

Other/ Appeals

To receive updates on other planning and related matters including licensing and enforcement issues which the Council has been made aware of.

Licensing 21/00062/PREMGR Vine Lodge, Jarrow House Vineyard. Sale of alcohol off the premises Mon-Fri 09:00-17:00. Further details would be sought and the application considered at the next meeting as this would still be within time to submit comments.

Appeals received Land to rear of Three Elms, Harts Lane. Ardleigh Application reference: 20/00551/COUNOT Appeal reference **APP/P1560/W/20/3265747** As noted above there had been a confusing number of applications, amendments to application and this appeal on this

site which was on a single track country lane well outside the settlement development boundary and where Highways had previously expressed concerns about access to the site. The Council objected to the appeal and supported the planning officer's original decision. The objection would refer to Section 1 of Local Plan, indicating that there was no longer a requirement to consider sites outside of the defined settlement development boundaries as the planned growth for the District to meet housing need had been established.

Decisions Planning decisions confirmed since the last meeting were noted- including that at least one application outside the settlement development boundary had been turned down following the adoption of Part 1 of the Local Plan and confirmation that Tendring had 6.5 years of housing land supply. Full details could be found on the Tendring District Council web pages <https://www.tendringdc.gov.uk/planning/planning-applications> weekly updates were forwarded to members and were available online.

21.027 Tendring Local Plan, Tendring/Colchester Borders Garden Community, A133/ A120 Link Road Local Plan. It was noted that Part 1 of the Local Plan had been adopted by Tendring and Colchester Councils and was expected to be considered by Braintree within weeks. Adoption of the plan meant that applications outside the Settlement Development Boundary were less likely to be approved.

Garden Community.

Cllr Guglielmi reported that a public engagement web site for the proposed Garden Community was due to be launched. The draft Development Planning Documents were understood to be in preparation by officers but had not been shared with members.

Correspondence from the Crockleford and Elmstead Action Group (CEAG) outlining key concerns and desires was noted and had been acknowledged by TDC. The scale of the proposed development (up to 9000 homes) relative to the nearby settlements was highlighted (effectively three times bigger than Wivenhoe) and residents were concerned about potential detrimental effects. There was a discussion about how the emerging Ardleigh Neighbourhood Plan could reference the Garden Community and seek to address some of these concerns.

Link Road No updates received

21.028 Reports and Correspondence

21.028.1 District and County Councillor and Police reports

Cllr Guglielmi had provided a written report and the following issues were raised.

- Old Ipswich Road- ongoing issues following site visit in Summer 2020. Current concerns included litter, fly tipping, mud and silt on road and pavement and general state of disrepair on the road (and nearby Harts Lane) and pavements. An approach had been made to TDC regarding support with litter clearance on Wick Lane and Old Ipswich Road. Cllr Guglielmi would approach the quarry to see if they could sweep the road. The Clerk would write to contractors regarding damaged pavement.
- The Street. Neighbourhood Plan results confirmed that The Street parking was a significant concern. Site visit would be requested from w/b 8 March there will be fewer restrictions. Site meeting for second week in March.
- Pavements and surfacing on Colchester Road and See 21.032 below.
- Blacksmiths Lane now being dealt with by TDC See 21.032 below.
- Local Plan and update to Housing Land supply meaning that residential developments in Ardleigh were less likely to be approved. Whether this would affect (unwanted) business developments remained to be seen.

There was nothing directly relevant for Ardleigh to report from the Police.

21.028.2 Clerk's report

The written report on key correspondence and tasks undertaken since the last meeting had been missed off the papers circulated so a verbal update was given and the written report sent after the meeting.

21.028.3 Councillors' reports and responsibilities

A written report from the meeting of Tendring District Association of Local Councils was circulated. Councillors had attended several conferences and training events since the last meeting, including a Village Hall conference and a Planning briefing session.

21.029 Neighbourhood Plan

A verbal update was given on recent meetings and activities of the Neighbourhood Plan Steering Group and Working Groups which had met more than 40 times since June 2020. It was noted that 299 responses had been received to the consultation questionnaire, increasing by nearly 100 during the final month following a promotion campaign. The age profile was believed to match the overall population quite closely, with only under 30s underrepresented. Free text responses had been coded and initial results and a narrative circulated to the working group. The next step was to work with the consultant to identify what would be incorporated into the draft plan including policies and vision statement. The consultant would present to the meeting of the Working Group on 22 February.

21.030 Health and Safety/ Recreation, Play and Open Spaces, Millennium Green

Verbal reports were given, safety checks had been completed and all was in order. The chair of the Millennium Green Trust had provided a written update.

21.031 Community Projects, COVID-19 responses and requests for support

21.031.1

It was noted that the keep Ardleigh litter free campaign continued to have good engagement. In January 2021 19 hours of picking by 8 people had been reported, primarily cans, bottles, other plastic, fast food wrappers and some builders' waste. It was noted that it was rewarding to receive the thanks of members of the public met whilst out picking up. 10 further personal kits (5 adult and 5 children) had been ordered using the remaining Tesco grant plus £54 from the Parish Council. The level of litter at Old Ipswich Road and Wick Lane was noted and had been reported to Essex County Council and Tendring District Council. It was hoped that ECC might address this, if not the litter picker volunteers might be asked to cover this area in future.

Local community efforts to search for a missing poodle were noted.

21/031.2

There was no further update on COVID-19 restrictions, public health information or actions for the Council.

21.032 Highways, Public Rights of Way and related issues

Updates were given on the following matters relating to highways, public rights of way and related issues.

- Footpath 7 at railway crossing had been closed during work on railway line and had briefly reopened then closed again.
- Tendring District Council had accepted that they own Blacksmiths Lane and would take responsibility for its upkeep. As this was also a public right of way Essex County Council would be responsible for the surface. A further update would be sought for the next meeting, including the light partly obscured by foliage
- The road surface and adjacent pavements along Colchester Road between the Wooden Fender and the school had deteriorated. This had been reported to ECC but would be also beflagged to Cllr Guglielmi.

Councillors and members of the public were reminded that issues with Public Rights of Way or Highways should be reported in as much detail as possible to Essex County Council including photographs and exact location. Any confirmation/ reference number could then be copied to the Clerk to assist with ongoing monitoring.

21.033 Churchyard & Cemetery

Safety checks had been completed while the Cemetery was under snow. There would be a clean up session on 2 March where Christmas wreaths and any debris would be sensitively removed. Signs would be placed on the noticeboard.

21.034 Parish Council Staffing

21.034.1

There were no members of the public present at this point of the meeting hence it was not

necessary to close to the public for part or all of this item.

21.034.2 A report on staffing matters including proposed amendments to the Clerk's contracted rate of pay and hours and proposals to recruit a new Deputy Clerk was received. It was **resolved** to accept the recommendations contained in the report.

21.035 Parish Council Finance

21.035.1 The Parish Council Financial Statement and bank reconciliation at end January 2021 were noted. The year-end position was still projected to be slightly better than budget. Progress on updating the bank mandates to reflect the new signatories was reported.

21.035.2 The following bills were approved for payment for the Parish Council in addition to those paid by Direct Debit. Those marked * revised amounts following approval the previous month.

The Glazing Division (paid to E Weindling)	£150.00
HMRC (Tax and NI)	£268.80
Clerk's net salary (Rachel Fletcher)	£902.31
The Helping Hand Company	£380.52
Clerk's expenses- drop box	£9.99
Clerks expenses other	£115.70
EALC	£552.00
Salaries including pensions and HMRC	£1,216.21 plus back pay and associated on-costs arising from resolution 21.034.2 above
	£4,996.84

21.036 Parish Council Policies

None this month

21.037 Ardleigh Village Hall

It was noted that a separate meeting of the Parish Council as sole trustee to Ardleigh Village Hall would be held on 15 March. Cllr Talbot was only available from 6-6.30pm so the meeting would start at 6pm.

Ardleigh Pre-School had closed during the recent snow and had requested use of the hall for 3 Wednesday afternoons in February/March. It was **resolved** that normal charges would apply for these additional bookings.

21.038 To confirm date of next meeting. Meeting closure

The next meeting was confirmed for Monday 8 March at 7.30pm on Zoom

The Meeting closed at 9.26pm