

**East Donyland Parish Council**  
Full Parish Council Meeting – 14<sup>th</sup> April 2016  
St Lawrence's School, Rectory Road, Rowhedge starting 7.00pm.  
**MINUTES**

**Present:** Cllrs Tony Pullon (Chair), Phil George (Vice-Chair), Doug Clay, Nina Crouchman, Richard Helliwell, Gordon Malcolm, John Rowland; County Councillor Kevin Bentley; Ward Councillor Mike Lilley; Clerk – Nicki Matthews and 12 members of the public.

The Chairman, Cllr Tony Pullon, opened the meeting at 7pm. He reminded everyone present of the upcoming Colchester Borough elections, to be held on May 5<sup>th</sup>, and the parish assembly which will take place on April 28<sup>th</sup>.

Cllr Pullon noted that this is his last meeting as Chairman of the council, as he does not intend to stand for re-election to the post in May. He gave his thanks to his colleagues and wife for their support, and said that he has enjoyed his time in the role with this team. He also noted that Cllrs Malcolm and Randall have decided not to stand as councillors for a further term, and this was therefore their last meeting. He thanked them for their hard work and diligence. From May, there will be two vacant seats and the parish council will seek to co-opt two new members to fill those positions.

**01/16 To receive and accept apologies and to note absences:**

Apologies were received from Cllrs Peter Case & Nelly Randall.

**02/16 To minute pecuniary & non-pecuniary interests of members relating to items on the agenda:** PG – pecuniary 17/16 iii); TP – non-pecuniary 17/16 iii); NC – non-pecuniary 9/16 & 17/16 vi)

**03/16 To approve the minutes of the meeting held on 10<sup>th</sup> March 2016:**

Proposed RH, 2<sup>nd</sup> JR – all agreed; minutes approved.

**04/16 Have your say! The Chairman will close the meeting for a max.15 minutes to ask members of the public to speak on any matters relevant to parish business:**

The following points and questions were raised:

- Wharf development – there is an area of land at the access point to the development on the High St, between the yellow lines and the barrier, which is currently being used by residents for parking. This piece of land may become an issue in the future if ownership and responsibility are not determined. The parish council were asked to consider this, and to put in place a monitoring system for planning gain issues in the future. *Action – the Clerk.*
- Item 215/15 from the previous meeting – is there an update on the situation regarding the footpath from Thanet Walk towards the Hythe? The Clerk advised that Cllr Lilley had spoken to the S106 officer, and they have confirmed that the wharf development agreement includes funding for this path. If the parish council spend funds to improve the surface in the interim, it is likely that the developer may seek to withhold those funds and the council has therefore been advised not to do so.
- Item 17/16 iii) – the applicant explained the proposal that they have submitted for planning permission. It is to change the use of the ground floor of 19 High St to become mixed use, with the intention of running a coffee shop on Saturdays and Sundays between the hours 8am – 4pm. The usage applied for would prevent the premises from being used as a restaurant / takeaway in future without further planning permission being sought, and has been designed to reduce any negative impact on the village. The coffee shop would be aimed at residents and visiting boat users/walkers etc so parking should not present an issue (the owner would seek to remove his vehicles during opening hours to negate any potential impact). There will also be an opportunity for local artists to display and sell works. All the details are on the CBC planning webpage, and the owner welcomes comments.
- Item 9/16 – the RCRC were congratulated on achieving planning permission for the hut to remain, and wished success in working with the RHT to provide this facility for the benefit of the community.

**East Donyland Parish Council**  
Full Parish Council Meeting – 14<sup>th</sup> April 2016  
St Lawrence's School, Rectory Road, Rowhedge starting 7.00pm.  
**MINUTES**

**5/16 To receive and note reports from:**

- i) County Councillor, Kevin Bentley:
  - Cllr Bentley apologised for his absence at previous meetings, which was due to his mother's ill health, which is thankfully now improving.
  - Local Highways Panel – KB attended a recent meeting of the panel and there appears to be confusion over the Rowhedge schemes being considered. John Gili-Ross from CALC has also been investigating this. KB to arrange a meeting with the Clerk and Chair to resolve and clarify.
  - Bus turning circle – KB is now involved in this potential scheme, and wants to ensure that EDPC are kept up to date with developments; KB to update the Clerk.
  - Roadworks – Essex Highways are beginning their annual programme of improvements, and works to local roads will be carried out in late spring/early summer. KB is awaiting the schedule of works to confirm that Rowhedge has been included and will advise when he has this information.
  - KB gave his thanks to Cllr Pullon for his hard work and achievements in the role of Chairman.
- ii) CBC Councillor, Mike Lilley:
  - Wharf site – the issues raised in item 4/16 and the flooding situation are ongoing, as are the issues with lorries accessing the site via the High Street and contractors parking in Stephen Cranfield Close. ML requested that EDPC report these issues to CBC Planning Team and the developers again to ensure that pressure is maintained to resolve these problems.
  - Rubbish collections & roadworks – the collection from Albion St and Parkfield St was missed this week, apparently due to the High St roadworks preventing access, causing significant litter problems. ML has spoken to BT about the roadworks, and there has been confusion around the dates when work should have taken place. Their planning permission is for 10 days only, which will therefore expire on 15.04.16 and on that date the site must be reinstated and all waste removed from site. ML has been assured that this will be done, but believes they may need to return at a later date as works may not have been fully completed.
  - Planning application for 19 High St – ML has not received any complaints regarding this, and believes that it is a positive move which he is in support of.
  - ML added his thanks to Cllr Pullon for his work as Chairman, and to the parish councillors for standing for re-election as members. ML also noted that should he not be re-elected in May he would like express his thanks to the parish council and community for their support during his term as ward councillor for the village.
- iii) The Clerk: noted.
- iv) Village Bus Representative – Elizabeth Trellis was absent due to ill health. The Clerk was asked to ensure that the Premier shop has been provided with a supply of the new bus timetables. *Action – the Clerk.*
- v) Latest EDCA meeting – Cllr Clay: meeting has not been held yet.
- vi) Rowhedge Residents' Association – Trisha Curran:
  - The Neighbourhood Watch meeting was well attended, and co-ordinators for different roads are being set up. More are needed, and there will be another meeting at the end of April/start of May.
  - The next open meeting of the RRA will be on the 19<sup>th</sup> May, full details to follow. More committee members are needed as a further two have now stepped down, and all applicants are welcome.
  - The Open Gardens will take place on 5th June.

**6/16 To agree the payments list already checked by Cllrs George & Helliwell (refer attached):**  
DC proposed, NC 2<sup>nd</sup>, all agreed. *Action – the Clerk.*

# East Donyland Parish Council

Full Parish Council Meeting – 14<sup>th</sup> April 2016

St Lawrence's School, Rectory Road, Rowhedge starting 7.00pm.

## MINUTES

### **7/16 To note the draft minutes (*previously circulated*) from the Finance & Personnel Committee 23<sup>rd</sup> March and any proposals/recommendations as a result:**

PG advised that the only decision to note was with regard to training for the Clerk & Assistant Clerk. TP noted that all minutes and agendas can be found on the parish council website, with paper copies available on request.

### **8/16 To consider the event application from the Essex Cultural Diversity Project to hold an Indian Circus on the Recreation Ground on Sunday 7th August (refer attached):**

Councillors noted that this looks like an interesting new event for the village. DC noted that it would need to be sited in a way to prevent damage to the pitches, and that the Football Club may seek to open the pavilion bar during the event if it goes ahead. RH proposed that permission for the event be granted; JR 2<sup>nd</sup> – all agreed. *Action – the Clerk.*

### **9/16 To receive an application by the RCRC for a licence to operate the heritage hut on a temporary basis, pending the outcome of the Village Plan survey (refer attached):**

NM explained that EDPC could issue a licence to the RCRC on the same basis as the licence previously issued to the RHT, as the proposed usage remains the same. The RCRC would then need to put in place a separate agreement with the RHT as the structure itself belongs to the RHT. TP asked NC as chairman of the RCRC to confirm whether this was what the RCRC was expecting, and NC confirmed that this was the case. The licence issued to the RHT was for a one-year term, reviewed annually. NM noted that the council have agreed that the long term future of the site will be determined once the outcome of the village plan is known, so the licence should only be temporary, pending that information. TP asked NC whether this would be acceptable to the RCRC, and she confirmed that it would be. Philip Marlow-Mann (RHT committee member) asked to address the meeting at this point, and TP invited him to do so. PMM commented that he believed that the licence should be issued by EDPC to the RHT for the building, and the RHT would then sub-lease to the RCRC. He felt this was what had been agreed previously, but this was contested by NC.

At this point Cllr Lilley requested that the Chairman terminate this discussion as it was not in accordance with proper procedure and there was concern regarding the nature of Cllr Crouchman's interest in the item under discussion. The Clerk confirmed that she has sought advice on this issue, and that Cllr Crouchman has properly declared a non-pecuniary interest in the item, which does not require her to withdraw from the room. She is entitled to participate in discussion and vote on the matter should she choose to do so. TP thanked ML for raising his concerns, and advised that the council will seek further advice to ascertain whether there has been any breach of the code of conduct or other improper action. RH queried whether the council needed to further clarify who the licence should be granted to. TP noted that an application has been received from the RCRC, which is the item under discussion on the agenda. He proposed that the council grant a licence to the RCRC to operate the heritage hut for a one-year period, pending the outcome of the village plan survey; JR 2<sup>nd</sup> – all agreed (NC abstained from the vote).

### **10/16 To consider whether to submit a bid to CBC for a multi-agency Community Action Day to be held in Rowhedge in September. These are designed to tackle local issues such as dog fouling, anti-social behaviour, street cleanliness, highways problems etc (refer attached):**

TP asked ML to comment on whether this would be beneficial to the parish. ML noted that these Community Action Days tend to focus on urban wards, rather than parishes, with larger populations and more significant crime issues etc. Parishes tend to carry out their own work in these areas (e.g. there is a mini dog fouling activity day planned later in the year focusing on some streets in Rowhedge), but it would be worth applying as the larger scale action could greatly benefit the village. TP proposed that the council submits an application for this; PG 2<sup>nd</sup> – all agreed. *Action – the Clerk.*

# East Donyland Parish Council

Full Parish Council Meeting – 14<sup>th</sup> April 2016

St Lawrence's School, Rectory Road, Rowhedge starting 7.00pm.

## MINUTES

### **11/16 To discuss whether to submit nominations to CBC for the inclusion of St Lawrence Church and the Mariners Chapel on the Register of Community Assets:**

NM explained that these buildings would qualify for inclusion as they are in private ownership, and although may be less likely to be sold than a commercial facility, nominations could be submitted. TP proposed that the council submits nominations for these assets to be included on the register; JR 2<sup>nd</sup> – all agreed. *Action – the Clerk.*

### **12/16 To receive an update from the Clerk regarding the land ownership issues surrounding the community car park / village hall site, and agree the next steps required to ensure that all necessary leases are in place and fit for purpose:**

NM advised that although the Land Registry shows that the village hall site is owned by CBC, there is evidence to show that previously (1928) it was owned by EDCP. CBC have been asked to provide further information regarding when they obtained the land and evidence of ownership in order to clarify matters and to determine the next steps required. To date no response has been received; ML agreed to assist with obtaining this information from CBC. Rowhedge Under 5s would like to apply for a lease for a piece of land within the current garden site, in order to apply for funding to tarmac the area, and the issue of ownership is currently preventing this from moving forward. There may also be implications for the existing lease with EDCA and their planned extension. *Action – the Clerk & ML.*

### **13/16 Following applications from residents, to consider the installation of two memorial benches as follows:**

**i) The council to bear the costs (£2150 + delivery & installation) to install a sculptural oak bench on Lion Quay (refer attached), close to the war memorial, to become a long lasting communal memorial bench. Families to be able to purchase an 'in memoriam' inscription of a name / details on the bench.**

TP advised that three requests have recently been received for memorial benches by the river, and this presents an issue regarding the number of benches which could be accommodated now and in the future. The proposal to install a communal bench is intended to address this, and the bench proposed is the sculptural one put forward by Cllr Rowland at the last meeting. One of the families who requested a bench have already given their support to this proposal.

Exact delivery and installation costs are not yet known, and councillors discussed that a concrete plinth may be needed as a base. RH estimated that a total spend of £3,000 should allow for delivery and installation. PG noted that there was a budget underspend in 2015-16 of approximately £7,000, so funds would be available. GM asked whether the charge for inscriptions would aim to cover costs or to make a profit. TP noted that the existing charges for memorial plaques on the raised garden beds seek to cover costs including administration.

**ii) A memorial bench with a plaque in memory of Paul Sainty to be installed to replace the existing flat seat by the riverfront on Pearson's Quay (refer attached). The applicant proposes to pay all costs and to commit to upkeep of the new bench.**

TP explained that the flat seat had been put in as an 'afterthought' during renovations a few years previously, and is adjacent to an existing memorial bench. He stated that as a well-known member of the community, he felt that this would be a fitting place for a memorial to Mr Sainty, and the replacement bench would be beneficial to the community. This view was supported by other councillors.

TP proposed that the council should install a communal memorial bench as described in item i) at a maximum total cost of £3,000 + VAT, and that permission should be granted to the applicant to install a memorial bench on Pearson's Quay as described in item ii); RH 2<sup>nd</sup> – all agreed.

# East Donyland Parish Council

Full Parish Council Meeting – 14<sup>th</sup> April 2016

St Lawrence's School, Rectory Road, Rowhedge starting 7.00pm.

## MINUTES

**14/16** To note that nominations were submitted for 7 candidates for the East Donyland Parish elections, and as there are 9 seats on the council, that all nominees will therefore be elected uncontested on the 5th May, leaving 2 seats vacant: noted.

**15/16** To note that there are 5 candidates for the role of Police & Crime Commissioner for Essex, and there are 12 candidates for the 3 seats on the Borough Council representing the ward of Old Heath & The Hythe, which includes Rowhedge. Details of the nominated persons have been posted on the noticeboards and EDPC website, and elections will take place on 5th May: noted.

**16/16** To deal with matters arising from the previous Council minutes not dealt with elsewhere in this agenda (*refer attached Action List*): no matters arising.

**17/16** To discuss planning applications and note decision papers as listed (*refer attached*):

**i) Planning application 160548, 87 Rectory Road; variation of condition 2 of application 142425:** TP proposed that the council make no objections to this application – all agreed.

**ii) Planning application 160700, 11 Heath Road; proposed 2 storey front extension:**

TP proposed that the council make no objections to this application – all agreed.

**iii) Planning application 160757, Post Office Stores 19 High St; change of use from C3 dwelling house to mixed use A1/C3 mixed use retail/dwelling house:**

Cllr George left the room. RH proposed that the council support this application – agreed (NC abstained from the vote). PG returned to the meeting.

**iv) Planning decision 160250, 31 Hillview Close; loft conversion – conditional approval granted:** noted.

**v) Planning decision 160248, 6 Church St; extension & alterations – conditional approval granted:** noted.

**vi) Planning decision 160381, Heritage hut; extension of temporary planning permission – conditional approval granted, permission extended to 31.03.19:** noted.

*Action – the Clerk.*

Part 1 of the meeting closed at 7.55pm.

**East Donyland Parish Council**  
Full Parish Council Meeting – 14<sup>th</sup> April 2016  
St Lawrence’s School, Rectory Road, Rowhedge starting 7.00pm.  
**MINUTES**

**Part 2 – Closed to the public**

**18/16 To consider the recommendations from the panel regarding the nominations for the EDPC Community Awards and agree the winning nominees:**

TP advised that the panel made the following recommendations for the Community Awards:

- Exemplary achievement – Myles Paton and the RJFC
- Good Neighbour – Sarah Dorken
- Young Person – Anny Bush

TP proposed that the council agree these nominees as the winners of the awards; PG 2<sup>nd</sup> – all agreed.

The meeting closed at 8.05pm.

Agreed as a true record.

Signed: ..... Date: .....

Chairman