

MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 6 SEPTEMBER 2016

Present: - Deputy Town Mayor, Councillor Mrs Una Norman.

Councillors – Bob Calver, Neil Pudney, Mrs Wendy Stamp and Mike Wood.

**In Attendance: - Sarah Grimes, Town Clerk,
Mr David McNeill, Former Town Clerk and Mrs Eva McNeill, Neighbourhood Plan Review Group Clerk.**

100 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Ron Pratt, the Town Mayor, Councillors Mrs Helen Elliott, Peter Elliott, Mrs Louise Pudney and Mr Paul Harris, Town Clerk.

101 DECLARATIONS OF INTERESTS

Councillor Mrs Una Norman, the Deputy Town Mayor, declared a Personal Interest in Agenda Item 26 and stated that she would leave the Council Chamber during the discussion of this Item.

102 TOWN MAYOR'S ANNOUNCEMENTS

Councillor Ron Pratt was not present.

Councillor Mrs Una Norman, the Deputy Town Mayor, reported that she had represented the Town Mayor at the presentation of the Nelson Cup and the RNLI Lifeboat Blessing Service on Sunday 28 August.

103 MINUTES AND MATTERS ARISING

Further to Minute 78a) of the Statutory Meeting of the Town Council held on Wednesday 27 July 2016 and subsequent question, Minute 97, as below: -

78 GRANTS AND DONATIONS

- a) Burnham-on-Crouch Primary School – Further to Minute 368 b) of 13 April and 23a) of 25 May 2016 Members had received further information regarding the request from Ann Cutting, School Business Manager, for assistance towards the retiling of the School pool. *Councillor Mrs Louise Pudney declared a personal interest in that she is an employee of the school and took no part in the discussion therein and voting thereon.*

RESOLVED: - that a donation of £250 be made.

97 QUESTIONS

Q. Why are the Town Council giving a donation to Burnham Primary School when the funds for the

works to the swimming pool have already been raised?

- A. Councillor Ron Pratt, the Town Mayor, stated that the Town Council would contact the school and ask if all funding for the completion of the works has been raised.

Sarah Grimes, the Town Clerk, stated that the £250 donation had not yet been sent to the School, to allow for further information to be sought and there had been a delay because of School summer holidays. However, she had now spoken to the School's Business Manager who had confirmed that whilst the School's PTA had done "an amazing job" with fundraising for the retiling of the pool, they had not raised all the necessary money and funds had to be reallocated from other budgets to allow this urgent work to proceed.

Councillor Mike Wood asked for confirmation that the £250 donation would now be paid to the School. The Town Clerk stated that it would and it was

RESOLVED: - that the Minutes of the Statutory Meeting of the Town Council held on Wednesday 27 July 2016 be confirmed and signed.

104 PLANNING COMMITTEE MINUTES

Subject to amendments on E) G) and J) of the notes of the Meetings held on Tuesday 9 and Monday 22 August 2016 it was

RESOLVED: - that the confirmed Minutes of the Planning Committee held on Wednesday 27 July 2016 and the notes of the Meetings of the Town Mayor, Deputy Town Mayor and Town Clerks held on Tuesday 9 and Monday 22 August 2016, during the Town Council's Summer Recess, be duly received.

105 ENVIRONMENT COMMITTEE

Members noted the following:-

- i) The unconfirmed Minutes of the Meeting of the Environment Committee held on Wednesday 20 July 2016 had been circulated.
- ii) The next Meeting of the Environment Committee would be held on 28 September.
- iii) Works to the Elder stump in Providence car park had been completed (Minute 71 of 27/7/26 refers).

Councillor Mrs Una Norman stated that she had spoken to Matt Wilson, Countryside and Coast Manager for Maldon District Council and the land for the wild flower meadow required digging.

Councillor Mrs Wendy Stamp stated that Mr Wilson had confirmed that he was looking at his diary for suitable dates for an initial Riverside Park Liaison Group meeting and would co-ordinate with the Town Clerks to check availability of the Town Council Chamber.

Mr Iain Corbett, the Town Council's footpaths representative had submitted a written report, with photographs, on the poor condition of areas of the Quay and Councillor Mrs Una Norman stated that this would be an Agenda Item for the next meeting of the Environment Committee.

The Meeting was adjourned briefly at 7.40 pm to allow Mr Corbett to report further.

Councillor Bob Calver stated that the Town Council needs a definitive as to which agency/agencies have responsibility for the maintenance of the Quay and he pointed out that title of ownership may be different to responsibility for upkeep. The Town Clerk stated that she would contact Essex County Council accordingly.

Councillor Mrs Una Norman stated that additional Items for inclusion on the next Agenda of the Committee would be i) the use of the community payback team, ii) town litter picks and iii) safe cycle routes.

106 TOWN CLERKS' REPORT

This was noted.

107 DIARY DATES

Members noted the following:-

- a) **Burnham Week - Saturday 27 August until Sunday 4 September**
- b) Friends of Hester Place Meeting - Friday 2 September
6.45 pm in the Town Council Chamber.
- c) Royal British Legion Meeting – Monday 5 September
7.30 pm in the Town Council Chamber.
- d) **Burnham Town Council Planning Meeting – Tuesday 6 September
7 pm in the Town Council Chamber.**
- e) **Burnham Town Council Meeting – Tuesday 6 September
7.30 pm in the Town Council Chamber.**
- f) Dengie D' Caf – Wednesday 7 September
10 am – 1 pm in the Town Council Chamber.
- g) Carnival Association Committee Meeting – Wednesday 7 September
8 pm in the Town Council Chamber.

107 DIARY DATES (continued)

- h) **South Eastern Area Planning Committee Meeting – Monday 12 September`
7.30 pm in the Town Council Chamber.**
- i) Carnival Association Committee Meeting – Tuesday 13 September
8 pm in the Town Council Chamber.
- j) **Burnham Carnival - Saturday 24 September**
- k) **Burnham Town Council Planning Meeting – Monday 26 September
7 pm in the Town Council Chamber (subject to applications received).**
- l) Carnival Association Committee Meeting – Tuesday 27 September
8 pm in the Town Council Chamber.
- m) Environment Committee Meeting - Wednesday 28 September
12 noon in the Town Council Chamber.
- n) Railway Bridge Taskforce Meeting - Wednesday 28 September
7 pm in the Town Council Chamber.
- o) LPCM (NAP) – Thursday 29 September
7 pm in the Town Council Chamber.
- p) Royal British Legion Meeting – Monday 3 October
7.30 pm in the Town Council Chamber.
- q) Dengie D' Caf – Wednesday 5 October
10 am – 1 pm in the Town Council Chamber.
- r) **South Eastern Area Planning Committee Meeting – Monday 10 October`
7.30 pm in the Town Council Chamber.**
- s) **Burnham Town Council Planning Meeting – Thursday 13 October
7 pm in the Town Council Chamber.**
- t) **Burnham Town Council Statutory Meeting – Thursday 13 October
7.30 pm in the Town Council Chamber.**
- u) **Burnham Town Council Budget Meeting – Tuesday 25 October
7.30 pm in the Town Council Chamber.**

108 CO-ORDINATORS' REPORTS

- a) General Purposes – Councillor Peter Elliott was not present.
The Town Clerk reported that she and Councillor Elliott had met with one prospective festive lighting contractor and that two further meetings would be held, one with the Town Council's current lighting contractor. Subject to three quotes being received prior to the next Meeting of the Town Council, Councillor Elliott would report accordingly.
- b) Highways – Councillor Bob Calver had submitted a written report, which had been circulated to all Members. The report had been sent to the Cabinet Member for Highways and County Councillor Bob Boyce. Councillor Mike Wood commended Councillor Calver's efforts and requested that a copy of the report also be sent to County Councillor Mrs Penny Channer.
The Town Clerk reported on the progress with the removal of asbestos on Footpath 5 (Minute 74b of 27.7.16 refers). The Environmental Health Officer at Maldon District Council had referred the matter to Essex Highways Public Rights of Way on 9 August 2016 and an enquiry tracking reference, 2480882, had been raised.
Members noted that the Minutes of the meeting of the Maldon District Highways Panel, held on 24 June 2016, had been received.
All Members had received a copy of an email from a local resident to Councillor Mrs Wendy Stamp, regarding a recent incident on the Southminster Road.
Councillor Calver stated that nothing could be done by the Town Council and that Burnham's roads are inadequate.
Councillor Mrs Stamp stated that she believed Councillor Mrs Helen Elliott had previously been contacted by residents with issues at this location.

108 CO-ORDINATORS' REPORTS (continued)

All Members had received a copy of the email from Jon Simmons, Highway Liaison Officer, confirming that the Essex County Council (Burnham on Crouch) (Restricted Roads) Order 2011 came into operation on 4 March 2011 and additionally, that the Essex County Council (Burnham on Crouch) (40 mph and Restricted Roads) Order 2002 was revoked at that time. Under the Road Traffic Regulation Act 1984, under Section 81, General speed limit for restricted roads – “It shall not be lawful for a person to drive a motor vehicle on a restricted road at a speed exceeding 30 miles per hour”.

This information was issued for Members' clarification in respect of the Speed Limit – Maldon Road from its junction with King Edward Avenue, northwest, for a distance of approximately 1458.5 metres and Southminster Road from a point level with the southern kerbline of Barnmead Way, north, to a point level with the southern kerbline of Cobbins Chase, a distance of approximately 176 metres.

109 DISTRICT COUNCILLORS' REPORTS

Councillor Neil Pudney reported that he had attended a Community Services Committee Meeting. A representative from Essex Police had given a presentation which included an overview of crime trends in the Maldon District. Councillor Pudney reported that there had been an increase in domestic burglaries and crimes involving physical violence. Members had expressed their concerns at the public perception of a lack of police presence and effective local liaison.

Councillor Pudney reported that the Committee had considered a report on progress of the Maldon Community Services and Community Hospital Project. Mid Essex Clinical Commissioning Group (CCG) had responded to concerns raised by the Community Hospital Working Group (CHWG) regarding progress and re-stated its commitment to the project.

Councillor Mrs Wendy Stamp stated that it had been proposed and seconded, at that meeting, that MDC consider the provision by the Council of a new community hospital to serve the local community of the Maldon District.

Councillor Pudney reported that the North Essex Mental Trust do not want to move from their existing facility and Councillor Bob Calver stated that he is a Governor of the South Essex Mental Health Trust and that the two trusts are currently in merger talks. Councillor Calver stated that he would investigate the property strategy and report back to the Town Council accordingly.

Councillor Pudney stated the need for a minor injuries clinic locally.

Further to Minute 75 of the Statutory Meeting of the Town Council held on Wednesday 27 July 2016, Members noted that Tallulah Shaughnessy, Maldon & Chelmsford East Children's Centres Cluster Manager, would be attending the Meeting of the Town Council on Tuesday 8 November 2016 to update Members on the status of facilities within the Maldon District.

The Town Clerk reported that the Burnham Tourist Information Office (TIC) had been officially opened by Councillor Peter Elliott, Chairman of Maldon District Council, on Thursday 25 August 2016. Councillor Ron Pratt, the Town Mayor and Councillor Mrs Penny Channer had also taken part in the opening ceremony. The TIC will be open on the following days: - Saturday, Sunday, Tuesday, Thursday and Friday, plus Summer Bank Holiday from 10 am – 3 pm.

110 TOWN COUNCIL REPRESENTATIVES' REPORTS

All Members had received copies of: -

- i) The Friends of Hester Place Minutes of 3.6.16,
- ii) Joint Clubs' Committee Minutes of 5.8.16 and
- iii) Crouch Harbour Advisory Committee Minutes of 13.7.16.

Councillor Mrs Una Norman stated that all outstanding works at Hester Place had been completed.

Members noted that the next meeting of the Dengie Hundred Group of Parish Councils would be held on Wednesday 21 September in the Wells Pavilion, Howe Green Road, Purleigh at 7.30 pm.

111 ACCOUNTS AND TRANSFER OF FUNDS

- a) **RESOLVED: - that the payment of Accounts for August and September 2016 be approved and signed.**
- b) The comparison of actual to budgeted payments and receipts to September 2016 was noted.

112 GRANTS AND DONATIONS

The balance of 2016/2017 Budget is £1,250

All Members had received a copy of the letter from Ian Ward, civilian instructor for the 2531 (Burnham on Crouch) Detached Flight Air Training Corps. requesting financial help towards the cost of a recruitment banner. At the Statutory Meeting of the Town Council held on 27 July 2016 (Minute 94 refers); the Town Council gave its permission for the display of a banner over the railway bridge.

Councillor Bob Calver suggested that the Town Council help the ATC with promotion of their recruitment campaign and it was

RESOLVED: that a donation of £225 be made and that the Town Council offer its assistance with recruitment promotion.

All Members had received a copy of the thank you letter from Southminster Parish Council for the £100 donation towards the 2016 Halloween 'Party in the Park'.

113 TOWN COUNCIL SURGERIES

A Surgery would be held in the Council Offices between 10.30 and 11.30 am on the following:

SATURDAY 10 September - Councillors Ron Pratt and Mrs Wendy Stamp

SATURDAY 8 October - Councillors Ron Pratt and Bob Calver

SATURDAY 12 November - Councillors Ron Pratt and Mrs Tania Ward

SATURDAY 10 December - Councillors Ron Pratt and Mrs Tania Ward.

114 LOCAL DEVELOPMENT PLAN (LDP) and NEIGHBOURHOOD PLAN (NP)

a) Maldon District Local Development Plan – Councillor Mrs Wendy Stamp stated that she had attended the Special Meeting of the Planning and Licensing Committee. The Planning Policy Panel is disbanded and outstanding Local Development Plan (LDP) matters would be dealt with through a series of Task and Finish Working Groups. It was not expected that there would be a delay with the Inspector's target dates.

b) Neighbourhood Plan – All Members had received a copy of the Report of the Former Town Clerk and the NP/Review Group Clerk on the progress of the Neighbourhood Plan.

Mr McNeill reported that the potential "fly in the ointment" is the screening opinion, but if the changes/additions are not major, the Plan can go forward and it was

RESOLVED: - that the Report recommendations dated 5 September 2016, from David McNeill, Former Town Clerk and Eva McNeill, NP/Review Group Clerk, as follows:

"The 'NP Review Group' – Cllrs. Ron Pratt and Wendy Stamp, Mr Iain Corbett and Mr John Hitcham, together with David and Eva McNeill be authorised to agree/confirm:- a) any minor contextual/presentational amendments to ensure the NP's progress to examination and referendum, and b) MDC's appointment of the Independent Examiner", be agreed.

Councillor Mrs Una Norman thanked Mr McNeill, Mrs McNeill and the NP Review Group for their hard work.

115 RSPB WALLASEA ISLAND WILD COAST PROJECT (standing item)

i) All Members had received a copy of the notes of the meeting of the RSPB Wallasea Island Wild Coast Project Local Liaison Group, held on Wednesday 20 July 2016.

Councillor Mrs Una Norman drew Members attention to Items 6 and 8.

115 RSPB WALLASEA ISLAND WILD COAST PROJECT (standing item)

- ii) Members noted that the next meeting of the Liaison Group would be held on 11 January 2017, in Rawreth Village Hall at 7 pm.

116 LOCAL POLICE COMMUNITY MEETING (LPCM) (formerly NAP)

- i) All Members had received a copy of the Chairman's notes from the meeting held on Thursday 28 July 2016.
- ii) Members noted that the next meeting of the LPCM would be held on Thursday 29 September 2016.

Councillor Mrs Wendy Stamp stated that the Police and Crime Commissioner for Essex website currently have an online public survey seeking views on the priorities for policing, crime prevention and community safety in the county. She stated that Roger Hirst would be at a public meeting in Maldon and confirmed that both she and Mr Ken Harris would be attending.

Councillor Mrs Stamp highlighted the issue of inconsiderate parking in the vicinity of St Mary's Primary School at school times. The Town Clerk responded that she had forwarded the matter to Adrian Rayner, Head of the Ranger Team at Maldon District Council.

All Members had received a copy of the Chelmsford & Maldon Community Police Team details.

Councillor Mrs Una Norman stated that there are issues at the Station, including littering, and she confirmed that there is no CCTV provision in the car park. Councillor Bob Calver suggested that the Town Council approach Abellio as a nuisance issue. Councillors Calver and Mrs Norman agreed to liaise on this matter.

117 PEDESTRIAN CROSSING IN CHURCH ROAD

Councillor Mrs Wendy Stamp reported that she had received a response from the Highway Liaison Officer on 31 August, as follows:-

The scheme to install a zebra crossing on Church Road, Burnham-on-Crouch has been sent out for pricing with contractors and two costs have been returned. A third price was received but we raised some queries on the costs returned and as such we are now awaiting some clarification from this particular contractor. We are also waiting for UKPN to confirm their costs for the electrical connections required as part of the works.

Once we have all the scheme cost information, which is expected this week, we will be able to produce a final works cost for submission to RES Ltd for their review and consideration. We will then be in a position to see if the zebra crossing will be installed under a Third Party Agreement or will be funded through the Local Highways Panel. We are not in a position to advise a start date yet, as further scheme progress will be dependent on RES Ltd instruction on the matter.”

Councillor Mrs Stamp reported that she had met with John Whittingdale MP at his Burnham Advice Surgery on 13 August 2016 and that he had undertaken to write to Highways.

118 TOWN COUNCIL MINUTES

Further to Minute 69 of the Statutory Meeting of the Town Council held on Wednesday 27 July 2016, Members consider the timescale for the production and issue of Minutes.

The Town Clerk reported that she had issued the Minutes of the Meeting of 27 July 2016 within seven working days of that Meeting and that these draft Minutes had included Clerk's notes to update Members on progress with items. The final Minutes issued did not include the Clerk's notes. Councillor Bob Calver stated that he liked the new format and Members concurred.

119 PROVISION OF A TOWN CLEANER

Further to Minute 71 of the Statutory Meeting of the Town Council held on Wednesday 27 July 2016, Members were requested to consider the provision of the above.

All Members had received a copy of the current cleaning frequency list of the Appletons contract from Environmental Services at Maldon District Council. However, without a key to the frequencies, this information was unclear. The Town Clerk stated that she would request clarification.

Councillor Bob Calver stated that he would be including issues with overhanging hedges/vegetation within future Highways co-ordinator reports.

It was agreed further discussion on this Item is necessary, with more Members present and it was **RESOLVED: - that the Item be deferred to the next Meeting of the Town Council to be held on Thursday 13 October 2016.**

120 SPONSORSHIP OF GREEN SPACES IN THE TOWN

Further to Minute 71 of the Statutory Meeting of the Town Council held on Wednesday 27 July 2016, Members were requested to consider the above.

The Town Clerk reported that no responses had been received from Essex County Council or Maldon District Council, following the Town Council's approach and it was

RESOLVED: - that the Item be deferred to the next Meeting of the Town Council to be held on Thursday 13 October 2016.

121 FARLEIGH HOSPICE CHRISTMAS TREE RECYCLING INITIATIVE

Further to Minute 72 of the Statutory Meeting of the Town Council held on Wednesday 27 July 2016, the Town Council had received a request from the Fundraising Manager for Farleigh Hospice for the use of the Town Council's truck on Sunday 8 January 2017, to collect Christmas trees as part of the above initiative. Burnham Rugby Club would be providing volunteer drivers.

RESOLVED: - that the use of the Town Council's truck on Sunday 8 January 2017 to collect Christmas trees as part of the above initiative be authorised, subject to volunteer drivers holding current, valid driving licenses.

122 RNLI SIGNAGE

Further to Minute 86 of the Statutory Meeting of the Town Council held on Wednesday 27 July 2016, the Town Clerk reported that permission has been granted by Essex County Council for an additional directional arm to the existing fingerpost located near the Railway Hotel (Fiveways Junction). The fingerpost is in the ownership of the Town Council. Essex County Council's height criterion for the lowest directional arm is 2.1metres from the ground to reduce the chance of anyone hitting their head. There are already seven arms on the fingerpost and adding an extra one would not satisfy this criterion. However, the directional arm 'POLICE STATION' could be removed. The Town Clerk had obtained a quote from the company that supplied the original fingerpost, in the sum of £150.00 plus VAT, for a 90mm single line directional arm, painted in black and highlighted in gold to read 'LIFEBOAT STATION'.

The Town Clerk confirmed that it had, in the past, been the practice of the Town Council to pass on the cost of such signage to the organization that had made the request.

All Members had received a copy of the letter from Walter Jenkins, Lifeboat Treasurer, Burnham RNLI, explaining that there had been instances when Ambulance drivers had been delayed due to not knowing where the Station is situated and that as a charity, the RNLI relies on contributions from the Public for its purpose of saving lives at sea.

Members agreed that the RNLI provide an incredibly valuable service and it was

RESOLVED: - that the provision of a 90mm single line directional arm, painted in black and highlighted in gold to read 'LIFEBOAT STATION' be approved in the sum of £150.00 plus VAT to be allocated from the Town Council's Town Maintenance Budget.

122 RNLI SIGNAGE (continued)

The Town Clerk reported that there is damage to one of the existing directional arms on the fingerpost and that she would find out if it could be straightened and if the directional arms could be locked in position to prevent them from being rotated.

Councillor Mrs Stamp referred to the 'Making the Links' bulletin and stated that CIF applications could be made in respect of village signs.

Councillor Calver stated the need for tourist information signage at the railway station.

123 CANON ON THE QUAY

Further to Minute 93 of the Statutory Meeting of the Town Council held on Wednesday 27 July 2016, the Town Clerk reported that the Burnham Museum had been able to provide little information on the history of the canon and had suggested that a plaque be dedicated "to the men and women of the Royal Navy who served in Burnham during WW2".

Members were disappointed at the lack of history available and the Town Clerk stated that she would contact the National Maritime Museum and report back to the next Meeting of the Town Council.

124 MEETING WITH THE BURNHAM SURGERY

Further to Minute 95 of the Statutory Meeting of the Town Council held on Wednesday 27 July 2016, Members who attended the meeting on Monday 22 August 2016 reported as follows:

- on average, 100 patients each month do not keep their appointments with a doctor and 130 do not keep their appointments with a nurse,
Councillor Bob Calver stated that the Surgery has no weekend answerphone facility to allow patients to leave cancellation messages.
- there are concerns about recruitment of new staff. There are currently only two doctors,
- there is a lack of education encouraging patients to visit a pharmacist for advice for simple problems, i.e. colds,
- the poor CQC report had identified issues with procedures and administration, not patient care. There had been staff changes and the Surgery is confident that problems can be resolved before the next CQC visit,
- there is concern about adequate local health provision in light of extensive new housing.

125 ERECTION OF A PLAQUE AT THE STATION HOUSE IN RECOGNITION OF COUNCILLOR MRS UNA NORMAN & MR TED NORMAN

Councillor Mrs Una Norman declared a Personal Interest and left the Chamber.

Councillor Neil Pudney was proposed and seconded and took the Chair for this Item.

Further to Minute 38b) of the Meeting of the Town Council held on 26 May 2015 and Minute 96 of the Statutory Meeting of the Town Council held on Wednesday 27 July 2016, Members were requested to decide upon a suitable plaque for erection at the Station House, in recognition of Councillor Mrs Una Norman and Mr Ted Norman's considerable efforts towards the Station House project.

Councillor Mike Wood suggested a plaque be mounted in the foyer inside the building.

Councillor Bob Calver felt that a framed photograph of Councillor Mrs Norman and Mr Norman, with a dedication underneath would be nicer than a plaque. Councillor Mike Wood stated that the provision of a plaque had been agreed by Council. Members agreed to mount a photograph in addition to a plaque and it was

RESOLVED: - that the Town Clerk speak to Councillor Mrs Una Norman regarding a suitable photograph.

126 PLAQUES AT THE CLOCK TOWER

All Members had received copies of the 'before' photographs of the two plaques, which were in very poor condition. The surface of the Design and Conservation Award plaque in particular had deteriorated so badly that the raised wording could no longer be made out. The Town Clerk had the restored plaques at the Meeting for Members to see and reported that her fiancé, Mr Matthew Swann, had undertaken the works on a voluntary basis. Members were delighted with the results and Mr Swann received a round of applause. Councillor Bob Calver requested that the Town Council's formal thanks be recorded and it was

RESOLVED: - that the Town Council's appreciation of Mr Swann's considerable efforts to restore the Clock Tower plaques be recorded.

127 SWIMMING IN THE SUMMER SCHOOL HOLIDAYS

The Town Clerk reported that the summer swimming, which had taken place at the Southminster Pool, was the 5th year of the Town Council's Swimming Programme. Crash course swimming lessons had run daily, targeted at the non-swimmer, introducing basic water confidence skills and water safety, together with improver lessons, working towards independent movement and reinforcing water safety. Family Swims were attended mostly by parents and carers with young children. All Members expressed their appreciation for the hard work of Suzanne Wichard, the summer swimming programme co-ordinator.

The cost for pool hire, lifeguards and instructor totalled £4,500 and income was £2,458.25 (2016/17 Budget £2,000).

The Town Clerk recorded her thanks to the caretaker at Burnham Primary School for his assistance with the loan of the school's lane markers.

Attendance figures showed a higher take up from Southminster than Burnham. Councillor Bob Calver felt that these figures show that the programme needs to be publicised more in the Town. Councillor Mrs Wendy Stamp reminded Members that the Burnham Primary School pool is smaller and suggested that if it is available to the Town Council next year, Southminster could perhaps run their own swimming programme.

128 QUAY DAY AND BURNHAM WEEK

Members reported that Quay Day had been a huge success and the Town "was buzzing" with people. Councillor Neil Pudney stated that he had provided first aid cover for the event.

The Town Clerk reported that she had sent a thank you letter to Mrs Fiona Clegg and Mrs Sam Adams, on behalf of the Town Council, and that they had both confirmed that they are willing to organize the event again in 2017.

Councillor Bob Calver reported that Burnham Week had been a success and that the rowing had been a good spectator sport.

Councillor Mrs Una Norman reminded Members that 2017 marks the 125th anniversary of Burnham Week.

129 ALLOTMENTS

Councillor Mrs Wendy Stamp stated that she and Councillor Ron Pratt, the Town Mayor, and the Town Clerks, had attended the meeting with members of the Allotment & Garden Holders' Association committee on Friday 19 August 2016 and reported as follows:

- costs for the hedge cutting along the boundary and interim pruning to facilitate access had been received in the amount of £500 plus VAT.
The Town Clerk confirmed that the 2016/17 Budget provision for the Allotments is £1,500.
- more scalplings for the side roads are needed.
- trading shed drainage improvements are needed and costs are being obtained.
- there are problems getting volunteers for allotment clearing.
Councillor Ron Pratt had stated that Southminster utilises the community payback team to keep plots clear.

129 ALLOTMENTS (continued)

- Bill Hill had stepped down as Show Secretary and Jane Sisterson had indicated that she may be willing to take on the role for 2017.
- more publicity is needed for the show.
The Town Clerk had suggested asking local estate agents to sponsor publicity boards.
- the bee hives are successful.
- there are currently five vacant plots and 5/6 on the waiting list.
- The plot Secretary had asked when the allotment lease is due for renewal.

There was also some discussion about the management of allotments provided for in the 'Pigeon' development but Councillor Pratt stated that this would be at least a year away. The Town Clerk reported that the firebreak at the allotments had been actioned.

130 STATION HOUSE

All Members had received a copy of the minutes of the Station House Management Committee Meeting on Tuesday 23 August 2016.

Councillor Mrs Wendy Stamp asked why Mr Harris, the Town Clerk, had taken the minutes of the meeting and Councillor Mrs Una Norman confirmed that it is the Town Council's responsibility. Councillor Mrs Stamp commended Mr Harris on his efforts to progress Station House bookings and ensure that health and safety requirements are implemented, but also stated that managing the Station House should not detract from the Clerks other duties.

Councillor Mrs Una Norman stated that she would rather lower the hourly hire charge if it meant increased bookings and Councillor Mrs Stamp disagreed, stating that the Station House is "the cheapest you can get anywhere". Members all agreed that advertising is imperative to increase bookings.

131 STAFFING

Further to Minute 248 a) ii) of the Meeting of the Town Council held on Tuesday 15 December 2015

- "a) Budget 2016/2017 – the Precept was set at £170,000 at the Budget Meeting in October 2015 but the details of the budget had been deferred for detailed discussion. Members had since had those discussions the results of which are submitted below for the Town Council's approval as follows: -
- ii) £11,000 for "staffing" in response to the need for more maintenance and monitoring in the Town;"

Members were requested to determine the allocation of the above Budget.

Councillor Bob Calver stated that the Town Council needs to look in more detail as to how its Budget will be spent and Councillor Mrs Una Norman stated that the Town Council needs to be proactive not reactive.

The Town Clerk reported that she had provisionally scheduled 1 or 8 October 2016 for an informal Meeting of Members. Councillor Bob Calver had already said he was unavailable on the 1st.

It was agreed that there were not enough Members present to discuss the Staffing Item and it was **RESOLVED:- that i) the informal Meeting of Councillors be scheduled for 8 October 2016 and ii) the Item be deferred to the next Meeting of the Town Council to be held on Thursday 13 October 2016.**

132 TURNCOLE WIND FARM COMMUNITY BENEFIT FUND & ESSEX COMMUNITY FOUNDATION

Councillor Mrs Wendy Stamp stated that she would be attending the next meeting of the Turncole Wind Farm Stakeholder Group to be held on site, on 27 September 2016 and would report back to the next Meeting of the Town Council. She confirmed that the Essex Community Foundation will be establishing a panel made up of local people.

133 CHANGES TO RECYCLING CENTRES

All Members had received a copy of the email from Carla Johnson, senior Communications Officer (Place) at Essex County Council, regarding the 'crackdown on illegal waste at recycling centres'. Essex County Council is set to announce changes to the way sites will operate. The current plan means that from 31 October, twelve of the twenty-one sites across Essex will no longer offer any disposal facilities for DIY and construction waste. These sites will also prohibit access to all commercial type vehicles, including small vans and pick-up trucks and any towed trailers with more than one axle. Burnham-on-Crouch is one of the sites in this category. Restrictions will also apply to the other nine sites.

Councillor Mrs Una Norman stated that the changes are short-sighted and will lead to an increase in fly-tipping and Councillor Mrs Wendy Stamp asked how ECC would monitor the restrictions.

She stated that she was disappointed that the Town Council had not been informed of the changes earlier. Members concurred and it was

RESOLVED:- that the Town Clerk write to Essex County Council with the Town Council's formal objection to the changes.

134 ANY OTHER BUSINESS

Councillor Mrs Wendy Stamp reported that the Agenda for the next meeting of the South Eastern Area Planning Committee includes an Item to review the venue for future meetings and the report from the Director of Resources recommends to the Council that future meetings of the South Eastern Area Planning Committee be held at the Council Offices in Maldon.

A risk assessment of the Town Council Offices had identified significant hazards. Councillor Mrs Stamp stated that MDC training room facilities are inadequate and that she had attended a Meeting where the public had been unable to see a presentation on a strategic major site application.

Councillor Mike Wood felt that a move would be made for financial considerations.

Councillor Mrs Stamp asked why facilities at the Town Council could not be upgraded.

Councillor Neil Pudney stated that Burnham District Councillors were unhappy with the proposal and it was

RESOLVED:- that the Town Clerk write to Maldon District Council with the Town Council's formal objection to the proposal to move the South Eastern Area Planning Committee Meetings to the Maldon District Council Offices and that copies be sent to all District Councillors serving on that Committee.

135 QUESTIONS

Q. Is there a record of the number and types of cases that are brought to Town Council Surgeries?
Are residents aware of the Surgeries?

A. There has been a limited take-up for the surgeries; statistics may be misleading as issues are raised mainly through the Clerks' Office.

Q. Will the Town Council formally debate the identification of one Councillor as its 'Digital Champion'? Information on the website is completely out of date - suggest a 'hot news section' to advertise things such as the summer swimming programme and Burnham Week fireworks.

A. There is an issue with officer time and resources, but Members agree that the Town Council must have an up to date website and this Item will be looked at the informal meeting of Councillors on 8 October.

Q. Is the Town Council seeking Quality Council Status?

A. No.

136 CLOSURE OF THE MEETING

Having considered and determined all items of business, the Meeting was closed at 9.58 pm.