



**Councillor Bob Calver, Town Mayor**

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**ALL COUNCILLORS**  
**BURNHAM-ON-CROUCH TOWN COUNCIL**

6 September 2017

Dear Sir/Madam,

**EXTRAORDINARY TOWN COUNCIL MEETING**

You are summoned to attend an **Extraordinary Meeting of the Burnham-on-Crouch Town Council**, to be held in the Council Chamber of these Offices on **Thursday 14 September 2017 at 7.30 pm.**

Yours faithfully,

TOWN MAYOR

**N.B. The Council Chamber has the benefit of an infra-red loop system. Any person attending the Meeting who requires assistance with their hearing should ask the Town Clerk who will be pleased to help.**

**AGENDA**

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTERESTS**

**All Town Councillors have completed their Statutory Declarations of Interests in accordance with the Localism Act 2011 and the Code of Conduct for Members, adopted by the Town Council.**

Members are required to declare the existence and nature of any 'personal or prejudicial' interests relating to items on the Agenda having regard to the Code of Conduct for Members. Members are reminded that they are also required to declare interests as soon as they become aware should the need arise throughout the Meeting.

**3 TOWN MAYOR'S ANNOUNCEMENTS**

**4 MINUTES AND MATTERS ARISING**

To confirm the Minutes of the Statutory Meeting of the Town Council held on Wednesday 26 July 2017.

**5 PLANNING COMMITTEE MINUTES**

To receive the confirmed Minutes of the Planning Meeting held on Wednesday 26 July 2017 and the notes of the Meetings of the Town Mayor, Deputy Town Mayor and the former Town Clerk, held on 1 and 24 August 2017, during the Town Council's Summer Recess.

**6 TOWN CLERKS' REPORT**

To receive the Town Clerk's Report and pass any Resolutions and Orders as may be necessary.

**7 DIARY DATES**

Members to note: - **SEE SEPARATE SHEET.**

**8 CO-ORDINATORS' REPORTS**

To consider Reports from Co-ordinators and to pass any necessary resolutions:

- a) General Purposes
- b) Highways
- c) Environment

**9 DISTRICT COUNCILLORS' REPORTS**

To receive reports from District Councillors.

**10 TOWN COUNCIL REPRESENTATIVES' REPORTS**

To receive reports from Town Council Representatives on external bodies/organizations.

**11 ACCOUNTS AND TRANSFER OF FUNDS**

- a) To approve the payment of Accounts for August/September 2017 and agree a transfer of funds to meet the Town Council's financial requirements,
- b) To receive the comparison of actual to budgeted payments and receipts to August/September 2017,
- c) to note that a VAT refund in the amount of £7,669.80 has been received and
- d) to note that the second half payment of the Parish Precept has been received.

**12 GRANTS AND DONATIONS**

**The Budget for 2017/2018 is £1,100.**

Southminster Parish Council 'Halloween Party in the Park' – all Members have received a copy of the letter from Joanna Jeffrey, Parish Clerk, requesting a donation towards the 2017 event which will take place on 31 October on the King George V Memorial Field.

**Members are requested to consider and determine the above.**

**13 TOWN COUNCIL SURGERIES**

A Surgery will be held in the Council Offices between 10.30 and 11.30 am on the following dates: - (no appointment is necessary)

SATURDAY 14 OCTOBER – to be determined.

**14 LOCAL DEVELOPMENT PLAN (LDP) and NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)**

- a) To receive an update on the Maldon District Local Development Plan.
- b) To receive an update on the Neighbourhood Development Plan.
- c) Further to Minute 89 b) of the Statutory Meeting held on Wednesday 26 July 2017, Members are requested to consider the implementation of a Neighbourhood Development Plan Strategy Group.

**15 RSPB WALLASEA ISLAND WILD COAST PROJECT (standing item)**

To receive any updates on the above.

**16 NEIGHBOURHOOD ACTION PANEL (formerly local police community meeting)**

i) To receive a report from Members who attended the meeting held on Thursday 27 July 2017 and in particular: -

- agreement of arrangements – NAP lead on road safety issues reported through Council representatives,
- follow up on road markings and signs on Southminster and Maldon Roads,
- project plan to improve safety at Eves Corner,
- project plan to improve safety between the Railway Bridge and Maldon Road,
- to encourage community engagement,
- '20s plenty' signs.

ii) To note that the next meeting of the above will be held on Thursday 28 September.

**17 LONDON SOUTHEAST AIRPORT (LSA) CONSULTATION**

Further to Minute 81 of the Statutory Meeting of the Town Council held on Wednesday 26 July 2017, all Members have received a copy of the Consultation for the proposed approach procedures, which runs for 14 weeks concluding on 13 September 2017.

Following on from the implementation of Controlled Airspace in April 2015 and the project to implement Standard Instrument Departures, which is still underway, London Southend Airport (LSA) has started the process to introduce RNAV Approach Procedures.

LSA has identified stakeholders that may have an interest in the proposal and they have been invited to respond to the Consultation. The stakeholders identified, range from airspace users to local and parish councils. The Consultation is open to anyone who wishes to respond and LSA invites comments on the proposal.

The Town Council has been granted an extension to the Consultation deadline.

**Members are requested to consider and determine the Town Council's formal response to the Consultation.**

**18 WAR MEMORIAL**

Further to Minute 83 of the Statutory Meeting of the Town Council held on Wednesday 26 July 2017, to receive a Report from the Town Clerk.

**19 TOWN COUNCIL WEBSITE**

Further to Minute 94 of the Statutory Meeting of the Town Council held on Wednesday 26 July 2017, to receive a Report from Members of the Website Working Party.

**20 SUMMER SWIMMING**

To receive a Report from the Town Clerk in respect of the above programme which ended on Friday 25 August 2017.

**21 STANDING ORDERS AND FINANCIAL REGULATIONS**

To receive a Report from Members of the Standing Orders and Financial Regulations Review Groups and the Town Clerk, on the Meetings held during the summer Recess.

**22 DENGIE ENTERPRISE SUPPORT - BEST GROWTH HUB**

Further to Minute 53. 1) of the Meeting of the Town Council held on Tuesday 27 June 2017 and in accordance with Standing Order 36 a), Members are requested to consider and determine the terms of the Dengie Enterprise Support - Best Growth Hub Service use of the Town Council Chamber/Station House.

- 23 CITIZENS ADVICE BUREAU**  
Further to Minute 73 of the Meeting of the Town Council held on Tuesday 27 June 2017, and in accordance with Standing Order 36 a), Members are requested to consider and determine the terms of the Citizens Advice Bureau relocation to the Station House for its Outreach Surgery on Thursday mornings.
- 24 STATION HOUSE**  
To receive a Report from the Town Clerk in respect of the above.
- 25 THE FAIRWAYS CHANDLERY AND QUAYSIDE CAFÉ SITE, THE QUAY**  
All Members have received a copy of the letter from John James Associates, on behalf of M & T Developments (Essex) Ltd, formally requesting to present initial regeneration and redevelopment ideas to the Town Council, in respect of the above site.  
Members will be aware that the Town Council has facilitated public consultation on similar significant development proposals within the Town and as such, the Town Council is recommended to approve an appropriate date and time.
- 26 BURNHAM SAILING CLUB**  
All Members have received a copy of an email from John Saunders, Commodore of the above. The Club is submitting a Community Initiatives Fund application in respect of a project to provide accessible toilet facilities. Parish Council support is required.  
**Members are requested to consider and determine the above.**
- 27 ANY OTHER BUSINESS**  
**Subject to prior notice having been given to the Town Mayor.**
- 28 QUESTIONS**  
To receive questions from the public and press and to respond accordingly wherever practicable, failing which an answer will be communicated to the questioner as soon as possible following the Meeting.
- 29 EXCLUSION OF THE PUBLIC AND PRESS**  
Councillors to Resolve that by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 30 LAND MATTERS AND TOWN COUNCIL OFFICES**  
i) To receive an update in respect of the Lease of the Allotment site in Arcadia Road to the Burnham Allotment & Garden Holders' Association and  
ii) to receive a Report from the Town Clerk in respect of the Council Offices.
- 31 CLOSURE OF THE MEETING**  
To close the Meeting having considered and determined all items of business.