

**MINUTES OF THE MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON THURSDAY 23 NOVEMBER 2017**

**Present: - Town Mayor, Councillor Bob Calver**  
**Councillors – Vanessa Bell, Neil Pudney, Nick Skeens, Mrs Wendy Stamp and Mike Wood.**

**In Attendance: - Town Clerk, Sarah Grimes.**

**163 APOLOGIES FOR ABSENCE**

Apologies were received from the Deputy Town Mayor, Councillor Mrs Louise Pudney and Councillors Mrs Helen Elliott, Peter Elliott and Ron Pratt CC.

**164 DECLARATIONS OF INTERESTS**

There were none.

**165 TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor, Councillor Bob Calver, reported that he had attended the following: -

- Town Council Surgery,
  - Burnham Sailing Club Prize Giving Dinner,
  - Creeksea Sailing Club 60<sup>th</sup> Anniversary Dinner at the Royal Corinthian Yacht Club,
  - 'Dig and Delve' – the Create and Flourish launch of their history of the Allotments,
  - EALC Highways Briefing with Councillors Mrs Wendy Stamp and Nick Skeens,
  - Two Minute Silence with Members of the Royal British Legion on Armistice Day and the
  - Remembrance Sunday Service in the Baptist Church and Ceremony at the War Memorial.
- The Mayor thanked the Town Clerk for her considerable efforts and Julie Vaughan for her assistance. He also thanked John and Matthew for helping stage the display in the Council Chamber. All Members concurred.

**166 MINUTES AND MATTERS ARISING**

**RESOLVED: - that the Minutes of the Statutory Meeting of the Town Council held on Wednesday 11 October 2017 be confirmed and signed.**

Matters Arising.

The Town Clerk reported that: -

- she had made contact with Les Hawkins, the newly appointed Employer Supported and Community Supported Specials Policing Co-ordinator for Essex Police, regarding a presentation to Council on the provision of Special Constables. He had accepted an invitation to attend the January Meeting of the Town Council but a request had since been made to reschedule this Meeting (Agenda Item 23, Minute 185) and he could not attend on the proposed new date. He was however, happy to meet with Members at an informal meeting. The Town Clerk requested that Members look at their diary commitments and let her have some dates for this meeting. Councillor Mrs Stamp stated that she had requested the re-scheduling of the January Town Council Meeting.
- letters had been sent to the Crouch Harbour Authority and Conservation Officer at MDC in respect of works to the jetties (Minute 146 of 11.10.17 refers) and that she had subsequently spoken with the Crouch Harbour Master. The removal of rotten planking had been undertaken for safety reasons, following a risk assessment, no works had been undertaken to the piles, which would require consent from the MMO. With one exception, the ownership of the jetties had been established. The CHA did not intend to carry out further works.

## 166 MINUTES AND MATTERS ARISING (continued)

- the Town Council's support for parking restrictions in Burnham High Street on Tuesdays between 07.00 and 14.30 had been conveyed to Maldon District Council (Minute 142. 9) of 11.10.17 refers).
- further to Minute 157 of the Statutory Meeting of the Town Council held on Wednesday 11 October 2017, the East of England Co-operative Society had agreed to sponsor the Christmas tree outside the Fiveways store and a cheque for £400 would be issued accordingly.

## 167 PLANNING COMMITTEE MINUTES

The Town Clerk stated that the Minutes of 14 November 2017 had not been confirmed and it was **RESOLVED: - that the confirmed Minutes of the Planning Committee Meetings held on Wednesday 11 and Tuesday 24 October 2017, be duly received.**

## 168 TOWN CLERKS' REPORT

This was noted and in particular: -

### 2 'YOU ARE HEAR' LISTENING BENCH FOR BURNHAM

All Members had received a copy of the email from Sarah-Joy Maddeaux, Project Officer, in respect of the above. It had previously been agreed that the Town Council would have some input in the location of the bench. However, the Project Officer had now confirmed that as the Town Council does not own any land that could be used to site the bench, a request had been made to Maldon District Council for permission to site the bench on their land. The Project Officer and volunteers who had worked on the project had considered potential locations offered by MDC and made their selection accordingly.

Options had been given for the Ann Woolfson memorial bench as follows:

- Replace the existing memorial bench with the listening bench and put the plaque on the listening bench.
- Move the existing memorial bench a few feet west to the next patch of grass.
- Install the listening bench in that neighbouring patch of grass.

Members were opposed to moving an existing bench and following further debate it was

**RESOLVED: - that i) the Town Council requests the listening bench be installed a few feet west to the next patch of grass, ii) the Ann Woolfson memorial bench and plaque be maintained in its current location and iii) the Town Clerk ascertain the condition of the memorial bench from Maldon District Council.**

The Town Clerk stated that the bench unveiling had been scheduled for 8 December 2017 at 2 pm.

### 5 ESSEX COUNTY COUNCIL (SOUTHMINSTER ROAD, BURNHAM-ON-CROUCH) (TEMPORARY PROHIBITION OF TRAFFIC) ORDER 2017

All Members had received a copy of the Public Notice in respect of the above closure scheduled to commence on 27 November 2017 for five days while new electrical connection works were undertaken by UK Power Networks.

Members expressed concern at the lack of liaison, especially in respect of disruption and proposed re-routing of local bus services down Green Lane.

The Town Clerk reported on two late items: -

- a) Burnham Art Trail Community Project 2018 – a proposal had been made to create a parget artwork live during the art trail. The art trail organizers were looking for the donation of a suitable wall.
- b) 'Push the Boat Out' – a request had been received from the Otter Chairman of RCYC for the Town Council's permission to erect a banner across the railway bridge in respect of this RYA national scheme aimed at getting people out on the water to try sailing.

In response to a question from Councillor Mrs Stamp, the Town Clerk confirmed that Town Council staff, together with CPO assistance for traffic control, erect the banners and the Town Council does not currently charge for this. It was

**168 TOWN CLERKS' REPORT (continued)**

**RESOLVED:** - that the request for the erection of a banner to promote 'Push the Boat Out' be approved, subject to there being no commercial advertising/sponsorship on the banner and that the organizer be informed accordingly.

**169 DIARY DATES**

Members noted the following: -

- a) **Burnham Town Council Planning Meeting – Thursday 23 November  
7 pm in the Town Council Chamber.**
- b) **Burnham Town Council Meeting – Thursday 23 November  
7.30 pm in the Town Council Chamber**
- c) **Burnham Town Council Planning Meeting – Wednesday 29 November  
6.45 pm in the Town Council Chamber.**
- d) Neighbourhood Action Panel Meeting – Thursday 30 November  
7 pm in the Town Council Chamber.
- e) District Councillor Surgery – Saturday 2 December  
10.30 am to 11.30 am in the Town Council Chamber.
- f) Burnham Art Trail Christmas Pop Up Shop – Saturday 2 – Sunday 10 December  
10 am to 5 pm in the Station House.
- g) **Christmas tree lighting and Carols by candlelight – Sunday 3 December  
5 pm outside the former Nat West bank.**
- h) **South Eastern Area Planning Committee Meeting – Monday 4 December  
7.30 pm in the Town Council Chamber.**
- i) Royal British Legion Meeting – Tuesday 5 December  
7.30 pm in the Town Council Chamber.
- j) Dengie D Caf  – Wednesday 6 December  
10 am – 1 pm in the Town Council Chamber.
- k) Farleigh Hospice 'Light Up a Life' – Thursday 7 December  
7 pm at St Mary's Church.
- l) Christmas Fayre – Saturday 9 December  
2 pm – 6 pm in the High Street.
- m) **Burnham Town Council Planning Meeting – Tuesday 12 December  
7 pm in the Town Council Chamber.**
- n) **Burnham Town Council Meeting – Tuesday 12 December  
7.30 pm in the Town Council Chamber.**
- o) Town Council Surgery – Saturday 16 December  
10.30 am to 11.30 am in the Town Council Chamber
- p) **Town Civic Carol Service – Sunday 17 December  
5 pm at St Mary's Church.**
- q) **CHRISTMAS AND NEW YEAR CLOSURE**  
Wednesday 20/12/17 – office closes at 12 noon  
Thursday 21/12/17 - closed  
Friday 22/12/17 – closed  
Monday 25/12/17 – Christmas Day  
Tuesday 26/12/17 – Boxing Day  
Wednesday 27/12/17 – closed  
Thursday 28/12/17 – closed  
Friday 29/12/17 – closed  
Monday 01/01/2018 – Bank Holiday  
Tuesday 02/01/18 – office opens at 9.30 am

## **170 CO-ORDINATORS' REPORTS**

- a) General Purposes – Councillor Peter Elliott was not present.
- b) Highways – Councillor Calver had circulated a written report which included updates on street lighting issues, Southminster Road footpath, mud on the road, a broken gulley opposite the Charles Church site, shoppers' car park pothole, Maple Way road surface, zebra crossing north of Western Road, railway bridge railings, buses parking outside Gurton Court and use of the ECC website. The report also detailed issues discussed at the recent EALC Highways' Briefing.
- c) Environment - 'Paint it Pink' (Orange) trial – Councillor Vanessa Bell reported that the trial had been interrupted due to weather issues and events on the Quay. However, volunteers had come forward and she felt it was worth continuing. Councillor Mrs Stamp asked if there had been an increase in dog fouling and Councillor Bell responded that there had. Councillor Mrs Stamp asked if this was being reported to the CPOs and she requested that the Town Clerk source dog waste bags to provide to the volunteers.

Councillor Mike Wood reported that the notes of the recent Volunteers' meeting had been circulated. He questioned whether MDC Officers should have been in attendance at a volunteers' meeting. Councillor Wood reported that Mrs Carol Milton did not want to be involved in future meetings.

The Town Clerk confirmed that Mr Vaughan was now maintaining the War Memorial area and that he would be refurbishing the benches in the New Year.

Councillor Skeens stated that a regular meeting with Matt Wilson would be beneficial.

Councillor Wood reported that he and the Town Mayor had met with the Town Council's grass cutting contractor and that it was now clear that there were 'gaps in the contract' as the original specification was inadequate. Councillor Wood stated that he would be reporting further on this under Agenda Item 30 (Minute 192).

Councillor Mrs Stamp expressed concerns that it had taken six months to discover that the specification was inadequate. Councillor Mrs Stamp stated that a lot of hard work had been put into drawing up the specification. She did not think the delay in meeting with the contractor was acceptable and she did not accept what Councillor Wood was saying. Councillor Mrs Stamp asked that this be recorded in the Minutes. She further stated that the Town Council had known that ECC would be reducing its cuts and that is why the Town Council's budget provision had been increased last year.

- d) Neighbourhood Development Plan – Nothing to report.

## **171 DISTRICT COUNCILLORS' REPORTS**

Councillors Mrs Helen Elliott, Peter Elliott and Ron Pratt CC, were not present. Councillor Neil Pudney stated that the Children's Centres' meeting had not taken place.

Councillor Mrs Stamp asked if issues in respect of the Burnham Clinic were within Councillor Pudney's remit. He responded that they were not but it would be discussed at an ECC Overview & Scrutiny meeting and he would report back accordingly.

## **172 TOWN COUNCIL REPRESENTATIVES' REPORTS**

Councillor Skeens stated that he had visited the Great Baddow BMX track. The facility had cost £62,000 to create and was 1/3 larger than the Burnham site. He had obtained details of the company who had installed it and they would be in the South East in the next two weeks and could provide a quotation. A lot of the work could be done by volunteers.

## **172 TOWN COUNCIL REPRESENTATIVES' REPORTS (continued)**

The Town Mayor reminded Members that Maldon District Council's commitment to the track had yet to be established and the Town Clerk confirmed the Resolution made at the Statutory Meeting of the Town Council held on Wednesday 11 October 2017 in respect of this (Minute 146 refers).

Matt Wilson, Countryside & Coast Manager at Maldon District Council, had been asked for a meeting with Councillors to discuss the Burnham BMX track. However, Councillor Skeens could not attend on the proposed date of 7<sup>th</sup> December. The Town Clerk stated that she would rearrange the meeting with Mr Wilson accordingly and that the 13<sup>th</sup> December had also been offered.

Councillor Mrs Stamp asked if the Town Council could get extra land from MDC to expand the Burnham track and suggested this could be MDC's contribution to 'match funding'.

Councillor Bell stated that the Town Council had not yet received the fireworks invoice. The organizers of Burnham Week had been disappointed with the condition and late erection of the High Street bunting and the lamp column banners.

The Town Clerk confirmed that there had been issues in getting the bunting put up in time for Burnham Week and that only some lamp columns could be used to display banners due to their location and height, which could make them a target for vandalism.

Councillor Mrs Stamp stated that new regulations were due to come into force regarding lamp column usage.

Councillor Mrs Stamp reported that she had attended the following: -

- Coastal Community Team trip to Wallasea Island,
- Coastal Community Team visit to Fambridge Marina,
- Chamber of Commerce Annual General Meeting. Adele Bovington was the new Chair,
- EALC Highways briefing,
- Remembrance Sunday, which had been excellent,
- DHGPC John Mardon Quiz,
- Essex Police Public Engagement Workshop,
- Butt Lane car park 'Small Business Saturday'

and had sent her apologies for the Bradwell Legacy Partnership meeting.

Councillor Mrs Stamp reported that she was delighted to have been appointed as President to the Burnham Allotment & Garden Holders' Association and she had checked with Maldon District Council as to Declaration of Interests in respect of this appointment.

Councillor Neil Pudney stated that he would forward the Minutes of the Crouch Harbour Authority meeting to the Town Clerk. The ongoing situation regarding 'Llys Helig' had been discussed during confidential business at a meeting at Maldon District Council and both he and Councillor Channer had to leave the Chamber as they sit on the CHA.

## **173 ACCOUNTS AND TRANSFER OF FUNDS**

The Town Clerk stated that the payment of Accounts for November 2017 and the comparison of actual to budgeted payments and receipts to November 2017 would be submitted to the Meeting of the Town Council to be held on Tuesday 12 December 2017.

**RESOLVED: - Noted.**

## **174 GRANTS AND DONATIONS**

**The Budget for 2017/2018 was £460.**

No requests had been received for the Meeting.

**RESOLVED: - Noted.**

**175 TOWN COUNCIL SURGERIES**

**RESOLVED: - that Councillor Vanessa Bell attend the Surgery to be held on Saturday 16 December 2017.**

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

Councillor Peter Elliott was not present.

**177 NEIGHBOURHOOD ACTION PANEL**

Councillor Mrs Stamp stated that she would liaise with the Community Protection Team and Mr Harris to determine the roads that the Town Council would like monitored and that she would be attending the Trucam Launch. The next NAP meeting would be held on Thursday 30 November.

**178 ENVIRONMENT COMMITTEE**

Further to Minute 144 of the Statutory Meeting of the Town Council held on Wednesday 11 October 2017,

**“RESOLVED: - that pursuant to Minute 26 of the Meeting of the Town Council held on 24 May 2017, a review of the remit and future of the environment committee be included as an Item on the Agenda for the next Meeting of the Town Council to be held on Tuesday 14 November 2017”**

Members debated, at length, the future and remit of the Environment Committee.

Councillor Skeens stated that he had spoken to volunteers who are in favour of a “Pride in Burnham autonomous group”. He stated that he appreciated that there had been issues with the Environment Committee in terms of how it was run and organized.

Councillor Mrs Stamp stated that all Councils have environment committees and they realize the importance of looking after their towns. She stated that many of these committees have evening meetings.

Councillor Bell suggested a group that could work along similar lines to the NAP group.

The Town Mayor stated that he had circulated details of Halstead in Bloom which does run along those lines.

Councillor Wood stated that he did not see where the co-ordinator role had gone wrong. He did not agree that the volunteers did not like it and cited the Friends of Hester Place as a group working well.

Councillor Bell stated that “the environment is more than the cutting of the grass areas”.

Councillor Wood concurred and stated that there are crossover areas such as highways issues.

Councillor Mrs Stamp stated that she had spoken to the volunteers and Matt Wilson had estimated that the volunteer hours had saved the Town Council some £100,000 over the years.

Councillor Mrs Stamp proposed that the Town Council discontinue the Environment Co-ordinator role and that it be replaced with an environment committee. Its terms of reference would require approval by full Council and the committee would be led by a Chair and Deputy Chair who are both Town Councillors.

This was seconded by Councillor Skeens. The Proposal was lost and it was

**RESOLVED: - that the Town Council not discontinue the Environment Co-ordinator role and replace it with an environment committee.**

Councillor Bell reaffirmed her suggestion for a group to work along similar lines to the NAP group.

Councillor Mrs Stamp asked who would head it and who would decide its terms of reference and provision of a budget.

Councillor Bell responded that she firmly believed that it needed to be led by someone passionate about the environment who had the time and energy to commit to the role and that a member of the public could be found to lead it. Councillor Bell felt that Councillors did not have enough time to commit to this.

**178 ENVIRONMENT COMMITTEE (continued)**

Councillor Skeens summarized that “the Environment Co-ordinator role be discontinued and replaced by an Environment Action Panel led by volunteers and Chaired by a Councillor with two or more Councillors on the Panel, with terms of reference to be decided.”

Councillor Mrs Stamp stated that Councillor Bell had not proposed that.

Councillor Mrs Stamp disputed that Councillors would not have the time to commit to a committee and stated that this was too important a committee not to be Councillor led. Councillor Mrs Stamp asked that her concerns be minuted. It was

**RESOLVED: - that i) Councillor Vanessa Bell prepare a written Proposal for the next Meeting of the Town Council, for a body that would replace the position of Environment Co-ordinator and ii) the Town Mayor, Councillor Bob Calver, make contact with both Maldon and Halstead ‘in Bloom’ for details of how they operate and provide a model to Councillor Bell accordingly.**

**179 DUNKIRK AND BURNHAM**

Further to Minute 142 of the Statutory Meeting of the Town Council held on Wednesday 11 October 2017, Councillor Skeens reported that the plaque to commemorate Burnham’s involvement in the Dunkirk evacuation could be sited on the railings at Petticrow steps, where the ‘little ships’ crews had stood on the morning of the Dunkirk evacuation. Councillor Skeens then outlined a project to bring the boat ‘Vanguard’ back to Burnham and he stressed the urgency of this as the boat is currently under threat. The Canvey Island boatyard where ‘Vanguard’ currently sits had offered to crane lift it at no cost and there was a possibility of undercover storage in Burnham.

The Town Mayor stated that there seemed to be two streams of activity which would develop in parallel but independently:

1. the memorial plaque, which would be easy to progress and
2. the restoration of the wooden boat

Councillor Skeens stated that they could run in tandem and asked for the Town Council’s support, in principle, and it was

**RESOLVED: - that the Town Council supports the ‘Vanguard’ project, in principle.**

**180 ESSEX COUNTY COUNCIL LOCAL SERVICES FUND**

Further to Minute 142 of the Statutory Meeting of the Town Council held on Wednesday 11 October 2017, Members were requested to consider and determine an application for funding and it was

**RESOLVED: - that this Item be deferred until more information was received from the EALC.**

**181 TOWN COUNCIL WEBSITE**

Further to Minute 154 of the Statutory Meeting of the Town Council held on Wednesday 11 October 2017, Councillor Skeens, the Town Council’s website editor, reported that he had been working on the organizational chart under the guidance of the website designer and a front page would be ready to present to Council at its next Meeting.

**182 COMMUNITY PROTECTION TEAM – ‘TruCam’**

This was dealt with under Agenda Item 15 (Minute 177).

**183 PARISH TRIGGER AND PAPERLESS PLANNING APPLICATIONS**

Further to Minute 77 b) and c) of the Planning Meeting held on Tuesday 14 November 2017, it was

**RESOLVED: - that i) the Town Council approves the new process to refine the Parish Trigger, subject to Burnham District Councillors “calling in” those applications requested by the Planning Committee and, clarification of the “call-in period” and ii) the Town Council objects to the paperless planning application proposal as it would create difficulties and disadvantage**

**those Councils that do not have suitable facilities to reproduce documents for viewing by Members and the public and iii) Maldon District Council be notified accordingly.**

**184 ALLOTMENTS**

An email had been received from the Plot Secretary of the Burnham Allotment & Garden Holders' Association, requesting the Town Council's financial assistance towards the provision of three skips for the allotment site, in the amount of £600. Members were reminded that the balance of the allotments budget for 2017/18 was £1,311 and it was

**RESOLVED: - that a donation in the sum of £600 be approved from the 2017/18 allotments budget provision.**

**185 CALENDAR OF MEETINGS**

The Town Clerk reported that she had been made aware that the Statutory Meeting of the Town Council scheduled for Wednesday 17 January 2018, clashed with an important meeting of the Dengie Hundred Group of Parish Councils. Councillor Mrs Stamp, Chair of the DHGPC, stated that she had asked the Town Clerk if the Town Council's Meeting could be moved and it was

**RESOLVED: - that the Statutory Meeting of the Town Council be re-scheduled for Tuesday 23 January 2018.**

The Town Clerk requested that the Budget Meeting be scheduled for Tuesday 9 January 2018. She stated that she would report further under Agenda Item 30 i) (Minute 192 i)). The Precept request was required to be submitted by Friday 12 January 2018. It was

**RESOLVED: - that the Budget Meeting be scheduled for Tuesday 9 January 2018.**

**186 PUBLIC SPACE PROTECTION ORDER**

Councillor Bell outlined her request for the introduction of a PSPO requiring dogs to be kept on leads along the sea wall and stated that the suggestion had come from the Community Protection Officers and it was

**RESOLVED: - that the Town Council supports the introduction of a PSPO requiring dogs to be kept on leads along the sea wall and that Councillor Bell report back to the next Meeting of the Town Council with further information.**

**187 'WATERFRONT'**

At the request of Councillor Skeens, Members considered whether to have a Standing Item on future Agendas to discuss issues relating to Burnham's waterfront.

Councillor Neil Pudney stated that both he and Councillor Calver sit on the Crouch Harbour Authority and report back to the Town Council.

Councillor Mrs Stamp asked if waterfront issues could be included within an environment committee.

Councillor Pudney stated that he would discuss this with the Crouch Harbour Master. The Proposal was lost and it was

**RESOLVED: - that 'waterfront' not be included as a Standing Item on future Town Council Agendas.**

**188 FOUNDRY LANE LIGHT**

The Town Mayor had reviewed the information given to him by Councillor Mrs Stamp for solar lighting and he expressed some concern as to the practicality of such a system. He suggested that the manufacturer/supplier to attend the next Meeting of the Town Council to address these and to answer Members questions.

Councillor Bell stated that she had details of an alternative supplier and could provide further information at the next Meeting of the Town Council and it was

**RESOLVED: - that the Town Mayor arrange for a solar light manufacturer/supplier to attend the next Meeting of the Town Council.**

**189 ANY OTHER BUSINESS**



There was none.

**190 QUESTIONS**

Q. Can the Town Council be more assertive with the dog fouling issue? My own daughter had Toxoplasmosis.

A. This will be discussed further at the next Meeting.

Q. Can we have a NDP update?

A. The former Town Clerk will be asked for an update.

Q. At the Annual Town Meeting in 2016, the Chief Executive of MDC reported that negotiations in respect of the Caravan Park had reached the final stage for a 50 year lease allowing 71 caravans, a facilities block and a clubhouse. It was expected the lease would be agreed by the end of May. A decision is still awaited. Will the Town Council seek a full review as to why this has taken so long? What has it cost the Council? Is the introduction of a caravan park still the best answer for our town?

A. The Town Council will seek further information from MDC.

**191 EXCLUSION OF THE PUBLIC AND PRESS**

**Resolved: - 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.**

**192 STAFF MATTERS, LAND MATTERS AND TOWN COUNCIL OFFICES**

i) Staff Matters – the Appointments Panel reported on a recent change in staff.

ii) Allotment site in Arcadia Road – this matter was referred to the Asset Management Panel.

iii) Town Council Offices – this matter was referred to the Asset Management Panel.

**193 CLOSURE OF THE MEETING**

Having considered and determined all items of business, the Meeting was closed at 10.18 pm.