BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE STATUTORY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON TUESDAY 15TH JUNE 2021 AT 7.30pm IN THE COUNCIL CHAMBER, CHAPEL ROAD, BURNHAM-ON-CROUCH.

Present: Councillor V. Bell (Town Mayor)
Councillors: B. Calver (Deputy Town Mayor), K. Coles, J. Donnelly, M-A. Munford, W. Stamp C.C.
In Attendance: J. Jeffery (Temporary Town Clerk),

31 APOLOGIES FOR ABSENCE

There were no apologies.

32 DECLARATIONS OF INTERESTS

There were none.

33 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's announcements.
The Town Mayor advised that due to a meeting clash, she was unable to attend the Zoom meeting held for the blessing of the waters at Brightlingsea.

34 MINUTES

To confirm and sign the Minutes of the Meeting of the Town Council held on Tuesday 27th. April 2021, Extraordinary Meeting of the Town Council held on Tuesday 4th. May 2021, Meeting of the Town Council on 18th May 2021 and the Extraordinary Meeting of the Town Council held on 25th May 2021.
RESOLVED: - That the minutes of the Statutory Meeting of the Town Council held on Tuesday 27th April 2021, minutes of the Statutory Meeting of the Town Council held on 18th May 2021 and the minutes of the Extraordinary Meeting of the Town Council held on 25th May 2021 be confirmed and signed.
The meeting of 4th May 2021 was cancelled.

35 PLANNING COMMITTEE MINUTES

To receive and sign the confirmed Minutes of the Planning Meetings held on Tuesday 18th May 2021 and 1st June 2021.
RESOLVED: - that the confirmed Minutes of the Planning Meetings held on Tuesday 18th May and Tuesday 1st June be duly received.

36 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

There was no public participation.

37 TOWN CLERK'S REPORT

a) Clocktower Update – The Temp Town Clerk advised that the contractor has been contacted and we are waiting on a visit date.

b) Longfield Solar Farm Statutory Consultation - the consultation on our proposals for Longfield Solar Farm, a solar energy farm co-located with battery storage, on farmland north east of Chelmsford and north of the A12 between Boreham and Hatfield Peverel.
The consultation will take place between **Tuesday 1 June 2021 and Tuesday 13 July 2021, http://www.longfieldsolarfarm.co.uk/**
Cllr Mrs Stamp proposed responding to the consultation to advise of Burnham Town Council support, seconded by Cllr Calver.
RESOLVED: Burnham Town Council support the Longfield Solar Farm proposal.
ACTION: Temp Town Clerk to respond to Longfield Solar Farm consultation.

38 DIARY DATES

These were noted.

39 CO-ORDINATORS' REPORTS

- General Purposes – Councillor Stamp advised she had authorised the payment of a courier and weed spraying on the sea wall.
- Highways – Councillor Calver
Cllr Munford expressed concerns regarding Coronation Road, there have been incidencies where refuse lorries and ambulances have not been able to access the road. A further discussion took place regarding parking restrictions on Devonshire Road. Cllr Stamp advised that Burnham Town Council should be making complaints. Residents can request parking restrictions on South Essex Parking Partnership website, but ward Member support is needed.
It was commented that South Essex Parking Partnership are looking at each application in a piecemeal way rather than for the whole town. Members agreed that a plan for the whole town needed to be looked at. Cllr Cole advised that Burnham Business Board are also looking into traffic in the town. Cllr Bell proposed requesting a whole town survey, this was seconded by Cllr Stamp.
RESOLVED: South Essex Parking Partnership will be approached for a town survey.
ACTION: Cllr Stamp will make a Members enquiry to ask South Essex Parking Partnership to conduct a survey for traffic flow around the town.
Marsh Road Development – It was noted that permission has been given for the developers to temporarily tarmac over Footpath 14 as a temporary measure.

Cllr Calver gave a brief update on the B1018, Cllr Mrs Stamp informed that she has voiced concerns at Essex County Council, Cllr Calver commented that he had written on many occasions with no response.
Providence Car Park – The risk assessment has now been carried out, Cllr Stamp proposed obtaining a quote for the risk assessment recommendations, seconded by Cllr Cole, agreed.
RESOLVED: To obtain a quote for Providence Car Park as per risk assessment recommendations.
ACTION: Office Assistant to recirculate risk assessments. Quotes to be obtained.

- Environment – Councillor Bell advised that she wishes to step down from the role of Station Adopter, Previous adopters were Rev Paul Howarth and Una Norman. Cllr Donnelly offered to fill the vacancy. Cllr Calver proposed Cllr Donnelly as the new Station Adopter, seconded by Cllr Bell.
  RESOLVED: Cllr Donnelly is the new Station Adopter.

40 DISTRICT COUNCILLORS' REPORTS

Dist Cllr Bell informed that the Carbunkle planning application had been heard at a recent South East Area Planning meeting, the application was refused.
Dist Cllr Stamp advised that four members who were previously the DAGS group are now non aligned Conservatives.
It was reported that queries, questions and complaints are being dealt with swiftly at Maldon District Council.
Cllr Bell informed she is the Chair of South East Area Planning Committee and Dist Cllr Skeens is the Deputy Chair. Cllr Bell also chairs the Overview and Scrutiny Committee.

41 ESSEX COUNTY COUNCILLOR'S REPORT

Cllr Stamp wishes to propose a consultation be carried out with consideration given to double yellow lines being installed around the bottom of Glebe Road, Glendale Road and The Leas.
County Cllr Stamp advised that any consultation needs to be council led. Cllr Cole asked if the Community Engagement Team could assist with feedback.
Cllr Calver commented that the lack of enforcement is the issue, not lack of double yellow lines.
Cllr Calver commented that corner yellow lines would be desirable. Cllr Calver will contact Adrian Rayner regarding suggestions for the South Ward.
Cllr's Munford, Cole and Calver will work together to compile a survey.

County Cllr Stamp advised that she is still undergoing training.
Complaints are still being received regarding lack of school places.

42 TOWN COUNCIL REPRESENTATIVES' REPORTS

To receive Town Council representatives' reports.
Cllr Calver advised that he will be attending a lunch at Crouch Harbour Authority.
Cllr Munford informed she had attended a Essex Association of Local Councils health and wellbeing course, where officers had recommended the adoption

of a Health and Wellbeing Plan by Town/Parish Councils, Cllr Munford advised that she proposed to bring a full town proposal to next meeting for a working group to prepare a plan.

43 ACCOUNTS AND TRANSFER OF FUNDS

RESOLVED: Cllr Mrs Stamp to sign off payments, to include items for reimbursement to herself for the purchase of town gazebos.
Items b and c to be deferred to a future meeting.
ACTION: Temp Town Clerk to check accounts for 2020-2021.

44 APPOINTMENT OF TOWN COUNCIL COMMITTEES/WORKING GROUPS

RESOLVED:

Committee	**Membership**
HAUL ROAD WORKING GROUP	**DELETE** (Minute 44 of 15.06.2021 refers)
NEIGHBOURHOOD DEVELOPMENT PLAN STRATEGY GROUP	Town Mayor and Cllrs. Calver and Munford and the Town Clerk
OBSERVATORY WORKING GROUP	Town Mayor and Town Clerk
PLANNING	All Members of the Town Council
QUAY WORKING GROUP	Town Mayor and Cllrs. Calver and Donnelly
STAFFING COMMITTEE	Town Mayor and Cllrs. Bell, Munford, Stamp and ① position vacant
STATION HOUSE MANAGEMENT	Operational and twice yearly meetings Town Mayor, Cllr. Stamp, AGA, ESSCRP, ECC(Arts) and the Town Clerk
TOURISM WORKING GROUP	Cllr Cole, ① position vacant and the Town Clerk

45 REPRESENTATIVES ON EXTERNAL ORGANIZATIONS/BODIES

RESOLVED:

	EXTERNAL BODY/ORGANIZATION	**APPOINTEE/S**
1	Aylett's Charity	Cllr. Wendy Stamp and Town Clerk
2	Bradwell Local Community Liaison Council	Cllr. Bob Calver
3	Burnham Allotment & Garden Holders' Association	Cllr. ① position vacant and the Town Clerk
4	Burnham Business Board	Cllr. Kelvin Coles
5	Burnham Carnival Committee	Cllr. ① position vacant
6	Burnham Chamber of Commerce	Cllrs. Bob Calver and Kelvin Cole
7	Burnham Patients' Participation Group	Cllrs. Mary-Ann Munford
8	Burnham United Charities	Cllr. ① position vacant
9	Burnham Week Ltd	Cllr. Bob Calver

10	Crouch Harbour Authority (Advisory)	Cllr. Bob Calver
11	Dengie Hundred Bus Users' Group	Cllrs. Jennie Donnelly
12	Dengie Hundred Group of Parish Councils	Cllrs. Kelvin Cole and ① position vacant
13	Emergency Planning Information (MDC)	Town Mayor, Deputy Mayor and Town Clerk
14	Essex Child and Family Wellbeing Service	Cllr. ① position vacant
15	Essex County Council's Parish Transport Meetings	Cllr. Jennie Donnelly
16	River Crouch Coastal Community Team Steering Group	Cllrs. Bob Calver and ① position vacant Cllr. ① position vacant
17	Town Twinning	Town Mayor (no committee)
18	Village Hall Committee	Cllr. ① position vacant

46 APPOINTMENT OF MEMBERS TO INTERNAL OFFICES
RESOLVED: The following appointments were agreed.

INTERNAL OFFICE	APPOINTEE/S
Conservation Area Inspection	Cllr. Vanessa Bell
Environment Co-ordinator	Cllr. Jennie Donnelly
General Purposes Co-ordinator	Cllr. Wendy Stamp
Highways Co-ordinator	Cllr. Bob Calver

Members are requested to consider and determine the above.

47 GRANTS AND DONATIONS
No requests have been received for this Meeting.

48 CO-OPTION
Cllr Bell informed Members of the resignation of Cllr Neil Pudney. Cllr Bell Thanked Cllr Pudney for his service to Burnham Town Council.

The advert for the vacant positions on the Council has been placed in a prominent position on the home page of the website with a link to the forms. No applications have been received so far. In relation to the vacant positions created by the resignations of Cllrs Pratt and Pudney, we are still within the period in which electors may call for an election. So far no call has been received.

49 ALLOTMENTS
Temp Town Clerk Joanna Jeffery informed that Mr Shirley from Bawtrees has advised that a new barrister has looked at the case and will comeback with availability.

Cllr Calver proposed giving Bawtrees ten days to respond before a complaint is made to the solicitors, all agreed, Temp Town Clerk will email the request. A short discussion was had regarding the proposed inspection visit to the allotments, The Temp Town Clerk will contact the allotments again to chase dates.

RESOLVED: Temp Town Clerk to email Bawtrees to ask for a response before a complaint is made.
ACTION: Temp Town Clerk to email Bawtress.
Town Clerk to contact allotments for proposed dates for inspection visit.

9.30pm
Cllr Bell proposed extending the Town Council meeting by half an hour, seconded by Cllr Calver.
All Agreed

50 WEBSITE

Cllr Bell will contact our webhost to request he identify an accessibility package that meets our legal requirements and is compatible with our current site. Cllr Bell proposed continuing a month by month contract with the existing support contractor, seconded by Cllr Calver.

RESOLVED: Cllr Bell to contact Mark Eagling.

51 CHRISTMAS LIGHTS

A further quote is needed for the infrastructure upgrade, Temp Town Clerk to speak with contractor's. Members asked that Skippers are contacted to quote for one Christmas tree.

RESOLVED: Temp Town Clerk to contact contractors as above and email quote for christmas lights to Cllr Coles.

52 TOWN SIGN

Temp Town Clerk has contacted Tillingham Village Council for details of contractor.

RESOLVED: Temp Town Clerk to chase.

53 TOWN RAILINGS

Cllr Stamp has contacted the Environment Agency for proposed dates for a meeting.

54 BANNER

Temp Town Clerk informed Members that an application for a licence to erect banners over the railway bridge had not been made previously, due to additional works needed.

A short discussion was had regarding the application. Temp Town Clerk to progress with Essex County Council.

RESOLVED: Temp Town Clerk to progress with Essex County Council.

55 TELEPHONE BOX ON THE QUAY

Cllr Calver proposed the adoption of the telephone box on the quay from BT for £1 and the installation of a Defibrillator, seconded by Cllr Munford.

RESOLVED: Adoption of telephone box on the quay from BT and installation of a defibrillator.

ACTION: Complete adoption agreement with BT.

56 QUESTIONS FROM THE ANNUAL TOWN MEETING

RESOLVED: Cllr Bell requested that the questions be deferred to the following meeting pending procedural advice.

57 PUBLIC FORUM

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 (ten minutes allowed). No members of the public were present.

58 DATE OF NEXT MEETING

Members to note the following: 20.07.21: 21.09.21: 19.10.21: 16.11.21: 14.12.21

ACTION: 21.09.2021 to be checked incase of a clash with Maldon District Council.

59 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.

60 TOURIST INFORMATION HUT

RESOLVED: Prepared letter to be sent to Tourist Hut Contractor.

61 CONFIDENTIAL ITEM

RESOLVED: Agreed.

62 CLOSURE OF THE MEETING

Having considered and determined all items of business, the Town Mayor closed the

meeting closed at 10.03pm.

BURNHAM ON CROUCH TOWN COUNCIL

MINUTES OF THE EXTRA ORDINARY MEETING OF THE BURNHAM-ON-CROUCH TOWN COUNCIL HELD ON MONDAY 28th JUNE 2021 AT 7.30pm AT THE COUNCIL CHAMBER, CHAPEL ROAD, BURNHAM ON CROUCH, ESSEX.

Present: Councillors V. Bell (Town Mayor), B. Calver, J. Donnelly, M-A. Munford, W. Stamp and K. Coles.

In Attendance: J Jeffery Temporary Town Clerk.

63 APOLOGIES FOR ABSENCE

No apologies for absence were received.

64 DECLARATION 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.

There were none.

65 RE-OPENING OF THE COUNCIL CHAMBER FOR MEETINGS OF THE TOWN COUNCIL

Further to Minute 272 c) of the Extraordinary Meeting of the Town Council held on Friday 20 March 2020, Members are requested to confirm, by Resolution, the re-opening of the Council Chamber for Meetings of the Town Council, subject to the implementation of control measures as specified in the professional Covid-19 secure risk assessment (in particular page 8), carried out on 2 June 2021.

RESOLVED: Agreed retrospectively, the re-opening of the Council Chamber for Meetings of the Town Council.

66 GENERAL POWER OF COMPETENCE

All Members have received a copy of the Town Clerk's report, regarding the above.

RESOLVED: - These were noted.

67 RISK MANAGEMENT AND INTERNAL CONTROLS

i) All Members have received a copy of the Town Clerk's report on risk management and internal controls.

RESOLVED: - These were noted.

Cllr Donnelly left the meeting at 7.52pm.

ii) All Members have received a copy of the updated risk management scheme, drafted by the Town Clerk.

RESOLVED: - that the risk management scheme to approved and adopted.

iii) All Members have received a copy of the updated statement of internal controls, drafted by the Town Clerk.

RESOLVED: - that the updated statement of Internal controls be approved and adopted.

68 ASSET REGISTER

Subject to all Members having received a copy of the report, following the professional valuation of the Council's assets on Wednesday 16th June 2021,

Members are requested to note that:

i) The Council's asset register will be updated accordingly and,

ii) The Council's insurers will be advised of the asset valuations.

Item deferred as no report has been received.

69 ANNUAL INTERNAL AUDIT REPORT

Members to note the internal audit report for 2020/2021 (Annual Governance and Accountability Return (AGAR) 2020/21 page 3).

Cllr Stamp raisied concerns that no Internal Auditor's report had been submitted. Members agreed that the Internal Auditor must be changed for year 2021/2022.

RESOLVED: - These were noted.

70 ANNUAL GOVERNANCE STATEMENT – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/2021

Members are requested to consider the Annual Governance Statement (review of the effectiveness of the system of Internal Control) and approve, by Resolution, section 1: the Annual Governance Statement, of the Annual Governance and Accountability Return for 2020/2021.

The Chairman and the Clerk of the Meeting will sign the Annual Governance Statement.

Concerns were raised regarding re-stated figures, with no explanation given due to RFO absence.

RESOLVED: - that section 1: the Annual Governance Statement, of the Annual Governance and Accountability Return for 2020/21, be approved and signed.

71 ACCOUNTING STATEMENTS – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/2021

Members are requested to consider and approve, by Resolution, section 2:
Accounting Statements, of the Annual Governance and Accountability Return for 2020/2021.
The Chairman of the Meeting will sign the Accounting Statements.
RESOLVED: - that section 2: Accounting Statements, of the Annual Governance and Accountability Return for 2020/2021 be approved and signed.

72 PERIOD OF EXERCISE OF PUBLIC RIGHTS
Members to note that arrangements will be made for the publication of information required by Regulation 15 (2) of the Accounts and Audit Regulations 2015, including details of the period for the exercise of public rights. Sections 25 to 27 of the Local Audit and Accountability Act 2014 contain provisions giving interested persons and local government electors certain rights of inspection of the accounts and accounting records.

Note: **The Accounts and Audit (Amendment No. 2) Regulations 2021** came into force on 3 June 2021. This means that the period for the exercise of public rights for 2021 must be a period of 30 consecutive working days set by the RFO, but including the first ten working days in July. (Statutory audit deadlines for 2019-20 for Category 2 smaller authorities, including town and parish councils, were extended under The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (effective 30.04.20)).
RESOLVED: - These were noted.

73 PROVISION OF IT. DEVICES FOR COUNCILLORS
To consider the provision of dedicated Burnham Town Council devices for Councillors in order to mitigate the risk of data breaches and, if approved to authorize the Clerk to obtain quotations and report back to the July Meeting of the Town Council accordingly.
RESOLVED: - It was agreed for the Temp Town Clerk to gather costings and bring to a future meeting.

74 EXCLUSION OF THE PRESS AND PUBLIC
Councillors to Resolve that by virtue of the provision 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.
AGREED

75 STAFF MATTERS

i) To receive a report from the Staffing Committee, following a Meeting held on Friday 18 June 2021 and,

ii) To receive a report from the Temporary Town Clerk regarding the provision of employment support services.

RESOLVED: Members agreed to accept the service proposal of employment support services.

76 CLOSURE OF THE MEETING

To close the Meeting, having considered and determined all items of business. Meeting closed at 9.28pm.

Councillor Vanessa Bell Town Mayor

Sarah Grimes PSLCC, Town Clerk
Tel: 01621 783426
Email: office@burnhamtowncouncil.com

Council Offices
Chapel Road
BURNHAM-ON-CROUCH
Essex
CM0 8JA

MINUTES OF THE BURNHAM ON CROUCH TOWN COUNCIL PLANNING MEETING held on TUESDAY 15th. JUNE 2021 at 7pm in The Chamber of the Council Offices

Present: Cllr V. Bell (Town Mayor)
Councillors: B. Calver, K. Coles, J. Donnelly, M-A. Munford, W. Stamp CC

District Councillors reserved their right of view, at this meeting, as Town Councillors and they reserved their right to a different view, as District Councillors, at other meetings.

532 APOLOGIES FOR ABSENCE
There were none.

533 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.
NONE DECLARED

534 MINUTES
To confirm the Minutes of the Planning Meeting held on 1st. June 2021
ALL AGREED

535 APPLICATIONS FOR PLANNING CONSENT

a) **21/00239/LDP** - Church Green Cottage 2 Marsh Road Burnham-On-Crouch
Claim for lawful development certificate for a proposed garden room
RESOLVED: COUNCILLORS NOTED THIS APPLICATION

b) **21/00413/HOUSE** - Burnham Hall Southminster Road Burnham-On-Crouch
Demolition of existing single storey garden room, utility & boiler room extension to north elevation and replacement with single storey garden room, utility & kitchen extension.
RESOLVED: COUNCILLORS SUPPORTED THIS APPLICATION

c) **21/00414/LBC** - Burnham Hall Southminster Road Burnham-On-Crouch
Demolition of existing single storey garden room, utility & boiler room extension to north elevation and replacement with single storey garden room, utility & kitchen extension
RESOLVED: SUPPORT THIS APPLICATION SUBJECT TO THE TREE AND CONSERVATION OFFICER'S APPROVAL

DECISIONS MADE BY MDC

a) **HOUSE/MAL/21/00053**
Demolition of existing garage and the erection of a two storey side extension, construction of dormer windows, change of roofing materials to the main dwelling and the re-instatement of a vehicle crossover.
19 Eastern Road Burnham-On-Crouch Essex CM0 8BS
APPROVE

b) **HOUSE/MAL/21/00220**
Single storey utility room extension with terrace over
Walnut Farm 34A Green Lane Burnham-On-Crouch CM0 8PT
APPROVE

c) **HOUSE/MAL/21/00322**
Edwardian design white UPVC conservatory to the rear of the property
12 Lord Derby Way Burnham-On-Crouch CM0 8FX
APPROVED

d) **TCA/MAL/21/00327**
T1 Eucalyptus – Crown reduction by 2 metres from the crown.
Quayside The Quay Burnham-On-Crouch Essex
ALLOWED TO PROCEED

e) **TCA/MAL/21/00316**
T1 & T2 Cherry trees – Remove. T3 Spruce tree – Remove.
Studland Cottage Belverdere Road Burnham-On-Crouch Essex
ALLOWED TO PROCEED

f) **PDE/MAL/21/00396**
Single storey side extension which would extend beyond the rear wall of the original house by 5.00m, maximum height of 3.75m and the maximum height to the eaves of 2.10m
80 Maldon Road Burnham-On-Crouch Essex CM0 8NP
PRIOR APPROVAL REFUSED

g) **LDP/MAL/21/00201**
Claim for lawful development certificate for the proposed siting of a mobile home/lodge within the curtilage.
Tamariu 1 Wick Road Burnham-On-Crouch Essex
APPROVED

537 APPEALS

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78
Site Address: 53 The Leas Burnham-On-Crouch Essex CM0 8NH
Section 73A application for the erection of a boundary fence.
Application Ref: 20/00161/HOUSE PP-08479619
Appeal Ref: APP/X1545/D/21/3270798
Appeal Start Date: 26 May 2021
An appeal has been made to the Secretary of State against the Maldon District Council's decision to refuse to grant planning permission.
The appeal will be determined on the basis of written representations.

Date of next Planning meeting Tuesday 6th. July 2021 at 7pm venue TBA

There being no further business the Town Mayor closed the meeting at 7.15pm

Councillor Vanessa Bell Town Mayor

Sarah Grimes PSLCC, Town Clerk
Tel: 01621 783426
Email: office@burnhamtowncouncil.com

Council Offices
Chapel Road
BURNHAM-ON-CROUCH
Essex
CM0 8JA

MINUTES OF THE BURNHAM ON CROUCH TOWN COUNCIL PLANNING MEETING held on MONDAY 28th. JUNE 2021 at 6.45pm in The Chamber of the Council Offices

Present: Cllr V. Bell (Town Mayor)
Councillors: B. Calver, K. Coles, M-A. Munford, W. Stamp CC

District Councillors reserved their right of view, at this meeting, as Town Councillors and they reserved their right to a different view, as District Councillors, at other meetings.

538 APOLOGIES FOR ABSENCE
There were none.

539 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.
NONE DECLARED.

540 MINUTES
To confirm the Minutes of the Planning Meeting held on 15th . June 2021
ALL AGREED

541 APPLICATIONS FOR PLANNING CONSENT

d) **21/00552/HOUSE** – 5 Cobbins Grove Burnham-On-Crouch Essex CM0 8JP
S73A application for the erection of detached single storey gym (fitness room)
RESOLVED: COUNCILLORS NOTED THIS APPLICATION AND EXPRESSED CONCERNS REGARDING SIZE.

e) **21/00537/HOUSE PP-09836842** – 11 Albert Road Burnham-On-Crouch Essex CM0 8DZ
Two storey rear extension and the installation of ground and first floor windows in the side elevation.
RESOLVED: COUNCILLORS SUPPORTED THIS APPLICATION

f) **21/00477/FUL PP-09777551** – The Sail loft Unit 13 Burnham Business Park Burnham-On-Crouch
Use of the existing first floor offices as independent offices, not connected with the ground floor business.
RESOLVED: COUNCILLORS SUPPORTED THIS APPLICATION

g) **21/00479/FUL PP-09759855** – Land North of Marsh Road Burnham-On-Crouch Essex
Residential development comprising the construction of 58 residential dwellings (Use Class C3) public open space, landscaping and associated infrastructure (Revised proposals to that already approved under FUL/MAL/19/01208 to provide 15 additional dwellings, a revised dwelling mix and alterations to the layout).
RESOLVED: COUNCILLORS REFUSED THIS APPLICATION

h) **21/00061/VAR PP-09432149** – Creeksea Place Events Limited Creeksea Place Manor House Ferry Road Burnham-On-Crouch
Removal of conditions 11 & 12 on approved planning permission 19/01118/FUL (Use of the house and grounds as a wedding and events venue with the erection of a temporary marquee on the Lake Lawn and a temporary marquee in the walled garden. Open hours Monday – Sunday (08.00 – 00.30), together with use of the bridal suite).
RESOLVED: COUNCILLORS SUPPORTED THIS APPLICATION

i) **21/00555/TCA PP-09859040** – 62 High Street Burnham-On-Crouch Essex CM0 8AA
T1 Bay Laurel – Reduces by approximately 3.5 metres (25%)
RESOLVED: COUNCILLORS NOTED THIS APPLICATION SUBJECT TO THE TREE AND CONSERVATION OFFICER'S APPROVAL

j) **21/00607/HOUSE PP-09902034** – West Wick Bungalow Marsh Road Burnham-on-Crouch Essex
Loft conversion incorporating dormer windows, raising of new pitched roof at rear with small infill extension
RESOLVED: COUNCILLORS SUPPORTED THIS APPLICATION

k) **21/00525/AGR PP-09763978** – Creeksea Place Farm Ferry Road Burnham-On-Crouch Essex
FOR INFORMATION ONLY
Prior notification for an agricultural barn with solar panels on roof for grain storage, storage of farm machinery, general storage and workshop with small yard and track to access road.
RESOLVED: COUNCILLORS NOTED THIS APPLICATION

l) **21/00513/HOUSE PP-09551756** – 9 Mangapps Chase Burnham-On-Crouch Essex CM0 8QQ
Erection of new detached garage.
RESOLVED: COUNCILLORS SUPPORTED THIS APPLICATION

m) **21/00551/FUL PP-09856477** - Claremont 47 Mill Road Burnham-On-Crouch Essex
Replacement of existing bungalow with new dwelling house of part two storeys, part single storey.
RESOLVED: COUNCILLORS SUPPORTED THIS APPLICATION

n) **21/00592/FUL PP-09897565** – Annexe The Chase Mangapp Chase Burnham-On-Crouch Essex
Rear extension to existing annex and conversion to independent dwelling.
RESOLVED: COUNCILLORS REFUSED THIS APPLICATION DUE TO THE CREATION OF A SEPARATE DWELLING.

DECISIONS MADE BY MDC

h) **TCA/MAL/21/00316**
T1 & T2 Cherry trees – Remove. T3 Spruce tree – Remove.
Studland Cottage Belverdere Road Burnham-On-Crouch Essex
ALLOWED TO PROCEED

i) **OUT/MAL/21/00075** – Land 250M North of 16A Maldon Road, Burnham-On-Crouch Essex
Outline application with all matters of detail reserved for future determination (except for layout and means of access to the site) to extend approved retirement community to north and east including additional affordable housing: erect 132No. one, two and three bedroom bungalows, 100 No. one, two and three bedroom appartments in two storey buildings and erect single storey ancillary multi-use community building. Lay out estate roads, footpaths, vehicle parking and surface water drainage infrastructure including swales and detention basins. Form open spaces and allotments and lay out hard and soft landscaping.
REFUSE

j) **VAR/MAL/21/00198** - Land North of Marsh Road Burnham-On-Crouch Essex
Removal of condition 36 (affordable housing to NDSS) on approved planning permission 190/01208/FUL (Residential development comprising the construction of 90 residential dwellings (Use Class C3), public open space, landscaping and associated infrastructure.)
REFUSE

k) **LDP/MAL/21/00292** – 9 Roman Way Burnham-On-Crouch Essex CM0 8UE
Claim for lawful development certificate for a proposed loft conversion, adding rooflights.
APPROVE

l) **PDE/MAL/21/00431** – 13 Normandy Avenue Burnham-On-Crouch Essex CM0 8JR

To replace existing lean-to conservatory with a single storey rear extension incorporating an enlargement of the current kitchen and the addition of a breakfast/dining room. The roof of the extension will be of a similar style and be incorporated into the existing roof.
PRIOR APPROVAL IS NOT REQUIRED

m) **FUL/MAL/20/01166 -** Land South of Charwood and East of Orchard House Stoney Hills Burnham-On-Crouch Essex
Construct cul-de-sac road with turning head and vehicular and pedestrian access to Stoney Hills, erect one detached bungalow and garage, lay out parking spaces and garden.
REFUSE

n) **FUL/MAL/21/00108 –** Rosemary Mangapp Chase Burnham-On-Crouch Essex
Extension to existing brick plinth/timber framed barn to provide one bedroom ancillary/granny annexe for extended family.
APPROVE

o) **HOUSE/MAL/21/00375** – 6-8 High Street Burnham-On-Crouch Essex CM0 8AA
Single storey rear extension on existing annexe.
APPROVE

542 APPEALS

TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78
Site Address: Romans Farm Mill Road Burnham-On-Crouch Essex
Proposal: Proposed demolition of existing dwelling house and surrounding outbui;dings barns and the development of 8No. dwelling houses and associated parking and access road.
Application Ref: 20/00111/FUL PP-08469192
Appeal Ref: APP/X1545/W/21/3267306
Appeal Start Date: 15 June 2021
An appeal has been made to the Secretary of State against the Maldon District Council's decision to refuse to grant planning permission.
The appeal will be determined on the basis of written representations.

Date of next Planning meeting Tuesday 6th. July 2021 at 7pm venue TBA

Meeting closed at 7.26pm.

Councillor Vanessa Bell Town Mayor

Sarah Grimes PSLCC, Town Clerk
Tel: 01621 783426
Email: office@burnhamtowncouncil.com

Council Offices
Chapel Road
BURNHAM-ON-CROUCH
Essex
CM0 8JA

MINUTES OF THE BURNHAM ON CROUCH TOWN COUNCIL PLANNING MEETING held on TUESDAY 6th JULY 2021 at 7pm in The Chamber of the Council Offices

Present: Cllr V. Bell (Town Mayor)
Councillors: B. Calver, K. Coles

DUE TO THE MEETING NOT BEING QUORATE, THE MEETING WAS OPENED THEN CLOSED WITH NO BUSINESS TRANSACTED.

District Councillors reserved their right of view, at this meeting, as Town Councillors and they reserved their right to a different view, as District Councillors, at other meetings.

543 APOLOGIES FOR ABSENCE

544 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.

545 MINUTES
To confirm the Minutes of the Planning Meeting held on 28th. June 2021

546 APPLICATIONS FOR PLANNING CONSENT

a) **21/00561/HOUSE PP-09868653 –** 4 Fairway Drive Burnham-On-Crouch Essex CM0 8PN
Removal of exterior tiles on front of building and replace with fibre board cladding.

Documents can be found at
https://cdp.maldon.gov.uk/

b) **21/00582/HOUSE PP-09557034** – Chestnuts 1 Coronation Road Burnham-On-Crouch Essex
Single storey rear extension and replacement windows to the front elevation.

Documents can be found at
https://cdp.maldon.gov.uk/

c) **21/00499/FUL PP-09805359** – Land Adj to 9 Dunkirk Road Burnham-On-Crouch Essex
Demolition of existing garage/outbuildings and erection of a two bedroom dwelling (Revised application following application 20/00279/FUL)

Documents can be found at
https://cdp.maldon.gov.uk/

DECISIONS MADE BY MDC

p) **HOUSE/MAL/21/00328** – Studland Cottage Belverdere Road Burnham-On-Crouch Essex
Demolition of the existing garage and porch and proposed two storey side and single storey rear extensions, and alterations to fenestration.
APPROVE

q) **LBC/MAL/21/00329** - Studland Cottage Belverdere Road Burnham-On-Crouch Essex
Demolition of the existing garage and porch and proposed two storey side and single storey rear extensions, alterations to fenestration and new access gates.
APPROVE

r) **HOUSE/MAL/21/00402** – 13 West Ley Burnham-On-Crouch Essex
Two Storey side and rear extension and rear balcony
REFUSE

s) **HOUSE/MAL/21/00411** – Inver Haig 14 Green Lane Burnham-On-Crouch Essex
Demolition of an existing rear projection and the construction of a new rear extension, the raising of the roof of the existing property with two dormers to the front elevation, a single storey side extension and the provision of residential accommodation within the roof space.
REFUSE

t) **FUL/MAL/20/01166 -** Land South of Charwood and East of Orchard House Stoney Hills Burnham-On-Crouch Essex
Construct cul-de-sac road with turning head and vehicular and pedestrian access to Stoney Hills, erect one detached bungalow and garage, lay out parking spaces and garden.
REFUSE

u) **VAR/MAL/21/00457 –** Woodlands Stoney Hills Burnham-On-Crouch Essex
Variation of conditions 2 & 3 on approved planning permission 20/00150/FUL (New access road and erection of two new chalet bungalows.)
APPROVE

v) **TCA/MAL/21/00535** – 95 High Street Burnham-On-Crouch Essex

T1 Weeping Willow – Pollard back to highest pollard heads (6m). Remove lowest limb over summer house to re-balance.
ALLOWED TO PROCEED

w) **AGR/MAL/21/00525** – Creeksea Place Farm Ferry Road Burnham-On-Crouch Essex
Prior notification for an agricultural barn with solar panels on roof for grain storage, storage of farm machinery, general storage and workshop with small yard and track to access road.
REASON FOR REFUSAL
The proposed development does not fall within Schedule 2, Part 6, Class A of the Town and Country Planning General Permitted Development (England) Order 2015 (as amended) as the development proposed is for the erection of a building which is not development permitted under this Class. On the Basis of the information supplied, the proposed development cannot be considered to be reasonably necessary for the purposes of agriculture within the site as a matter of fact and degree. Therefore, the proposed development is not development permitted under any C;ass of Part 6 of Shcedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). Planning permission is therefore required for the building proposed.

547 APPEALS

Date of next Planning meeting Tuesday 20th. July 2021 at 7pm venue Council Chamber, Chapel Road, Burnham, Essex

Health and Wellbeing Report for Burnham Town Council

A briefing and proposal for Burnham Town Council following a webinar presentation given by Danielle Frost of EALC and Gt Dunmow, on 7th June 2021, with the aim of helping to disseminate Health and Wellbeing information and encouraging local council Health and Wellbeing plans to be developed and action taken.

Background

Essex County Council (ECC), Maldon District Council (MDC) and Mid Essex CCG (MECCG) are all strongly promoting Health and Wellbeing. ECC want to change the way they fund things so that rather than commissioning blanket provision e.g. for tackling weight management, the Council wants to target the areas of most need and this may differ from parish to parish.

Burnham Town Council is invited to look closely at our Town's needs and consider how we can engage with Essex-wide initiatives and create our own Health and Wellbeing plan As we begin to emerge from the 'COVID crisis' this is a good time to develop our plan.

Our District Council and local CCG are already on the case and I have been in touch with Health and Wellbeing leads Simon King and Emily Fallon who are very supportive and have given me further information and ideas, for example:

MDC have appointed a new Health Improvement Officer, John Macpherson who can help us link our vision, aims and ideas with MDC specific Health and Well-being Plans and connect them to Public Health programmes coming through ECC. He may also be able to help us with mapping what's already available using Maldon District data and as well as that, the Maldon CVS led by Sarah Troop, will also be able to help us map the current health and wellbeing assets to support the 5 priority areas mentioned below. This mapping exercise is considered to be the starting point.

Simon King points out that a new Essex wide campaign called 'Find Your Active' has just been launched. This will run for 12 months and will look to encourage people to go and try new activities to find what suits them. More information will be available to us.

Also to aid us further, there is now an EALC Health and Wellbeing Plan and Danielle Frost has provided an excellent resource pack to help Councils which includes 2 examples of Parish Health and Wellbeing plans, an Essex H&WB resource pack and a template H&WB plan.

Creating a Health and Wellbeing Plan

To begin to develop this plan, we are advised to consider what the Health and Well-being issues in Burnham-on-Crouch are and which ones most need addressing? Do we know? How do they cluster under the Essex priority areas of:

- Weight Management
- Learning Disability
- Mental Health
- Social Isolation
- Physical Activity.

One way to do this work this is to form a Health and Wellbeing Working Group to help scope all these issues, map what is already available in the Town and come up with ways in which the Town Council and Community groups can help residents make the best use of what is available, and

perhaps fill some gaps where nothing is available. The idea is that the Council becomes the enabler, sign-poster, facilitator and where possible, the funder (micro grants etc) of Health and Wellbeing activities in the Town.

Ways in which small Councils can help address Health and Wellbeing

There are many ways small Councils like ours can help. The resources and ideas listed below could be drawn together by a Health and Well-being working group and a workable health and wellbeing plan for the Burnham-on-Crouch created.

- linking with the work Emily Fallon from the CCG and Simon King from Active Essex are doing.
- identifying our community Health and Wellbeing assets and help people link up with the group they need. (The Town Council is not the provider but it can make the links for people and raise awareness of what's on offer in and around the Town).
- Sign-posting to local Health and Well-being services, community groups, activity and sports facilities, support groups and so on.
  encouraging 'inclusion' for people with protected characteristics especially learning or physical disability.
- asking what young people would like in the Town, finding better ways to engage young people and building resources particularly to support young people's mental health
- sign posting to the Essex Well-being Service https://www.essexwellbeingservice.co.uk/ which is a "one stop phone number" 0300 303 9988 for people to ring for help and advice and health and well-being matters. Callers can be 'triaged' and signposted to the right kind of support.
- joining in with the 'Essex Map', a free resource mapping health and wellbeing activities across Essex. A place to freely advertise activities in Burnham.
- Linking up with 'Live Well Link Well' and encouraging people to think before they go to the GP… is there something else that can help e.g. for back pain? Could 'Social Prescribing' be helpful?
- Make better links with the local GP practice, pharmacies, opticians, and dentists.
- Advertise "My Weight Matters" it is free!
- Encourage the take up of free training:
    - Mental Health First Aid training – for Adults and for Children and Young People, to give confidence in signposting people to get some help.
    - Dementia Friendly training: Levels 1 and 2
    - Domestic Abuse awareness training (J9)

Examples of good practice in some council areas which may be relevant to Burnham:

- purchasing and giving away seeds to encourage people to start to grow their own vegetables and feel good about learning new skills and eating tasty homegrown produce. Could link in with local associations and growers to do this.
- Play parks / areas that include opportunities for children with physical and learning disabilities to join in. Could enhance our play parks in the Country Park
- Youth engagement on matters such as Climate Crisis and the future of the Town
- Litter talks and enhancing the litter picking programme.
- Accessible cycle and walking paths for local exercise and children getting to school
- 'Chat a While' benches (Braintree examples)
- Community Fridge to utilise surplus food
- Vouchers to help children attend expensive activities such as sailing taster sessions, water safety training, golf, etc.
- A calendar of Town and National Events for which activities can be planned in advance e.g.

- Queens Platinum Jubilee celebrations 2022 … from Thursday 2nd June – Sunday 5th June, an extended bank holiday to celebrate Her Majesty's 70 years of service
- Burnham Week
- Carnival
- Art Trail in June, Art Exhibition August Bank Holiday week
- Dementia Awareness Week 15th May – 21st May 2022
- Harvest Festival
- Annual Town Meeting.
- ….and many more…….

Proposal

That Burnham-Town Council convene a Health and Well-being Working Group to address these issues,

- **Including in the first instance developing Terms of Reference and membership for Town Council Approval.**
- **Scoping the work and bringing an initial report to the Town Council**

Cllr M-A Munford 21/06/2021

For information, very supportive emails have been received from:
Emily Fallon Transformation and Commissioning Manager Mid Essex CCG and from
Simon King, ACTIVE ESSEX both of whom are happy to help us further once we have begun.