



## Clerks Report for Full Council Meeting June 2022

Agenda Item	Subject		Status
269	Stanway/Tollgate Link	<p>Planning Application - 212943 6/5/2022 – Upon dialled in advice and a thorough discussion, May 6<sup>th</sup> FC AGREED to instruct Ellisons to write a legal letter stating the right of way agreement needed amending, regardless of the Planning Application being granted by CBC Planning Committee – 06.2022 – <b>The Clerk is chasing Ellisons for an update and draft legal letter</b></p>	
CG 21/12 (No. 6)	Tollgate Links	<p>Clr Dundas &amp; the Clerk have written to CBC Planning to request a “permanent” right of way be a condition of the Tollgate Village II Application 211610. <b>Supporting papers have been provided by Tollgate Partnership – circulated CG 02.22). No reply has been received from JLG (via the Land Agent). 03.2022 - The Clerk will be reviewing the documents provided by TP ASAP and will report back to CGC – NO UPDATE June 2022</b></p>	
332	SPC & SVHMC MoU	<ul style="list-style-type: none"> <li>The Clerk has several templates from RCCE to consider with SVHMC for drafting an MoU to confirm the current verbal MoU. After confirming liability with SPC insurers, the Clerk has confirmed with SVHMC that all hirers using the field (unless for a large event), will hire through SVHMC and arrange for SPC’s disclaimer to be signed regarding liability. <b>SVHMC &amp; the Clerk have agreed a timeframe of Jan/Feb 2022 re this MOU – Clerk has now deferred until after AGM</b></li> <li>FC 01.22 agreed to costs up to £ 12,000 to repair drainage system re: Tollgate Carpark – CA will progress work.</li> <li>Tollgate hall WiFi: OpenReach can now install an overhead pole &amp; the Clerk has provided SVHMC with written permission</li> <li><b>03.2022 ALL future Community Centre projects will be provided to CBC S106 for consideration (refer FC 21.23 15, S106 Funding section in this report for future updates on project funding</b></li> <li><b>Bouncy Castle usage agreed on Playing field 1st June 2022 – had to be deferred by organisers but SPC to keep donation and hopefully set up for August x 4 dates in hols–27.06 The Clerk has emailed Essex Amusements to attempt to book August dates.</b></li> </ul>	
9.7.6	Emergency Planning	<p>EP Working Group report – to be revisited in July/August in association with new community centre. <b>This may be pushed back due to the inevitable delays with the new community centre</b></p>	
321 (FC)	Old Play Area as Car Park	<p>03.2022 CBC S106 Department have set aside circa £ 65,000 (as Clerk requested this be increased due to current inflation-AGEED BY CBC) available in S106 Leisure Category for this upgrade SPC will need to organise the contract formal tender process (bearing in mind prices are changing rapidly)</p>	

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		<p><b>05.2022 - Submitted planning application (221356) which has been rejected until scaled plans can be provided – 06.2022 The Clerk and SVHMC Secretary (T Baines) are progressing this</b></p>	
<p><b>19.27.11 (FC)</b></p>	<p>New Community Centre – Stanway Lakelands Centre</p>	<p><b>MAINTAINING LEASE</b> 05.2022 CG Agreed to Ellisons appointment – Budget of approx. £ 3500 costs agreed (as previous solicitor was inefficient) <b>SPC have repeatedly agreed that a lease will not be signed unless it confirms the TOUCAN crossing will be fully funded and installed with confirmed dates or the TOUCAN crossing has already been completed. CBC are aware but cannot provide timeframes at the moment or include in the lease as they do not own the Highway. The Clerk is reviewing this with Ellisons and will report back to CGC/FC. This “stalemate” is now jeopardising the OUTSIDE SPACE project</b> <b>THE COMPLETION TIMEFRAME HAS BEEN PUSHED BACK TO SEPT BUILD COMPLETION DUE TO DRAINAGE CONNECTION DELAYS WITH ESSEX HIGHWAYS</b> <b>SPC ARE REVIEWING THEIR BUDGETS AS MAY NOT BE IN A POSITION TO RENT OUT UNTIL JAN 2022 (due to snagging &amp; kitting out) – projected open date of possibly Jan 2022 (all subject to lease being signed as occupation cannot take place without it)</b></p> <p><b>ADDITIONAL PARKING BAY ALLOCATION</b> FC 02.022 agreed to accept 43/45 parking spaces and contribute up to £ 30,000 towards any additional costs. 14.03.22 0 Extra FC meeting, agreed to fund between £ 2500-5000 for a further 2 parking spaces, based on a further subsequently circulated design, bringing the total to 45 spaces (agreed £ 2,500 with CBC) <b>04.2022 Planning Application No. 220921 has been submitted by CBC – 06.2022 further delays due to additional information required re SUD's (Sustainable drainage systems) and reinforced grass due to objections from local residents re: loss of green space. Architects have added that lockable bollards with a sign stating the additional parking is for occasional overspill use only will be installed. Application will then be referred to CBC Planning Committee for a decision</b> <b>STANWAY COUNTRY PARK</b> behind the new centre is currently working on a master plan over the next 12 months, there’s money allocated to provide various sport and play equipment but there’s currently no plans for a visitor centre or café. The Clerk has contacted the Country Park rep to discuss what they are proposing (11.21 chased for reply). <b>02.03.22 CBC will contact the Parks Department for their latest plans and report back Clerk still chasing as this may affect our outside space plans re: playground</b></p> <p><b>OUTSIDE SPACE</b></p> <ul style="list-style-type: none"> <li>• Cllr Lesley Scott Boutell has confirmed she is looking into funding streams for the Petanque Court, which would cost £9000 approx to fund – the exact location has yet to be decided</li> <li>• 03.03.22 CBC and the Clerk met with a fully inclusive playground provider who will supply visuals and an idea on costs for developing the outside space</li> <li>• <b>Short Breaks have confirmed £ 126,800 is available for 2022/23 and the project must start before 31<sup>st</sup> March – CBC have confirmed S106 £ 168,000 (from Chitts Hill) is available for this project also – Total £ 294,800</b></li> <li>• <b>CBC have requested the tender and procurement be arranged by SPC and FC have agreed to the budget, but without a lease (re: Toucan delays) and forward funding (discussed 05.2022 CG &amp;FC meetings) SPC will be unable to comply with this request (Short Breaks have confirmed they can forward fund – email sent to CBC 26.06.2022 confirming this. CBC are setting up a meeting w/c 4<sup>th</sup> July 2022</b></li> </ul>	

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		<p><b>TOUCAN CROSSING</b> – Alison Fogg is overseeing this project- CBC are working hard to arrange the necessary funding and agreements with Essex Highways/ECC. This has been tied in with the drainage permissions. <b>06.2022- The Clerk is still waiting for confirmation of funding and dates for the TOUCAN work to commence from Amphora/CBC</b></p> <p><b>TOTEM SIGNAGE</b>  <b>The Design and build of the TOTEM has been decided with installation possibly September.</b>  <b>This may result in an outdoor event only to open the centre up. CBC would possibly not be able to provide insurance to cover any indoor event and SPC do not anticipate signing the lease by then so cannot provide cover. The event may therefore have to be pushed back to when SPC take over.</b>  <b>All public engagement has been completed and was very well received within the community</b></p> <p><b>STANWELL HUB</b>  10.03.22 – Working Party met -Stanwell Hub joined to discuss working out of the centre which the working party supported –  03.22 FC agreed to contracting StanWell 1 day a week to run community engagement in SLC eg., talks, community café, indoor market (any commercial stakeholders will be charged on a commercial footing).</p> <p><b>BUDGETARY CONCERNS – KIT OUT, RUNNING COSTS &amp; RENTAL INCOME</b>  03.22 FC agreed, No resident discounts would be given, charges would be per session, kitchen hire would be included in hall rates, discounts would be given to regular hirers and a partial sustaining business plan regarding hire income would be adopted.  <b>04.22 FC – the Clerk will continue looking at kit out, running costs and hire charges (based on a split between SPC contributing towards the running costs on a pro-rata area basis) – ONGOING 06.2022</b></p>	
<p><b>CG</b> <b>21/10</b></p>	<p>Footpath/Cycle Path enhancements</p>	<p><b>WINSTREE ROAD – 05.2022 – EH confirmed the footway works in Villa Road that were programmed for Easter, will now take place in Whitsun and Summer school holidays. The kerbing and carriageway resurfacing works etc in Winstree Road, are being re-arranged for the school summer holidays. This includes the overnight road closures as mentioned before. EH will arrange update letters to residents at the end of May</b></p> <p><b>Cllr Bentley has reconvened the Winstree Road Working Group Party, 15<sup>th</sup> July 2022 and has invited representatives from SPC – this will relate to speed hump removals/relocations and Zebra crossings etc.,.</b></p> <p><b>THE FOLLEY, Villa/Winstree Road</b>  01.2022 the Clerk wrote to residents and the letters were hand delivered – only Stanway School has responded stating they will ensure their area is cut back as necessary  02.2022 The Clerk will chase up quotes from contractors to retarmac and has made contact with Enover for grant funding  01.04.2022 – future working party meeting proposed – <b>Meeting was deferred - The Clerk will re-organise as time permits</b></p>	

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<p><b>GC 20/22 NO. 9</b></p>	<p>Transfer of ownership of SWG &amp; LLS Playgrounds</p>	<p>02.2022 – Land Transfer drafts have been sent from CBC to Ellisons            03.2022 - Searches have been ordered and a contamination report has been forwarded to Ellisons. CBC requested a copy of any maintenance record between SPC and CBC (neither party found this historical agreement)            05.22 Solicitors update – some searches still pending. CBC would not agree to repair SWG vehicle barrier as part of land transfer  <b>06.2022 – The Clerk is chasing for a conclusion to the land transfer (the CIF grant of £ 6000 can then be claimed re: the Park Upgrades</b></p>	
<p><b>FC 21/23 12</b></p>	<p>SWG and LLS Park Upgrades</p>	<p><b>Both Parks have been finished and SWG has been paid for. LLS invoice now received for payment at next CGC meeting. The Clerk has arranged a site meeting with Caloo (13<sup>th</sup> July) and has been seeking advice and guidance from experts and inspectors regarding the wetpour surface at SWG which had to be repaired as Caloo do not want to offer a guarantee against it happening again. The Deputy Clerk has advised of residents’ concerns regarding the lack of wetpour around the zip wire frame and possibly also padding. One suggestion is to have an independent assessment of the work completed @ £ 300 prior to release of payment.</b></p>	
<p><b>FC 21.23 15</b></p>	<p>S106 Funding</p>	<p>10.03.22 Further successful meeting with CBC S106 regarding current monies available to spend on projects and also future developer contributions over the next 5 years.            CBC have ringfenced circa £ 65,000 for Tollgate Carpark extension out of current Leisure S106 subject to planning permission            CBC have provided an update on projects they might fund from Jan FC Project List (updated with Healthwatch Survey feedback).            Clerk to organise inhouse meeting to review in relation to possible Enovert grant table &amp; other external funding  <u><b>Clerk to set up meeting with officers June/July to explore this further</b></u>  <b>The Clerk has advised CBC S106 of Pegasus Football’s desire for a home ground.</b></p>	