



Clerks Report for Full Council Jan 2022

Agenda Item	Subject		Status
269	Stanway/Toll-gate Link	<p>Affected by Drought Garden reappropriation</p> <p>22.06.21 - A positive, in principle response has been received to the pre-app the owners submitted to CBC. CBC welcome the widening of the footpath to 3m and have requested lighting and CCTV are installed and the walkway/cycle path is open 24/7. CBC have requested the design is amended as the dog leg nature is not suitable. The clerk advised SPC would like to be more involved in the planning of the link, particularly if we were to assist by maintaining/financing any part of this. Our bench can be retrieved when work commences</p> <p>SPC Planning Committee STRONGLY OBJECTED to Planning Application 212943</p> <p><i>CBC also advised that The Legal Right of Way (which has not and will not be adopted by ECC as a PROW), is a civil matter, so although planning department can grant planning, the agent may not be able to implement it without changing/replacing this agreement. 10.2021 - The Clerk has therefore written to Ellisons Solicitors who dealt with the original ROW registered at the Land Registry to ask how any amended ROW needs to be recorded (11 & 12.2021– chased for reply)</i></p> <p>11.01.22 – CBC Planning -advised of their concerns re: Planning Application 212943 ie., unsuitability of the footpath and the proposed parking as well as the design and have suggested a reduction in size and units. The applicant is reviewing the plans</p>	Yellow
CG 21/12 (No. 6)	Tollgate Links	<p>CLlr Dundas & the Clerk have written to CBC Planning to request a “permanent” right of way be a condition of the Tollgate Village II Application 211610. Planning have advised - There was little update from Essex Highways so they have raised the matter with the Applicant and as this wasn’t something that formed part of the previous approval they have asked the Applicant to confirm their intentions.</p> <p><i>Nov CG requested the Clerk write to the landowners of Applications 211610 and 212943 requesting a short meeting to understand their intentions regarding keeping the “link” open between out and new Stanway. 16.11.21 Director of Tollgate Partnership called in reply and stated they would have no intention of shutting the link so do not consider it necessary to change the permissive right to a permanent right.</i></p> <p>Supporting papers have been provided by Tollgate Partnership – circulated CG 02.22). No reply has been received from JLG (via the Land Agent).</p>	Red

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332	SPC & SVHMC MoU	<ul style="list-style-type: none"> • 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. <i>The Clerk will escalate this agreement due to a recent issue with a playing field hire. SVHMC & the Clerk have agreed a timeframe of Jan/Feb 2022 re this MOU</i> • An injury incurred on the playing field in September has been referred to our public liability insurers – • <i>SV advised that they have been contacted and a meeting with loss adjusters has been requested at the playing field 25.11.21 – SV will keep us posted with any new communications</i> • <i>UPDATE FROM SVHMC</i> • 05.11.21 - SVHMC have paid for the carpark drains to be inspected and over 12 bags of silt have been removed Drain B's soakaway has collapsed, all 4 others tested were OK. A full report with cost options has been presented to CA, 11.2021 meeting – A porosity test SPC organised was sent to the contractors - this has affected the quotation from the only contractor who provided a price (out of the 5 contacted). CA 01.2022 meeting proposed to seek a virement from FC 01.22 to cover new soakaway explorations and replacement/repairs. • <i>Tollgate hall WiFi: DELAYED AGAIN as the cost has prohibitively increased as BT Open Reach are now stating cabling must go underground. SVHMC will update SPC further when they have explored all technical/logistical avenues.</i> • CBC are requesting information on S016 funding projects by Feb 2022 – CG to consider and propose to FC • Top 5 refurbishment projects to be considered when a clearer picture is known of SVHMC ability to fund or obtain grants (taken from SVHMC January 2022 meeting): <ul style="list-style-type: none"> • Victory Hall upgrade of hearing loops, addition of PA systems and projectors plus screens • Tollgate Hall upgrade of hearing loops, addition of PA systems and projectors plus screens • Tollgate Hall replacement ceiling • Tollgate Hall interior doors • Tollgate Hall replacement of toilets and wash basins 	
9.7.6	Emergency Planning	EP Working Group report – to be revisited in July/August in association with new community centre. This may be pushed back due to the inevitable delays with the new community centre	
321 (FC)	Old Play Area as Car Park	Survey to be completed – to be reviewed and prioritised in accordance with future expected legal budgetary constraints. Clerk has spoken with SVHMC at their May Committee Meeting to request they spearhead the sourcing of grants, either through SVHMC or SPC, to progress this project. SPC will support SVHMC in this process – As Cllr Baines has advised that lots of big events will be taking place in the Community Centre, the Clerk will review this ASAP. CG are considering this project in relation 2022/23 budget – CG Meeting, 01.22.21 – discussed 2 prices - It was agreed the prices need to be revised to a smaller area - The Clerk has contacted the contractors. CBC Planning department will need to be consulted, along with Sports England. CG will review the prices and organise a formal tender process if necessary along with grant sourcing/PWL options for FC to consider	

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<p>19.27.11 (FC)</p>	<p>New Community Centre</p>	<p>The Clerk has confirmed our solicitors, Fisher Jones Greenwood LLP Solicitors, to deal the lease – they have requested a current valuation of the property once build. . CBC plans have been approved by Planning - https://www.colchester.gov.uk/planning-app-details/?id=38760749-8f97-eb11-b1ac-0022489c7650#ValidationSummaryEntityFormView -</p> <p>THE TIMEFRAME IS OCT 2021 START WITH JULY 2022 FINISH (MAYBE EVEN SOONER!)</p> <p>FC 11.21 - AGENDA ITEM 14 – decide on new community centre organisation structure.</p> <p>25.11.21 Clerk has provided a breakdown of current costings and building schedule</p> <p>01.22 CG discussed the lack of parking spaces (24 in total) which has reduced from the first approved, application (Oct 2020 201365)of (42 places) to the subsequent proposed planning app 210935, which then resulted in the approved planning application of 24 spaces. The Clerk advised CBC/Amphora during an update meeting 01.22 that more spaces were required (up to 60) and the toucan crossing was also a concern so SPC may want to stipulate that both requirements are met before accepting the lease (SPC letter to Cllr Bentley 2020 confirms this)– Refer FC Agenda Jan 2022 as FC need to advise CBC/Amphora on their decision ASAP. CBC 24.01.22 advised that a total of 30 spaces could be accommodated in the current plan, without delay or cost to SPC (not sure if these are all overflow spaces). To seek any further spaces would require planning permission and could hold up the build & will result in additional build costs & also possible delays and consequential costs</p> <p>Stanway Country Park 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).</p> <p>There is 168K from S106 funds in reserves from Chitts Hill development (for Stage 2 – outside space of Community Centre build – original plan was a MUGA – Petanque Court would cost £ 9000 approx to fund</p> <p>FC decided at Sept meeting not to contribute to the meeting/police room’s separate wash facility at a cost of approx. £5,500.</p> <p>TOUCAN CROSSING – Alison Fogg is overseeing this project- At the Clerk’s request, Cllr Bentley has organised another stakeholder meeting 28.01,22, which will include O&H re: the deed of variation required.</p> <p>Meeting with stakeholders 9th Sept was very successful as ECC will hand over the project to CBC, who should be able to complete it in time for the opening. Highways are now supportive of this crossing due to a change in legislation</p> <p><i>15.11.21 Essex Highways have confirmed O&H Developers are considering the deed of variation request regarding £ 118,000 S106 funds to transfer to this project. Cllr Bentley has yet to confirm the remainder of the project can be forward funded by ECC. The Design costs are looking more like @ £ 50,000 now</i></p> <p>01.22 – Named agreed as Stanway Lakelands Centre</p> <p>11.2021 - The Totem Signage contractor has been decided up – Contractor will be carrying out community engagement events at schools – Clerk has advised that Cllrs may wish to get involved and attend – The Clerk & DC had a progress meeting with the designer and CBC 6th Jan 2022 – There will be public engagement now in Spring with schools and community walks and workshops. 01.22 The contractor’s social media campaign is now live - which SPC can use after to promote the centre.</p> <p><i>11.2021 FC – Agreed to set up a WORKING PARTY to deal with the process of taking over, equipping, maintaining and running the centre. All suggestions will be fed back to Full Council for decisions, including what responsibilities currently lie with individual committees. Cllrs Chambers, Jordon, J Norton, Spademan and Williams agreed to be part of the Working Party – Working Party Met 12.21 and are due to meet in Feb 2022 to organise TASK AND FINISH projects to follow up. The working party also</i></p>
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		<p>attended 17.01.21 with CBC for an overall update on the project. The Clerk has attended a meeting with reps from St Albrights about community</p> <p>Engagement with running the centre. StanWell project would like to use the facility FOC, or at a very discounted rate for 1-2 days, set up a café and run this community project from the Community Centre. The Working Party needs to propose financial models for expected income and factor this in for consideration.</p> <p><i>30.11.21 – The Clerk and Cllrs Chambers and J Norton attended a site visit and are pleased to report progress is on track and the site manager does not envisage anything hampering the build (as their supplies are in place), apart from inclement weather.</i></p> <p>The steels for the second floor are in place. The build is on track for 01.07.2022 completion with snagging to follow and SPC kitting out – projected open date of September 2022</p>	
20.15.07 (FC)	Review of SO's/Fin Regs	<p>Corporate Governance Review – Ongoing – Stage 3 – The Budget is underway and CGC have stated the CG Review is working well. CG agreed to review budgets bi-annually to ensure compliance.</p> <p>Financial Regs were ADOPTED at FC 10.21.</p> <p>FC - 11.21 –Standing Orders were adopted at suggestion of Internal Auditor</p> <p>Stage 4 will continue after the budget process has been completed in 01.2022</p>	
20.24 (FC)	Virtual/F2F Meetings	<p>Meetings have returned to F2F Meetings (in Victory Hall until 20th June and back in the Committee Room for Committee Meetings thereafter). The Clerk will see if an audio stream of the meetings can be set up ASAP (possibly FC 24.06.21) The Clerk has not been able to progress this as yet – but will be looking at providing a hybrid platform – 10.2021 - The Clerk proposes to deal with this urgently – either to provide audio or video recordings of meetings in light of recent committee meetings – this will be for inhouse distribution to start with 11.21 – Saint IT has set this up for Committee Room and will look into whether our current PA system will work for recording FC meetings</p> <p><i>Meetings are being recorded successfully in both Victory and Committee Room, currently for distribution to Councillors. The Clerk will establish how to transfer these Teams Recordings to our website for the public</i></p>	
20.18.9 (FC)	Street Light Project	<p>The Clerk has spoken to Colchester Borough Homes regarding the survey carried out in Spring 2020. As a lot of the lights are on telegraph poles, CBH felt asking to replace them could potentially result in SPC being asked to remove them entirely and CBC also indicated that the “piecemeal” ownership SPC have is fairly unique seeing as virtually all the streetlights are on Highways adopted land. CG have been updated and are in agreement with the Clerk that another possible avenue to explore is ECC re-acquiring most/all of the streetlights. The Clerk is looking into this with assistance from Cllr Bentley and fact finding with other councils to see if they have had similar dealings. The integrity of the poles and wiring prompted a survey by SPC in Spring 2020. Feedback from other PC's so far - (eg., Tiptree/Lambourne/Great Horkesley) – they all use A&J (as do we) to replace bulbs with LED ones as and when they break down – Tiptree also have a phased plan to replace a few bulbs each year and Great Horkesley have used A&J to replace a metal pole also – The Clerk has contacted A&J to discuss this in more detail. SPC currently replace LEDs were feasible too on the basis of when each light requires repairs. costs (other PC's have advised in the region of £ 500 per lamp to convert to LED. Clerk had meeting with Keith Tovee from Essex Highways 23.06.21 – the clerk will report back to CG</p>	

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		<p>regarding the electrical and structural status of the lights tested by Colchester Borough Homes and organise a quote for any remaining lights that require testing (if applicable). CG will then suggest a programme of works to upgrade/replace. ECC will definitely not consider taking back the lights. The Clerk will be collating a full report from the various reports provided to date which will be discussed by CG with a view to the best course of action regarding replacements/repairs – in conjunction with perhaps pursuing a public works loan. CGC advised 10.2021 that this project would be put on the back burner for approx. 2 years due to the new community centre. A&J Lighting advised 26.10 that costs will be held at previous years prices, the annual maintenance check of all lights is scheduled for Nov 2021 and 19 lights are now LEDS</p> <p>02.2022 - CAC are looking at their budget in relation to a more strategic roll out of LED upgrades</p> <p>12.2021 – The Clerk is looking at our electricity bills in relation to current charges and reductions re: LEDs</p>	
<p>CG 21/10</p>	<p>Footpath/Cycle Path enhancements</p>	<p>Sustrans 2 year consultation about Winstree Road has resulted in the Tollgate Carpark/Villa Road footpath being widened. <i>The bollards along the left side towards Villa Road are no longer in situ – the Clerk has written to the neighbouring resident confirming SPC ownership. AT CGC request, EH confirmed they had laid grass seed in the verges, so SPC will monitor & replant. Next update scheduled Easter school Holidays on Villa Road-outside the Indian restaurant the footway is to be widened, where it narrows at the end of the layby adjacent to the warning sign. Some localised traffic restrictions will be needed – possibly by 2-way traffic lights. EH will look to undertake this work in conjunction with the footway widening along Winstree Road.</i></p> <p><i>Future works beyond this will be dependent on advertising/consultation exercises we need to undertake, as they relate to speed hump removals/relocations and Zebra crossings.</i></p> <p>10.21 - FC enquired if the Folly could also be a cycle path, but PROW Officer has advised it is not wide enough (must be min of 3m (ideally 4m) for shared path/cycle path).</p> <p>16.11.21 – after Sustainable Travel Dept, ECC – have confirmed they will not consider enhancing the Folly, SPC had a site meeting with Cllr Scott-Bouttell, and landscaping specialists 17.12.21 - a Project Group has been set up to propose how to sure up and border the verges and coordinate funding (The Clerk has contacted Enover who have confirmed funding can be sought – the next deadlines are 19th March & 25th June 2022</p> <p>12.21 CG agreed to allocate the Footpath reserve for a surface and verge clearance. Dines carried this out 22.12.21 @ £ 350. There has been a lot of positive SM feed back concerning this</p> <p>18.01.22 Cllr Scott-Bouttell has meet with the Rangers to organise a cut back</p> <p><i>The Clerk has requested quotes to re-tarmac the footpath for funding applications.</i></p> <p><i>The Clerk has been advised a new Essex Highways PROW officer will be taking over Jan 2022 so the Clerk will liaise accordingly regarding her request for residents to be asked to cut back their overhanging vegetation and in the meantime the Clerk and Cllr Baines will contact these residents to advise them of our proposed project to upgrade the Folly in Spring/Summer 2022 subject to successful funding application – letters to be hand delivered 02.22</i></p>	

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GC 20/22 NO. 9	Transfer of ownership of SWG & LLS Playgrounds	<p><i>10.21 FC – Cllr Dundas will request CBC re-word any future and retrospective CBC press releases/information concerning the “disposal” to include reference to the “transfer of ownership” of both Lucy Lane South and Silver Witch Green play areas to SPC to avoid confusion</i></p> <p><i>NO FURTHER UPDATE – Clerk has chased solicitors and CBC re: leases (Nov and December – no reply has been received as yet!)</i></p> <p>01.22 - The Clerk has finally received an update from Ellisons and CBC – so the lease will hopefully be resolved ASAP</p> <p>01.22 -CBC Parks and Recreation have been advised that SPC are permitting use of SWG by Lexdon School for an Easter Extravaganza</p>	
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