



Clerks Report for Full Council Meeting March 2022

Agenda Item	Subject		Status
269	Stanway/Tollgate 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.</p> <p><i>SPC Planning Committee STRONGLY OBJECTED to Planning Application 212943</i></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><i>28.02.22 - Revised plans re 212943 have been received by SPC Planning Committee for comment (these are the same as the plans circulated to councillors beginning of February (refer https://www.colchester.gov.uk/wampd/?id=212943))</i></p> <p><i>11.02.22 – The Clerk discussed revised plans with CBC Planning who confirmed were much more in keeping with their requests</i></p> <p><i>SPC March Planning Committee STRONGLY objected to the revised plans, alongside Essex Highways</i></p> <p><i>02.22 The land agents confirmed they clear the area every two weeks but would appreciate SPC letting them know of any debris/litter build up in between</i></p> <p><i>19.02.22 – A tree which can come in the storms was removed by Homebase immediately</i></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 EH so they have raised the matter with the Applicant & 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>	Red

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		<p>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</p>	
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> • Tollgate Carpark Drains - CA 01.2022 meeting proposed to seek virement from FC. • FC 01.22 agreed to costs up to £ 12,000 to repair drainage system re: Tollgate Carpark – CA will progress work. • 03.2022 CA have organised a further porosity test and are awaiting any changes to costs as a result of this test • Tollgate hall WiFi: OpenReach can now install an overhead pole and the Clerk has provided written permission to SVHMC so this project should be concluded shortly. • <i>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):</i> <ul style="list-style-type: none"> • <i>Victory Hall upgrade of hearing loops, addition of PA systems and projectors plus screens</i> • <i>Tollgate Hall upgrade of hearing loops, addition of PA systems and projectors plus screens</i> • <i>Tollgate Hall replacement ceiling</i> • <i>Tollgate Hall interior doors</i> • <i>Tollgate Hall replacement of toilets and wash basins</i> • 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 • <i>Bouncy Castle usage agreed on Playing field 2nd June 2022 – The company will hire the changing rooms from SVHMC and make a donation to SPC CS for use of the area eg., painting of Jubilee Bus Shelter – colours to be approved. The Clerk will look into conditions regarding independent usage/hire</i> 	
9.7.6	Emergency Planning	<p>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</p>	
321 (FC)	Old Play Area as Car Park	<p>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, 12.21 – discussed 2 prices - It was agreed the prices need to be revised to a smaller area -The Clerk has contacted the contractors and 2 x revised prices based on 510m2 area have been received (circa £ 51 - 54,000)</p>	

Stanway Parish Council

		<p>02.03.22 CBC Planning advised a Planning Application will be required as not permissible under permitted development rights.</p> <p>03.2022 CBC S106 Department have set aside circa £ 55,000 available in S106 Leisure Category for this upgrade and confirmed SPC will need to organise the contract. The Clerk will therefore request assistance from SVHMC in submitting a Planning Application ASAP and organise a formal tender process (bearing in mind prices are changing rapidly)</p>	
<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 The build is on track for 01.07.2022 completion with snagging to follow and SPC kitting out – projected open date of September 2022 (NB: parking issues may push this back)</p> <p>01.22 – Named agreed as Stanway Lakelands Centre</p> <p>PARKING BAY ALLOCATION</p> <p>FC 01.2022 meeting agreed that SPC would not take on Stanway Lakelands Centre without considerably more parking spaces (requested in the region of 50-60) and also installation of fully functioning crossing.</p> <p>02.22 – meetings with CBC have taken place and CBC can provide a maximum of 45 spaces</p> <p>FC 02.022 agreed to accept 43/45 parking spaces and contribute up to £ 30,000 towards any additional costs.</p> <p>The Clerk and Cllr Dundas met relevant CBC stakeholders 07/03/2022 to try to resolve the parking plan and costs and emphasis what SPC are prepared to commit and accept. As a result, revised plans were submitted, but Essex Highways did not approve. (Unfortunately, it was also confirmed that turning circle for offloading to the kitchen could not be accommodated, due to position at the front of the building).</p> <p>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.</p> <p>The clerk has confirmed this to CBC who are now organising a further Planning Application (NB: all changes to parking space allocation are still subject to CBC Planning permission).</p> <p>This planning application and drainage issues on site may set the expected completed back slightly – TBC by CBC</p> <p>CBC Cllr Dundas and Clerk were involved in a CBC blog to advertise SLC – audio to be provided upon release</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). 02.03.22 CBC will contact the Parks Department for their latest plans and report back</p> <p>OUTSIDE SPACE - 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 – 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.</p> <p>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. Short Breaks (not Changing Places) and matched S106 funding of up to £ 200,000 will be sought for this venture. 03.2022 FC are to decide if they wish to proceed with this project</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>	

Stanway Parish Council

		<p>TOUCAN CROSSING – Alison Fogg is overseeing this project- Further stakeholder meeting 28.01,22 was successful as O&H agreed to the deed of variation @ £ 118K and also that future S106 should be set aside for this crossing. Cllr Bentley needs to get ECC confirmation of forward funding the shortfall. CBC have confirmed SPC will not be expected to take over the lease until the Toucan crossing is operational. <i>The Design costs are looking more like @ £ 50,000 now</i></p> <p>TOTEM SIGNAGE</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 has bi-weekly progress meetings with the designer and CBC – 02.2022 A FREE activity pack has been advertised around the community re: public engagement and community walks and school visits are being organised for Spring. 01.22 The contractor’s social media campaign is now live - which SPC can use after to promote the centre – <i>it is proving very successful (especially the engagement via Facebook) – links are:-</i></p> <p>http://www.thepublicartcompany.co.uk/totem/ https://www.instagram.com/stanwaytotem/ https://twitter.com/StanwayTotem https://www.facebook.com/StanwayTotem</p> <p>03.2022 – WALKSHOPS have been organised with Lakelands and Stanway Primary school and set up for senior and families – Dates to be confirmed with advertising material to be circulated</p> <p><i>Working Party Met 12.21, attended 17.01.21 with CBC for an overall update on the project & met Feb 2022 to organise TASK AND FINISH projects to follow up. The Clerk has attended a meeting with reps from St Albrights about community engagement with running the centre.</i></p> <p>10.03.22 – Working Party met -Stanwell Hub joined to discuss working out of the centre which the working party supported - it was agreed that Stanwell would present to FC 03.2022 with an outline on this joint project of using SLC FOC or at a very discounted rate for 1 day per week, where they would set up a café and perhaps once a month run an indoor cottage/craft market (which would be a commercial enterprise)</p> <p>03.22 FC – the Clerk will propose financial models for expected income and expenditure, including hire out rates and separate conditions for parishioners/non parishioners</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.</i></p> <p>01.22 – EH confirmed - Next update scheduled Easter school Holidays on Villa Road-widening the footway outside the Indian restaurant, where it narrows (end of the layby adjacent to the warning sign). Some localised traffic restrictions will be needed (maybe) 2-way traffic lights. EH will look to undertake this work in conjunction with footway widening along Winstree Road. 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. 03.2022 The Clerk has chased EH for an update re Easter upgrades</p>	

Stanway Parish Council

		<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 deadline is 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>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</p> <p>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</p> <p>02.2022 The Clerk will chase up quotes from contractors to retarmac and has made contact with Enover for grant funding</p> <p>01.04.2022 – future working party meeting proposed</p>	
<p>GC 20/22 NO. 9</p>	<p>Transfer of ownership of SWG & LLS Playgrounds</p>	<p>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</p> <p>NO FURTHER UPDATE – Clerk has chased solicitors and CBC re: leases (Nov and December – no reply has been received as yet!)</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> <p>02.022 – Land Transfer drafts have been sent from CBC to Ellisons – the clerk has chased to conclude this (in part due to the Enover agreement needing to be changed to a tri-agreement if it is not organised shortly)-</p> <p>03.22 - CG agreed to Ellisons costs and all proposed searches The Clerk has issued instruction</p> <p>03.22 – FC Item 17 – Re: Grants – SPC to agree to future fund until tri-agreement is in place (Enover) and SPC are legal landowners (CIF)</p>	
<p>FC 21/23 12</p>	<p>SWG and LLS Park Upgrades</p>	<p>FC 01.2022 – awarded contract to Caloo for both parks and appointed the Clerk and Chair as signatories for the grants received from Enover (2 other smaller grants from Hyperlocal and CIF have already been received)</p> <p>02.22 FC agreed to spider web and not to enclose additional equipment outside of current playground. Signs will be installed stating owners are to keep dogs under control</p> <p>07.03.2022 – Site visit carried out with Caloo Installation Manager</p> <p>03.22 agreed Signage to be ordered mentioning grant providers and also park addresses and emergency contact numbers</p> <p>03.22 - CA agreed to add disabled access gate for SWG</p>	

Stanway Parish Council

		<p>Final draft with slightly different positioning of zip wire and spider web to be agreed so as to avoid boggy area</p> <p>Clerk requested CBC cut back overhanging tree on LLS and also provide key for access to road behind pollard</p> <p>Work to commence 19th April 2022 with each park taking 2 weeks each (running consecutively)</p> <p>07.03.22 Site visit taking place with Caloo and Councillors and Officers</p>	
FC 21.23 15	S106 Funding	<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.</p> <p>CBC have ringfenced circa £ 55,000 for Tollgate Carpark extension out of current Leisure S106 subject to planning permission</p> <p>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 & other external funding</p>	