



## Clerks Report for Full Council AGM Meeting May 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.</p> <p>SPC Planning Committee <b>STRONGLY OBJECTED</b> 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 &amp; 12.2021– chased for reply)</i></p> <p>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 <a href="https://www.colchester.gov.uk/wampd/?id=212943">https://www.colchester.gov.uk/wampd/?id=212943</a>))</p> <p>11.02.22 – The Clerk discussed revised plans with CBC Planning who confirmed were much more in keeping with their requests</p> <p><b>SPC March Planning Committee STRONGLY objected to the revised plans, alongside Essex Highways</b></p> <p><b><u>28.04.22 – Planning Application to be reviewed at CBC Planning Committee Meeting – all 3 Ward Councillors “called in” the application but CBC Planning and proposing an approval. SPC Planning Chair may attend to speak on SPC behalf – RESULT – CBC Planning Committee passed the planning application as is</u></b></p> <p>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</p> <p>19.02.22 – A tree which can come in the storms was removed by Homebase immediately</p> <p><b><u>6/5/2022 – Upon dialled in advice and a through discussion, 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</u></b></p>	
CG 21/12 (No. 6)	Tollgate Links	<p>Cllr 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. Planning have advised -There was little update from EH so they have raised the matter with the Applicant &amp; as this wasn’t something that formed part of the previous approval they have asked the Applicant to confirm their intentions.</p>	

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		<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><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</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. <i>The Clerk will escalate this agreement due to a recent issue with a playing field hire. <b>SVHMC &amp; the Clerk have agreed a timeframe of Jan/Feb 2022 re this MOU – Clerk has now deferred until after AGM</b></i></li> <li>• An injury incurred on the playing field in September has been referred to our public liability insurers –</li> <li>• <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></li> <li>• <i>UPDATE FROM SVHMC</i></li> <li>• <b>Tollgate Carpark Drains - CA 01.2022 meeting proposed to seek virement from FC.</b></li> <li>• <b>FC 01.22 agreed to costs up to £ 12,000 to repair drainage system re: Tollgate Carpark – CA will progress work.</b></li> <li>• <b>03.2022 CA have organised a further porosity test and are awaiting any changes to costs as a result of this test – <u>CA/SVHMC to provide an update after meeting with drains specialists</u></b></li> <li>• <i>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></li> <li>• <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"> <li>• <i>Victory Hall upgrade of hearing loops, addition of PA systems and projectors plus screens</i></li> <li>• <i>Tollgate Hall upgrade of hearing loops, addition of PA systems and projectors plus screens</i></li> <li>• <i>Tollgate Hall replacement ceiling</i></li> <li>• <i>Tollgate Hall interior doors</i></li> <li>• <i>Tollgate Hall replacement of toilets and wash basins</i></li> </ul> </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> </ul> <p><b><i>Bouncy Castle usage agreed on Playing field 1st June 2022 – <u>had to be deferred by organisers but SPC to keep donation and hopefully set up for August x 4 dates in hols</u>– Essex Amusements will hire the changing rooms from SVHMC and have made a donation to SPC CS @ £ 100 for use of the area. The Jubilee Bus Shelter Jubilee colours have been approved as purple and silver (official paint codes noted) – the shelter will remain these colours for a maximum of 1 year. The current dedication will be re-sign written and possibly protected behind Perspex and a new plaque added in commemoration of the Platinum Jubilee to be approved.</i></b></p>	

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9.7.6	Emergency Planning	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>	
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. <b>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)</b></p> <p><b>02.03.22 CBC Planning advised a Planning Application will be required as not permissible under permitted development rights. SPC Planning Application to be submitted by end of April with supporting documents and plans.</b></p> <p><b>03.2022 CBC S106 Department have set aside <u>circa £ 65,000 (as Clerk requested this be increased due to current inflation- AGEED BY CBC)</u> available in S106 Leisure Category for this upgrade and confirmed</b></p> <p><b>SPC will need to organise the contract formal tender process (bearing in mind prices are changing rapidly)</b></p> <p><b><u>05.2022 - Submitted planning application which has been rejected until scaled plans can be provided – Clerk has spoken to SVHMC Secretary (T Baines) to assist in progressing this</u></b></p>	
19.27.11 (FC)	New Community Centre	<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 - <a href="https://www.colchester.gov.uk/planning-app-details/?id=38760749-8f97-eb11-b1ac-0022489c7650#ValidationSummaryEntityFormView">https://www.colchester.gov.uk/planning-app-details/?id=38760749-8f97-eb11-b1ac-0022489c7650#ValidationSummaryEntityFormView</a> - <b>04.2022 The Clerk will propose to CGC that Ellisons are appointed as FJG's service has been completely unsatisfactory and non-existent – 05.2022 CG Agreed to Ellisons appointment – Budget of approx. £ 3500 costs agreed</b></p> <p><b><u>THE TIMEFRAME HAS BEEN PUSHED BACK TO SEPT BUILD COMPLETION SO SPC MAY NOT BE IN A POSITION TO RENT OUT UNTIL JAN 2022 DUE TO DRAINAGE CONNECTION DELAYS WITH ESSEX HIGHWAYS</u> completion with snagging to follow and SPC kitting out – projected open date of Dec/Jan 2022</b></p> <p><b>01.22 – Named agreed as Stanway Lakelands Centre</b></p> <p><b>PARKING BAY ALLOCATION</b></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><b>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.</b></p>	

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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). **04.2022 Planning Application No. 220921 has been submitted by CBC – result expected by 31<sup>st</sup> May 2022. SPC Planning have supported it** This planning application and drainage issues on site may set the expected completed back slightly – TBC by CBC

CBC Cllr Dundas and Clerk were involved in a CBC blog to advertise SLC – audio to be provided upon release

**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** Clerk still chasing as this may affect our outside space plans re: playground

**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.

**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. 04.2022 – SPC FC to agree to the budget–May AGM–FC to agree to further potential £93,000 for park area – then SPC to arrange tender process**

FC decided at Sept meeting not to contribute to the meeting/police room's separate wash facility at a cost of approx. £5,500.

**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. *The Design costs are looking more like @ £ 50,000 now*

**22.04.22 Cllr Bentley to organise another stakeholder meeting ASAP to find out progress re: logistics, finances and design**

**TOTEM SIGNAGE** – CBC have advised everything is in hand and due to the delay on the build completion this should not be a concern. It will also be written in to the lease as a condition.

**May 2022 – Weekly updates regarding SLC are being received from CBC and will be forwarded to all Councillors for info**

Bi-weekly progress meetings with the designer and CBC are continuing – Clerk is awaiting an update from the Walkshops carried out during Easter Break. **All public engagement has been completed – Stanway School cancelled at the last minute – all WALKSHOPS were well received. The Design for the totem will be decided shortly – this is just being considered cost and structurally–** 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 – *it is proving very successful (especially the engagement via Facebook) – links are:-*

<http://www.thepublicartcompany.co.uk/totem/>

<https://www.instagram.com/stanwaytotem/>

<https://twitter.com/StanwayTotem>

<https://www.facebook.com/StanwayTotem>

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		<p><b>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</b></p> <p><i>Working Party Met 12.21, attended 17.01.21 with CBC for an overall update on the project &amp; 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><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).</b></p> <p><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. 04.22 FC – the Clerk will continue looking at a hire charges based on a split between SPC contributing towards the running costs on a pro-rata area basis – The Clerk will report back to CG and the Working Group to review before submitting to FC. Overheads and start up costs are also being reviewed and will be reported back to CG and the Working Group</b></p> <p><b>The Clerk has a site meeting organised for 3<sup>rd</sup> May 2022 to understand the spaces, inside and out more fully</b></p> <p><b><u>June 2022 – Clerk to come back with further ideas on overhead costs and hire out charges and organise a site meeting for the Working Group. 05.2022 - Clerk had a meeting with CBC commercial division for wi-fi operations – awaiting quote. Clerk waiting for confirmation of what areas CBC are applying the hearing loop too and what number of EV charging points CBC Planning dictate are required (CBC have confirmed they will organise)</u></b></p> <p><b><u>CG requested price for branded signage design for SLC (there will be 2 x independent signs in the grounds)</u></b></p> <p><b><u>CBC advised that perimeter fencing is SPC's responsibility but SPC could perhaps apply for S106 funding to provide better fencing that what is being provided (already in existence)</u></b></p>	
<p><b>CG 21/10</b></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 &amp; replant.</i></p> <p><b>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 – 03.22 FC Cllr Dundas confirmed these were still planned. 04.2022 The Clerk will ask about Summer upgrades <u>This update did not happen in the end, so due to take place May ½ term &amp; further work scheduled Summer school hols (further info to follow)</u></b></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>	

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		<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 (<b>The Clerk has contacted Enover who have confirmed funding can be sought – the next deadline is 25<sup>th</sup> June 2022</b>)</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><b>01.04.2022 – future working party meeting proposed – Meeting was deferred the Clerk will re-organise</b></p>	
<p><b>GC 20/22 NO. 9</b></p>	<p>Transfer of ownership of SWG &amp; 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><b>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)-</b></p> <p><b>03.22 - CG agreed to Ellisons costs and all proposed searches The Clerk has issued instruction – searches are underway and a contamination report has been forwarded to Ellisons. CBC have requested a copy of any maintenance agreement between SPC and CBC – both parties are looking for this via their solicitors – 05.22 Solicitors update – some searches still pending. CA have asked for SWG vehicle barrier to be repaired/replaced prior to land registry ownership – awaiting reply from CBC</b></p> <p><b>03.22 – FC Item 17 – Re: Grants – SPC agreed to future fund until tri-agreement is in place (Enover) and SPC are legal landowners (CIF)</b></p>	
<p><b>FC 21/23 12</b></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><b>07.03.2022 – Site visit carried out with Caloo Installation Manager</b></p> <p><b>03.22 agreed Signage to be ordered mentioning grant providers and also park addresses and emergency contact numbers</b></p>	



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		<p>03.22 - CA agreed to add disabled access gate for SWG          Final draft with slightly different positioning of zip wire and spider web to be agreed so as to avoid boggy area          Clerk requested CBC cut back overhanging tree on LLS and also provide key for access to road behind pollard          Work to commence 19<sup>th</sup> April 2022 with each park taking 2 weeks each (running consecutively)          07.03.22 Site visit taking place with Caloo and Councillors and Officers  <b>04.2022 Caloo have pushed back on the start on SWG twice, the schedule is now:-</b>          Silver Witch Green: Installation dates are 03.5.2022 – 11.05.2022, Wetpour dates are 12.05.2022 – 17.05.2022          Lucy Lane South: Installation dates are 12.05.2022 – 26.05.2022, Wetpour dates are 27.05.2022 – 02.06.2022          This has been advertised to residents  <u>05.2022 – 6<sup>th</sup> May FC agreed to extra spend circa £ 4100 on foundations at SWG and LLS and subsequently at Caloo’s recommendation Chair, CG Chair and Clerk agreed to have all branches removed from the pollarded tree. CA to organise something remaining stump (table etc.) – Perhaps ask during SWG Jubilee Event</u>  <u>Completion dates have changed slightly due to what was discovered upon clearing the current floor coverings</u>  <u>05.22 Caloo will recover the adult gym service foc with a tighter set version of the product as it has crumpled in places (this will be done when applying the wetpour at SWG</u></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>Clerk to set up meeting with officers June/July to explore this further</u></p>	