



**MINUTES OF BOWERS GIFFORD AND NORTH BENFLEET  
PARISH COUNCIL MEETING  
HELD ON WEDNESDAY 27<sup>th</sup> SEPTEMBER 2023.**

**PRESENT:**

<b>Councillors:</b>	B. Foster: C. Morris: T. Potter:
<b>Ward Councillor/s:</b>	Cllr. Craig Rimmer (Pitsea South - East Ward)
<b>Parish Council Clerk/RFO:</b>	Mrs Christine Barlow
<b>Public attendance:</b>	8

**57/23 Apologies for absence:** Parish Councillor Susan Moore: Essex County Councillor Aidan McGurran:

**58/23 Declarations of Member's interest:** To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

No declarations received.

**59/23 Basildon Council Recycling & Waste collection changes:** To update on Basildon Council changes to waste and recycling collections:  
Guest speaker - Charlie Baggelly, Service Modernisation Manager, Basildon Borough Council

Charlie Baggelly, Basildon Council Project Manager for the new collection service, was introduced. He explained the reasons behind the changes to the waste collection services within the Borough and explained the legislation passed by the Government's Environmental Act Waste Legislation Policy. The new containers were currently being distributed across the Borough and the service would commence in November. A black bin will be delivered and used for non-recyclable material and collected fortnightly. (Black sacks will no longer be issued to residents to encourage more recycling)

Two durable sacks of 500 grams each will also be delivered (one for cans and plastics: one for cartons, card, and paper) these sacks will be collected weekly. Additional sacks are free if required (Pinks sacks will no longer be provided to residents by Basildon Council). It was suggested that residents place an identify mark on each of their own new sacks. This service will be collected weekly alongside food waste.

An external company, Essex Textiles, will collect all Textiles. These can be

put out in the bags the company will provide with the recycling.

There will be an information service rolled out by Basildon Council to accompany the new service.

In addition to the above five items can also be collected under Basildon Council's Bulky Waste Scheme. This service is not free but will cost £30.00. Currently the Crunch Service is not being operated.

Charlie was thanked for attending the meeting.

**60/23 Public Forum:** Residents have the opportunity to raise questions of a general nature. (The time allowed for this item is 15 minutes)

A resident asked if the hedge from Kelly Road to the London Road could be pruned. The meeting was advised that this hedge was pruned away from the pavement at the beginning of September by the Parish Council's own staff member but unfortunately it had not been possible to prune the higher branches. The shrubs are not the responsibility of Basildon Council, and they will not prune this section of Pound Lane. Councillor Rimmer offered to make enquiries, on behalf of the Parish Council, to see if the Council's Pride Team will cut the higher branches.

**61/23 Minutes of Parish Council meeting held on 27<sup>th</sup> September 2023:** To approve the minutes of the previous meeting and Chair to sign.

The minutes of the previous meeting were confirmed as an accurate record of the previous meeting and were signed to confirm by Councillor Bernard Foster, Chair.

Councillor Pegg raised the issue of blocked footpath (PROW 143) Upper Avenue to Burnt Mills Road. The Parish Clerk advised she had contacted Essex County Council PROW Officer on numerous occasions with only limited success and recently without a response.

Councillor Pegg also advised that the stream that runs behind properties in Elm Road is still smelling and has a milky residue running through it.

The Parish Clerk advised she would report the issue once again to Environmental Health.

A question was also asked if conditions had been placed in respect of recent resident planning application to build a new property adjacent to the site regarding the installation of main drainage instead of a septic tank. It was reported that planning application for the property had been approved but it was unclear if the aforementioned condition had been included. The Parish Clerk advised she would look at the wording of the Planning Application.

**62/23 Ward/County Councillor update:** Time is set aside for Borough/County Councillors to address the meeting.

Councillor Rimmer informed that the Borough Council were looking at their

budgets for 2024/2025 and one of these budgets was for the grass cutting process. The Borough Council were also talking to ID Verdi, the Councils Grass Maintenance contractors, in terms of the management of the current contract and the poor standard of performance by the company.

- The new Pitsea Swimming Pool is still on track for a November opening.
- Basildon Council will be holding a public consultation in October and November concerning the new Diagnostic Centre planned for Pitsea and the public will be able to view the plans for the new Centre. The new Centre is a joint venture with the NHS, Basildon Council and Essex County Council.
- The Library in Pitsea will remain closed during building work for a temporary period. However, it is proposed to relocate parts of the service elsewhere. The plan is to open up Vange Library for more days and other initiatives are also being considered.
- Basildon Town Centre will also get a new health facility. This will be built on the old Debenhams site in the Eastgate Centre. The Centre is a partnership with the NHS and Galliard Homes, who own the Eastgate Centre. The facility will be NHS but will include some private consultancy.
- Basildon Council has now received the keys back to the new cinema in Basildon Town Centre due to the Empire Cinema organisation filing for bankruptcy. Several businesses, however, have registered their interest with Basildon Council in respect of taking over the facility.
- Talks regarding the Pitsea Bingo site are ongoing.
- Councillor Rimmer also advised that the new Local Plan Regulation 18 consultation has now closed. The overall view regarding comments received was that people were neutral in their comments. Future consultations are expected to provide more information. It was considered that any future consultations should enable residents with limited technical skills the ability to respond using a wider range of communication.

**63/23 Parish Clerk's Report:** To update on business since the last meeting on 30<sup>th</sup> August 2023

(i) The Bowers Bugle newsletter has been delivered throughout the village. The Clerk thanked all those that had volunteered and assisted with the delivery.

(ii) The Vehicle Activation Sign (VAS) is now working but until Cadent have completed their work in the village it will not be known how efficient it is. Councillor McKenzie secured the funding via the Local Highway Panel to repair the VAS.

The Parish Clerk had met with Essex County Council Local Highways Officer on 31<sup>st</sup> August to discuss where the long-awaited speed survey would be conducted on Pound Lane. This had been confirmed by both Essex County Councillor Aidan McGurran and Essex County Councillor/Ward Councillor

Luke McKenzie who had advised that the Feasibility Study, to undertake the survey, had been agreed at the LHP Meeting on 25<sup>th</sup> September although, written confirmation of this had not as yet been received from the LHP Officer.

(iii) The Clerk has been in touch with Cadent and has been updated on short term progress and some of the information provided was included in the recent newsletter.

(iv) Residents have been asked to volunteer to take part in the Community Speed Watch again.

(v) A request has been made for Basildon Council's Pride Team to carry out pruning works to the overgrown areas either side of the London Road from the junction of Pound Lane to St Margarets School. The supervisor of the Pride Team was asked to contact the Parish Clerk, but to date no contact had been made. However, it did appear that the shrubs opposite the school near to the traffic lights had been pruned.

(vi) Letters have been sent to residents in William Road regarding fully parking on the pavement and the Police who have been asked to investigate and take the appropriate action if the practice continued.

(vii) Email received from Castle Point regarding Castle Point / Basildon / Rochford Transport Meeting on 24<sup>th</sup> November 2023.

(viii) The Parish Council still needs two more Councillors to raise issues on behalf of the residents.

(ix) Email received from Noak Bridge Parish Council regarding commenting on their Neighbourhood Plan.

Councillor McGurran was unable to attend but had also raised some of the above issues by email and already discussed.

An enquiry had been received regarding the land behind 2 – 6, The Cottages, London Road, and any proposal for development. The land is in greenbelt and part of the Strategic Gap between the Parish and Pitsea. The Parish Clerk is in the process of directing enquiries to the Borough Council Planning Officer to clarify the position.

**64/23 Finance Report:** Responsible Finance Officer to provide a summary of the Parish Council's financial position and advise on other relevant finance matters.

A summary of the current financial position was provided to the meeting by the Parish Council's Responsible Finance Officer.

	£
Balance at Bank 29 <sup>th</sup> August 2023	42,688.90
Balance at Bank 22 <sup>nd</sup> September 2023	39,924.05
Expenditure:	13,310.67

Income:	10,545.82
<b>Expenditure:</b>	
BT- Euro Office – Stationary inc VAT	116.29
BT- Zoom Annual Fee inc. VAT	143.88
BT- Staff Net Wages – August	224.00
BT- Parish Clerks Net Salary – August inc. Office Use/BB/Tel	845.70
BT- Consultation Fee – NDO	11,980.80
<b>Income:</b>	
HMRC VAT Refund 2022-2023	10,545.82

The Annual Governance and Accountability Return has now been completed and signed off by PKF LittleJohn LLP the Governments external auditors.

A notice of Conclusion of Audit will now be published on the Parish Council website and noticeboards, informing that residents can inspect the Parish Council's accounts, by appointment, on specified dates.

The summary account includes the balance of the grant funding for the Neighbourhood Development Order and should be discounted in any calculations of income and expenditure.

Second half year Precept has been received from Basildon Council.

- 65/23 Change of Domain name:** To consider changing the Parish Council's domain name to gov.uk in order to meet website compliance.

The Parish Clerk recommended to Councillors that the Parish Council, to be fully compliant on their website, should change the domain name on the Parish Council email address to end in .gov.uk instead of .gmail.uk

Having discussed the recommendation, it was agreed for the Parish Clerk to investigate the process and costs and to report back on her findings at the Parish Council meeting in October.

- 66/23 Planning:** Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended).

- (i) **TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 23/01143/FULL** – Single-storey side and rear extensions – Myrtle Cottage, Cornwall Road, Bowers Gifford, Basildon, Essex SS13 2JZ

The Parish Council raised no objections to the application.

- (ii) **TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 23/01126/FULL** - Proposed alteration and enlargement of existing front dormers to form single dormer – 118 Pound Lane, Bowers Gifford, Basildon, Essex SS13 2HW.

Councillors felt the shed dormers on the front of the property would be

overbearing but considered that gable or bonnet dormers were more in keeping with the style of nearby properties and therefore objected to the planning application based on these grounds and recommended refusal of the application.

- (iii) **TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 23/01124/FULL** Single-storey rear extension - Ann Cottage, Grange Road, Bowers Gifford, Basildon, Essex

The Parish Council raised no objections to the planning application.

- (iv) **TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER SECTION 78 Appeal Ref APP/V1505/23/3328758** (Basildon Council Ref: 21/01477/OUT) - Land East of Ilfracombe Avenue, Bowers Gifford, Basildon, Essex

**Proposed development refused by Basildon Council:** Outline planning application for a new 70 bed care home, 42 assisted living units and 13 retirement bungalows/villas (all Use Class C2), together with vehicular access onto Ilfracombe Avenue, a new school parking area for parents and pupils of St. Margaret's C of E Primary School, new nature area, landscaping and communal facilities including a Day Care Centre and cinema room. All matters reserved except for access.

The Parish Council has received notification regarding the refusal to grant planning permission in respect of the above planning application. Having responded to the original Planning Application prior to Basildon Council's refusal to grant permission they will review their original objections and if necessary, would forward any further comments to the Planning Inspector by the due date of 17<sup>th</sup> October 2029.

- 67/23 Planning updates and comments:** To receive updates and comments on planning applications discussed at previous meetings.

Demolition of the existing rear conservatory and extensions and erection of part single, part double side and rear extension/loft conversion into habitable space incorporating front and rear dormers, change front windows.

**Planning Application Ref. No: 23/00891/FULL:** 47 Highlands Road Bowers Gifford Basildon Essex SS13 2HX - **Refused**

Like-for-like repair of existing structure following vehicle impact, comprising reinstatement of the front elevation including the timber framed window, featheredge boarding and rainwater goods. Minor internal repairs including reinstatement of damaged flooring as well as the repair of internal partitions.

**Planning Application Ref. No: 23/00835/LBBAS:** Horseshoe Cottage, Harrow Road, North Benfleet, Basildon, Essex SS12 9JW - **Granted**

Proposed single storey side extension, connect rear dormers together with single ply membrane flat roof and internal alterations.

**Planning Application Ref. No: 23/00818/FULL: 11 Highlands Road, Bowers Gifford, Basildon, Essex SS13 2HR – Granted**

**68/23 Neighbourhood Development Order:** To provide a brief update on progress.

Councillor Foster informed the meeting that the Neighbourhood Development Order Project was moving forward steadily. The Parish Council is due to have more meetings with their consultants Oneill Homer, the NDO Steering Group and Basildon Borough Council.

The documents required to support the NDO are in the final stages of preparation and Councillor Foster explained that the Order does not take anything out of Green Belt but if successful it will enable landowners in the plotlands area to make application to build in the Green Belt by way of a “passport”. However, before permission is granted a new development will need to conform to a set of specific criteria and if these conditions are met, outline planning permission will be granted, if the landowner wishes to do this. A resident asked regarding the type of properties to be built across the plotlands area and was advised that the proposal was for either bungalows or chalet bungalows in keeping with the rest of the village. The NDO will also define plot sizes.

In response to a question regarding flat blocks the meeting was advised the only identified location for any flats will be above any shops, or a Community Centre or at the north end of the village where shops might be located along Pound Lane. It was explained that a Regulation 21 consultation will take place towards the end of the year, and this will give residents the opportunity to express their views regarding the proposals. Drop-in sessions may also be held, and updates provided at future Parish Council meetings.

**69/23 Date of next meeting:** To confirm the date of the next meeting.

The date of the next Parish Council meeting was confirmed as Wednesday 25<sup>th</sup> October at 7.30 p.m. in the Benbow Club, 77 Pound Lane, Bowers Gifford.

Councillor Foster advised the meeting that it was with regret he was standing down as a Parish Councillor after the meeting having served on the Council since its inception in 2010, except for a short break, for the last thirteen years. The Parish Clerk confirmed Councillor Foster would remain as a non-Councillor member of the NDO Steering Group to see the Neighbourhood Development Order project completed.

Signed ..... Chair.....

Date: 25<sup>th</sup> October 2023

