

**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET  
PARISH COUNCIL MEETING  
HELD AT THE BENBOW CLUB BOWERS GIFFORD  
ON WEDNESDAY 28 NOVEMBER 2018 AT 7.30 p.m.**

**PRESENT:**

<b>Councillors:</b>	R. Smillie: T.Potter: S. Pegg: B. Foster:
<b>Ward Councillor:</b>	None
<b>Guest:</b>	Lloyd Holliday, Balfour Beatty Project Lead
<b>Parish Council Clerk/RFO:</b>	Mrs Christine Barlow
<b>Members of the Public:</b>	15

**65/18 APOLOGIES FOR ABSENCE:** Councillor D Martin (Holiday): Councillor Craig Rimmer, Pitsea South East Ward Councillor.

**66/18 DECLARATION OF MEMBERS INTEREST:** To receive any declarations of disclosable pecuniary interests, other pecuniary interests or non-pecuniary interests by members relating to any agenda items.

None

**67/18 PUBLIC FORUM:** Residents have the opportunity to raise issues and ask questions of the Parish Council (The time allowed for this item is a maximum of 25 minutes)

(i) Residents identified more potholes for investigation. Those areas identified were: (a) Bell – end at the junction of Grange Road and Pound Lane (b) William Road at the junction of Pound Lane (c) Pound Lane traffic lights when turning right into Pound Lane and also an area in the middle of the road where the seam in the tarmac had split open. The Parish Clerk advised that she had confirmed, by email, to Councillor Rimmer the areas identified at the last meeting and will email him the additional information identified and request they be added to the list for investigation and action by Essex County Council.

(ii) A resident also spoke again against the dangerous surface of the pathway leading into Pound Lane from Alpha Road. The resident was advised that the area identified had previously been reported by the Parish Clerk as needing resurfacing but the Parish Clerk confirmed she would report the defect again.

(iii) A resident commented that the corner of Burnt Mills Road and Pound Lane was very dark and the street light was not working, which did not help matters. The area along this stretch of road in Pound Lane to Exchange House was also very dark and any vehicles causing an obstruction could not be seen. The Parish Clerk advised that a previous report from Essex County Council

Highways identified that the light in question had no power to it, however recently a traffic sign had been installed adjacent to the street light so it could be assumed the power had been restored. **Action:** The Parish Clerk to contact Essex County Council to ask them to investigate and check the lights in this location.

(iv) Residents complained regarding the condition of the verge adjacent to Exchange House. The area had been churned up by vehicles parking on the verge and the whole area was littered and unkempt.

(v) Indiscriminate parking at St Margaret's School was once again raised. Parents still parked on the paths, cycle path, verges and yellow lines causing safety concerns and damaging the grass verge adjacent to Ilfracombe Avenue. The contemptuous attitude of some parents when challenged regarding indiscriminate parking had also been the subject of abuse by members of the public. **Action:** The Parish Clerk was asked to write to St Margaret's School to request they in turn write to parents regarding parking issues in general and the Parish Clerk would contact the Police and South Essex Parking Partnership regarding taking action to prevent the illegal parking.

(vi) A resident asked if a person was renting mobile homes did they have to have a licence? Councillors were unable to fully answer the question but advised permission should be obtained to site the caravan on a plot in the first instance. **Action:** The Parish Clerk was asked to make enquires regarding the matter and report back at a future meeting.

## **68/18 MINUTES OF PARISH COUNCIL MEETING HELD ON 31<sup>st</sup> OCTOBER 2018.**

The minutes of the meeting held on 31<sup>st</sup> October 2018 were reviewed. It was noted that the Parish Council's objections to the planning application in regard to 18/01392/FULL Novem Kennels, Southend Arterial Road, North Benfleet, SS129JQ had been omitted when the minutes had been printed. The minutes were amended to include the grounds for the objection and the detail which had been subsequently sent to Basildon Council Planning Officers. The objections had stated:

- (i) The site is within the Green Belt and within the Parish Council's
- (ii) The location was within the Neighbourhood Development Plan Area.
- (iii) Inappropriate development due to size
- (iv) Close proximately to neighbouring properties.
- (v) There were no special circumstances for approval of the application within the Green Belt.
- (vi) Noise nuisance

The remainder of the minutes were **AGREED**, by all present, as an accurate record of the meeting and signed as such by Councillor Robert Smillie, Chair.

**69/18 SADLERS FARM ROADWORKS:** Balfour Beatty to update on the progress of the reinstatement works at Sadlers Farm and A130 dual carriageway.

Lloyd Holliday, Balfour Beatty Project Lead, gave an update in respect of the A13 Sadlers Farm Project and advised on the work reinstatement works being undertaken by contractors Balfour Beatty at the Sadlers Farm junction and to the A130 dual carriageway. It had been proposed for the work to be completed in March 2019 but several critical issues had been identified in respect of the initial works undertaken by Birse Civils and the completion was now anticipated to be late Summer 2019. The compound would remain for that length of time and eventually will be mobilised after September and scaled down and the area was to be returned to its original agricultural status.

A handout was distributed to all present (Attached Appendix A) providing details of timescales for completing each scheduled area of work.

It had been anticipated that road closures would be put in place from Pound Lane to Sadlers Farm during the Easter holidays but this had now been postponed until the end of July through to the end of August. During this time access would only be available to homeowners and allotment users and other traffic diverted onto neighbouring roads.

Other areas during the next 12 months would be the subject of a partial road closure also in order to complete all the necessary bridge and carriageway work. During the closure period from July the path from Pound Lane over the bridge to Sadlers Farm would not be usable.

Councillor Pegg challenged Lloyd on the feasibility of this as she considered that for some residents, who did not have their own transport, walking was the only way of getting from Pound Lane, Bowers Gifford to Benfleet and without access to a path this would prove difficult and dangerous. This would also be the same for any school children who also walked to the schools in Benfleet. Lloyd stated it may be possible to install a temporary footpath but the logistics of this work would not be available until nearer the time.

It was explained that Balfour Beatty had taken over the responsibility of carrying out the extensive works from the previous contractors Birse Civils who were no longer trading. The costs incurred by Balfour Beatty were currently £15M to undertake the rework and a further £7M was being paid to Essex County Council. In addition to the road works the large road signs on the A130 were to be replaced as they had been found not to be robust enough during periods of high wind.

The Chair then closed the meeting and questions were taken from the audience.

**Q:** Would Birse Civils be held accountable for maladministration of the work undertaken by them and the inconvenience caused to residents?

**A:** Yes. Action was being taken to recoup some of the finances but Birse Civils had filed a counter claim citing the fact they had fulfilled their obligations under the contract. However, there were many other companies involved, including Essex County Council, and it was considered that no one company was to blame for the difficulties incurred under the contract. There were a series of claims and counter claims currently being lodged. Balfour Beatty was also in a legal dispute with Council Essex Council and having taken over responsibility of the contract from Birse Civils.

**Q:** Do residents have any redress against the disruption of travel, time and traffic congestion incurred during the works? Who do they make a claim against?

**A:** Lloyd was unable to answer this question but suggested residents should write to Essex County Council for some guidance.

**Q:** Will all construction be carried out at the same time during the Summer closure?

**A:** Yes it was anticipated to do this but further details would be made available from Essex County Council in due course.

**Q:** What is going to happen about the Bus Lane, will it be removed?

**A:** No information was available regarding the bus lane. This was a matter for Essex County Council and it was suggested that the Parish Council contact the relevant Officer.

There being no further questions Lloyd Holliday advised if the Parish Council had any further questions they could send him an email and he would be happy to answer them.

Lloyd Holliday was thanked for his attendance and the Chair re-opened the Parish Council meeting.

**70/18 PARISH CLERK'S REPORT:** The Parish Clerk to report on matters and events since the last meeting.

The Parish Clerk updated the Council on actions taken since the last meeting and correspondence received.

- (i) A letter asking for a contribution to the headstone of a soldier who died in the Great War had been received. Further discussion on the content of the letter would be undertaken.
- (ii) The Clerk will be attending two training sessions in the next couple of weeks in connection with (i) Neighbourhood Planning (ii) Superfast Broadband.

- (iii) Issues regarding potholes and pathways had been passed on to Councillor Rimmer for him to forward the information to Essex County Councillor Hillier for his attention.
- (iv) CCTV in Westlake Park is now up and running and the Audio Bench mechanism, which had been vandalised in 2017 will be replaced in due course and the bench varnished in the spring of 2019.

**71/18 FINANCE REPORT:** The Responsible Finance Officer to report on the Parish Council's current financial position.

- (i) To provide Councillors with a financial report of Income and Expenditure since the last Parish Council meeting on 31<sup>st</sup> October 2018

A financial report was provided as detailed below. (i) A grant towards the majority of costs in respect of the installation of cameras in Westlake Park had now been received from Essex County Council's Community Initiative Fund. (ii) A payment towards the cost of consultancy fees in regard to work undertaken by the Parish Council's consultant in respect to the Neighbourhood Plan had also been received. (iii) A cash-back refund of £100 had been received from HP in regard to the purchase of toner cartridges.

	£
Balance at bank as at 31 <sup>st</sup> October 2018	14,946.13
Balance at bank as at 28 <sup>th</sup> November 2018	34,771.22
<b>Income:</b>	22,970.00
<b>Expenditure:</b>	3,144.91
<b>Breakdown:</b>	
<b>Expenditure:</b>	
(437) Parish-in-Bloom Expenses	30.00
(439) ONeill Homer – Consultant Fee Inc. VAT	1,704.00
(440) Clerks Net Salary (Oct) + Tel/BB/Office Allowance	726.52
(441) Came & Company Insurance Renewal	<u>684.39</u>
Total expenditure	3,144.91
<b>Income:</b>	
Orbit Homes - consultant fee payment.	6,375.00
CIF Grant payment - CCTV	16,495.00
HP Cash Back Refund – Ink Toner	<u>100.00</u>
Total income	22,970.00

- (ii) **PARISH PRECEPT:** To agree the Parish Precept for 2019/2020

Councillors had been provided with a copy of (i) income and expenditure to

31<sup>st</sup> October 2018, (ii) a budget forecast and (iii) Precept calculations for 2019/2020, at the Parish Council meeting on 26<sup>th</sup> October 2018 for information and consideration. Having discussed the documentation it was confirmed that an increase in the Precept amount **per annum** was inevitable to cover unknown costs in 2019/2020 in view of the fact that the Local Council Tax Scheme (LCTS) Grant had been cut by the previous Basildon Council administration in February 2018/2019. This had impacted on the Parish Council's finances from April 2018. Although some additional funding had been obtained to cover costs in key areas, the costs of revising the Neighbourhood Plan together with day-to-day running cost increases in 2019/2020 would impact on the Parish Council finances. It was therefore proposed, based on the figures provided to the Parish Council by Basildon Borough Council, to increase the Precept, based on the formula for a Band D property, from £20.88 (2018/2019) to £22.32 (2019/20) an increase equating to £1.44 per annum. The amount payable per annum for a property Band E – H would be slightly higher and Band C slightly lower.

Proposed: Councillor Robert Smillie Seconded: Councillor Terrence Potter.

The Parish Council Precept increases would apply from 1<sup>st</sup> April 2019 and were as follows:

<b>Band</b>	<b>2018/2019</b>	<b>2019/2020</b>
<b>C</b>	£18.56	£19.84
<b>D</b>	£20.88	£22.32
<b>E</b>	£25.52	£27.78
<b>F</b>	£30.16	£32.24
<b>G</b>	£34.80	£37.20
<b>H</b>	£41.76	£44.64

**72/18 BASILDON COUNCIL'S COMMUNITY GOVERNANCE REVIEW CONSULTATION:** To discuss the Parish Council's response to the Community Governance Review Consultation which proposes to amend electoral arrangements for the Parish Council

Councillors discussed the proposals within Basildon Council's Community Governance Review and having previously sent their comments to Basildon Council to propose no changes to the existing system of governance in respect of Local Councils, the views of seven of the eight Local Councils had been ignored. The Parish Council would once again respond to the review and confirm their objection to any change, as it was considered the proposals would have a detrimental effect on the current electoral arrangements for the Bowers Gifford & North Benfleet Parish Council and may incur additional costs.

The Parish Clerk is currently looking into legislation to assess legality of Basildon Council enforcing their proposals and completely ignoring the wishes of the Local Councils and the Association of Local Councils who will also collectively reinforce their proposal for no overall change in electoral

arrangements.

**73/17 PLANNING:** Councillors to review and comment on Planning Application/s under the Town and Country Planning Act 1990 (as amended)

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 18/01429/FULL**

Material change of use of land for stationing of caravans for residential occupation with associated development (hard standing and day room) - part retrospective - Land East Of White House Carlton Road Bowers Gifford Basildon.

Councillors objected to the application on the ground that:

- (i) The site is within the Green Belt.
- (ii) There are already two enforcement notices and appeals outstanding which have not as yet been resolved.
- (iii) Within the Revised Publication Local Plan there is provision for one traveller pitch and any applications coming forward should be dealt with on a level "playing field" once the Local Plan and Neighbourhood Plan had been adopted and then and only then should the application be considered along with other similar applications.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 18/01556/FULL**

Proposed erect single storey extension to the rear - 10 Westlake Avenue Bowers Gifford Basildon Essex SS13 2JJ

No objections were raised regarding the application

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 18/01481/FULL**

Proposed attached garage - 4 Clifton Road, Bowers Gifford, Basildon, Essex.

Councillors objected to the application on the grounds they considered that the property had over time added a number of extensions and the proposed extension exceeded permitted development and constraints for building in the Green Belt and constituted to overdevelopment of the site.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO: 18/01559/FULL**

To regularise on outbuilding constructed in the rear garden ( Retrospective planning) – 122 Pound Lane, Bowers Gifford, Basildon, Essex SS13 2HW

Councillors raised no objections to the application.

**74/17 NORTH BENFLEET AIRFIELD PLAQUE:** To discuss and agree location of this commemorative stone.

The Airfields of Great Britain Trust had approached the Parish Council to offer them a granite plaque in honour of the part North Benfleet Airfield played in WWI from 1916 – 1919. Currently the plaque was one of 120 such plaques which had been distributed elsewhere in Great Britain. The difficulty for the Parish Council had been where to place the plaque as the original airfield site was no longer accessible and following a discussion it was **AGREED** a suitable alternative location might be on the corner of London Road and Pound Lane and to create a feature of the spot. Permission to site the plaque in this location would need to be obtained from Essex County Council Highways, as the owners of the land and the need to contact the utility companies. **Action:** The Parish Clerk was asked to make further investigations with Essex County Council Highways and the utility companies.

**75/18 BOWERS GIFFORD AND NORTH BENFLEET NEIGHBOURHOOD PLAN:**

(i) To update on the recent Public meeting and next steps for progressing proposals for Neighbourhood Plan.

Councillor Smillie stated that the Public meeting on 21<sup>st</sup> November, to discuss the next steps in connection with the Neighbourhood Plan, was well attended by over 118 people. Having been given the opportunity in Basildon Council's Revised Publication Local Plan to find land for 1,350 homes the Parish Council and Neighbourhood Plan Steering Group now enter into Phase II of the Plan and will invite land interests and plotland owners to provide information of the land they wish to develop within the Parish boundary. This is effectively a "Call for Sites" process. Once this information has been obtained a Site Assessment will be undertaken and to do this the help of Neil Homer, the Parish Council's Neighbourhood Plan consultant and My Locality, which is a government funded organisation which offers support to the preparation of Neighbourhood Plans will be required. There are still some challenges ahead and although the Parish Council has won the battle there is still a long way to go before the finishing line. It is anticipated that the Neighbourhood Plan will be submitted for examination in September 2019 but more information will be provided to residents as the Plan is progressed via newsletters and the Parish Council website over the coming months.

(ii) To discuss the Parish Council's and residents response to Basildon Council's Publication Local Plan (Regulation 19)

Basildon Council is consulting with residents across the Borough on their Local Plan until 5.00 pm on 17<sup>th</sup> December and is seeking resident's views on whether its Revised Local Plan is legally compliant and meets the tests of "soundness" as set out in the National Planning Policy Framework (NPPF). It has produced a Response Booklet to be completed for each representation that relates to a different part or issue in the Local Plan. This can be done by

email or as a hard copy. The Parish Council considered that most residents will look at the document and feel it is too onerous or difficult for them to complete and will not take the time to complete the form with their comments. Two members of BGNB Steering Group had attended Basildon Council's interview session with the aim of getting help to complete the Response Booklet but did not find it very helpful and the Officer interviewing, although very pleasant, did not give any help with completing the form or was able to answer their questions.

In order to help residents Councillors discussed and proposed to send out a leaflet and hold a drop-in session to assist in the completion of the Response Booklet.

The details of the drop-in session would be notified as soon as arranged but there was an option to bring forward the Parish Council Meeting on 12<sup>th</sup> December to an earlier time and for the drop-in session to follow it.

In addition if residents shared a common point of view point they could also make a collective response and this would have as much weight as multiple representations.

It was anticipated that Basildon Council would submit the revised Publication Local Plan, together with all comments received, to the Planning Inspector by 31<sup>st</sup> March 2019 for examination in Autumn 2019.

**76/18 PARISH COUNCIL EVENT 2019:** To agree the budget for the event.

The Parish Council discuss the expenditure for the 2019 event and agreed on a budget of £1,500.

Proposed: Councillor R. Smillie: Seconded: Councillor S. Pegg.

**77/18 MEETINGS ATTENDED BY COUNCILLORS:** To receive information of interest regarding meetings attended by Councillors during the month.

Councillors had not attended any meetings since the last Parish Council meeting on 31<sup>st</sup> October 2018.

**78/18 DATE OF NEXT MEETING:** To confirm the date of the next meeting as 12 December 2018

The next Parish Council meeting would be held on 12<sup>th</sup> December 2018 from 6.30 – 7.30 pm and would be followed by the drop-in session to help residents complete Basildon Council's Consultation Response Booklet. The venue is the Benbow Club, 77 Pound Lane, Bowers Gifford.



## APPENDIX A

28/11/2018

### A13/A130 SADLERS FARM PROJECT

- **Ongoing until end July 2019**
  - o Various mid-week overnight carriageway closures (East and West) between Pitsea Interchange and Rayleigh Spur (*CARRIAGEWAY CRACK SEALING, LARGE ADS SIGN REPLACEMENTS, DRAINAGE WORKS; SFB ABUTMENT MATERIAL REPLACEMENT*)
  
- **Ongoing until Mid January 2019**
  - o A13/A130 Link Road Eastbound & Westbound Lane 1 closure (mid-week and weekends) (*CBP WALL RECONSTRUCTION*)
  
- **Mid January 2019 to Mid March 2019**
  - o A13/A130 Link Road Westbound Lane 1 closure (mid-week and weekends) (*CBP WALL RECONSTRUCTION, EMBANKMENT RETAINING WALLS, DRAINAGE WORKS*)
  - o A13 Westbound Lane 1 closure from Sadlers Farm R/About Junction to Pitsea Interchange (*EARTH EMBANKMENT REINFORCEMENT, DRAINAGE WORKS, BRIDGE CONCRETE PROTECTION*)
  - o A13 Eastbound Lane 1 closure from Pitsea Interchange to Sadlers Farm R/About Junction (*EARTH EMBANKMENT REINFORCEMENT, DRAINAGE WORKS, BRIDGE CONCRETE PROTECTION, LARGE ADS SIGN REPLACEMENTS*)
  
- **Mid March 2019 to End July 2019**
  - o A13/A130 Link Road Eastbound & Westbound Lane 1 closure (mid-week and weekends) (*CBP WALL RECONSTRUCTION, EMBANKMENT RETAINING WALLS, DRAINAGE WORKS, BRIDGE BEARING REPLACEMENTS*)
  
- **End July 2019 to End August 2019**
  - o London Road full closure from Pound Land junction to Sadlers Farm R/About (*FULL DEPTH RECONSTRUCTION OF APPROACH ROAD TO LONDON RD BRIDGE; BB COMPOUND DECOMMISSIONING*)

