



**MINUTES OF THE BOWERS GIFFORD AND NORTH BENFLEET
PARISH COUNCIL MEETING
HELD REMOTELY
WEDNESDAY 30th September 2020 AT 7.30 PM.**

PRESENT:

Councillors:	B.Foster: D.Packer: C. Morris: C.Morgan
Parish Council Clerk/RFO:	Mrs Christine Barlow
Ward Councillors:	Councillor Craig Rimmer (Pitsea South East Ward)
Public attendance:	2 identified

45/20 APOLOGIES FOR ABSENCE: Parish Councillors Robert Smillie and Terence Potter, Councillor P Reid (Pitsea South East Ward Councillor)

46/20 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.

Councillor Colin Morris declared a pecuniary interest in Agenda Item 53/20: Planning Application 20/01132/OUT due to the fact the applicant was a relative.

47/20 VIRTUAL PUBLIC FORUM: Residents have the opportunity to raise questions of the Parish Council which have previously been notified to the Parish Clerk by email at: clerkgbnbparishcouncil@gmail.com (The time allowed for this item is a maximum of 15 minutes)

48/20 MINUTES: To approve the minutes of the previous meeting held on 26th August 2020.

The minutes of the previous meeting held on 26th August 2020 were **AGREED** as a true reflection of the meeting by those present and were virtually signed to confirm by Councillor Bernard Foster, Chair. The Chair confirmed he would “wet sign” the documentation at the earliest opportunity.

49/20 WARD COUNCILLOR UPDATE: Time is set aside for Borough/County Councillor/s to address the meeting.

Ward Councillor Craig Rimmer (Pitsea South East) advised he had been pushing for the clock in Pitsea Town Centre to be repaired and confirmed it was now working after successful negotiations with London & Cambridge, the centre landowners. Councillor Rimmer advised negotiations were also ongoing to erect a Christmas Tree in the Pitsea centre this Christmas.

He advised that the owners of the derelict Pitsea Bingo Hall were being unrealistic in their demands and uncooperative in providing an unrealistic valuation figure for the site. Discussions were however ongoing to find an agreeable solution to matters regarding the usage of the site. The issue of public safety in respect of the site was raised and it was confirmed Basildon Council were pursuing these matters with the owners of the site.

A new planning application had been submitted by the Muslim Trust in respect of the Barge site. On the question of Pitsea swimming pool Councillor Rimmer was unable to provide any update at present.

Councillor Rimmer thanked the Parish Council for providing a list of pothole repairs in the parish and he confirmed these had been passed on to Essex County Council.

The Chairman thanked Councillor Rimmer for his update and for taking time out from his busy schedule to join the meeting.

50/20 PARISH CLERK'S REPORT: To update on Parish Council business.

The Parish Clerk provided feedback on various issues discussed at previous meetings and on those which had been brought to her attention:

(i) The overgrown vegetation along Pound Lane from Kelly Road to the London Road had been pruned by Basildon Council's Pride Team following requests by both the Parish Council and Councillor Rimmer. The Clerk confirmed she had stopped to thank the Pride Team the previous day, whilst they were working and had also sent an email of thanks to Basildon Council.

The front of the perimeter hedging around the Little Chalvedon Hall site had also been cut-back from the path by Mr Lambert, (the farmer of Bradfeilds Farm), as part of his lease conditions and the hedging around the plot of land at the corner of Clifton Road/ Pound Lane had also been similarly pruned.

(ii) An email had been sent to South Essex Parking Partnership regarding parking on the corner of Canvey Road/Pound Lane.

(iii) Parents were once again parking on the verge adjacent to Ilfracombe Avenue whilst dropping and picking up their children now that St Margaret's School had reopened. This was again resulting in damage to the verge. The Clerk advised she was in the process of contacting South Essex Parking Partnership, St Margaret's School and the Police to request their assistance to reduce further damage to the verge.

(iv) Two incidents of fly-tipping in Pound Lane overnight on Friday 25th September (one of which was in bus lay-by adjacent to Harrow Road) had been reported to Basildon Council on Saturday 26th September (REF: CAS-345959-WOL5S9) and a further email requesting immediate action to clear the fly-tipped material had been sent to Basildon Council. **Update:** *Fly-tipped material cleared as of Thursday 1st October 2020.*

(v) Regrettably only a few entries had been received for the annual Parish-in-Bloom competition and a decision had been taken not to choose a winning entry on this occasion but to give each entrant a token prize instead as a gesture of thanks.

(vi) A written consultation on specific site policies with key developers, Basildon Council, Essex County Council and Natural England had closed on 12th September. All comments received were being considered and where appropriate changes to draft policies had been made and discussed with the BGNB Steering Group.

(vii) A letter had been received from Essex Air Ambulance requesting a donation due a reduction in funding sources as the result of the current pandemic. **Action:** The Parish Council to consider the request.

(viii) An email had been received informing the Parish Council of a project by the Woodland Trust encouraging organisations to plant trees in various locations and suggesting that Westlake Park might be a suitable location for such planting. **Action:** The Parish Clerk would contact Basildon Borough Council for their views.

51/20 FINANCE REPORT: To update Councillors on financial matters since the previous Parish Council meeting on 26th August 2020

	£
Balance of bank account 24 th August 2020	22,059.47
Balance of bank account 29 th September 2020	21,076.68
Expenditure:	1,125.79
Income:	Nil
Expenditure Summary:	
(531) ABLC Annual Subscription	20.00
(540) Heelis & Lodge Internal Audit	143.00
(541) Clerks Net Salary August (inc. Subs: Office/BB/Tel)	754.65
(542) Zoom Virtual Conferencing (April – August inc VAT)	143.90
(543) Black Toner Cartridge	<u>64.24</u>
	1,125.79

The Responsible Finance Officer advise that further cheques in the sum of £7,789.91, which included consultancy fees of £6,600 for preparing the Neighbourhood Plan, were due for payment. Some funding had been secured to offset the cost of preparing the Neighbourhood Plan but there was still work to be undertaken to complete the Plan which would incur further costs and these projected activities would impact on the Parish Council finances in future months without some form of support. The Finance Officer advised she was preparing a half-year income and expenditure report for Councillors for information purposes.

The Parish Council Insurance policy was due for renewal on 5th November and the Responsible Finance Officer advised she was in the process of obtaining comparison quotations from companies who specialise in Parish Council insurance cover.

52/20 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:
20/01022/FULL**

Change of use of dwelling house (C3) to form new office (B1), together with erection of lightweight glazed entrance porch, and internal alterations. - Sadlers Farm House, Sadlers Farm, London Road, Bowers Gifford.

The Parish Council's comments on the above planning application had been sent to Basildon Council Planning prior the meeting to meet the planning response timetable and majority view of Councillors was recorded for the purpose of the minutes as follows:

In principle the Parish Council had raised no objection to the change of use as detailed in the application. Concerns were however raised that the characteristics of this Grade II listed building should not be lost, and the historic fabric of the building should be preserved. If the application for a glass porch was granted consideration should be given to imposing conditions in respect of its upkeep and standard of maintenance.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
20/01063/FULL**

Change of use from residential to mixed residential (C3) and dog grooming business (sui generis) operating from an outbuilding in the side garden - The Sporran, Highlands Crescent, Bowers Gifford, Basildon.

Councillors raised no objections to the application with a show of hands.

**TOWN AND COUNTRY PLANNING ACT 1990 - APPLICATION NO:
20/01132/OUT**

Outline planning application for self-build residential development of up to 7 dwellings, with all matters reserved - Land North of Clifton Road, Bowers Gifford, Basildon.

Council Morris had declared a pecuniary interest in respect of the application at the commencement of the meeting as required under the Council's Code of Conduct and at this point withdrew from the meeting prior to the discussion.

Councillors considered that as the applicant had obtained the views of the Parish Council on the original application and the Parish Council having voiced their support, subject to certain changes, Councillors felt they should support the outline application in principle. However, they felt that Basildon Council Planning Officers would recommend refusal based on current policies without the application going to Planning Committee for consideration. Councillor Rimmer commented that there had been a number of applications that had been submitted for consideration in a similar situation and because of "grey areas" in the authorities current planning policy they had been submitted for a decision by Planning Committee Members. He advised that if the Parish Council were agreeable, he would make representation to

the Chair of the Planning Committee to discuss the application at a Planning Committee Meeting. The Parish Council **AGREED** with this approach in order that the matter could be openly debated by Committee Members instead of delegating the decision to Planning Officers.

Councillor Morris returned to the meeting at this point

53/20 PLANNING DECISIONS: To receive updates regarding Planning Applications discussed at previous meetings and other relevant applications:

PLANNING APPLICATION NO: 20/01001/FULL: Proposed two storey rear extension – Charlot, Lower Avenue Bowers Gifford Basildon – Refused

PLANNING APPLICATION NO: 20/00934/FULL: Conversion of existing roof space into habitable accommodation, incorporating 6no roof lights – Cranbrook, Osborne Road, Bowers Gifford, Basildon – Granted

PLANNING APPLICATION NO: 20/00839/FULL: Convert existing detached garage into annex accommodation - Buers Cottage, London Road, Bowers Gifford Basildon – Granted

Planning Appeal ref: APP/V150/D/20/3258072: Councillors were advised that the owners of 96, Pound Lane, Bowers Gifford had lodged an appeal with the Planning Inspectorate following the refusal of planning permission to grant permission for a loft extension to the rear of the property and a single-storey extension. As the appeal was proceeding under the Household Appeals Service and would be determined on the basis of written representations there was no opportunity for the Parish Council to submit further comments unless they wish to withdraw their original representation which had raised no objections. **Action:** Councillors to consider their position.

54/20 NEIGHBOURHOOD PLAN UPDATE: To update on the current progress of the Neighbourhood Plan.

Councillor Packer provided a brief update regarding the current stage of the Neighbourhood Plan preparation. An enormous amount of work had been undertaken by the Parish Council, Steering Group and Neil Homer the Parish Council consultant, over the past two years during the preparation of the Neighbourhood Plan and was now coming together to provide the basis of a sound and solid Neighbourhood Plan. It was proposed to create a “Green Ring” of connected green landscaped assets around the whole new village to provide a protective buffer of green spaces and improve those that exist. The Plan would incorporate areas of commerce including shops, a school, community facilities, infrastructure and flood prevention to ensure the future viability of the village as well as working with the various developers in meeting the housing requirements set out by Basildon Council’s proposed Local Plan. These achievements gave the Parish Council the ability to present the Neighbourhood Plan to the community in a succinct and positive light. Consultations and meetings with key developers and interested parties had ensured that the various documents required to support the Neighbourhood Plan could be prepared and brought together. The Parish Council would soon be in a position, within the constraints set, to consult with residents on the benefits of the Neighbourhood Plan and with their agreement secure their vision

of “One Village” and the ability to present the views of the community at the Local Plan examination and more importantly at the Neighbourhood Plan examination which would follow.

55/20 REGULATION 14 CONSULTATION: To discuss and agree to carry-out a Neighbourhood Plan Regulation 14 Consultation and set-out a timetable to start and complete the process and how this process will be managed.

The BGNB Steering Group had discussed proposals for holding the Neighbourhood Plan Regulation 14 consultation at their meeting on 24th September 2020 and the Parish Council needed to agree these proposals. The timetable for holding the consultation were discussed and the benefits of moving forward with the Regulation 14 Consultation before Christmas or delay the process until early in the New Year.

Councillors were concerned that as the date of Basildon Council’s Local Plan examination had not yet been confirmed to delay any consultation with residents would not be beneficial and would result in further comments of uncertainty from the community. A proposal was put forward and **AGREED**, with a show of hands, that the date of the Neighbourhood Plan Regulation 14 consultation would commence on the 1st week in November for six weeks, subject to current Covid-19 restrictions. The final methods to promote the consultation were still to be discussed.

Proposed: Councillor David Martin: **Seconded:** Councillor Damian Packer.

56/20 DATE OF NEXT MEETING: To confirm the date of the next Parish Council Meeting.

The next scheduled meeting of the Parish Council will take place virtually on Wednesday 28th October 2020 at 7.30 p.m.

Signed:Councillor Bernard Foster, Chair.

Dated: 28th October 2020