

**WEST MERSEA TOWN COUNCIL**

**MINUTES OF THE COUNCIL MEETING**

**HELD ON THURSDAY 2<sup>nd</sup> SEPTEMBER 2021**

PRESENT: Councillors: Carl Powling (Mayor)  
John Akker  
Julie Baker  
David Bragg  
Robert Jenkins  
Sylvia Wargent  
Sophie Weaver  
Chris Wood

IN ATTENDANCE: Town Clerk: Vanessa Allen  
Borough Councillor: Patricia Moore  
7 members of the public

**21/161 TO ACCEPT APOLOGIES FOR ABSENCE**

Apologies for absence received from Borough Councillors Robert Davidson and John Jowers.

Apologies were recorded, but no vote was taken.

**21/162 TO RECORD DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**21/163 PUBLIC SESSION**

A member of the public forwarded a written representation for inclusion at the meeting raising concern that the WW2 defences have not been removed from the Monkey Beach. They have made enquiries with MMO and Trinity House as concerned that the defences pose a danger to navigation by leisure craft and bathers. They do not accept the Crown Estates Agents proposal for signage, as in practice they would only attempt to resolve the Crown Estates from prosecution and not prevent risk of injury to bathers and swimmers due to exposed metal reinforcing bars. Trinity House have suggested that removal of the blocks may be disallowed as they are listed on a Sites and Monument record for Essex.

A member of the public enquired whether the new Red Lines Working Group membership was to be considered today as it was deferred at the last meeting. They stated that they are pleased there are steps to resolve the issue and that the NEPP stated that if information is received by November, any changes can be put in place by next summer. This will please traders in Coast Road as they want proper consultation.

A member of the public raised concerns with rugby club floodlights at Glebe 2 requesting that the Council raise issues with Colchester Borough Council planning. The lights were used on Bank Holiday Monday 30<sup>th</sup> August in contravention of Condition 4 of planning consent governs days and times of use, which prohibits use on public holidays and Sundays. Glare visible from homes in Bower Grove and Glebe View in excess of expectations with installation differing to approved planning application. Application for 4 x 15m masts with 8 x 2kW floodlights to achieve 100lux as required by RFU. 12 floodlights have been installed. Two masts to north have 1 floodlight illuminating a football pitch to the north which was not part of the application.

The type of floodlight installed are not the type specified in application and do not appear to be a suitable substitute, breaching condition 2. LED lamps installed with LED panel at 45 degree angle, application was for Disano 1808 Olympic asymmetric which have flat appearance to reduce amount of reflector visible.

Councillor Wood will raise with MISA and contact Colchester Borough Council planning enforcement to confirm if there was a change to the planning application.

#### 21/164 REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

##### Borough Councillor Patricia Moore

Resident with rugby club lights concerns to email Councillor Moore information.

Councillor Moore has received an email from MP Sir Bernard Jenkin asking what is happening about Coastal Protection Zone in the planning white paper. An email has been sent to Karen Syrett, Colchester Borough Council Planning and Housing Manager to enquire 'what was the Councils response in consultation to the planning white paper?' Reply received stating "Coastal landscape is very precious and should be protected". Councillor Moore will contact Borough Councillor Simon Crow, Cabinet member, as the metal spikes sticking up are dangerous and there is a case to remove these to make it safe for the public.

Opening of the fisheries 3<sup>rd</sup> September.

Awaiting result of consultation of Boundary commission consultation.

Council officers to run first meeting of Caravan Forum being held on 29<sup>th</sup> September at the Town Hall in Colchester, and to then hand back to local control, with a suggestion that East Mersea Parish or West Mersea Town Council run. Differences of concerns; East Mersea are concerned with full time residents, and West Mersea having concerns with development and increase of site sizes.

#### 21/165 TO CONFIRM MINUTES OF THE COUNCIL MEETING OF 12 JULY 2021

It was proposed by Councillor Akker, seconded by Councillor Weaver that the MINUTES of the meeting held on 12 July 2021, be CONFIRMED. All in favour.

#### 21/166 TO CONFIRM MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF 17 AUGUST 2021

It was proposed by Councillor Jenkins, seconded by Councillor Baker that the MINUTES of the meeting held on 17 August 2021, be CONFIRMED. All in favour.

#### 21/167 PLANNING APPLICATIONS RECEIVED

##### (a) 21 2057

Two storey side and rear extension. Front porch extension. Proposed detached garage with new/wider crossover (revised description).

10 Queen Anne Road, West Mersea – Mr & Mrs Seymour

Following discussion it was agreed to accept with the proviso that the Highways note is implemented.

##### (b) 21 2081

Proposed single storey front and side extension.

45 Firs Chase, West Mersea – Mr Hill

Following discussion it was agreed to recommend consent be granted in respect of this application.

##### (c) 21 2127

Proposed retention of existing oak framed cover to garden seating area.

100 Coast Road, West Mersea – Mr P Plumtree

Following discussion it was agreed to refuse as out of keeping with street scene and retrospective.

(d) 21 2147

Proposed carport and first floor extension to the side of property. The extension is to be built over the new proposed carport and existing garage.

11 Kingsland Road, West Mersea – Mr C Kelly

Following discussion it was agreed to recommend consent be granted in respect of this application.

(e) 21 2166

Proposed side single storey and front two storey extensions.

82 High Street North, West Mersea – Mr M Parr

Following discussion it was agreed to recommend consent be granted in respect of this application.

(f) 21 2259

Proposed front single storey extension. Rear extension is permitted development.

4 Queen Anne Drive, West Mersea – Mr L Stock

Following discussion it was agreed to recommend consent be granted in respect of this application.

(g) 21 1576

Application of variation of a condition 4 following grant of planning permission 19 2136 (revised drawings).

Land at, Brierley Paddocks, West Mersea – Ms H Vincett-Wilson

Following discussion the Council seeks refusal on the following grounds: -

- 1) Insufficient attention given to vehicular, cycle and pedestrian access to East Road, West Mersea
- 2) Sighting for exit onto East Road is affected by two large oak trees and a wall
- 3) Likelihood of considerable vehicular and pedestrian movements and for more attention to the foot access particularly because of the fast movement of traffic along East Road
- 4) Pedestrian movements in relation to the bus stops and the need for addition footpaths. We understand that there is consideration of a crossing on to East Road, this is welcomed and the position in our view needs further review.

The Council believes that the application should be refused pending further involvement of Essex County Highways. This is particularly so in addition to the above, to allow vehicular and pedestrian movements to be considered with the Dawes Lane development that has received outline approval.

The Council wishes to draw attention to the Neighbourhood Plan at the final stage of consultation that refers to the planning of all housing developments in West Mersea. Specifically, WM12:

*“Access to all development should be created in a manner which maintains the right and safe passage of all highway users. Where development requires a new road or road access it should be designed to give high priority to the needs of pedestrians and cyclists.”*

*“Where lower than standard trip rates are proposed development will be expected to demonstrate through a package of sustainable transport measures that the proposed trip rates can be achieved. A masterplan approach to assess cumulative impacts may be required in complex locations with closely related and located developments.”*

The Council also has taken note that the Design and Access Statement dated April 2020 by City and Country refers to good access to public transport and that there is provision for a new bus shelter at a place yet to be determined and raised kerbs.

## 21/168 NOTIFICATION OF PLANNING DECISIONS RECEIVED

### Applications passed

- (a) 21 1488  
First floor side and rear extension.  
15 Upland Road, West Mersea – Mr M Devonish
- (b) 21 1512  
Proposed two storey side extension and single storey rear extension and alterations to existing driveway.  
36 The Lane, West Mersea – Mr & Mrs Thurgood
- (c) 21 1540  
Single storey infill dining/living extension, two storey and extension.  
2 Woodstock, West Mersea – Mr M O'Neill
- (d) 21 1719  
Variation of condition 2 of 17 0819 to permit installation of full-length windows and small balcony to new dwelling.  
46 St Peters Road, West Mersea – Ms T Reece
- (e) 21 0717  
Change of use of outbuilding to additional residential accommodation.  
Bocking Hall, 35 East Mersea Road, West Mersea – Mr & Mrs Marr
- (f) 21 0718  
Listed Building application: Change of use of outbuilding to additional residential accommodation.  
Bocking Hall, 35 East Mersea Road, West Mersea – Mr & Mrs Marr
- (g) 21 1706  
Removal of existing timber staircase and balcony; replacement with metal staircase and balcony for fire protection.  
20 Saltings Crescent, West Mersea – Mr G Pamment
- (h) 21 1690  
Single storey rear extension.  
10 Brambledown, West Mersea – Mr Spink
- (i) 21 1570  
Replacement of existing timber shed with new, slightly larger timber shed, relocated on site.  
The Oyster Sheds, The Old Oyster Sheds, Coast Road, West Mersea – Haward
- (j) 21 0877  
Proposed siting of 5 additional static holiday caravans.  
West Mersea Holiday Park, Seaview Avenue, West Mersea – Mr M Purdom
- (k) 21 1741  
Single storey and two storey rear extension.  
18 Garden Farm, West Mersea – Mr J Vince
- (l) 21 1935  
Two storey side extension. New vehicle access and parking to front of house to replace garage to rear.  
38 Queen Anne Road, West Mersea – Mr D Tonge

## Appeals lodged with CBC

### (a) 20 2621

Listed building application for the erection of a single storey rear orangery. Resubmission of application 20 1502.

Yew Tree House, 16 Coast Road, West Mersea – Ms N French

### (b) 20 2620

Erection of a single storey rear orangery. Resubmission of application 20 1501.

Yew Tree House, 16 Coast Road, West Mersea – Ms N French

## 21/169 TO APPROVE PAYMENTS MADE BETWEEN 1ST JULY AND 24TH AUGUST 2021

Details of payments made had been circulated.

Proposed: Councillor Wood, Seconded: Councillor Akker. All in favour.

## 21/170 TO AGREE TO A CARD PAYMENT TERMINAL CONTRACT TO ENABLE IN PERSON AND OVER THE TELEPHONE CARD PAYMENTS

A comparison of providers and fees had been circulated. Councillor Wood proposed Barclaycard FLEX payment terminal, Seconded by Councillor Weaver. All in favour.

## 21/171 TO DISCUSS AND AGREE RESTRUCTION OF COMMITTEES AND MEMBERSHIP AND APPOINT COMMITTEE CHAIRPERSON

Following discussion on reducing the number of committees it was agreed to defer this item until after the Strategy working group has met.

Proposed: Councillor Akker, Seconded: Councillor Wood. All in favour.

## 21/172 TO DISCUSS AND AGREE RESTRUCTURE OF WORKING GROUPS AND MEMBERSHIP AND APPOINT WORKING GROUP CHAIRMEN

Following discussion on reducing the number of committees it was agreed to defer this item until after the Strategy working group has met.

Proposed: Councillor Akker, Seconded: Councillor Wood. All in favour.

## 21/173 TO CONSIDER, AGREE AND SIGN THE FOLLOWING AGREEMENTS IN RELATION TO THE FLOOD ALLEVIATION SCHEME AT THE LANE, WEST MERSEA:

- I. Section 50 License Agreement 01 (Ref. S50-1619) – Flood Barrier
- II. Section 50 License Agreement 02 (Ref. S550-1680) – Sump Pits
- III. Section 50 License Agreement 03 (Ref. TBC) – Flood Barrier Storage Container
- IV. Collaboration Agreement between Essex County Council, West Mersea Town Council and The Old City Flood Gate Group CIC

Deferred until next meeting.

## 21/174 TO DISCUSS SKATEPARK RESPONSE FROM EALC AND AGREE NEXT STEPS

Report from Louisa Hill, RPII Annual Playground Inspector shared with Councillors. Report stated that there is extensive ground erosion of grass embankments around the ramps. Erosion typical in skatepark design, exacerbated by the steepness of the slopes. Resolve by stabilising slopes or reduce their steepness.

Following discussion it was decided to leave as is and continue to try and source materials. Clerk to contact Skippers Grounds Maintenance regarding previous quotation for Soiltac.

## 21/175 TO DISCUSS AND AGREE PURCHASE OF REPLACEMENT SLIDE FOR WELLHOUSE PARK

Report from Louisa Hill, RPII Annual Playground Inspector shared with Councillors. Report stated that second hand metal replacement slide does not fulfil the requirements of EN1176 in relation to slide start protection and lack of rail across slide start. Unit no longer considered EN1176 compliant. New slide fitting has modified the design of the unit with design responsibility passing to approved contractor. Report suggested returning unit to original design by fitting the necessary components.

Following discussion it was proposed to leave as is as not warrant spending £2000 on low risk item (RoSPA report May 2021) and the park is not used.

Proposed: Councillor Wood, Seconded: Councillor Weaver. All in favour.

## 21/176 TO RECEIVE AN UPDATE/FEEDBACK ON NEW WEBSITE

The Council thanked Councillor Jenkins, Peter Banks and Cemetery Clerk for their hard work.

21/177 TO REVIEW THE COLCHESTER BOROUGH COUNCIL LEASE OF 10 MELROSE ROAD. TO CONSIDER THE ITEMS HIGHLIGHTED BY THE SOLICITORS, ADVISE OF ANY ERRORS OR OMISSIONS AND AGREE ON RESPONSES TO THE FOLLOWING;

- I. Section 7. Term. The lease term is stated as 26 years ending in 2027. Is the lease 26 years or ending in 2027 (6 years)?
- II. Section 26. Repair and Decoration. The lease states that West Mersea Town Council is required to put the property in good repair and condition even if it is in a worse state now. The building needs more work for it to be in a good state of repair, namely the concrete windowsills at the rear of the building, the boiler and toilets. West Mersea Town Council can request that lease is changed to say that West Mersea Town Council must keep the property in good repair and condition and not obliged to leave it in any better condition.
- III. Section 30. Repair and Decoration. Obligation to replace all floor coverings within 3 months at end of the term. This is an expensive obligation and can be removed if wanted.

Item deferred. Clerk to arrange a meeting with Borough Councillor Simon Crow and Stephen Brown, Asset Manager at Colchester Amphora Trading Ltd.

21/178 TO CONSIDER AND AGREE CHANGING PLACES FACILITY ON THE VICTORIA ESPLANADE CAR PARK;

- I. Location
- II. Spending approval
- III. Grant applications to Community Initiatives Fund for £10,000 and Essex County Council funding of £55,000
- IV. Timescales and process
- V. Planning consent/Consultation
- VI. Tender document for Contract finder
- VII. Project Manager

Councillor Weaver gave an update on the project to date. Planning permission will not be required, as Permitted development as the unit will not exceed 4m in height or 200 square meters. A certificate of lawfulness will be applied for which can take 8 weeks, including the consultation process. Preferred site is next to or in place of the Warden's hut at Victoria Esplanade car park. The Parks and Recreation Officer at Colchester Borough Council is making enquiries regarding Colchester Borough Council's future plans for the hut, to establish option of replacing hut with Changing places facility. Cost of demolition of hut to be added to project costs.

There was discussion on location, previous location nearer to Beach huts. Councillor Weaver advised that preferred location of warden's hut will enable access to services and keep costs to a minimum.

Councillor Wood raised concerns about the cost of the project, in terms of build and ongoing maintenance. The time frame for a large project and exposing the Council in lost grant funding where project is late in delivery, and that the project has become a priority and was not previously included in strategy debate.

Councillor Weaver stated that the funding may not be available next year and that we are in a good position to complete. £80,000 estimated costs including demolition, a contingency not been budgeted for. £55,000 grant is ready to be applied for, with £10,000 CIF Grant application closing date of 17<sup>th</sup> September. If this Council agree to spend £15,000 then CBC portfolio holder can be asked for match funding. Councillor Weaver suggested time frame of Tender document onto Contract Finder by 17<sup>th</sup> September for 2 weeks. Councillor Jenkins stated that there is time, will be a missed opportunity if we don't take it and the risk to the Council can be mitigated by returning any Grant monies where Contractor cannot start and completed by the deadline.

Councillor Wargent proposed accept project, Councillor Akker proposed an amendment to limit the Clerks time on the project to 37 hours. Seconded by Councillor Wood. Councillors Bragg, Jenkins and Powling abstained. 5 Councillors in favour.

Councillor Weaver will provide tender document to the Clerk, Project Manage, complete CIF application with Councillor Jenkins assistance. Councillor Wood offered support for the project.

21/179 TO DISCUSS AND AGREE RESPONSE TO REQUEST TO PURCHASE LAND FROM WEST MERSEA TOWN COUNCIL

Proposed by Councillor Wood that the Council does not wish to sell any of its land, Seconded by Councillor Akker. All in favour.

21/180 TO CONSIDER A REPORT ON THE NEIGHBOURHOOD PLAN AND APPOINT A REPRESENTATIVE ON THE STEERING GROUP

Consultation date closes on 3<sup>rd</sup> September.

21/181 TO CONSIDER A LETTER FROM WEST MERSEA TOWN REGATTA REQUESTING A DONATION

Deferred until next meeting, a copy of their accounts to be requested as per Grant Awarding Policy.

21/182 TO CONSIDER A LETTER FROM REFRESH MERSEA REQUESTING A DONATION

Councillor Powling Proposed a donation of £1000, using his Mayoral budget, Seconded by Councillor Wood. All in Favour.

21/183 TO RETROSPECTIVELY AGREE PURCHASE OF £4,500 AGGREGATE FOR WORKS TO THE PERMISSIVE FOOTPATH, FELDY CEMETERY TO THE SEA WALL

Proposed: Councillor Bragg, Seconded: Councillor Jenkins. ALL IN FAVOUR.

21/184 TO AGREE PURCHASE OF TWO ADDITIONAL SHAREPOINT LICENCES AT COST OF £15.60 PER MONTH IN ADDITION TO THE TWO CURRENTLY OWNED TO CONTINUE WITH THE UPDATE OF OFFICE COMPUTER SYSTEM TO MICROSOFT SHAREPOINT WITH RESTRICTED ACCESS

Proposed: Councillor Wood, Seconded: Councillor Baker. ALL IN FAVOUR.

21/185 TO RECEIVE FEEDBACK FROM TOWN COUNCILLOR VACANCY AND TO AGREE DATE OF EXTRAORDINARY COUNCIL MEETING TO CO-OPT A COUNCILLOR, 23RD SEPTEMBER OR 14TH OCTOBER

Four applications were received. The Extraordinary co-option meeting will be held on 14<sup>th</sup> October.

21/186 ITEMS TO BE ADDED TO NEXT AGENDA

To discuss and agree microphones in Council Chambers.

21/187 MAYOR'S NOTES

Due to time constraints, this item was deferred until the next meeting.

21/188 MAYOR TO MOVE THAT THE PRESS AND PUBLIC BE EXCLUDED DURING THE TRANSACTION OF THE FOLLOWING ITEMS ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

21/189 TO DISCUSS AND AGREE QUOTES FOR THE REPLACEMENT OF INTERNAL AND EXTERNAL LIGHTING AT RUSHMERE CLOSE UNIT

Councillor Jenkins proposed accept EFS quotation. Seconded Councillor Bragg. ALL IN FAVOUR.

21/190 TO CONSIDER AND AGREE CONTRACTING A TREE HEALTH AND SAFETY INSPECTION REPORT

Deferred until next meeting.

There being no other business, the public meeting closed at 9.50pm.

DRAFT