

Minutes of the Town Council Meeting  
held in The Coach House, Crown Yard  
on Thursday 8th March 2018 at 7pm

**Present:** Chairman: Cllr J Devlin  
Vice-Chairman: Cllr J Clark

**Councillors:** A Adshead, R Chapman, R Clark, M Dear, C Dyer, D Hayden,  
L Mitchelmore, M Roessler, D Spencer, G Talbot, M Thomas,  
F Tomlin, J Tutton

Also in attendance: 2 members of the public and the Town Clerk

**108. Apologies for absence**

Apologies for absence were received from Cllr M Moore

**109. Declaration of interest with regard to item(s) on the Agenda**

The following members declared a non-pecuniary interest in Item 13 due to their membership of Billericay District Residents Association incorporating Billericay Action Group - Cllrs Adshead, Chapman, Clark, Mitchelmore, Roessler, Talbot, Thomas, Tutton

Cllr Dear declared a non-pecuniary interest in Item 13 as Chair of Great Burstead and South Green Village Council

**110. Co-Option**

Two candidates presented themselves for co-option to the vacant seats in East Ward and West Ward. A vote took place, with the candidates having to receive at least 50% of the votes cast by those members present and voting, to be successful.

**Resolved;** that James Henshaw be elected to West Ward and Carl Roberts be elected to East Ward.

The new members signed their Declaration of Acceptance of Office and took their seats.

**111. Public participation session with respect to items on the Agenda and other matters that are of mutual interest**

None.

**112. Minutes of the Town Council meeting held on 25th January 2018**

Members received the minutes of the Town Council meeting held on 25th January 2018.

**RESOLVED:** that the minutes of the meeting be approved and adopted.

**113. Chairman's Report**

Members received a written report from Cllr Devlin detailing events he had attended since the last meeting.

**RESOLVED:** Information noted.

**114. Committee Meetings**

**(a) Planning Committee**

Cllr Mitchelmore, Chairman of the Committee presented the minutes of the meetings held on 30th January, 13th and 27th February and advised members that the salt bin policy had been prepared and was on the Agenda for approval, an audit of the repairs needed in the High Street is taking place on 9th March and an application will be made to the Local Services Fund to finance the work. The local plan sub-group has sent a letter to Basildon Borough Council expressing concern over the link road through Frith Wood which will also be followed up with a letter of concern regarding traffic and transport.

**(b) Environment Committee**

The Committee Vice-Chairman, Cllr Spencer presented the minutes of the meeting held on 20th February 2018 and informed members that Amethyst have been given a one year extension to the hanging baskets contract at a 3% increase, no further action regarding the illumination project will take place at the War Memorial until the tree stump has been removed, but a revised lighting scheme is awaited following feedback received from members.

**(c) Finance & General Purposes Committee**

Cllr Adshead, Chairman of the Committee presented the minutes of the meetings held on 21st February and 6th March 2018 and informed members that the Youth Council Talent Night was so successful another has been booked for January of next year. Ex youth and town councillor Emma Willis is also coming to speak about her political career.

He gave members an overview of the Chantry Way Centre project. Three architects had come and presented their views and Ingleton Wood had been the unanimous first choice of the members who were in attendance. The next stage is the formal appointment of an architect for the detailed design and management of project to fruition. Chantry Way Centre is to be demolished as soon as possible as it will deteriorate once closed and also this helps to de-

risk the project. Once the site is cleared the surveys can get underway as their results will have an impact on the development plans.

There were also recommendations that the Risk Assessment, Asset Register and Terms of Reference are approved and adopted, which members were asked to consider.

**RESOLVED:** that **(i)** the Risk Assessment, Asset Register and Terms of Reference for Finance and General Purposes Committee are approved and adopted, and; **(ii)** that in all other respects the minutes of all the above meetings be approved and adopted.

#### **115. Chantry Way Centre**

Members considered the recommendations from F&GP Committee 6th March 2018 and it was;

**RESOLVED: (i)** that Ingleton Wood be appointed as architects for the second stage of the Chantry Centre redevelopment project at a total cost of £90,000 for this phase (£83,100 fees estimate plus contingency), and;

**(ii)** to authorise in principle the demolition and site clearance of Chantry Way following the closure in early May, based on an estimated demolition cost of £110,000.

#### **116. Training Courses**

**(a)** Members considered the list of training courses from the EALC for 2018, and **(b)** were asked to approve Cllr Talbot's attendance at the Councillor Training Days 1 and 2 on 6th and 13th June.

**RESOLVED: (i)** that Cllr Talbot attends the EALC Training Days 1 & 2 in June (LGA 1972 s112) and that all expenses be met by the Town Council, and; **(ii)** all other information regarding EALC courses noted.

#### **117. Members of Committees, WP's and PG's**

**RESOLVED:** that Cllr Tomlin be approved as a member of the Finance and General Purposes Committee and the Communications Working Party and that Cllr Talbot be approved as a member of the Finance and General Purposes Committee, Christmas Lights Working Party, Events Working Party and IT Working Party.

#### **118. Schedule of Meetings for Municipal Year 2018-19**

Members received the listing of dates for Council and Committee meetings from May 2018 to May 2019.

**119. Councillor Code of Conduct**

Members considered and reviewed the Code of Conduct and it was;

**RESOLVED:** That the Code of Conduct be approved and adopted.

**120. Speaker at Basildon Council's Infrastructure, Growth and Development Committee on 13th March**

Members considered a request from Cllr Mitchelmore that she attends this meeting and speaks on behalf of the Town Council with regard to an aspect of the Local Plan. Cllr Dear requested sight of what Cllr Mitchelmore intends to say and other members agreed that they would prefer to see a document detailing the Council's response prior to the meeting. Discussion ensued during which members were made aware that Cllr Mitchelmore is not speaking about the local plan specifically, rather it is about the destruction of ancient woodland and loss of amenities which are valued by residents and which will be affected by the proposed relief road. Cllr Devlin reminded members that the local plan is still in development so is changing and evolving constantly. Cllr Adshead said it was important that when Committees have a delegated responsibility to respond on behalf of the Council they should be allowed to do that where assigned. Members felt that a presentation on where the Council is with regard to the Local Plan would be beneficial, and it was suggested that the appropriate time for this would be when Basildon Council has finalised and submitted the plan to the DCLG. This is when the full Council would review and comment on the document. Cllr Dear proposed an addition that prior to attending Cllr Mitchelmore provides members with details of what is going to be said.

**RESOLVED:** That Cllr Mitchelmore attends and speaks on behalf of the Town Council and will provide members with her speech beforehand.

**121. Salt Bin Policy**

Members received and considered the Town Council's salt bin policy and it was;

**RESOLVED:** that the Salt Bin Policy be approved and adopted.

**122. ANPR (Automated Number Plate Recognition)**

Members discussed the communication received from Essex Police about locating a camera north of Billericay and Cllr Devlin urged members to respond as individuals but he also felt that there should be a collective response from the Town Council. Cllr Devlin proposed that the ANPR initiative is supported. Seconded by Cllr Dear.

**RESOLVED:** that the Council responds to Essex Police in support of an ANPR camera north of Billericay.

**123. Items for Information**

(a) minutes of the Local Council's Liaison Committee held Thursday 1st February

**RESOLVED:** Information noted.

**124. Consideration of Items for Social Media/Press Release**

(a) A Press Release to be issued regarding Frith Wood next week

(b) Two new councillors

**125. Questions from the Press and Public**

None.

Cllr Devlin closed the meeting at 8.17pm

Cllr Devlin.....Date.....  
Chairman