

Minutes of the Town Council Meeting  
held in The Coach House, Crown Yard  
on Thursday 26th July 2018 at 7pm

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

**Councillors:** A Adshead, R Chapman, M Dear, C Dyer, J Henshaw, L Mitchelmore, M Moore, M Roessler, D Spencer, G Talbot, A Talboys, M Thomas, J Tutton

Also in attendance: the Town Clerk and Borough Cllr D Lawrence

**36. Apologies for absence**

Apologies for absence were received from Cllrs R Clark, C Roberts, F Tomlin and Borough and County Councillor Dr R Moore

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

None.

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

None.

**39. Minutes of the Town Council meeting held on 14th June 2018**

Members received the minutes of the Town Council meeting held on 14th June 2018.

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

**40. Chairman's Report**

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

**RESOLVED:** Information noted.

**41. Committee Meetings**

**(a) Planning Committee**

Cllr Mitchelmore, Chairman of the Committee presented the minutes of the meetings held on 19th June, 3rd and 17th July and advised members that the Committee had responded to an application from BTFC to their licence extended until 2.30am on Fridays and Saturdays, however following receipt of the Town Council's objection the applicant withdrew the application.

## **(b) Environment Committee**

The Chairman Cllr Moore presented the minutes of the meeting held on 10th July and informed members that the Billericay in Bloom presentation was very successful. She thanked the members of the working party and the Councillors that had attended, although stressed that it would have been good to see more members in attendance.

Members discussed the recommendation that the skate park is closed and removed completely and were reminded that is only the wooden skate park under consideration, the Rhino half pipe is to remain. Cllr Adshead proposed an amendment that the skatepark is repaired and a decision on closure is deferred until after the new CCTV is installed. Seconded by Cllr Mitchelmore. Members did not support this amendment and therefore a vote took place on the original recommendation. It was felt that CCTV would not stop vandalism but the Town Council would look to replace with a more robust structure. Members agreed that the Council cannot justify continually spending money on repairs which get damaged and that a press release is to be issued urgently to make residents aware.

**RESOLVED:** that the wooden skate park is closed and removed.

Cllr Moore also informed members that she had cleaned and tidied the War Memorial with the help of Borough Cllr R Moore. An item for the next Environment Agenda will be forming a group to clean and tidy the Memorial on a regular basis.

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

Cllr Adshead, Chairman of the Committee presented the minutes of the meeting held on 19th July 2018 and informed members that a grant of £500 had been awarded to the Street Pastors to be put towards School Pastors uniforms and the refurbishment of a donated minibus.

The recommendation regarding the GDPR documentation was considered and it was;

**RESOLVED:** that the following GDPR documents be approved and adopted by the Town Council. (i) General Privacy Notice; (ii) Information and Data Protection Policy, (iii) Social Media Policy, (iv) Retention of Documents, (v) Transferable Data Policy, (vi) Staff and Councillors Privacy Notice.

Child Safeguarding training had originally been delivered three years ago and it was therefore time for renewal. Approval had been given to hold another in-house training session, and interested members were asked to inform the Town Clerk.

Cllr Adshead summarised the Council's position regarding the Chantry Way Centre. The total estimated build cost is in the region of £2.27m, this is higher than the original estimate but does include everything (contingency, fit out etc.) There have been significant changes to the design which has increased the cost. The working budget is £1.9m. £1.4m borrowing from PWLB (Public Works Loan Board) and £500,000 from Ear Marked Reserves. At the moment to meet the budget a saving of £375,000 has to be found from the construction process. Most of the current costing is "soft" which means the amounts are not finalised so need to be firmed up. The build cost has been provided by the architects using book prices. They feel this is on the high side and will reduce when the build goes out to tender. Areas where savings can be made are non-material and will not affect the planning decision if changes are made following approval. If the Council goes out to tender now it will get a better feel of how much the building will actually cost. It is not a firm decision to go ahead with the project, just a means of getting far more accurate figures.

**RESOLVED:** (i) that the building design is completed and submitted to Basildon Borough Council Planning Department, and; (ii) Ingleton Wood complete the design drawings and the tender specifications to go out to contractors.

Cllr Adshead presented the consultation process to members. There will be a small exhibition in the library for two weeks (1st to 14th August) where people can fill in a form with their views. It will also be on the website and on 11th August an open day is being held in the Chantry Way Centre for people to view plans and speak to councillors and a representative from the architects. Cllr Adshead will email the presentation material to members if requested.

The tenders received for demolition services were discussed and it was:

**RESOLVED:** subject to a provision that the asbestos removal is undertaken in accordance with current legislation and that the hoarding is solid, Grantham Industries are to be offered the contract to demolish the Chantry Way Centre.

A review of Financial Regulations had also been undertaken and it was:

**RESOLVED:** that the revised Financial Regulations are approved and adopted.

**RESOLVED:** the minutes of all the above Committee meetings be approved and adopted.

## **42. Training Courses**

**(a)** Members considered the list of training courses from the EALC for 2018, and;

**(b)** were asked to approve Cllr Henshaw's attendance at the Planning Briefing on 29th September.

**RESOLVED:** (i) that Cllr Henshaw attends the EALC Planning briefing in September (LGA 1972 s112) and that all expenses be met by the Town Council, and; (ii) that all other information regarding EALC courses is noted.

#### **43. Chantry Way Centre - Execution of Transfer Deed**

Members approved the following:

**RESOLVED:** (i) approval of the transfer from Kier Homes of the strip of land in front of the Chantry Centre, which will be acknowledged by a plaque in the new building, and; (ii) that the transfer deed is signed in accordance with Standing Order 22 by the Chairman and Vice-Chairman, and witnessed by the Town Clerk

#### **44. Annual Review of Standing Orders**

Members received and considered the Standing Orders which have been updated to reflect the new GDPR regulations in accordance with NALC's model standing orders.

Cllr Devlin proposed the following revisions:

Section 3(h) remove the wording "However if at least two councillors so request this period can be extended to thirty minutes". An extension of public participation time is covered in 10(a)(x).

Seconded by Cllr Dear.

Section 3(t) remove the wording "If at least two councillors so request, voting can be by signed ballot and the result of such ballot will be recorded and so as to show whether each councillor present and voting gave his vote for or against that question".

Seconded by Cllr Thomas.

**RESOLVED:** (i) that 3(h) and 3(t) be amended as proposed, and (ii) that subject to those revisions, Standing Orders are approved and adopted.

#### **45. Consideration of Items for Social Media/Press Release**

Wooden skate park closure and removal.

Chantry consultation.

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

None.

Cllr Devlin closed the meeting at 7.52pm

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