Minutes of Parish Council Meeting on 11th September 2026
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), Tony Sanders, Martine Ward and Michael Mosely.
Also Present: Mrs Baxter (clerk) and one member of public.
Absent: Cllr A Brennan, Michael Hare, Maxine Jeggo and Liz Richfield.

26/185 Chairman's welcome and notifications.
Cllr Gladwin welcomed everyone.

26/186 Apologies for Absence.
Apologies were received from Cllrs Michael Hare, Maxine Jeggo and Liz Richfield.

26/187 Declaration of Pecuniary Interests and Personal Interests.
None.

26/188 Public Speaking
The member of public spoke about item 26/190 planning. He wished to raise awareness of the issue as it is out of the way and asked for the PC's support for his objections. He referred to important view 7 from the Neighbourhood Plan. The fence violated planning by being 40cm too high, hence the need for retroactive planning. It is out of keeping with the local surroundings. He doesn't know if Heritage England will be consulted but it severely impacts the approach and setting of the gardens.
The member of public was asked if he knew why they needed such a tall fence. He responded that there is one paragraph in the application which refers to security. Council reviewed photos showing the fence. The member of public pointed out that it has been installed next to a laurel hedge which is not a permanent feature. It may be cut back or removed.
The member of public's main concern is health and safety, with vehicles, pedestrians and cyclists using the drive (the gardens encourage visitors to use public transport with discounts), and the verge being allowed to grow over, meaning that pedestrians and cyclists are using the road, with less space now to step out of the way of vehicles.
He has tried to contact Essex Highways with his concerns, but they have responded that as it is a private road there is nothing they can do. He asked who has the duty of care for the garden visitors? It is confusing as to who owns the drive.
He has witnessed accidents on the drive, someone swerved to avoid a rabbit and hit the old low fence, which caused some minor damage, but driving into the new solid fence will cause more damage. He is concerned that it is a crush hazard, particularly with some of the larger vehicles that use the drive, such as coaches.
Council viewed photos showing the old and new fences and that the verges used to be well maintained and allowed people to walk along them.

26/189 New Community Centre
To review document 25-0048 – Elmstead Market BoQ Phase 1 – Car Park costs. This document allocates out the car park and access costs from the full Phase 1 New Community Centre build costs. Does council agree that it will formally make a request to TDC for the total £417,556.89 car park/access costs to be paid from the Lanswood open spaces s106 fund of £487,061.61?
Council reviewed two documents that were circulated prior to the meeting, "Report for Extra Ordinary Parish Council Meeting 11th September 2026 agenda item 26/189" and "Charity Fields open spaces s106 summary".

Cllr Gladwin reported that most of the costs for the car park and access are in Phase 1. TDC are being understandably cautious with the governance for the request because it is such a

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large amount of money. Cllr Gladwin and Mrs Baxter had an online meeting with TDC's Finance Manager and s106 officer yesterday and discussed what needs to be decided and minuted today.

If TDC approves our request for the £417,559.89 to be spent on the car park/access that will leave £69,504.72 available in the fund and it might be that we wish to request further funds for option c if there are additional relevant expenses in future phases. It is not intended that this proposal ties us into being the full amount we spend on the car park.

Cllr Gladwin referred to the deed of variation wording on the report and options a, b and c and noted that the options are not in order of priority, they are just the three options.

Cllr Gladwin explained to the Finance Manager and s106 officer that the request isn't just for option (c), it is also for option (b) as the car park does improve access as it's the access for the field as well as the community centre and incorporates most of the pathway and access to it.

Proposal: That having considered all the deed of variation options (a, b and c) that the Lanswood s106 fund may be spent on, and considering the funds that will still be available for facilities on the open space at Charity Field, the Parish Council resolves that the full £417,556.89, as calculated to be the costs of the car park and access for Phase 1, is requested from TDC to pay for the costs of the car park and access. It is also resolved that the council wishes to receive the amount in full as soon as is possible**.**
The above was resolved. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.
It was explained that there is a 28 plus 5-day process, but that this started a week ago. We hope to receive the funds before the November invoice is due.

26/190 Planning
26/01195/FULHH Shaftesbury House Clacton Road Elmstead Colchester. Householder Planning Application - Installation of fence (retrospective).
Deadline for comments 14th September 2026.
Does the PC wish to comment on this application?
It was felt that if the application had been made before the fence was installed the council would not have supported it. Cllr Gladwin would like to look into any regulations that are relevant because it is a safety hazard. It would be good to know where the property lines are.
Councillors discussed the height being the planning issue. Also, we will look review the Neighbourhood Plan's views policy to see whether the fence goes against policy.
It was resolved to object to the application for the issues raised. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.
Cllr Gladwin will draft and circulate a response. The clerk will request additional time to respond.

26/191 Items for the next agenda or for information only.
None.

26/192 Date of next meeting
1st October 2026.

The meeting closed at 12.25pm.
There being no further business councillors were thanked for their attendance.
Minutes written by Mrs. A Baxter.

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