# Minutes of Parish Council Meeting on 3rd September 2026
# Meeting of Elmstead Parish Council
### Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), Amanda Brennan, Michael Hare, Maxine Jeggo, Martine Ward and Michael Mosely.
Also Present: District Councillor Gary Scott. County Councillor Aimee Keteca. Mrs Baxter (clerk) and 5 members of public.
Absent: Cllrs Liz Richfield and Tony Sanders.

**26/166 Chairman's welcome and notifications.**
Cllr Gladwin welcomed everybody.

**26/167 Apologies for Absence.**
Cllrs Liz Richfield and Tony Sanders sent their apologies. District Councillor Ann Wiggins also sent her apologues.

**26/168 Declaration of Pecuniary Interests and Personal Interests.**
None.

**26/169 Approval and signing of the minutes from 2nd July 2026**.
It was resolved to accept the minutes from 2nd July 2026 as true and accurate, subject to changing "are" to "our" on p2 line 3.
Proposed: Cllr Mosely, Seconded: Cllr Ward, all in favour.

**26/170 To receive an update about the progress of resolutions from the meetings above not covered in this agenda.**
Cllr Gladwin has drafted a leaflet to go on vehicles parked close to the junctions on Church Road and Oatlands, but with the Cadent barriers (for gas pipe works) there haven't been any vehicles parking at those locations.

**26/171 Public Speaking**
A resident reported that his wife is using a mobility scooter and is having to drive onto the road because of cars blocking the pavements. He has also seen other mobility scooter users having to drive onto the road. This was on Holly Way and Church Road.
He also reported that there is overgrown vegetation taking up more of the pavements, residents aren't cutting it back.
There are eyesores on Church Road with the raised ironworks at the entrance to Pavilion Way, and the kerbstones and drainage pipes left on the verge that have been overgrown.
There is an area of sunken road down School Road near Mitchell's Farm.
Cllr Gladwin will add some wording to the leaflet for considerate parking to put on cars blocking the pavement.
Cllr Gladwin will ask the PCSO if they have a template for considerate parking.
Our handyman is reporting overgrown vegetation to us. We can contact Essex Highways about this who will write to the household.
Cadent are using an area on Church Road near to Pavilion Way and have said that they will tidy it up.
It was reported that the clerk has been in contact with TDC enforcement about the footpath that should have been built on Church Road and was told that it's Essex Highways' responsibility now. Cllr Scott has asked officers to pursue it.
A resident asked if the two containers on Charity Field are supposed to be fenced off, kids are kicking balls up against them. Kids are also playing on the bunds with their bikes and have



Signature …… Date ……

been throwing dirt around. Cllr Gladwin responded that we are aware that there are different problems there. He has been trying to get in touch with Cadent but is not getting a response. A resident reported that cars are parking both side of Bromley Road on the pavements. A fire engine on an emergency call couldn't get through. It's dangerous for wheelchair users who have to cross the road as they can't use the pavements. There are speeding issues and very loud vehicles in the early hours. Cllr Scott has reported the parking issues, some of the resident parking issues have improved. Cllr Scott reports speeding issues to Essex Police. Cllr Scott and Wiggins meet the Police Commissioner twice a year. He's due to come to Tendring in October. Cllr Scott advised that if there is a problem in a specific area to e-mail Essex Police. The resident has reported it to the police but not seen any speed checks.
There will be ten exhibitions in the District. You can review the documents online or in public libraries.
From October residents will be changing to calendar B for recycling. Once the glass recycling starts the bottle banks will be removed.
Cllr Hare reported that broken glass is left when the bins are emptied. The clothing banks will be removed too. Plastics should be collected from January/February but that might be pushed back. There's going to be a push on using blue bags to promote clothing and textiles roadside collection.
Cllr Scott has visited new Lanswood and Asterwood residents.
There have been complaints about roadworks from residents, which he has forwarded to ECC. The pothole on Bird's Farm Road has been filled in.
Cllr Ward asked about her requests for funding for the hub. Cllr Scott said that there is not much money available. Cllrs Scott and Wiggins will look into it. He will also contact another organisation.

**26/172 County Councillor report.**
Cllr Keteca apologised for the roadworks, she was given no notification and has written to Essex Highways to express her dissatisfaction. It's important that councillors are forewarned. EH are a massive issue in Essex. ECC are developing systems to home in on repairs. School Road will be assessed as the defect needs to be repaired. She has reported the lines and safety on the School Road/Colchester Road junction, but there's no quick fix. There are drainage, pavement and vegetation issues, Cllr Keteca is forwarding resident complaints. They are looking at better long terms repairs to roads.
Cllr Ward thanked Cllr Keteca for her work.

**26/173 District Councillor report.**
Cllr Scott reported that Council had a debate regarding the new Local Plan, which is almost finished in draft form. There will be a six-week consultation, the responses are sent to the Inspector and the Secretary of State who will decide whether to approve it. It must be legally approved by then end of 2026. If it doesn't get approved TDC will have to start from scratch.

**26/174 Tendring Local Plan**
*To consider an e-mail received from Mr Guiver at TDC. Does the council wish to meet with him or another member of his team to discuss the Local Plan and the next stages of the process?*
It was agreed to arrange a meeting once the consultation is live. The consultation runs 7th September to 19th October.



Signature …… Date ……

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**26/175 New Community Centre and Open Space land.**

*i) An update on the build.*

We had our monthly site meeting today. It's going well, it's slightly behind schedule. There have been no major problems.
The Phase 1 contracts have been completed and signed by Lexden. Our QS will go through them and then pass them to us for signing. We started a discussion on Phase 2. They will need to have traffic lights on Vaughan Drive when they connect to the water run-off, which they will do during the October half term. There will also be traffic likes when Affinity connects the water supply.
Lexden's next leaflet drop to residents will be to explain those roadworks.
Council viewed progress photos. You can see them putting up the internal walls and digging up the car park.
Lexden have tried to improve the dust situation but with the hot, dry conditions it's been difficult.
We were concerned that if it now rained heavily the land would be so dry it would wash off into people's back gardens, so the council has put a land drain into the field. This temporarily contributed to dust but should help to prevent flooding into neighbours' gardens. Only urgent works were completed to minimise the dust.
As Lexden completes the digging out of the car park there may be movement on the bunds. We are discussing planting or putting a fence up, the problem is that the earth is so dry it's taking up more volume. Once it gets wet it will compact down. Over winter we will be able to see what is there and may get some lorries in to take some away. As it's a temporary situation we don't want to plant on them now.
The trouble with children riding bikes is we can't be there all the time to stop it. The issue is the invasion of privacy. People are also walking on the bund but this should stop when it gets wetter. We can add this to signage. The bunds won't get any higher along the western edge.
We are having longer-term discussions about planting and fencing.
There will be an opportunity for councillors to do a site visit.

*ii) S106 funding updates.*

We have received the near £200k which can be used for the changing rooms. An application was made for the car park costs. We've received a lot of questions from TDC about this application. They are hoping to get a report in by the end of the week but there's a 28 day call in period so there will be a delay on a decision.
The clerk is to send Cllrs Scott and Wiggins an e-mail about the s106 request and explain the urgency. He will speak to Mr Guiver and the head of finance to try and move it along.

*iii) Additional funding updates. To consider a meeting with the Elmstead Community Centre trustees to discuss the next steps.*

We know that we have a funding gap and the charity's funds would reduce that gap. We need to determine how much there is and what it will be spent on. It was resolved to arrange a meeting. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.
Cllr Gladwin has started looking into a Public Works Loan in order to have a bridging loan for the value of the current community centre which we can't realise until the new centre is open.
We haven't heard back from Market Field School on their interest in purchasing the current community centre.



Signature …… Date ……

*iv) Public communication.*

The council sent a letter to adjacent residents regarding the Cadent units going onto the field. Lexden will do the next round. There should be less disruption going forward.

*v) Potential adoption of Vaughan Drive by Essex Highways. Does the Parish Council wish to pursue this with Essex Highways?*

All of the roads at Victory Fields are private which is causing some issues. Currently Lexden are using the entrance off School Road for all vehicle access to the site. This access will eventually have to shut as we don't have planning for permanent access from School Road. We have the legal right to access the community centre via Vaughan Drive. This has been confirmed by our solicitor. We are trying to keep the management company up to date with what we are doing. We are obligated to pay the management company a small proportion of the road cost. The first 50m of Vaughan Drive could be adopted, it's up to where the road surface changes. Our utilities will go under this part of the road and it might be simpler for it to be adopted.

It was resolved to ask whether this part of Vaughan Drive can be adopted. Proposed: Cllr Hare, Seconded: Cllr Mosely, all in favour.

*vi) To consider writing a letter to Charity Field residents to explain the legal rights the Parish Council has over access to the New Community Centre via Vaughan Drive.*

There have been some tense interactions on site with misunderstandings about the PC's legal right of access. It was resolved to write a letter as above, to post and put into noticeboards, to clarify the situation.

Proposed: Cllr Brennan, Seconded: Cllr Jeggo, all in favour.

*vii) Any other updates.*

None.

**26/176 Charity Field**

*i) An update on landscaping.*

Discussed above. Once Cadent remove their containers they have said that they will contribute to planting.

*ii) To consider a complaint received regarding an invasion of privacy for Paul's Crescent residences due to people being able to see into their homes from the top of the bund on the field. To consider solutions to this problem.*

We'll do some engagement regarding long term solutions of planting and fencing when we're in a position to progress.

*iii) Any other updates.*

It was previously agreed to take up the gravel path because it is covered with weeds and use the gravel for the land drain. We have realised that there is 6 inches of gravel, 6 inches of topsoil and then the weed proof membrane so the weeds are growing in the topsoil. It was difficult to skim off the top layer of gravel, and there is far more gravel than there should be. We need to decide what to do with the rest. Lexden are putting a lot of rubble into the base of the car park, we could ask if we could add the gravel.



Signature …… Date ……

A resident asked the council to be careful with the bunds because Go Homes put in a French drain at the back of their gardens. Cllr Gladwin responded that we are being careful not to block it.

**26/177 Events**

*i) Wednesday hub. To discuss funding.*

The hub has finished its earmarked funding reserve from previous grants. The clerk needs to complete some paperwork on the previous grant so that a new application can be made.
Cllr Ward has contacted companies and friends to ask for funding and is waiting for replies. She has received £100 from the Neighbourhood Action Panel.
Cllr Keteca asked for full details of the hub to be sent to her, she has the locality fund which she can access.

*ii) To consider a report from the events working party and recommendations made in the report.*

Cllr Jeggo reported from the meeting held to meet volunteers interested in helping out.
Fundraising was discussed to raise money towards events. Volunteers suggested a quiz night, race night or raffles. Or fundraising by approaching businesses or residents.
We're looking at how to improve the Christmas lights on the green this year.
We've previously done events on a small budget, previously the money raised by the Christmas market has paid for the hall hire, but we're not doing that this year.
With new people we need to delegate what needs doing and having a specific aim for money raised. For example, specific donations for lights on the green.
We've worked in the past with the cricket club on the Jubilee but we had a bigger budget for that. We'd like to do the Christmas event on the green as it has a better atmosphere but it's subject to weather and it does get cold with the set up and clear away hours too.
We've set a provisional Christmas event date of 13th December. We have booked Father Christmas.
If we are asking people for money we need to be aware of the council's reputation and that we are not asking multiple times, it needs to have a councillor responsible for it and it would be best to have it in writing. A standard template can be approved. Mrs Ward will draft a template. It wasn't thought right to knock on residents' doors asking for donations.
We can do the Christmas event based on the budget we have. Cllr Mosely offered to help with sourcing donations of food etc.
Hiring a marquee was discussed, but it's expensive. It wasn't felt that councillors had the time to organise the fund-raising events this year.
The events working party is looking to take on the garage sale trail next year. Mr Fairweather is happy for us to take it on. It hasn't been decided where the funds will go, as it's previously been for the new community centre.
Books for Christmas presents were discussed, Mrs Ward will speak to the book company in Frating to see if they will donate any. Cllr Scott does book sales through the Autumn Centre charity and offered for us to take a look.
It was agreed to leave other fundraising to 2027 and focus on fund raising for the Christmas lights this year. We'll use a template letter to approach local businesses. Nobody is to go out individually to ask for donations.
It was resolved to focus on the Christmas lights and the Christmas event for 2026. Other fundraising will be looked at in 2027.
Proposed: Cllr Jeggo, Seconded: Cllr Brennan, all in favour.



Signature …… Date ……

*iii) Councillor surgeries. Cllr Mosely proposes that he starts a council surgery at the Wednesday hub. To consider frequency and timings, hire of additional hall, requirement for 2 people to run a councillor surgery, how to publicise the surgery, whether other days should be considered.*

Cllr Mosely proposes a regular multi-agency approach to the surgery. The church is happy to accommodate the surgery in the corner of their Wednesday hub, so there will be no expense. The church will publicise it on their weekly newsletter. That's on the third Wednesday of every month, and Cllr Ward has also said that a surgery can be held on the council weeks. Cllr Mosely has asked Cllr Keteca who is happy to attend. He has also spoken to the police who will attend. The proposal was approved. Proposed: Cllr Mosely, Seconded: Cllr Ward, all in favour.
It will be monthly, alternating between the church and the council's hubs.

**26/178 Finance.**

*i) To look through the finance report and approve payments. See appendix 2.*

The above was resolved. Proposed: Cllr Brennan, Seconded: Cllr Mosely, all in favour.

*ii) An update on banking (accounts and deposits).*

Council reviewed a summary.

*iii) To consider an additional member of the Finance Committee to replace Mr Chable.*

It was resolved to appoint Cllr Mosely to the Finance Committee. Proposed: Cllr Brennan, Seconded Cllr Gladwin, all in favour.

*iv) To consider an additional bank signatory to replace Mr Chable.*

It was resolved to add Cllr Sanders as a signatory, subject to his agreement. Proposed: Cllr Brennan, Seconded: Cllr Gladwin.

**26/179 Planning**

*i) Any updates?*

We're surprised that the 2 outstanding applications adjacent to Meadow Close are not on the next Tendring Planning Committee agenda.
Cllr Scott reported that District Councillors will not be able to call in applications after 31st October.
The appeal for the application in front of Beth Chatto is now a public enquiry, not a hearing. This will run over 4 days starting on the 24th November.

*ii) To consider an additional member of the Planning Committee to replace Mrs Gargiulo.*

It was resolved to appoint Cllr Mosely to the Planning Committee. Proposed: Cllr Gladwin, Seconded Cllr Jeggo, all in favour.

**26/180 Dene Park**

*To consider advice received from SLCC on the potential disposal of Dene Park. To decide next steps.*

This was deferred.



Signature …… Date ……

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**26/181 Village Greens**

*i) To consider winter planting options for the South Green*

Winter planting would be about £400 and it is budgeted for. Would council prefer to look at other options or go with the usual planting schedule? It was resolved for the clerk and Cllr Brennan to speak to Dene's about cheaper options.

*ii) To consider the problem of vehicles driving over the North Green to access Church Road. Could we temporarily install barriers?*

The roadworks on Church Road will be finished soon. There has been some dangerous driving. Cllr Gladwin has been speaking to Cadent, but as they need access for their work vehicles it's difficult for them restrict access. Cones were suggested to stop people driving on the green, we'll look into that.

**26/182 Playing Field**

*To consider applying for the playing field to be registered as an asset of community value.*

It was agreed to do some research into this. Proposed: Cllr Mosely, Seconded: Cllr Gladwin, all in favour.

**26/183 Items for the next agenda or for information only.**

None.

**26/184 Date of next meeting**

1st October 2026.

The meeting closed at 9.15pm.
There being no further business councillors were thanked for their attendance.
Minutes written by Mrs. A Baxter.



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