

Minutes of Parish Council Meeting on 2nd July 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, Liz Richfield, Tony Sanders, Martine Ward and Michael Mosely.
Also Present: District Councillor Gary Scott. Mrs Baxter (clerk).
Absent: Cllr A Brennan.

26/146 Chairman's welcome and notifications.

Cllr Gladwin welcomed everyone and updated that due to being unable to attend a meeting for 6 months Mr Chable was unfortunately no longer a member of the council due to the 6-month attendance rule. Mr Chable was thanked for his contribution, and we will let him know that he is very welcome to return if and when he has the time.

26/147 Apologies for Absence.

Apologies were received from Cllr A Brennan, Apologies were also received from District Councillor Ann Wiggins and County Councillor Aimee Keteca.

26/148 To consider a co-option.

It was resolved to co-opt Mr Mosely onto the council. Mr Mosely was welcomed to the council.

Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

26/149 Declaration of Pecuniary Interests and Personal Interests.

None.

26/150 Approval and signing of the minutes from 4th June 2026.

It was resolved to accept the minutes from 4th June 2026 as true and accurate.

Proposed: Cllr Hare, Seconded: Cllr Sanders, all in favour.

26/151 To receive an update about the progress of resolutions from the meetings above not covered in this agenda.

The clerk updated that she still needs to find appropriate safeguarding awareness training for the hub volunteers.

26/152 Public Speaking

None.

26/153 County Councillor report.

Cllr Gladwin and the clerk met with Cllr Keteca and went over a number of issues. She is following up with some Highways issues. Cllr Gladwin will be speaking to her soon if anyone wants to pass anything on.

It was asked if we raised what will happen with the playing field behind Market Field School. We did and Cllr Keteca will contact ECC to find out what's happening. Cllr Gladwin reported that there is a football club interested in the field for next season, but we don't have any certainty on it at the moment.

26/154 District Councillor report.

The written report can be viewed at <https://www.elmsteadparishcouncil.org.uk/meeting-reports>.

District Councillors Scott and Wiggins were at a meeting yesterday to speak about the flies in Elmstead, Great Bromley and Ardleigh. There has been a major influx. Officers are trying to find locations for the source of them. Cllr Mosely explained that the unseasonable heat raises their breeding rate. Building work causes deforestation and land loss which leads to

Minutes of Parish Council Meeting on 2nd July 2026
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

dead mammals and more flies. This will only get worse with climate change. Cllr Scott added that it could be connected to the new link road. It's an ongoing process, the Environment Agency and are MP are involved. Tendring Environmental services had over 150 e-mails or other forms of contact about the flies. District Councillors Scott, Wiggins and Fairley will get some information through next week they can share with the PCs.

Our District Councillors have had emails about Charity Field regarding the bunds. They feel there has been a lack of communication from the PC. They don't want another bund with the problems it causes.

Cllr Gladwin responded that there is a communication going out from the builder soon.

There have been queries about the location of the entrance to the new community centre. If it's off Vaughan Drive, which is a private road which the resident residents have to pay for, then will the PC also contribute. Cllr Gladwin responded that this will be covered under the New Community Centre agenda item.

There are continued complaints about the parking in Church Road.

Residents have reported near misses at the Budgens Junction, the white lines are completely faded. This needs to be dealt with by Essex County Council. Cllr Gladwin added that we've reported it to County Councillor Keteca to try and get urgent action.

They've been approached by the developer of the self-build houses on Church Road. The developer suggested Native Tree View for the name of the road. DCs Scott and Wiggins don't agree with it as it's not relevant to Elmstead. They have requested Anne's Close, as a reference to the church. Elmstead already has a Laurence Close.

For Local Government Reorganisation the Alresford and Elmstead wards will remain the same and have the same boundaries.

Cllr Richfield asked who the developer is for the self builds, should it be the new owners? Cllr Scott will check.

26/155 Planning

- i) *An update from the Planning Committee meeting held on 15th June 2026.*

The Bromley Road application for 160 houses was discussed. About 20 residents attended with some good input. It doesn't meet a number of the NP policies, so it was resolved to object.

- ii) *26/00287/OUT 30 dwellings Land to North of Colchester Road Elmstead. This application is on the TDC Planning Committee agenda for 7th July. The recommendation to the Planning Committee from TDC officers is approval. To discuss speaking at the meeting.*

It's disappointing that the officers recommended approval. Cllr Scott will speak at the meeting, Cllr Gladwin will call him to discuss what each will be saying. Mrs Garguilo will be speaking as a member of public.

Cllr Gladwin and the clerk had a conversation with Mr Guiver (TDC) yesterday to ask why the application was recommended for approval. It's outside of the plan boundaries. There's a concerning letter on the TDC website from Savills dated the 3rd June where they argue that their interpretation of the Neighbourhood Plan is that it supports the application. This is not our interpretation. It does seem that the TDC officers were inclined to refuse it to start with and then changed their minds after the letter. Mr Guiver wasn't aware of the timeline and will look into it.

The letter makes some serious assumptions. It says that the NP is outdated despite it being one of the most up to date NP at Tendring. They question the settlement development boundary, calling it subjective. It's an objective policy, you are either inside or outside of it. They've made jumps to conclusions for Policy 2 to say that the development benefits the separation. We're concerned the letter is having an undue influence. We're concerned that the

Minutes of Parish Council Meeting on 2nd July 2026
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

committee will see the letter saying that the NP plan doesn't apply. Mr Guiver told us that we can respond to the letter. Cllr Gladwin will write that in time for it to be circulated as an update to the report that goes to the Planning Committee.

There's a wider concern that this is a test case, if it does go through will it lead to further approvals against the NP? If it's to do with the increased housing targets then 30 is not going to make much of a difference.

It was resolved to write a response to the Savills letter. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

Cllr Gladwin will focus on the NP when he speaks in person at the Planning Committee meeting.

26/156 Tendring Colchester Borders Garden Community

Any updates?

The planning application won't be decided until next year. Cllr Gladwin is speaking to other councils, but not much is happening over summer. The members of the joint committee have been confirmed.

26/157 Allotments

To consider a report from the allotments working party.

i) *a review of the questions raised in the report.*

Cllr Sanders spoke about the report. The budget isn't where we want it to be. What, if anything, do we want to do? It's an eyesore and a mess. There are a few questions outstanding in the report. There are some things we need to understand and there's some information we need from Newells. At the very least we should be looking at enclosing it to secure it. There are already issues with parking in that area.

The fence is the most expensive requirement. It needs to deter vandals and pests. They got a number of quotes and went for the most economic. Cllr Sanders spoke to the specialist who thinks it's fair in terms of what we are trying to do.

Some suggestions were made regarding the school. There is space for 11 plots at a quarter of a standard plot. There is space at the side of the pumping station that would provide a self-contained area for the school. It would need 3-4m of fencing. That should help with safeguarding issues. Cllr Sanders is happy to approach the school to see if that is suitable and speak to Boydens to see if they would agree, as it's not part of the PC's allotment land.

The biggest issue for the neighbours is the seeds from all the weeds. The weeds are waist height and need clearing. The ownership is still with Newells. The clerk has tried to chase Newell's solicitor, with no response. The clerk will chase planning enforcement.

The clerk suggested looking for grant funding, Cllr Sanders will take a look.

It was suggested that we buy the materials and get a working party to help. The people on the waiting list perhaps.

It was suggested to plant thorny hedging, but it would take too long.

It was suggested to apply to the ECC initiative fund. The clerk will send the details of the fund to the working party.

We either have 10 plots plus the school or 11 plots if the school goes onto the other land.

The clerk is to send the list to the working party. They will get in touch with those on the list once we know it's being transferred.

It was suggested to ask Tesco to join their funding scheme. The Co-Operative also has a scheme.

The current s106 funding is £4,506 and the budget is £300.

It was suggested that we ask for donations of cardboard to lay down onto the allotments. They are intended to be no dig plots. We could ask on social media or ask Budgens. We'd then need to store it. Cllr Mosely may be able to help with that and will speak to a local landowner.

Minutes of Parish Council Meeting on 2nd July 2026
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

We couldn't mow it at the moment with all the bricks in there, the soil needs clearing.

ii) *to decide between options presented in the report.*
Included above.

iii) *to approve a budget.*
To seek grant funding.

26/158 Parking in Elmstead

To consider problem parking.

People are parking on the double red lines outside Budgens. We have asked Cllr Keteca to help with enforcement on this.

We are having increasing problems on Church Road, the Church Road/Holly Way junction and the Oatlands junction.

Cllr Gladwin has spoken to people parking on junctions about the difficulties it presents emergency vehicles and it has helped. He suggests making up a leaflet we can put on vehicles to explain the problems.

Cllr Gladwin will circulate some wording.

The PCSO in Alresford put considerate parking notices on vehicles in Alresford.

26/159 New Community Centre and Open Space land.

i) *An update on the build and the biodiversity net gain planning condition.*

Our contacts at TDC really helped us push the BNG through behind the scenes.

Photos of the build were viewed. The bricklayers should start next week, the steel frame will come in a couple of weeks. It's ahead of schedule. Cllr Gladwin is having regular meetings and ongoing dialogue with the contractors. The first monthly meeting is next week. We'll do social media updates.

There was an incident where some of the fencing had tipped over. Children had tried to lift the fence up to get their football. Luckily no-one was hurt. We immediately let the contractor know and they have reinforced the fence. CCTV will be going in next week and we have our own cameras we can set up.

They will start on the bunds next week. It will be between 1 and 1.25m high so a lot smaller than the one that was previously there. It will be wider so that our handyman can drive the mower along it. The clerk raised that it might have implications for the use of the mower because if he is mowing on a slope he has to put the mower's roll bar up. The bund will be slightly wider than the mower, but there is still a risk. An alternative could be to arrange someone to use a hedge trimmer attachment to cut it.

The handyman and our contractor are trying to cut down the weeds growing out of the path. The path isn't easy to walk along as it's gravel, it was suggested to remove the gravel and use some of the soil coming off the building site to make it level and seed it. Also seeds the bunds at the same time, so that they grow grass, not weeds. We can use the gravel to make a french drain. We'd need to rent a digger at bout £300 - £400/week to dig a trench and scrape the gravel. This will save a lot of money over having a contractor install a French drain. Cllr Gladwin will work with our handyman on this over summer. Our grounds contractor can also help.

Cllr Mosely asked if we could plant wildflowers rather than grass, as it's better for biodiversity. It could be done on the bund, or between the bund and the fenceline. Cllr Gladwin will speak to the Wivenhoe councillor who is knowledgeable about biodiversity.

It was resolved to remove the path and install a french drain. Proposed: Cllr Gladwin,
Seconded: Cllr Sanders, all in favour.

Minutes of Parish Council Meeting on 2nd July 2026
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

ii) To discuss the internal wall construction for the changing rooms.

It has been recommended to us that for more flexibility we put a stud wall in to separate the changing rooms instead of a block wall.

It was resolved to make this change. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.

iii) New electricity and water supply connections are required, to consider approval of costs. Quotes are supplied.

The quote from Affinity Water is £5,070 before VAT. This is for Affinity to bring water to the boundary and the builder will do the rest.

The Affinity quote was approved. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.

The UK Power Networks quote was £10,825 plus VAT.

The UK Power Networks quote was agreed. Proposed: Cllr Sanders, Seconded: Cllr Mosely, all in favour.

Cllr Hare asked about the provisional sums in the documents he had reviewed that seem to double up on the above sums. We'll need to ensure that we don't pay twice.

iv) To consider a quote for s106 drainage connection.

The quote of £699 plus VAT was approved. This is for the sewer connection. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour.

v) To consider additional costs from DCB and Brontide to update drawings to suit the phased works.

This is because we split the build into phases. The cost is £2,250 plus VAT.

The cost was approved. Proposed: Cllr Gladwin, Seconded: Cllr Mosely, all in favour.

vi) S106 funding updates.

The clerk has applied for the changing rooms and car park s106 costs. The changing rooms shouldn't be a problem but because the whole bill of quantities has been sent in with the car park costs separated out it may take them some time to review and approve it. We don't know how long it will take. If it is taking a long time the clerk will get in touch with those present at the meeting we had at TDC.

vii) Additional funding updates. To consider requesting a meeting with the Elmstead Community Centre trustees to discuss the costs that will be paid for by the community funding raised.

The clerk updated how much of our ring-fenced new community centre bank reserves were left. Once we get the changing rooms s106 money from TDC it will be £1,081,095. Once we take off our Phase 1 known and estimated costs we have a deficit of £182,405. The cost of the access/car park which we have applied to TDC for is £417,557. If this is received it would leave approximately £235,000 of our reserves towards Phase 2.

We know that the Community Centre has a pot of money towards the fixtures and fittings for Phase 2. We need to know how much it is and what they will be spending it on so that we know what budget we need. We need to understand what the ownership of those fixture and fittings will be. It was asked would we have an input on what those are?

First we need to understand what is needed for the running of the centre, based upon the survey we did, and how the organisation that takes it on will do that. This needs to be independent of the funds raised by EMCHAT and Elmstead Community Centre for the New Community Centre.

Minutes of Parish Council Meeting on 2nd July 2026
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

The charity that is holding the funds isn't the charity that was originally set up to raise the funds, that was EMCHAT, and it's now being held by the Community Centre. The clerk couldn't find EMCHAT on the Charity Commission's website. The clerk will provide the EMCHAT file to Cllr Sanders. We need to have a discussion before a meeting. We'll need to understand what fixtures and fittings are already in the plan. Cllr Sanders will look at this. We need to have a lease made up which will allocate conditions and responsibilities. The clerk warned that it will take a long time to put the lease together, so we need to start well in advance.

viii) Public communication.

We'll put updates on our social media and include photos. We'll aim for an update every other week.

ix) Any other updates.

Cllr Gladwin and the clerk met with the Charity Field estate manager. She contacted us about the entrance to the New Community Centre. We clarified some misunderstandings that she had; where the access was on Vaughan Drive, who has the responsibility for the knee-high fence (it's the PC), that we have access rights for the first section of Vaughan Drive. We've sent her the transfer documents.

We are going to try and find out if the road will be adopted. If it isn't adopted then the management company has the right to charge the PC a fair fee for use of the road. This is in the transfer document.

It seems like it's only the first section of Vaughan Drive that would meet the requirements to be adopted.

26/160 Charity Field

i) An update on landscaping.

See New Community Centre minutes above.

ii) Any other updates.

See New Community Centre minutes above.

iii) To consider a complaint about the dog bin.

The bin hasn't been emptied for 2 weeks and people having been leaving their dog's mess by the bin. Cllr Scott asked for photos of any overflowing dog bins. He will follow up. It's not just in Elmstead. It has now been emptied.

It was suggested to move the bin into the field by about 10m. This would be subject to TDC's approval, but if it's in the vicinity of its current location it should be OK. It was installed very well with a concrete base so will need a digger to relocate it. Cllr Gladwin will try to do it when the digger is hired for the French drain. Cllr Scott suggested sending a courtesy e-mail to TDC so that they can inform Veolia.

It was resolved to move the dog bin. Proposed: Cllr Gladwin, Seconded: Cllr Richfield, all in favour.

Cllr Sanders informed the council that the dog bin on Church Road is wobbling. Cllr Gladwin has a spare pack of concrete from a previous job so will speak to the handyman about stabilising it.

Minutes of Parish Council Meeting on 2nd July 2026
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

26/161 Events

i) Wednesday hub. To discuss funding.

Cllr Richfield asked Cllr Scott if TDC could provide funding for the hub. It was about £2,500 for 18 months. This was from Galloper Wind Farm. Cllr Scott asked for an e-mail to be sent to him to say how much we want and what we want it for. There are pots of money available. We'll also need to apply elsewhere.

Cllr Richfield will send Cllr Scott an e-mail.

ii) Opening of crossing.

It seems to be working but we don't know when it's officially opened. Cllr Gladwin will Ask Cllr Keteca.

iii) Any other event updates?

The events working party will be having a meeting soon.

26/162 Finance.

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

Cllr Ward had some questions, which had been e-mailed to the clerk. The clerk has since updated the finance report to remove the Community Centre invoice, as it has not yet been received and renumbered the items. The Castle Water invoice shows a payment and a credit because we have previously been overcharged, and now every invoice we receive is being paid from the credit sitting in the account.

Some of the dates are shown as various because there are multiple receipts and invoices included in the expenditure claims. Our internal auditor has never questioned it. The receipts are all available at the meeting if anyone would like to check them. They do get checked by both bank signatories when the payments are made.

The overall closing balance does combine our reserves and the s106 reserves, but our Scribe accounting package does keep all reserves separated, and the finance report does indicate which bank accounts are holding the s106 reserves. There is no mixing of funds. The finance report is not an accounting report, it's a document to request approval to pay invoices.

The finance report was approved. Proposed: Cllr Gladwin, Seconded: Cllr Sanders, all in favour

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

Councillors reviewed the summary.

iii) To consider delegating authority to the clerk to authorise payment of the July Finance Report invoices as no August meeting is planned.

The above was resolved. Proposed: Cllr Jeggo, Seconded: Cllr Sanders, all in favour.

iv) To consider a PC e-mail address for Mrs Gargiulo.

The above was resolved. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

26/163 Dene Park

i) To consider a request from Wivenhoe Town Council to hire a hay cutter in the autumn of this year to cut the longer grass.

The request was approved. Proposed: Cllr Gladwin, Seconded: Cllr Richfield, all in favour.

ii) An update on a potential transfer of Dene Park.

The clerk has spoken to the Wivenhoe Town Clerk who will put into onto an estates committee agenda in July. She has asked about the asking price, will we be asking for a nominal amount

Minutes of Parish Council Meeting on 2nd July 2026
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

plus costs? The clerk has checked the legislation, and the council can dispose of land in any manner they wish but it shouldn't be disposed off for less than the best that can reasonably be obtained. There are further rules on advertising the disposal and considering objections before it's done. We should get a valuation. Cllr Mosely knows land agents and will ask them about getting a valuation.

26/164 Items for the next agenda or for information only.
None.

26/165 Date of next meeting
3rd September 2026 or an extra ordinary meeting sooner if required.

The meeting closed at 9.30pm.
There being no further business councillors were thanked for their attendance.
Minutes written by Mrs. A Baxter.