

Minutes of Parish Council Meeting on 5th March 2026
Meeting of Elmstead Parish Council
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Adam Gladwin (Chairman), Amanda Brennan, Maxine Jeggo, Liz Richfield and Martine Ward.

Also Present: Mrs Baxter (clerk).

District Councillors: Gary Scott and Ann Wiggins.

Absent: Cllrs James Chable, Michael Hare and Tony Sanders.

26/051 Chairman's welcome and notifications.

Cllr Gladwin welcomed everybody and informed them that the meeting was being recorded.

26/052 Apologies for Absence.

Apologies were received from Cllr Hare and County Councillor Guglielmi. Cllr Sanders advised that he would be late due to train delays and later that he would be unable to attend.

26/053 Declaration of Pecuniary Interests and Personal Interests.

None.

26/054 Approval and signing of the minutes from 5th February 2026.

It was resolved to accept the minutes from 5th February 2026 as true and accurate.

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

26/055 Approval and signing of the minutes from 25th February 2026.

It was resolved to accept the minutes from 25th February 2026 as true and accurate.

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

26/056 To receive an update about the progress of resolutions from the meetings above not covered in this agenda.

The clerk updated that the Garden Community press statements are still to be done. The clerk has contacted Cadent about the fee for Dene Park but the contact has been away. Cadent has now left the site.

The Barclaycard account has not been set up yet. The internal auditor has been contacted and an appointment made in May.

26/057 Public Speaking

No public present.

26/058 County Councillor report.

Cllr Guglielmi wasn't present. Cllr Gladwin will be seeing him next week at the quarry meeting, if anyone wants Cllr Gladwin to raise anything? Cllr Scott raised the issue of the workmen using the B1027 laybys leaving so much rubbish there.

Also quarry lorries are driving up Bird's Farm Lane but they shouldn't be.

The B1027 roadworks are causing additional vehicles to drive down Alresford Road.

The timings on the traffic lights are wrong and causing excess queuing.

26/059 District Councillor report.

Cllr Wiggins read through the report. This can be viewed at

<https://www.elmsteadparishcouncil.org.uk/meeting-reports>.

Cllr Wiggins added that she was pleased that the Wednesday hub had been recognised for the work it does at the Pride of Tendring Awards.

Cllr Scott shared that from the end of March onwards 1,400 houses that don't currently have them will get food waste caddies and a leaflet. From September every house will get another

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green box for kerbside glass recycling. They will be collected fortnightly. Tetrapaks will also be collected from October. Towards the end of the year bottle banks, clothing banks and Tetrapak banks will be phased out. There will be no changes to the recycling centres. Fly tipping has increased since the booking system was introduced.
The green waste collection will remain the same.

26/060 TDC Local Plan

Public Consultation on Preferred Options for the Tendring District Local Plan Review
The consultation runs for just over six weeks, from Monday 9 February 2026 until 5pm on Monday 23 March 2026. To discuss how to prepare a response.

There was a discussion on the consultation events that can still be attended.

Cllr Scott recommended that individual councillors also respond.

Mr Guiver offered a meeting, we'll see if he can attend our next planning meeting on 19th March.

26/061 Estates

i) Allotments. Any updates?

Cllr Sanders will be meeting with an allotment specialist and Cllr Richfield is getting quotes for fencing. The clerk will send some contractor details.

ii) North Green. An update on a replacement tree.

The clerk needs advice on the type of tree. It will need planting soon. We're looking for something drought tolerant.

Cllr Richfield asked if we could have a Christmas tree. Firs get thirsty and we'd have the problem of watering it. We have requested this from the landowner before but it was not agreed.

iii) Parking at the bottom of Church Road, near the junction.

Cllr Gladwin was unable to get through the junction on one occasion, a fire engine would not have made it through. It was discussed what might be causing the additional parking there. Because the parking is so close to the junction it's causing bottlenecks and it's dangerous to turn left into School Road from Colchester Road.

A short stretch of double red lines was suggested. Although it will push the problems back it will be away from the junction. There is a similar problem at the Oatlands junction with parking so close to the junction.

People are still parking outside Budgens on the red lines. Cllr Scott will find out if anyone has been ticketed.

It was resolved to approach Cllr Guglielmi regarding double red lines on Church Road. We'll need to ask what evidence is needed. After the May elections we'll have a new county councillor to work with.

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

26/062 Events

i) Wednesday hub.

Congratulations were given to the hub for being highly commended for the Pride of Tendring Awards.

There are a few new people attending.

ii) Opening of crossing, does the council wish to arrange anything once dates are confirmed?

This is hopefully in April. It was suggested that a resident opens it. As Mr Bell worked so hard on it, it was suggested that we ask Mrs Bell to do it. The events working party will organise it.

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There will be some events budget available as we are not doing the Halloween event this year.

iii) Any other event updates?

Cllr Brennan has booked Father Christmas for the Christmas event.

26/063 Finance.

i) To look through the finance report and approve payments. See appendix 1.

The finance report was approved. Proposed: Cllr Ward, Seconded: Cllr Richfield, all in favour.

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

The clerk went through the deposits, there hasn't been much change. Interest rates are going down across our accounts. The clerk will renew the Redwood account to get a higher rate.

iii) The Unity 6 month deposit account expires on 17th March. To consider options for the funds.

There is £200k in the account, and it's unlikely we'll be wanting to tie it up again for so long because hopefully we'll be spending it. The clerk suggested that we put some of it into CCLA as it is easy access. The rest could go into the Hampshire Trust Bank which also has good accessibility or Redwood. As we have about £300k in Redwood and Hampshire Trust we could put all of it into CCLA so we have similar amounts in each account.

Interest rates on shorter deposit accounts were discussed.

It was resolved to put all the Unity 6 month deposit funds into CCLA. Proposed: Cllr Gladwin, Seconded: Cllr Brennan, all in favour.

26/064 Governance

To review the following governance documents:

i) Risk Assessment.

The clerk went through the changes; we didn't used to have cash but we do now have a float for the events working party which is held by the clerk. This identified every month on the finance report.

Our risk assessment requires that we take action when the number of councillors falls to 8 so we'll need to put it on our next agenda.

It also requires an annual tour with the handyman so we need to arrange this.

ii) Publication Scheme.

This is the ICO model scheme, the only change has been to who we are and our contact details.

iii) Standing Orders.

There were no changes as we've updated it with the most recent legislative changes last year.

iv) Code of Conduct.

This was held over as it needs to be updated fully.

v) Privacy notice.

The only change was an update of contact details.

vi) Safeguarding policy.

The only change was for the safeguarding officer for the Wednesday hub to be Cllr Richfield.

vii) Data retention policy.

There were no changes.

All documents apart from the code of conduct were resolved. Proposed: Cllr Gladwin, Seconded: Cllr Ward, all in favour.

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viii) *To discuss councillor e-mails.*

The clerk attended training on Assertion 10 for the Annual Return. The trainer advised that if the council got a freedom of information request or a subject access request and they thought that any councillors had e-mails with relevant information in then the ICO could enforce a phone or tablet being handed over. They therefore seriously recommend that councillors have council only e-mail addresses so that if you we do get a request it will just be council e-mails being looked through, not business or personal e-mails. We have .gov e-mails available though our website provider, or councillors can set up their own PC specific e-mail address. It's the same for text and WhatsApp messages and voicemails.

It was resolved to set up a .gov e-mail address for councillors.

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

26/065 Community Centre Car Park

i) *An update on repairs.*

Cllr Gladwin spent a freezing Sunday morning filling the holes in the car park. It needs more, but it needs to dry our first. We need to wait for the roofers to finish. It needs a finer surface on top.

The roofers were supposed to finish by easter but it sounds like they may not finish in time.

They will fix any damage they have caused when they leave.

ii) *To consider a claim made for damage to property.*

We have received a claim. It was agreed to check with our insurer first, we need to be careful in terms of admitting liability. Proposed: Cllr Gladwin, Seconded: Cllr Jeggo, all in favour. The clerk will follow the insurer's advice.

26/066 Charity Field

Any updates?

Cllr Gladwin has heard from UK Power Networks who need to cut back some trees where the lines are running through them. They can't get in from the garden side and want to access through the field. They are arranging to use a Land rover with a cherry picker and will give the field some time to dry. He will contact Cllr Gladwin when they have a date.

Cllr Gladwin will speak to the clerk about a CCTV sale coming up.

26/067 Playing Field

An update on a meeting with Market Field School and potential impact on the usage of the new community centre.

We received an e-mail from Mr Smith, CEO of the Hope Learning Community, regarding Market Field School taking on sole use of the playing field behind the School. Mrs Baxter and Cllr Gladwin met with Mr Smith. Mr Smith explained that the school is well over capacity, it was built for 250 children and now has 380. There are 16 children per class when it should be 12. They are having to rent office space at Lanswood for school staff. They want to reduce the class sizes and bring their staff back into the school, so they need more space. They want to put a relocatable building somewhere. They would rather keep the field as green space, and are keen to purchase the current community centre to increase their space, but will put demountables onto the field if they can't.

They are also concerned about security and would like to fence around the field and remove the fencing at the back of the school so that they have direct access straight onto the field so it's one cohesive space.

There are still residences that back onto the field with gates, ECC should have enforced the removal of the gates.

There is also the issue of dog mess.

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Mr Smith was offering to help push the new community centre and open space but didn't realise how far along we are with that. He also didn't realise the situation with only child football being played on Charity Field and the plan being to have adult football on the Market Field.

If they are able to purchase the community situation it may mean that they won't need demountables and could mean a different situation with the field, although they would still want it.

We will be having a follow up meeting with Mr Smith.

Mr Smith has asked ECC for sole use, and with the Joint User Agreement we don't have any legal rights if ECC choose to agree to that request.

It was discussed what the field is used for. It's used a lot for dog walkers and there is a volunteer team ensuring that there is no dog mess on the field. Also for kickabouts and games.

On the Neighbourhood Plan it's part of the green ring. There may be an option where we keep a wide strip of land so that you can walk across it from one entrance to the other. Mr Smith was open to the idea of the trust purchasing the community centre and then leasing it back to us so that it can continue to be used as a community centre until the new one is ready. This would help with the funding gap for the new community centre.

Cllr Sanders has been looking into a market value of the current community centre and is following up on a value if the land had outline planning permission.

It was asked if we can sell it to one purchaser if another is willing to pay more.

The clerk will ask SLCC for advice on the sale of the property, what the requirements are in terms of achieving market value, and best price.

If the school do purchase it will need to ensure it improves the parking, not make it worse. There is a lot to think about.

ECC has contacted us to ask if we agree to the change Mr Smith has requested. It was discussed that we need to get feedback from residents, and how we can do that fairly. How many people use it and for what? A survey was suggested. We need to find out how important it is to the village. At the moment Charity Field is not fit for use, so it is the only available playing field.

The clerk will ask ECC what the timing is for their decision.

The following was resolved: To put together a short online survey with a box on the field gate with a QR code and paper surveys. To speak to Mr Parker, to meet with the decision makers at ECC and to meet with Mr Smith to confirm that no decision has been made yet.

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

26/068 New Community Centre and Open Space land.

- i) To consider the number of members required for a quorate meeting of the New Community Centre Committee.*

It was resolved to reduce the number of members required for a quorate meeting of the committee from 6 to 4 because the number of members has reduced due to recent resignations from a maximum of 15 to 10 and with recent health issues the numbers able to attend have reduced.

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

- ii) A general update on the value engineering.*

Cllr Gladwin updated that we met with Lexden Contracts, DCB, our QS, Brontide (our M&E) and Lexden's M&E contractor at Lexden's offices at Allens Farm.

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If we had a blank space rather than changing rooms it would bring the cost down by approximately just under £100k. However we would lose £200k in funding (available for the changing rooms) so we'd have £100k less for the build.

If we changed the underfloor heating system to an air-to-air heating system the savings would be minor.

There's not really any more VE to be had which leaves the final price in the £1.7 - £1.8 million range.

The current plan is to have underfloor heating but air to air would react more quickly to changes and also be able to cool. They are similar efficiencies and cost. If we do change to air-to-air we'd need to redesign the system.

With a cost of £1.7 - £1.8 million we still have a funding gap and unfortunately our lottery application has been unsuccessful. Cllr Gladwin read through their e-mail. The reasoning wasn't clear. We don't know if we can make a repeat application. We will ask for more information. Could we change our application to be for less and something more specific? The only current source of funding we have to fill that gap is the current community centre, which should cover most of it.

Cllr Scott said he had a meeting with Ian Davidson tomorrow and will speak to him about it. The next step is to speak to our QS and Lexden to see what we can get into Phase 1. Can we get a waterproof building with the funds we have available?

iii) Any update on the Lanswood deed of variation.

The clerk reported that the deed of variation has been completed. Cllr Gladwin thanked Cllrs Scott, Wiggins and Guglielmi for their help in achieving this. We therefore have funding available for the car park. We need to contact our QS about costs for the car park.

iv) Biodiversity net gain planning condition. To review any quotes for the completion of the information still required to be submitted.

We have received a quote through DCB from Planning Direct for £1,400 to do everything that needs to be done in order to get the condition approved. The clerk asked for a written quote but didn't hear back. The clerk called them today and DCB's contact is away until Tuesday. The woman she spoke to said that they would conduct a site visit and make their own assessment because they wouldn't assume that the previous person was competent. They would do the report, the metric, the habitat and monitoring plan and they would provide additional information or amendments at no extra charge to a limit. If something is outside the scope of work for a standard BNG condition, or for repeated revisions (the last time they charged was at the sixth amendment). It would take 1-2 weeks.

Cllr Sanders has received a quote from Arbtech for £199 to do it within 2 to 5 days. Cllr Sanders was waiting for the breakdown from Planning Direct to confirm that they are quoting for the same thing because of the price disparity. Cllr Sanders said that they have looked at what's required and that's all they need to do to complete the condition. We don't know if they will do any extra work within that quote is TDC asks for more again.

It was asked what has already been spent on our previous provider and why can't we go back to them. The ecologist who did the work and the consultancy that subcontracted him are not responding to any contact. He did a lot of work. ECC want it put into the government format.

It was asked if they are both on companies house, the clerk will check.

It was resolved to delegate the decision to Mrs Baxter who will check with councillors before making the decision.

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

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v) *Funding.*

Nothing additional to add.

vi) *Any other updates.*

None.

vii) *To discuss timing for meetings for upcoming decisions.*

We need to get the BNG sorted so that we can get a start date for building. We need to arrange a meeting with Lexden to explain that the start will be delayed and work out what work can be done in Phase 1 for the funds we have.

26/069 Exclusion of press and public for private and confidential matters under Public Bodies (Admission to Meetings) Act 1960 s.1(2) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

26/070 New Community Centre.

i) *A more detailed update on the value engineering.*

Nothing else to add beyond what has already been discussed.

ii) *To agree next steps towards the appointment of a contractor.*

Nothing else to add beyond what has already been discussed.

26/071 Items for the next agenda or for information only.

Cllr Gladwin reported that the link road has had £65 million additional funding.

The transfer of assets during LGR. Cllr Scott will ask about the transfer of TDC play equipment.

26/072 Date of next meeting

2nd April 2026.

The meeting closed at 9.25pm.

There being no further business councillors were thanked for their attendance.

Minutes written by Mrs. A Baxter.