

Elsenham Parish Council

Community Centre Committee Meeting.

**Held at 7.30 pm at Old Frank's,
on Monday 19 May 2025**

Present:

Dr. G Mott (Chair, GM), Mr. B Burlton (BB) and Mr. P Jarvis (PJ)

Members of the public: 0

The minutes were taken by GM in the absence of the Parish Clerk.

- 1. Apologies for absence:** Mrs L Johnson (Parish Clerk LJ).
Absent: Mr. R Gooding (RG) and Mr. B Ogilvie (BO).
- 2. Declaration of Interests:** None
- 3. To approve the minutes of the meeting held on 17 February 2025.**
The minutes of the meeting held on 17 February 2025 were signed by GM as a true record, and will be delivered to LJ.
- 4. Actions following the meeting held on 17 February 2025**
Included below.
- 5. Progress with UDC Planning and with Essex Procurement Services**
 - a. Minutes of the joint meeting on 16 April 2025 - **circulated**
GM stated that the meeting was not satisfactory. It started late and important issues were not discussed. The Essex Procurement Services officer (Emma Till) had not been briefed properly, if at all.
UDC have not responded to the minutes, and it is therefore assumed that they agree with the content.
 - b. Issues for UDC re CC, 5 June 2025 - **circulated**
Some items included were discussed:
 9. EPC's request that legal advice from ELS should be repaid from S106 contributions.
UDC asked for sight of the advice. ELS advised that release might waive legal privilege.
It was agreed that we would send the advice and invoice to UDC, together with an explanatory email mentioning the number of emails from ELS.
Action: GM / LJ
 10. Payment of invoice from Alan Lamb for £500 from S106 funds.
17 April. Email from Dean Hermitage (DH) to EPC.
24 April. EPC reply.
25 April. DH said he would respond as soon as possible.

- c. Issues for EPS re CC, 5 June 2025 - **circulated**
EPC have confirmed that we can work with EPS.
- d. Draft brief UDC to EPS - **circulated**
UDC's document, uncompleted. There are errors which EPC will point to later.
- e. Draft Memorandum of Understanding - **circulated**
Sent to UDC 14 April.
For DH's initial response, see minutes of the meeting on 16 April, when he said he would re-read and return.
- f. Money/time graph. Update pending
Deferred, owing to possible imminent payment of further S106 contributions, see 8d and 8f below.
- g. Invitations to Tender, three documents. No change.

GM is on holiday 24 - 31 May, and will therefore prepare an Agenda and other documents for the meeting with UDC on 5 June not later than 23 May.

6. Contact with architects

The last contact with one practice was on 1 April, and with the other two on 6 February. It was agreed to send them advice as to where matters stand after the meeting on 5 June.

7. Business Plan Pending.

8. Funding

- a. Interest on funds held by UDC.
Contact details of Counsel provided by Richard Buxton Solicitors.
Decision on whether to instruct Counsel.
Unresolved with UDC.
At the meeting on 16 April, DH said that the interest belongs to UDC.
BB suggested that at the meeting on 5 June, EPC should ask whether we can be assured that the interest will accrue to the benefit of the project.
- b. Grant funding application with EYFC to the Football Foundation.
Current claim.
The Minutes of the last meeting of the Committee included:
Need to advise Essex FA of delay to tender procedure. **Action BB**
BB undertook to contact Essex FA as necessary. **Action BB**
- c. Public Works Loan
 - i. Contact with Public Works Loan Board, by BB
 - ii. EALC needs to be consulted. **Action BB**
 - iii. Contact with those who have secured and managed loans (Didcot PC has been contacted). **Action BB**
 - iv. Documentation required.
Pending

- d. 50 dwellings south of Bedwell Road.
 Approved under the S62A procedure, 27 November 2024.
 S106 includes £100,000 for the Community Centre, with conditions.
 Note with Addendum, sent to UDC Planning, 2 February 2025
 UDC accepted at the meeting on 16 April that the payment will be due.
 Work has started on site; clarity is needed as to whether the Commencement Notice has been sent, and with regard to peculiar clauses in the S106 agreement.
 To be raised with S106 officer at the meeting on 5 June.
- e. 40 dwellings, west of Robin Hood Road.
 Note sent to UDC Planning, 2 February 2025.
- f. Bloor Phase 2.
 Construction work has clearly started on site.
 First instalment, 50% X £596,154, index-linked, due before commencement.
 Clarification needed as to whether the Commencement Notice has been sent.
 To be raised with S106 officer at the meeting on 5 June.
- g. UDC Local Plan, Regulation 19 consultation.
 Bloor, Phase 3, included for 110 dwellings.
 EPC representations include request for substantial contribution.
 Bloor suggested they would be sympathetic, should the development be approved.
- h. Gladman, application for 240 dwellings north of Bedwell Road.
 Meeting held between UDC and three parishes, 25 September 2024.
 Substantial amount requested for Ugley Parish Hall and Elsenham CC.
 Application was again deferred from UDC Planning Committee meeting on 7 May

9. Transfer of land.

- a. Land (David Wilson Homes).
 5, 18 March, Nockolds confirm the transfer is completed.
 This issue is now closed.
- b. Ransom strip (Crest Nicholson).
 Advice from CN, 23 September 2024: solicitors will be in touch shortly.
 24 September, CN's solicitors were given Nockolds' details
 31 October, CN's solicitors chased Nockolds on 27 Sept and 11 Oct.
 31 October, LJ email to Nockolds: on leave until 5 November.
 4 December, LJ contacted again, and asked for costs to be kept separate.
 17 December, LJ contacted once more.
 18 December, Nockolds, 'slight delay', may 'slip' till after Christmas.
 20 January 2025, Nockolds report CN solicitor 'coming in a little blind'.
 4 March, Nockolds continuing to chase CN's solicitor.
 4 April, Nockolds have name of new contact at DAC.
 Deed of release to follow as soon as possible.
 Nockolds' costs will be in the region of £750 to £1,000 plus disbursements.
 17 April. Email from Dean Hermitage (DH) to EPC
 24 April. EPC reply
 25 April. DH said he would respond as soon as possible.

16 May. Nockolds advised that CN are asking for £2,000 on account of solicitor's costs.

It was agreed that Nockolds' email should be forwarded to UDC, together with the covering email drafted by GM.

Action: GM / LJ

10. Buy-in from the local community and generating interest.

- a. Meeting with village groups.
- b. Publicity (café, changing rooms, child care).
- c. Clubs in the village.
- d. School book-bags.
- e. Tesco.
- f. *Elsenham News*. Suspended
- g. Page on website.
- h. Questionnaire distributed through knocking on doors.
- i. EYFC offered to include on their website

11. Next steps.

Retained for reference purposes

- Appoint architects.
- Business Plan
- Costing programme (helped by architects).
- Public Exhibition - produced by architects.
- Referendum - after Public Exhibition and Consultation, small booklet in the *Elsenham News*.
- Public Works (or other) loan - needs Business Plan and Referendum.
- Detailed Planning Permission.
- Go out to tender for contract.

12. Next meeting. Monday 16 June, 7:30 pm. Normally the third Monday of the month.

13. AOB

- a. Allan Hathaway and Elaine Terry have both withdrawn from the Committee. It was agreed that the Committee needs fresh blood, and that a Facebook posting should be made (rather than *Elsenham News*).
- b. GM went on a Village Hall Management course at EALC on 27 March, and was impressed by the tutor, Danielle Frost of Rural Communities Council of Essex (RCCE). In due course, we should consider using their services.
- c. There is a Managing Projects course upcoming at EALC, Wednesday 16 July. The cost is not stated. BB is unavailable that day. GM to ask LJ to determine the cost, with a view to seeking approval at the PC meeting on 2 June.

Action: GM / LJ
- d. Issue with dogs running freely on CC land. GM said there is one unsecured Heras fencing panel. EYFC have not used the area for overflow parking to any great extent recently. PJ offered to make the fence secure.

Action: PJ

The meeting finished at 8:30 pm.