

MINUTES OF THE ANNUAL PARISH MEETING OF SHOTGATE PARISH HELD AT SHOTGATE BAPTIST CHURCH, BRUCE GROVE, SHOTGATE, WICKFORD ON TUESDAY 21ST APRIL 2009 AT 8.00PM

PRESENT:

Councillors K. Allen
D. Harrison (Vice-Chairman)
M Hodges
D Jerreat (Chairman)
F Lyons
N Levey
P Vickers

ALSO PRESENT:

13 members of the public; 5 guest speakers – P.C.S.O. Adam Coombes, P.C. Paul Gutteridge, Mark Aldridge, Tony Guyon and Stella Meesters.
G. Bassett – Clerk, Shotgate Parish Council

1. INTRODUCTION AND WELCOME FROM THE CHAIRMAN

The Chairman, Cllr. Jerreat, welcomed the guests and the members of the public. Cllr. Jerreat then introduced the speakers and referred to the revised format for the meeting.

2. APOLOGIES FOR ABSENCE

No apologies for absence.

3. MINUTES OF THE ANNUAL PARISH MEETING - MAY 2008

The minutes of the Annual Parish Meeting held on 13th May 2008 were **agreed** and signed by the Chairman as a true record.

4. CHAIRMAN'S ANNUAL REPORT

Cllr. Jerreat presented the Annual Report (Appendix A) and confirmed that various issues mentioned in the report were ongoing.

5. DISTRICT COUNCILLORS' REPORT

No report was received from District Councillors.

6. PRESENTATIONS:

PRESENTATION BY P.C. PAUL GUTTERIDGE – NEIGHBOURHOOD POLICING

- The police informed residents about the work of the Neighbourhood Policing Team for Shotgate and that it is backed up by a Response Team for the Wickford and Billericay areas.
- The Neighbourhood Policing Team is involved in community issues and has local knowledge covering Wickford North. The Beat Officers, as they are known, include 3 P.C.S.O.'s to deal with non-emergencies in the area.

- The 0300 333 444 telephone number routes direct to Chelmsford for emergency calls and the mobile numbers are only answered when Beat Officers are on duty.
- The next Neighbourhood Action Panel Meeting will be on Tuesday 2nd June at 7.00 p.m. in Shotgate Baptist Church Hall – everyone is welcome to attend.
- Constant issues are graffiti and youth nuisance. At present the statistics of crime reported drive the areas for daily patrols.

Q.	Resident	Should we ensure we have an incident number?
A.	Police	Yes, however, incident numbers are only given on 0300 or 999, not mobile phone numbers and if reporting an incident ensure you receive a number.
Q.	Cllr. Harrison	Incident that occurred in Alicia Avenue, how widespread in the area of Shotgate have the leaflets been received from the Police regarding crime prevention.
A.	Police	In the Shotgate area 350 residents to date, dependent upon resource to post these and leaflets received from the Home Office. Website: homeoffice.gov.uk can be downloaded or viewed.
	Cllr. Harrison	Would it assist if the Parish Council issued these leaflets with their newsletters?
A.	Police	It would be very beneficial if this is possible.

Thank you from the Chairman to the Police for their presentation.

PRESENTATION BY MARK ALDRIDGE – ENVIRONMENT AND STREETCARE

Mark Aldridge advised that he is the Area Officer for Billericay and Wickford and manages Parks and Street Cleansing for the area.

- Within this remit the parks are maintained, including Shotgate Recreation Area and the area covered is from Crays Hill to the boundary at Rawreth.
- Only 12 staff are employed and work includes cutting verges, street cleansing, sweeping, inspecting playgrounds and trees. Additional maintenance included within the Wickford Area is for all public sports pitches, football, bowls and cricket pitches.
- Mark and his team have regular liaison site meetings with the Parish Council and the only exception for this area is refuse.

Q.	Cllr. Harrison	At a recent Parish Council Meeting a District Councillor was asked if it has details of frequency of clean streets, can you answer this?
A.	Mark Aldridge	Yes. There are four cleansing staff to cover the area. Two also clean the high streets. Some areas are cleaned once a week. The park is cleaned twice a week (Monday – Friday). If additional issues such as broken glass in the park area are reported, the response will be quick. Any problems contact StreetCare at B.D.C. – the response can be within one hour on emergency issues.

Q.	Cllr. Harrison	Litter outside Shotgate shops - can the Environment Enforcement Officer be involved in this?
A.		This is not under my responsibility, but I can mention this to them.
		The Parish Council praised Mark and his team for the effort and commitment to improving the area of Shotgate.
		Weekends appear to be the main problem, especially in the park with glass.
A.		The response can be immediate, although park staff are not available at the weekend.
Q.		Frequency of grass cuttings in Shotgate?
A.		Grass cuttings every three weeks from now onwards which include efforts to keep tidy afterwards, if not report to StreetCare.
Q.		Is it possible to have a sweeper available for the pathway in the park area especially at the weekends?
A.		If there is a problem every weekend then we will have to get a sweeper in. Sweepers are mainly by hand.
Q.	Resident	The park was saturated in water during the Winter, the dog bins were emptied and the vehicles tyre tracks were in the grass, is it possible for this not to happen in the future?
A.		I will have a word with the person regarding this.
Q.		How frequently are side roads to be cut?
A.		Same frequency as main roads, every three weeks – all worked on at the same time.
		Pruning is at least once a year and additionally if needed.

Thank you from the Chairman, to Mark Aldridge for his presentation and answering questions.

PRESENTATION BY TONY GUYON – COMMUNITY DEVELOPMENT OFFICER B.D.C.

The park area and its improvement is better as a community-led project. It is important to have stakeholders, partnerships with a large project, all the community to be involved, not just the Parish Council element. Consultation is the key:

- Play Strategy – bear in mind the BDC strategy to enable BDC to adopt the park with its policy.
- Consultation with children to include pre-school groups, mothers at the park, local schools etc.
- Wider community involvement – ideas might be for garden, nature walk, picnic and family areas, multi-use games area, basket ball, skate board ramp etc.

Involvement from the Police for reduced crime, situation of gates, lighting etc.
Basildon District Council.

The Parish Council.

Other local bodies and organisations for consultation.

Considerations:

- Is play value justified for usage?
- Is it well used elsewhere?

Master plan required after consultation:

- Use of new Community Park.
- Funding required with plan, budget etc. on allocation of funding, and examples of how the plan is put together.
- Plan A – full funding and Plan B – if only partial funding.

Youth consultation very important as less likely to damage area that they have been involved in creating.

Timing:

- Consultation can take a couple of months, dependent upon interest.
- Funding – quickest six to nine months.
- Construction – two/three months maximum.
- Conception to delivery – eighteen months.

Q.		Is it not likely that enthusiasm will go after time as people move and require other facilities?
A.		Newsletter ideal to keep stakeholders in touch of progress.
Q.		Good idea, however, wouldn't it be ideal if B.D.C. contributed funds towards the improvement of the park rather than community led with the Parish Council? Additionally very time consuming for community and Parish Council and already have involvement from Beauchamps local school children in a project for development for ideas for the park and if financially there was a benchmark of finance from B.D.C. this would assist with enthusiasm from different areas of the community.
A.		B.D.C. will provide resource i.e. officers to assist with the project and assistance of who to contact for the funding. Evidence of need within the community for the project is necessary to aid funding.
Q.		Other Parishes i.e. Rochford have lottery money for lots of smaller parks rather than one large park, would it not be better for B.D.C. to do the same?
A.		Funding can be applied for to assist later from funding organisations the project can apply to.
Q.		Is it not possible for parks to be inspected and more assistance from B.D.C. officers to assist with increased lobbying and in the evidence of what is seen give financial support?
A.		Evidence of support for improvement to the Park area is required. Your park plan will include evidence of need which will support your case.
Q.	Resident	What happens to the Parish Council with its commitment of time and resource if no funding available at the end of a

		community-led project?
A.		Unfortunately, any project that requires applying for funding does have a risk involved if the funding application is unsuccessful.
Q.	Resident	Park area is the centre point of new and old Shotgate, feel that the park area should be secure prior to commencement of any replacements, funding spent on this area.
A.		The project plan would be able to suggest fences and in using a partnership approach to the project it encourages a community feeling of "ownership" of the park – which has proved to reduce vandalism.
Q.	Resident	Is there a reason why the park cannot be locked at night?
A.	Mark Aldridge	Is a Public Highway Right of Way through the park area, it needs to be kept open.
Q.	Resident	If local residents agreed to this being locked would it then be permitted as no one uses this after dark?
A.		This could be considered during the consultation process and if supported then discussed with E.C.C.
Q.	Resident	Would locking the park area at night time be a deterrent?
A.	Mark Aldridge	From experience locking the park area can exacerbate the situation.
Q.	Cllr. Harrison	Is the park in the right place?
A.		Something to be considered in the community-led project.
Q.		Has the park area aged due to population in the area changing?
A.		Yes, believe this could be a factor and to consider in the project – ensuring the facilities match the needs of the park users.
	Cllr. Levey	Considerations: The park does not have parking facility and is beside a busy road. Not adequate lighting, therefore individuals are not able to be seen clearly.
A.		Factors to be considered in the project.
Q.	Resident	Surely until the issues of vandalism, glass etc. in the park area are resolved, it does not seem a good idea to spend money in this area?
A.		Radical change could mean close the area for a few months.
	Resident	People use the area less as afraid of broken glass etc. and others due to change of habit.
	Cllr. Lyons	Various years – good and bad in the park area. This year is not a good year.
	Resident	Our property backs onto the park area, there are more youngsters playing football in the evenings.
	Cllr. Levey	Issues to be considered in the first place i.e. with regard to alcohol free zones.
	Resident	Those involved would want to be sure the area remains in

		good condition afterward the project.
	Mark Aldridge	The park was not designed well, mounds of soil at the area and consideration for separate areas in the park – i.e. older and younger children, therefore if glass left some of the areas can still be utilised and not prevent everyone.

Tony Guyon summed up that the consultation needs to consider the above points/comments.

Cllr. Jerreat thanked him for the presentation.

PRESENTATION BY STELLA MEESTERS – FIELD OFFICER OF THE RURAL COMMUNITY COUNCIL OF ESSEX

The Parish Plan is community engaging and nationally recognised for communities to research and find out what a community wants and make it happen over the next five to ten years.

This is community-led planning and the Parish Report highlights what happens i.e. groups of people in the parish consult with evidence behind them.

- All population in the area consulted on issues to residents and the park would be linked in.
- The police, traffic, transport, ECC, BDC etc. to all be included and other organisation/bodies.
- Separate group research required including interactive sessions followed by questionnaire to all households.
- Statistical evidence is vital for grants to include budgets for ideas in partnership.
- Timeframe – one year to eighteen months onwards. Needs to be achieved properly with solution for years to achieve the right solution for the area.

Q.	Resident	Praised the Parish Council for doing a good job, however, feels that BDC and ECC should be involved more in the projects to assist the Parish Council to improve issues in the area as the Parish Council currently using 85% resource and only 15% left for remainder, would this be practical?
A.		With proof resource could be provided from BDC and ECC, however, Parish Council is important to assist as knows the priority issues and with residents supporting and giving proof will strengthen Parish Council and improve with responses from District and County Council.

Mini consultation at this meeting, those present asked to consider issues in the area and take a couple of minutes to put notes on postage stickers:

- Special items – those wishing to keep
- Improving the area issues.
- Do not like in the area.

All the accumulated data will assist asking the population further questions on what would like in Shotgate.

The Chairman, Councillor Jerreat, thanked Stella Meesters and all the speakers again on their presentations and answer sessions.

7. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC

No further questions or comments were received from members of the public.

The Chairman thanked the public for attending the meeting, which closed at 9.26 p.m.

Appendix A

Shotgate Parish Council



Annual Report

Dear Resident

This is the second Annual Report published by the Parish Council. It gives you information about the activities of Shotgate Parish Council over the last year (May 2008 to April 2009), as well as financial information and Parish Council contact points.

Yours sincerely,

Dave Jerreat
Chairman, Shotgate Parish Council

April 2009

CHAIRMAN'S REPORT 2008/09

The second year of Shotgate Parish Council has been an active one, following up the outstanding issues from its first year, and issues raised by residents at the Annual Parish Meeting held in May 2008, throughout the year at Council meetings, and on the Council's web-site. The Parish Clerk, Jacqui Cousins, resigned during the year and was replaced in November 2008 by Georgina Bassett who is also the Parish Clerk for Ramsden Crays. To support the Council's work, a Planning Committee and a Finance Committee have been elected.

Communication

The Parish Council has held 11 Council meetings, one Annual Parish Meeting and has produced and circulated 4 Newsletters. The web-site has been expanded and refurbished. A notice board has been installed on the verge alongside the Chemist shop at Southend Road.

Bus shelter

A Bus Shelter Working Party has been set up to progress an application from SPC for funding from Essex County Council for a new bus shelter outside the Post Office on Southend Road.

Health & Safety

The Parish Council liaised with Basildon District Council to part fund six new dog litter bins now installed around Shotgate.

Youth nuisance/graffiti

The three month initiative of the Community Safety Action Zone covering Shotgate and Highcliffe which focussed on youth nuisance, graffiti and traffic congestion was completed last summer. One of the outcomes of the initiative was the presentation of two graffiti clean-up kits to the Parish Council for use by residents. These are held at Fred Lyons (Butchers) on Southend Road.

Development and Planning

Although the Parish Council is not a planning authority, Basildon District Council has a legal obligation to consult the Parish Council on all local plans which affect Shotgate residents. To date the Planning Committee has considered 14 planning applications this year. The Parish Council has continued to support residents in pressing both Basildon District Council and Essex County Council for details of the s.106 Agreement concerning the Bridge Road housing development.

Highways and footpaths

The Parish Council produced a Highways Action Plan in consultation with Essex County Council Highways & Transportation (South Area). The A129 carriageway approaching the roundabout and the Fanton Walk carriageway have been recently resurfaced. Although some dangerous potholes have been repaired in carriageways and footpaths in Shotgate, at least two residents have suffered injuries as a result of poorly maintained footpaths. A stretch of uneven and dangerous footpath in Bruce Grove and Fourth Avenue has been recently reconstructed and the Parish Council will continue to press Essex County Council for other dangerous footpaths to receive similar treatment in 2009/10. The Parish Council has requested additional signage from Essex County Council to deter heavy traffic bound for the Industrial Estate and Business Park from entering Bridge Road and Bruce Grove. The Parish Council awaits the outcome of the bid from Essex County Council Highways & Transportation for funding for the repair of Hodgson Way carriageway. Following previous lobbying of Essex County Council to provide lighting along the footpath at the end of Alicia Walk, the Parish Council was offered additional lighting at no cost to the community. However, in response to the objections of local residents the offer was not taken up.

Street scene

Basildon District Council has now removed dead and unstable trees in Bruce Grove and replaced with new trees. The overhanging trees and shrubs in Fanton Chase have also been cut back. Hawthorn shrubs have been planted at the site of the notice board courtesy of Lord Hanningfield's Tree Initiative.

Village gateway

The Parish Council has succeeded in obtaining a £14,000 grant from the Community Initiatives Fund (Highways) to review current speed limits approaching Shotgate, to provide improved signage for business and residential areas of Shotgate, and to provide a gateway feature at the Hodgson Way roundabout.

Open spaces

Over the year, the missing seat has been re-installed in Shotgate's Recreation Ground, the swings have been refurbished (though unfortunately one swing has recently become broken), and the vegetation and trees around the concrete shelter and the hedging at the north end of the Ground have been cut back.

Projects

The Parish Plan Working Party has liaised with the Rural Community Council of Essex to start work on the production of a community-led plan for Shotgate. In addition, the Recreation Facilities Working Party has met with Basildon District Council to investigate ways of funding improvements in Shotgate's Recreation Ground to provide a Community Park.

Training

Councillors have received appropriate training throughout the year to ensure Shotgate has a knowledgeable and professional Parish Council to serve its residents.

Networking

Members of the Parish Council regularly attend liaison meetings with other agencies and representatives from other parish councils to share knowledge and experience.

Representation

On occasions the Parish Council is asked to comment on documents received from the District and County Councils and other agencies. The Parish Council always takes the opportunity to respond on issues relevant to Shotgate.

In the pipeline

Dead trees on the grass verges at the end of Lucerne Walk and adjacent to the Chemist shop on Southend Road are to be removed by Basildon District Council. The dead tree adjacent the notice board is due to be replaced by two new trees and autumn planting of spring bulbs.

Parish Council Members throughout 2008/09:

Dave Jerreat (Chairman) 1 Fourth Avenue SS11 8RQ	Tel: 01268 761194 (11)*
David Harrison (Vice-Chairman) 49 Alicia Avenue SS11 8PH	Tel: 01268 734768 (9)
Keith Allen 28 Fourth Avenue SS11 8RQ	Tel: 01268 570099 (10)
Malcolm Hodges 7 Crouchview Close SS11 8QB	Tel: 01268 768683 (7)
Nicky Levey 275 Southend Road SS11 8QA	Tel: 01268 571531 (10)
Fred Lyons 324a Southend Road SS11 8QS	Tel: 01268 733119 (10)
Peter Vickers 274 Southend Road SS11 8PS	Tel: 01268 767703 (10)

* () *Attendances at Parish Council Meetings*

Clerk to the Council

Mrs Georgina Bassett

Tel: 01702 584158

Parish Council Committees and Working Parties

Finance Committee:	Malcolm Hodges, Nicola Levey+, Peter Vickers
Planning Committee:	Malcolm Hodges, Fred Lyons, Peter Vickers+
Personnel Committee:	Keith Allen, David Harrison, Dave Jerreat+
Notice Board Working Party:	Keith Allen+, Nicola Levey, Fred Lyons
Recreational Facilities WP:	David Harrison, Fred Lyons+, Peter Vickers
Parish Plan Working Party:	Keith Allen, Dave Jerreat+, Nicola Levey
Bus Shelter Working Party:	Keith Allen+, Fred Lyons, Peter Vickers
Gateway Working Party:	Keith Allen, Malcolm Hodges+, Dave Jerreat, Peter Vickers
BATPC representative:	Keith Allen
BTPC Liaison representative:	Keith Allen

+ denotes Chair

Parish Council Meetings

Meetings of the Parish Council are currently held on the second Tuesday of each month (except August). The public are welcome to attend the council's meetings and have an opportunity to speak during the Open Session.

Please approach any member of the Council if you have any issues that you wish to raise at any time during the coming year.

Finally, I would like to give my thanks to my colleagues, our District and County Councillors, and especially to our Parish Clerks for the support they have given me over the last year.

Dave Jerreat
Chairman, Shotgate Parish Council

FINANCIAL INFORMATION

This is a summary of the expenditure of the Parish Council for 2008/09. Full information is published later in the year when the accounts have been audited.

Expenditure Heading	Budget 2008/09	Actual Spend	Budget 2009/10
Elections	£ 00.00	£ 00.00	£ 1,000.00
Stationery/consumables	£ 400.00	£ 413.09	£ 400.00
Office	£ 650.00	£ 525.00	£ 600.00
Training (include travel expenses)	£ 1,500.00	£ 1,217.00	£ 500.00
Printing	£ 1,000.00	£ 104.62	£ 750.00
Clerk (J Cousins + G Bassett)	£ 4,000.00	£ 4,079.50	£ 4,000.00
Insurance	£ 800.00	£ 303.45	£ 400.00
Meeting Accommodation	£ 800.00	£ 216.00	£ 800.00
Equipment – PCs etc	£ 500.00	0.00	£ 500.00
Telephone	£ 200.00	0.00	£ 200.00
By elections	£ 2,000.00	0.00	£ 2,000.00
Affiliation fees	£ 600.00	£ 644.64	£ 700.00
Donations (S137)	£ 100.00	0.00	£ 100.00
Audit fees	£ 250.00	£ 230.25	£ 250.00
Projects	£11,500.00	£ 1,603.92	£18,000.00
Other (maintenance etc)	£ 1,000.00	£ 1,358.25	£ 500.00
Reserves	£ 2,000.00	0.00	£ 500.00
Total Allocations	£27,300.00	£10,695.72	£31,200.00

Projects:	Amount Allocated 2008/09	Amount Allocated 2009/10
Hodgson Way Roundabout Planting	£1,000.00	£ 1,000.00
Production of Parish Plan	£2,000.00	£ 3,000.00
Shotgate Recreation Area	£5,000.00	£ 9,000.00

New projects identified for 2009/10

Traffic Calming Measures	£ 5,000.00
<u>Total to be set aside for projects</u>	<u>£18,000.00</u>

Precept for 2009/10

The annual charge for Property Valuation Band D is £12.51. This is a reduction of 1.4% over the corresponding charge for 2008/09.

Signed

Date