Minutes of the Town Council meeting
held in the Council Chamber, Chantry Centre, Chantry Way, CM11 2AP
on Thursday 30th July 2026 at 7pm

Present: Chairman: Cllr J Devlin
Vice-Chairman: Cllr M Thomas

Councillors: A Adshead, P Bunyan, C Butler, E Davies, M Dear, K Herlock, C May, M Moore, K Mordecai, H Stuart, G Talbot, S Tomlin

Also present: the Town Clerk and two members of the public.

37. Apologies for Absence

Cllrs R Clark, J Sanders, G St.Pierre, I Scott, J Tutton

38. Members Declarations of Interest with regard to items on the Agenda

None.

39. Co-Option – South West Ward

Members received and considered details of two candidates for the casual vacancy: Voting took place and it was:

RESOLVED: that Steve Tomlin is elected.

The new member signed a Declaration of Acceptance of Office and took their place at the Council meeting.

40. Public Participation Session with respect to items on the Agenda and other matters that are of mutual interest

None.

41. Town Council Minutes

Members **(a)** received and considered the minutes of the Town Council meeting held on 11th June 2026, and **(b)** approved the signing of the minutes as a true record.

RESOLVED: that the minutes of the annual meeting held on 11th June 2026 be approved and adopted.

42. Chairman's Report

Cllr Devlin informed members of the events he had attended on behalf of the Town Council since the previous meeting.

RESOLVED: information noted.

43. Committee Meetings

(a) Planning Committee

Cllr May, Chair of the Committee, presented the minutes of the meeting held on 7th July 2026. In total 18 applications were considered with 7 of those objected to. He advised members that he and Cllr Clark had recently attended a course on permitted development rights and he had also been at the Basildon Planning committee meeting of 29th July at which developments in Laindon Road and Greens Farm Lane were being considered and the Committee rejected both applications. The Government is pressuring Basildon to deliver a local plan against an accelerated time scale, and the Town Council will examine and respond accordingly during the Consultation 19 phase.

(b) Health, Well-being and Environment Committee

Cllr M Moore, Chair of the Committee, presented the minutes of the Health Well-Being and Environment Committee meeting held on 14th July 2026. The Recreation working party is proceeding with the Festival Gardens/Jim Shields garden redesign, and following an audit of the bins, bollards and benches in the High Street it has been agreed to repaint the bins and bollards. With regard to the benches the following was presented:

RECOMMENDATION: that the Town Council replaces all thirteen memorial benches in the High Street at a cost of £9,880 for the benches, fixing cost of £145 per bench.

Following discussion, Cllr Devlin proposed an amendment to the recommendation. Seconded by Cllr Stuart.

AMENDMENT: that the Council looks at refurbishing all of the benches and those that can be refurbished are, those that can't be refurbished are replaced.

Following a vote on the above it was:

RESOLVED: that the amendment to the recommendation is approved.

(c) Finance & General Purposes Committee

Cllr Adshead, Chair of the Committee, presented the minutes of the F&GP Committee meeting held on 23rd July 2026. A grant of £375.00 has been awarded to the Mayflower School PTA for a garden project, subject to match funding being obtained. A meeting of the Local Government Reorganisation project group had proposed the following:

RECOMMENDATION: that a formal approach is made to Basildon Borough Council with regard to the transfer of the freehold of both Festival Gardens and the Chantry Centre to the Town Council.

RESOLVED: that the Town Clerk formally approaches Basildon Borough Council to request discussions on the transfer of freehold of both Festival Gardens and the Chantry Centre.

Cllr Adshead then presented the following recommendation regarding the Council's grant funding policy which has been updated to include the Event Assistance Grant for groups looking to hold events in the Chantry Centre.

RECOMMENDATION: that the Town Council's revised Grant Funding Policy is approved and adopted.

The Bar'n'Bus youth worker funded by the Town Council attended the Committee meeting and gave members an overview of the work the charity are doing to engage with young people and other community groups in the town.

RESOLVED: information noted.

RESOLVED: that in all other respects the minutes of the above Committees are approved and adopted.

44. Essex Pension Fund – Employer Discretions Policy

RESOLVED: that the revised policies for both mandatory and non-mandatory discretions are approved and signed by the Chairman.

45. Committee Vacancies

Members considered the following:

(a) Health, Well-Being and Environment – one vacancy
(b) Finance & General Purposes Committee - two vacancies
(c) Planning Committee – three vacancies

RESOLVED: (i) to appoint Cllr Tomlin to the Health, Wellbeing & Environment Committee; **(ii)** to appoint Cllrs Herlock and Tomlin to the Finance & General Purposes Committee; and **(iii)** to appoint Cllrs Butler and Tomlin to the Planning Committee.

46. Essex Police Community Special Constable Scheme

Members noted that since signing up to the scheme in 2017 no community special constable had taken up post for any length of time. Following discussion Cllr Thomas proposed that the Town Council withdraws from the Scheme. Seconded by Cllr Moore.

RESOLVED: that the Town Council withdraws from Essex Police's Community Special Constable Scheme.

47. Courses and Conferences

Members received and considered training opportunities from both CouncilWise and the EALC. Cllr Devlin also spoke about SEEDL online courses which is a free resource provided by the BID.

RESOLVED: (a) and **(b)** details of forthcoming courses from CouncilWise and the EALC are noted; **(c)** that the Town Clerk is approved to attend the CouncilWise Procurement course on 5th November at a cost of £60 and that all expenses are met by the Town Council under LGA 1972 s.11

48. Consideration of Items for Press Release/Social Media

- New Town Councillor
- Promote the Council's grant scheme
- Cllr May's success at BBC Planning

49. Questions from the Press and Public

None

50. Exclusion of the Press and Public

RESOLVED: that in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be discussed it is in the public interest that the public and press be temporarily excluded and instructed to withdraw.

51. Request for Extended Leave of Absence

RESOLVED: that Cllr St.Pierre is granted an extended leave of absence.

The Chairman closed the meeting at 8.20pm

Cllr Devlin .....Date .....
Chairman