



DRAFT

MINUTES

Meeting: ENVIRONMENTAL
COMMITTEE

Date: 27th February 2019

Time: 10.30am

Venue: NORTH WEALD LIBRARY

PRESENT:

Councillors (6) G Mulliner (Chairman), A Buckley, B Eldridge, Mrs Jackman MBE, B Clegg, B Bartram,

Also in Attendance (2)

Susan De Luca, Clerk to the Council*

Joanna Tyler, Senior Administrative Officer

*Present for part of the meeting

Members of the Public (0)

E18.28 APOLOGIES FOR ABSENCE (0)

E18.29 OTHER ABSENCES (0)

E18.30 DECLARATIONS OF INTEREST

NOTED there were no declarations of interest.

E18.31 MINUTES

Members **APPROVED** as a correct record the minutes of the meeting held on 26th September 2018.

E18.32 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present at the meeting.

E18.33 PLAY AREAS

Councillors **NOTED** that inspections continued to be carried out on a weekly basis, with the Parish Council's Contractor reporting back to the Principal Financial Officer.

E18.34 ALLOTMENTS

a) Annual Allotment Holders Meeting

Members **NOTED** that the Annual Allotment Holders Meeting is to be held on Sunday, 24th March 2019 at the Parish Hall, Weald Hall Lane, Thornwood, 9.30am for 10am start. The date had been confirmed by the Chairman of this Committee.

Members were asked to consider any nominations they would like to put forward for the allotment awards. Following discussion, Members **AGREED** that they would like to nominate Hastingwood A site for a group award, in recognition of the plot holders donating surplus vegetables grown to St Clare's Hospice. Members **AGREED** that they would also like to nominate the Allotment Warden for Queens

Road and Wheelers Farm Gardens sites for an award.

b) Review of Allotment Fees

Members were asked to consider if there was a need to increase allotment fees for 2020/2021. Members **NOTED** that there was no increase in fees for the new financial year (2019/2020) and that the Parish Council is required to give 12 months notice of any increase in fees. Cllr Bartram suggested that the fees be increased by £1.50. Cllr Clegg questioned why the fees needed to be increased. Cllr Bartram stated that they should be increased to take into account any increases in water bills. Cllr Buckley asked how much the fees were normally increased by. The Senior Administrative Officer advised that in previous years the fees had been increased by around £1.00. Following further discussion, all Members **AGREED** that the fees for 2020/2021 would be increased by £1.00, as follows:-

- Under 50sqm = Extra Small	£24.00
- Between 51sqm & 100sqm = Small	£26.00
- Between 101sqm & 150sqm = Average	£27.00
- Between 151sqm & 200sqm = Large	£31.00
- Over 201sqm = Extra Large	£33.00

c) Allotment Warden – Hastingwood A

Members **NOTED** that the Allotment Sub Committee currently carry out the role of allotment warden at Hastingwood A, visiting the site on a monthly basis. Members were asked to consider if the Sub Committee should retain this role for the forthcoming year or whether nominations should be asked for at the Annual Allotment Meeting. Cllr Clegg asked the Chairman if he thought a warden could now be appointed, or whether the Sub Committee were happy to continue with the role. The Chairman and Cllr Bartram confirmed that they were happy to continue with the role. Cllr Eldridge asked the Chairman to confirm the date and time of the visits to the allotment site. The Chairman advised that both he and Cllr Bartram visited the site on the first Wednesday of every month at around 11am. Members **AGREED** that the Allotment Sub Committee would continue to carry out the role of Allotment Warden for Hastingwood A for the forthcoming year.

d) Toilet on North Weald Allotments

Members **NOTED** that some time ago discussion took place with STORM (EFDC contractors working on Queens Road) with regard to the possibility of them laying an additional connection to the sewer system (as part of their Queens Road works) to enable a toilet facility to be located on the North Weald Allotments. The Clerk recently chased EFDC regarding this and received the following response:-

Storm Building Ltd. have investigated the feasibility of allowing NWPC to connect the proposed toilet facilities to our new drainage system including consulting their engineers. However, unfortunately this is not feasible for the following reasons:

- 1. The engineers would need to re-run their calculations and then the process of gaining approval from Thames Water would need to start again. This would lead to a potentially long delay with SBL getting on with the drainage works. As well*

as a delay, this would also result in EFDC incurring a significant increase in costs.

2. *You may also need to apply for Planning, Building Control and Land Drainage Consent approvals which, again, would potentially lead to significant delays for our programme.*
3. *Because we are 2 separate organisations it would be best if we had separate independent connections to the main Thames Water run because of potential complications in terms of liabilities e.g. blockages.*
Therefore, at this stage in our development programme it would be best if you were to make own independent application to Thames Water.

Members discussed the matter and expressed concern that it would be a costly exercise to provide a toilet facility on this site. All Members **AGREED** not to pursue the matter any further.

e) Changes to Allotment Rules and Regulations

Members **NOTED** that Cllr Bartram had put forward two proposed changes to the Allotment Rules and Regulations as follows:-

Schedule 1, 2.1 should read 'The Tenant shall keep every hedge, bush, etc, that forms part

Schedule 3, Codes of Practice, penultimate line should read '(if necessary they should be doused with soil or water until out).....'

Cllr Bartram informed Members that the Principal Financial Officer had amended the Rules and Regulations accordingly. Following discussion, Members **AGREED** that no other amendments were required.

E18.35 MILESTONES

Councillors recalled that the Parish Council had received funding for works to restore and renovate the Milestones in the Parish. This work was undertaken by Mr Jimmy Waters on a voluntary basis. Members **NOTED** that Mr Waters had advised the Parish Office that one of the Milestones in Thornwood had fallen over. Members **NOTED** that there was an amount of £195.12 held within the Parish Council Earmarked Reserves for works to Milestones. Members discussed what action could be taken with regard to this matter, taking account of the complexities of re-siting the Milestone at its current location. The Chairman requested that a quotation for the works required to reinstate the Milestone be obtained from the Parish Council's contractor and once received the Committee would decide how best to proceed. All Members **AGREED**.

E18.36 TREE RISK ASSESSMENT SURVEY

Councillors recalled, from the previous Committee Meeting, the discussion regarding two trees adjacent to the boundary of the Thornwood Allotment site and concerns expressed with regard to their safety by a former Parish Councillor. In light of the concerns raised, arrangements were made for a Tree Risk Assessment Survey to be undertaken by a qualified arboriculturalist. A copy of the assessment, together with a schedule of works required were attached to the agenda for Members perusal.

Members **NOTED** that three contractors had been contacted to quote for the works to be undertaken. Two quotes were attached to the agenda and a third quote was tabled at the meeting. Following discussion, Members **AGREED** to use the contractor who had previously carried out works to trees on Parish Council owned land and whose quote was more favourable in terms of cost.

E18.37 CEMETERY

a) Cemetery Fees

Councillors were asked to consider a possible increase in cemetery fees for 2019/20, they were reminded that for 2018/19 a 10% increase was agreed for the exclusive rights of burial in a plot in The Meadow Brook Section only, with all other fees remaining the same. Cllr Bartram suggested increasing the fees for The Meadow Brook Section by 10%, with no increase to The Hedges Section or other fees. Members compared current fees to other cemeteries in neighbouring areas. The Senior Admin Officer was asked if the Clerk had received notification of an increase in fees charged by contractors (ie., grave digging; maintenance; memorial plaques). The Senior Admin Officer advised that she was not aware of any increase. *The Clerk was asked to join the meeting.*

The Clerk advised Members that she had not received any notification with regard to an increase in fees from contractors, however, the Committee could make a decision to increase the fees mid-term and make a policy to reflect any increases in contractors fees. Cllr Mrs Jackson, MBE, asked if the cemetery made a profit or loss. The Clerk advised that the cemetery breaks even at the moment and confirmed that any profit is used to improve and maintain the cemetery grounds, giving an example of the hedgerow planted around Meadow Brook section.

Following further discussion, the Clerk suggested that the Committee could make a decision that should contractors increase their fees, the cemetery fees could increase in line with this accordingly. All Members **AGREED** with the suggestion and made the decision that there would be no increase in fees at the current time, however, should contractors notify the Clerk of an increase in their charges, the Committee would then consider any increase accordingly.

b) Diana Memorial Tree

Members **NOTED** that the Clerk had received correspondence from the Chairman of North Weald and District Preservation Society regarding the Diana Memorial Tree. Concerns had been expressed with regard to the appearance of the tree and the memorial stone. The tree had been checked by the arboriculturist who carried out the Tree Risk Assessment Survey in October 2018 and had not been identified as requiring any remedial works to be taken within the next 12 months. The Chairman stated that he would visit the cemetery to look at the tree and the memorial plaque.

c) Unused Section

Members were **REMINDED** of the discussion that took place at the previous Committee meeting regarding the unused section of the Cemetery. One quote had been obtained from a contractor to clear the area of shrubs and small trees,

leaving the mature specimen trees. Following discussion, Members **AGREED** that they would arrange to visit the Cemetery and report back at the next Committee Meeting.

E18.38 UPDATE ON OTHER MATTERS

a) Wheelers Farm Gardens Allotment Site

The Clerk advised that she had received an email from one of the allotment tenants on Wheelers Farm Gardens site regarding the state of his plot following works carried out by the building contractors (Queens Road development site). The Clerk stated that she had been liaising with an officer from Epping Forest District Council with regard to this matter and asked Members if they would be willing to meet with the officer on site. Members **AGREED** that the Clerk should contact Epping Forest District Council to arrange a site meeting.

b) Allotment Shed

Members were advised that the Clerk had received an email from an allotment tenant requesting permission to site a plastic shed on plot no. 9 which backs on to the Queens Road development site. A photograph of the shed was tabled. Following discussion, Members **APPROVED** the installation.

c) Bulb Planting

Members were advised that the Clerk had received an email from the Leader of North Weald Scouts. The Scouts would like to plant bulbs around North Weald. Following discussion, it was suggested that they may like to plant bulbs in the garden in front of the shops. Cllr Buckley stated that he would be happy to meet the Scout Leader to show him where the bulbs could be planted. The Clerk confirmed that she would contact the Scout Leader and ask him to liaise with Cllr Buckley.

d) Grant Funding

The Clerk advised Members that the following grant funding had been obtained:-

- £11,000 from CIF for the Queens Hall Memorial Play Area and Thornwood Play Area. The monies will be divided between both play areas to spend on a new piece of play equipment.
- Successful application for Tesco's grant funding (shoppers vote by placing token in box for the scheme that they would like to support). This will be specifically for Queens Hall Memorial Play Area.

The Clerk advised that further information would be provided at the next Parish Council Meeting.

e) Hi Vis Jackets – St Andrew's Primary School

The Clerk advised that she had received a request, via Cllr Stroud, from St Andrew's School regarding a litter pick. The Clerk had been liaising with Epping Forest District Council who had agreed to provide litter picks, etc., however they

are unable to provide small Hi Vis jackets. The Clerk advised that the cost of each jacket would be £3.50 and asked the Committee if they would be willing to cover the cost of 10 jackets. All Members **AGREED**.

f) Area of land adjacent to St Andrew’s Churchyard

Members **REQUESTED** that this item be discussed at the next Committee Meeting.

g) Speed Watch

Cllr Clegg asked Cllr Eldridge to contact him with regard to the names and contact numbers of the four volunteers from Hastingwood and to advise the roads which had been identified.

h) Cllr Buckley mentioned the steps which lead from Weald Common Road to the flood plain and asked if there was an update with regard to whether or not something could be done about the pathway which gets very muddy. The Clerk stated that Epping Forest Countrycare would be contacted with regard to this.

Meeting closed: 11.30am

Signed

Date