



DRAFT MINUTES

Meeting: COUNCIL

Date: 7th March 2016

Time: 7.30PM

Venue: NORTH WEALD LIBRARY, 138 HIGH ROAD, NORTH WEALD

PRESENT:

Councillors (12) C Hawkins (Chairman), A Buckley, T Blanks, B Clegg, B Bartram
G Mulliner, Mrs Grigg, Mrs S Jackman MBE, B Eldridge,
Mrs Godwin-Brown, R Spearman, D Stallan

Officers in Attendance (2)

Adriana Jones – Principal Finance Officer (meeting Clerk)
Jo Tyler - Senior Admin Officer

Members of the Public (6)

Members of the Press (1)

C15.174 APOLOGIES FOR ABSENCE (2)

NOTED that apologies for absence had been received from Councillors Bedford and Tyler.

C15.175 OTHER ABSENCES (1)

Other absences of Cllr Adams was recorded.

C15.176 MINUTES

Cllr Grigg requested an alteration under the public parking spaces minute, stating that she had actually said a meeting of the Parish Council Finance and General Purposes, not a meeting of the North Weald Village Hall. Subject to this amendment, the Minutes of the Parish Council meeting held on 1st February 2016 were **AGREED** and duly signed as a correct record.

C15.177 DECLARATIONS OF INTEREST

The following declarations of interest were given:

- Cllr Stallan - Personal, Prejudicial interest in agenda item 21 (to be held in private session_ by virtue of being the EFDC Portfolio Holder for Housing.
- Cllr Mulliner - Personal interest in agenda item 14 as a Trustee of North Weald Village Hall
- Cllr Spearman - Personal, Prejudicial in any items reference the Local Plan
- Cllr Bartram - Personal interest in Item 10 as a possible participant
- Cllr Mrs Jackman - Personal, Prejudicial in agenda item 16.

C15.178 QUESTIONS FROM MEMBERS OF THE PUBLIC

Cllr Hawkins welcomed the members of the public, and asked the Council if they were happy to move the agenda item reference CCTV at Weald Common forward as there were members of the public present reference this item who had unwell children at home. This was **AGREED**.

C15.179 CCTV WEALD COMMON

Members **NOTED** that following the last meeting where Members agreed to pledge its support of CCTV on Weald Common, in view of the fact that the equipment will be housed on EFDC land, the Clerk had now received details of actual funding that has been raised by North Weald Mums for the equipment and installation, and that these details were attached to the agenda.

A member of North Weald Mums was invited to address the Council. Sue Malpass thanked the Chairman, and stated that North Weald Mums were still trying to source £2,800 in funding, the main reason for this being more than the actual amount needed was the VAT that would be incurred. The meeting Clerk stated that she had spoken with Sue Malpass regarding the VAT element of this project, and unfortunately the Parish Council were unable to assist. The Chairman asked if the Environmental Committee could allocate funding for this project under their Terms of Reference, to which the meeting Clerk confirmed they could. Cllr Mulliner asked how much funding was being requested by the North Weald Mums, to which the meeting Clerk stated that a specific amount had not been requested, however any contribution would be greatly appreciated. Cllr Stallan stated that he would support some form of financial assistance, however noted there was a fund raising event planned for 14th April, and suggested perhaps this agenda item could be deferred until after this event to establish how much funding was raised and what the outstanding amount was.

The Chairman asked if the Environmental Committee would be asked to provide any funding for the garden outside the shops, to which Cllr Buckley confirmed this was covered.

Cllr Blanks **PROPOSED** a contribution of £500 towards this project, which was **SECONDED** by Cllr Buckley. Cllr Grigg stated she was thinking an amount higher than this. Cllr Clegg stated that he objected to the CCTV at the last meeting, however feels a definitive decision needs to be made, in that the Council should provide the entire amount of funding needed, and should stop keep drip feeding the funding, otherwise this could be a regular item on the agenda. Cllr Clegg stated that he agreed with Cllr Stallan and **PROPOSED** that the North Weald Mums should establish what their shortfall is after their event on 14th April, and then the Parish Council should make a decision and provide the outstanding amount if needed. This was **SECONDED** by Cllr Mrs Godwin-Brown.

There being two proposals on the table, a vote was taken as follows:

FIRST PROPOSAL - £500 (proposed Cllr Blanks, seconded Cllr Buckley)

5 - For

4 - Against

3 - Abstention

This PROPOSAL was therefore carried, and the second proposal fell. It was therefore **AGREED** to provide £500 of funding to the North Weald Mums for the supply of CCTV at Weald Common.

C15.180 CLERKS UPDATE AND COMMUNICATIONS REPORT

Councillors **NOTED** the Clerks report as attached to the agenda.

Date	Reported By or Action Initiated By	Regarding	Action Taken	Further Action Taken
FEB	CLERK/PFO	Corporate Governance Issues	Ongoing/Continuing	Updating of Various Documentation
FEB	Clerk/PFO	Neighbourhood Area Plan	Ongoing	Various Meetings & Actions
FEB	Clerk/PFO	Various Meetings	Ongoing	LLCF/Local Plan/Green/ Belt/Hastingwood Vill Hall/QR Allotments Access
FEB	Clerk	CCTV Issues	Ongoing	Various Actions
FEB	Senior Admin Officer	Various Env/ Highway Matters	Continuing	Ongoing
	Clerk	Brent House Farm	Continuing	Liaising with Senior Officers EFDC
FEB	Clerk/Cllr Buckley	Parade of Shops	Ongoing	Liaising with ECC & EFDC
FEB	PFO	Transp Code	Ongoing	Sourcing Various Information
FEB	PFO/Clerk	Weald Common	Ongoing	leasing with Various Councillors & Residents
FEB	Clerk	HR Issue	Continuing	Liaising with EALC & NALC on a Confidential HR Matter
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life, Confirmation of Moreton & Bobbingworth Neighbourhood Plan, Details of Special Queens 90 th Birthday Coins RCCE Magazine.				

Councillors **NOTED** that a commemorative coin was available to celebrate the Queens 90th Birthday.

Councillors **NOTED** the notes of the Neighbourhood Plan public meeting that was held on 25th February 2016.

C15.181 REPORTS AND MEMBERS REPORTS

- a) **Chairman's Report** – The Chairman thanked the office staff for the work undertaken reference the Green Belt Review, and the meeting held the previous Thursday. The Chairman advised members that Cllr Bedford had requested three months leave of absence, which had been duly agreed.
- b) **Vice-Chairman's Report** – Cllr Buckley confirmed that both quotes had now been received for the small green in front of the shops in North Weald, and that a contractor had been agreed. The Parish Council has also been in contact with the owner of the shops / land in this area, and he has provided written agreement that the Parish Council can use the wall as the back support for the project, thus enabling a saving on the cost of sleepers. The damaged wall will also be fixed.

Work on the garden is expected to take place in the next 6 weeks, with plants purchased just in time for spring. Cllr Buckley confirmed that the idea of sponsors for the garden had been considered, with the possibility of plaques being created and fixed in an area by the flower bed. The cost of sponsorship would be around £150 per year. Cllr Mrs Jackson expressed concern that the plaques could be easily stolen if not fixed appropriately, to which Cllr Buckley confirmed this would be something that would be considered, and that this idea was in its early stages.

- c) **District Councillors Report** – Cllr Mrs Grigg informed members that the Cabinet agreed the Asset Management Committee's recommendations to support a North Weald Air Show in 2017, however this could be reviewed in view of any recommendations by the CAA following the Shoreham Air Crash investigation.
- d) **Councillors Reports** – Cllr Eldridge reported that the green verges along the sides of Mill Street are a quagmire due to the horses, which is also ruining the flora and fauna. He had approached a lady in a vehicles who stated she did not see why she should move them, however they were moved to the other side the following day. In addition, the horses on Harlow Common had been getting free, with five running along Harlow Common yesterday. He has emailed Harlow Council regarding this.
- e) **Environmental Issues** – Councillors were advised that the Belisha Beacon outside the shops in the High Road had been damaged, and that at 2pm today this had been removed. Cllr Stallan stated that the police had been called at 5.10am on the day this occurred.

C15.182 FINANCIAL REPORTS

a) List of Cheques & Monthly Statement of Accounts

The Clerk tabled a copy of the monthly accounts list, and Councillors **APPROVED** the payments made and income received and noted the bank balances for the period ending 29th February 2016.

C15.183 NEIGHBOURHOOD AREA PLAN

Following the Meeting held at North Weald Library to which 39 people attended, Councillors noted that a local resident had approached the Parish Council with a suggested amended communication package which she felt would have a greater impact than the publicity completed by the Parish Council. A copy of the communication plan was provided for members. The meeting Clerk stated that whilst the Parish Council had completed a full and thorough period of publicity to raise awareness and gauge support for a Neighbourhood Plan, it made sense to allow a resident who has given up their time to create a program to raise public awareness to give it a shot. Cllr Mulliner asked if there was any cost involved, to which the meeting Clerk stated that this resident had given up her own time to create this. Councillors **AGREED** to extend the period of publicity to raise aware of a Neighbourhood Plan until 30th April 2016, and that a decision would be made at the May meeting.

C15.184 100 YEARS OF NORTH WEALD AIRFIELD

Members had previously discussed the possibility of having a Village Marquee at this event which takes place on 17th July, and that the Parish Council had sent out twenty Invitations to Parish organisations to promote this possibility. As at the date of compiling the Agenda the Parish Council had received only seven responses, five of these advising that they would have a stand within a Marquee. Members considered whether six stands within a Marquee would be a good use of Parish Council funds, and were asked to note that the minimum cost of a Marquee would be £500, with the cost of erection and dismantling being in addition.

The Chairman stated that instead of moving forward with this suggestion, perhaps an alternative would be to complete a pictorial display of how things have changed over the past 100 years, and how the Parish has evolved during this time. The question was asked how you would source the photos, to which the suggestion was made that the museum may have some photos, and that perhaps a notice should be placed in the Village Life asking people for photos. The Chairman stated that it doesn't specifically have to be about the Parish, but could be how different things are generally from 100 years ago to now.

The meeting Clerk advised members that in his absence, Cllr Tyler had provided a report as follows:

The whole of 2016 is a year of celebration on the Airfield for both the community and those companies resident on the Airfield. There are a number of events being planned. Of particular interest is the fact that in June they are digging a trench and will have a 24 hour vigil remembering the Battle of the Somme. Community Day, 17 July, is the closest day to the 100 year anniversary of the Airfield becoming active. To celebrate this, they will be launching a special logo and advertising the event on a national basis. A beer to celebrate the event has already been sourced. I hope to attend the next meeting on the 23rd of March and will give a further report at the next Parish Council Meeting.

Councillors noted that the Clerk had also received an enquiry from Darren Goodey – EFDC Airfield Manager, advising that ***“the Community Day will be based on an old fashioned village fete, as such do you think the Parish Council would be willing to organise a Cake and / or Flower Competition that could be judged on the day or a Dog Show?”*** Members were advised that if they wished to undertake this, then it would be necessary for this to be undertaken by Parish Council Members themselves, as there would be limited Parish Council staffing on the day, due to one member of staff being on annual leave. Councillor Mulliner suggested that the Horticultural society may be interested in taking part in this, however they would not want to pay the £5 entrance fee if this was the case. The meeting Clerk stated that members should consider the fact that the Airfield needs to remain a profitable venture in order for its continued survival and that perhaps this was not the best way forward.

Cllr Stallan stated that he would support a pictorial display of North Weald Bassett through the ages between 1916 and 2016, and that pictures such as those from the Village Hall and the flooding in North Weald, etc would be good. People attending the event would be interested to see such pictures. Cllr Stallan suggested David Lodge from the Preservation Society should also be contacted.

The Chairman suggested that a smaller working group should be set up to consider these options. Cllrs Mrs Godwin-Brown, Eldridge, Mrs Grigg, and Bartram would form this working group. A day meeting would be arranged by the meeting Clerk.

C15.185 THORNWOOD COMMON PLAYING FIELD

Councillors *NOTED* that a gentleman had attended the last meeting of the Parish Hall at Thornwood Common Management Committee stating that he was seeking permission to use the Playing Field for an organised Boot Camp and that he wanted to introduce himself to the Committee, but understood that after speaking to the Clerk to the Council the Committee would not be able to make a decision, and that it would be necessary for this matter to be discussed by the full Parish Council who had responsibility for the Playing Field, however he had wanted to attend that evening to make himself known to the Committee and to advise what he wanted to do on the field in person. The gentleman gave a brief summary of what the Boot Camp would entail, stating that it would be open to men and women aged 30 plus and would not only offer the opportunity to keep fit but would also include nutritional advice. The organiser stated that he is hoping to hold the sessions on Tuesday and Thursday evenings – Ladies 6.30pm to 7.30pm and Men 7.30pm to 8.30pm. Sessions are carried out in all weathers, throughout the year, however, if the field was very wet, he would look to use the paved area or the tarmac for the activities, but not the car park.

He is also looking at other locations in the area such as Memorial Playing Fields. The Acting Chairman thanked the organiser for attending the meeting and reiterated that the Committee would not be able to make a decision and that the request would be passed to the Parish Council for consideration at their next Full Meeting on the 7th March.

The Clerk has taken advice from the Councils Insurance Company, who asked that a representative from the Local Council Advisory Service – division of Zurich confirmed various matters that the Clerk brought up with them. The details of the conversation are shown in italics below:

These were that they advised that it is up to the Parish Council to make their own decision whether the field is 'fit for purpose' for this type of activity. Also whether or not it is an 'appropriate' type of recreation activity to hold on the playing field.

If the Parish Council did decide they felt these type of activities were indeed appropriate, and they would agree to this type of activity being held on the field, then they would need to then set their own boundaries as to what activities it would want to see on the field, what equipment could be brought on the field, some of the Boot Camps bring tyres to be dragged across the field – would the Council allow this – ie this is what is meant by setting the boundaries. It would need to ensure that the organisation had its own insurance which would cover 'all eventualities', and also that they were a 'responsible and reputable organisation'.

Whatever decision the Council makes it must have a reason for saying yes or no, and should consider any publicity that may be attached to either decision.

Loughton Town Council currently rent out part of Roding Valley Recreation Ground for the same sort of activity and do give a licence to the club using it for an annual License fee of £500.

Attached to the agenda was an email from the Vice Chairman of the Parish Hall at Thornwood Common Management Committee expressing the feedback of those Committee members who were in attendance.

The Chairman welcomed Chris to the meeting - Chris being the individual in question - and invited him to address the Council. Chris thanked the Chairman, and stated that he wanted to bring something back to the community and explained that he has run children football teams in the past but was looking to do something different. He is a fitness instructor and would be looking to provide a service that could benefit all generations. Chris confirmed that the events would be run all year, whatever the weather, and that events would be Tuesdays and Thursdays. The type of equipment that would be used is hand weights, resist bands, cones, and that he held his own insurance.

The Chairman expressed concern stating that human nature is such that people attending such events would park in the Village Hall car park, which could cause problems for hall users. There may also be excessive mud in the car park which would also affect the hall. The Management Team would want somebody from the Parish Council at these events to manage the process. Cllr Stallan stated that the email attached to the agenda from the Management Committee was generally supportive of the idea, and he queried where the income from the events would go. Cllr Mrs Jackman stated that Loughton Town Council already rent out part of their recreation ground, and would like to know how they get on.

Cllr Stallan stated that at this point in time, any member of the public could use the field to do fitness works, and that this could be a good way to regularise it and obtain an income, with some money going to the Village Hall from any income raised.

The Chairman thanked Chris for attending and stated that the Council would now discuss this, and asked the members of the public to leave the meeting. Cllr Stallan asked for clarification as to if the meeting was now in private session. The Chairman closed the meeting and all members of the public were asked to leave.

After discussion, the Chairman reopened the meeting and invited all members of the public back into the meeting, and advised that after a vote was taken (the result being 2 For and 10 against) the decision had been taken not to allow organised boot camp events on the Thornwood Common, for the reasons that the Parish Council did not have the resources to police the events, that during wet weather it could cause damage to the Common, and could have a negative impact on users of the Village Hall.

C15.186 CCTV PARADE OF SHOPS, NORTH WEALD

Members *NOTED* that this was on the agenda following a number of queries raised regarding how the CCTV would operate. Cllr Buckley confirmed that himself and the Clerk had met with Adrian Petty, EFDC, who had explained how the CCTV would operate. The Parish Council would have no involvement, nor would they receive any

funds from any income from this CCTV. The CCTV would be a cluster of 4 cameras, located on areas that were felt most appropriate, but this could include the Zebra crossing. The annual service cost for EFDC to manage this is £200/annum and to maintain, clean and reposition is £330/annum. EFDC has agreed to meet with the contractor when the power unit is placed in the pillar in the garden. It is hoped there will be a reduction in the cost by way of a discount. It is expected this will be in place in the next 6 weeks or so. The first draft of the Service level agreement has been received that Cllr Blanks and Cllr Buckley will go through. The cost to supply and erect the camera is £5,750

C15.187 PARISH COUNCIL OWNED CAR PARKING SPACES ADJACENT TO WEALD COMMON

Members *NOTED* that the Clerk has been advised of two complaints in relation to the use of the Parish Council parking spaces. A verbal report was given at the meeting, however part of the complaints refers to the action of one of the Trustees. The Clerk has explained to the complainant that they would need to contact the North Weald Village Hall Management Committee in relation to that part of the complaint, however the Parish Council can deal with Parish Council owned car parking spaces. The Clerk suggested that one solution would be to clearly mark out the Parish Council owned spaces with something like:

**These Parking Spaces are Provided By The Parish Council
And Are For Use By Those Visiting The Shops Or Weald Common**

Cllr Grigg stated that her understanding was that the 8 parking spaces were for Weald Common, and not for the shops, and as such users of the shops are lucky enough to be able to utilise these spaces when they visit the local shops, and as such the Parish Council and the Village Hall are providing a service. Cllr Grigg stated she had never wanted these spaces specifically identified. The Chairman suggested that clarification should be sought as to exactly what these spaces could be used for. Cllr Blanks agreed with Cllr Grigg, in that the parking spaces should not be specifically identified as they would become a target for vandals.

Cllr Clegg asked where the suggested wording detailed above came from, to which Cllr Mulliner stated it was from Cllr Bedford. Cllr Grigg stated that she did not support the alleged aggressive behaviour detailed within the complaint, however feels we should clarify exactly what the parking spaces can be used for. It is not up to the Parish Council to apologise for the behaviour of the individual, and it is up to the Village Hall to make it clear to their users which spaces are for hall users.

Cllr Eldridge suggested that once this is classified, it should be placed in Village Life for the public to know. Cllr Blanks suggested that the status quo should remain, and that the parking spaces should remain unmarked and clarification sought as to their appropriate use. Cllr Blanks suggest this complaint should also be passed to the Village Hall Committee to consider. Cllr Godwin-Brown agreed, stating that the Village Hall should consider how their trustees speak to local residents.

It was therefore *AGREED* that the Clerk would ascertain exactly what the car parking spaces could be used for, and that they would not be marked.

C15.188 LOCAL HIGHWAYS PANEL

Members **NOTED** that two of the items put forward for consideration to the Local Highways Panel have been turned down as not suitable, these are the project for speed reduction along the High Road between Church Lane and Queens Road (Cllr Buckley's), and Traffic Calming Wellington Road/York Road/Blenheim Place (Cllr Tyler's). Details of the outcome of the other two schemes are still awaited – Cllr Mulliner's and the other scheme for lowering of kerbs and tactile pavement (residents). These will be detailed at a later meeting.

C15.189 PARISH COUNCIL MEDIA SERVICE

Members **AGREED** to continue with the Parish Council media service at a cost of £900 per annum using Everything Epping Forest.

C15.190 QUEENS 90TH BIRTHDAY CELEBRATIONS

a) Clean for the Queen

Cllr Tyler had provided an update in his absence as follows:

I have been in contact with NW Scout Leader, who is keen for the scouts to get involved. Therefore I will liaise with Cllr Mulliner and the Environmental Committee to arrange a suitable date to coincide with the litter picks which are scheduled for the first of every month.

Cllr Mulliner stated that he completes a litter pick on the first Saturday of every month, and that he never gets any support from local residents, and that the Parish Council should be very wary about the implications of getting involved as a Parish Council in such projects. The meeting Clerk stated that Cllr Tyler would be acting as a facilitator and would not in any way be taking on the responsibility for such events.

C15.191 JOINT PARTNERSHIP WORKING, NEIGHBOURHOOD WATCH

After discussion, it was **AGREED** to defer this item for the next couple of months until such time as the Neighbourhood Watch program gets back on its feet following the sad death of Mick Sheen.

C15.192 PASSENGER TRANSPORT

Members **NOTED** that Townlink Buses Ltd went before the Traffic Commissioners Office on 3rd and 4th November 2015 in Cambridge, and that the Traffic Commissioner has now made their decision and decided to revoke their licences with effect from **26th February 2016** (with the exception of the number 21 Bus which runs between Brentwood and Ongar). Members stated that the Trustybus service has deteriorated since Townlink has gone.

C15.193 MEETINGS AT DIFFERENT VENUES

Members recalled that the Council historically held at least one Parish Council Meeting in Thornwood and in Hastingwood. This has been mentioned on a couple of occasions by local residents who have asked whether or not it would be possible for this to happen again. Cllr Stallan stated that his understanding was that this policy was still in place and that we just haven't implemented it. It was **AGREED** to hold

one meeting in Hastingwood in the Summer, and one in Thornwood. The Clerk to arrange the dates and location for the May meeting.

C15.194 EXCLUSION OF THE PUBLIC AND THE PRESS

Due to confidentially the following motion was *AGREED*, "That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed."

C15.195 QUEENS ROAD ALLOTMENTS – ACCESS FOR ALLOTMENT TENANTS DURING BUILDING WORKS BY EPPING FOREST DISTRICT COUNCIL TO THE GARAGE SITE

Cllr Stallan left the meeting.

Members were advised of details regarding access arrangements to the allotments during building works at Queens Road as per the confidential sheet attached to the agenda.

A vote was taken on the following:

The Parish Council would be willing to give up its right of access via the High Road / Wheelers Farm Gardens into the Wheelers Farm Gardens Allotments subject to:

- This access remaining in place until such time as a legal agreement has been reached between North Weald Bassett Parish Council and EFDC concerning access to the Queens Road / Wheelers Farm Gardens Allotments
- The Wheelers Farm Gardens Access can be used by tenants of Queens Road Allotments whilst the building works at Queens Road are taking place, without interruption
- Subject to a dedicated car parking area (and associated access to this car park) for a minimum of 4 vehicles being created on the Queens Road allotment site specifically for the allotment tenants, constructed at the cost of EFDC.

5 - For
2 - Against
2 - Abstention

Meeting closed 9.25

Signed
Date