



**MINUTES**

**Meeting:** PARISH COUNCIL      **Date:** 4th September 2017      **Time:** 7.30PM

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

**PRESENT:**

**Councillors (10)** B Clegg (Meeting Chairman), B Bartram, D Stallan, Mrs Grigg, A Tyler  
R Spearman, N Bedford, Mrs S Jackman MBE, T Blanks, G Mulliner,

**Officers in Attendance (2)**

Susan Deluca - Clerk  
Adriana Jones - Principal Finance Officer

**Members of the Public (2)**

**Members of the Press (1)**

**C17.056 MEETING CHAIRMAN**

The Clerk advised that both the Chairman and Vice Chairman had given apologies, and as such it was necessary to elect a Chairman for this meeting. Cllr Spearman **PROPOSED**, and Cllr Tyler **SECONDED**, Cllr Clegg to act a Chairman for this meeting. Cllr Clegg accepted this nomination.

**C17.057 APOLOGIES FOR ABSENCE (4)**

**NOTED** that apologies for absence had been received from Councillors Buckley, Hawkins, Harris, and Eldridge.

**C17.058 OTHER ABSENCES (1)**

Cllr Godwin-Brown.

**C17.059 MINUTES**

The minutes of the Parish Council meeting held on 3rd July 2017 were **AGREED**.  
The Minutes of the Parish Hall at Thornwood Common Committee held on the 6<sup>th</sup>  
July 2017 were **NOTED**.

**C17.060 DECLARATIONS OF INTEREST**

Cllr Mrs Grigg declared a non pecuniary interest in agenda item 11 North Weald Airfield by virtue of being the Portfolio Holder for Asset Management. Cllr Mrs Jackman declared a non pecuniary interest in agenda item 17, as her son completes media work for Quinn Estates. Cllr Spearman declared a pecuniary interest in any items relating to the Local Plan. Cllr Bedford declared an interest in agenda item 10 - Draft Local Plan.

**C17.061 QUESTIONS FROM MEMBERS OF THE PUBLIC**

Councillors were advised that the two members of the public present were representatives of Quinn Estates. It was **AGREED** they would be invited to address the Council under the relevant agenda item.

**C17.062 CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT**

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

Date	Reported By or Action Initiated By	Regarding	Action Taken	Further Action Taken
JULY/ AUG	CLERK/PFO	LOCAL PLAN	Ongoing/Con tinuing	Various Actions
JULY/ AUG	Clerk/PFO	Neighbourhood Area Plan	Ongoing	Various Actions
JULY/ AUG	PFO/ SENIOR ADMIN OFFICER	QUALITY COUNCIL	Ongoing	Preparation of Documentation - DATA PROTECTION
JULY/ AUG	SENIOR ADMIN OFFICER /CLERK	PARISH HALL	Ongoing	ADMIN
JULY AUG	CLERK/PFO	DATA PROTECTION	Ongoing	Various Documentation
JULY/ AUG	CLERK/PFO	ALLOTMENTS	ONGOING	Safety Matters
JULY/ AUG	CLERK	SOLICITORS	ONGOING	FIRST REGISTRATION OF LAND
JULY/ AUG	CLERK/SENIOR ADMIN OFFICER	DEFIBRILLATOR	INSTALLATI ON	VARIOUS ADMIN
ITEMS RECEIVED WHICH MAY BE OF INTEREST				
Various EFDC Agendas, North Weald Village Life, Various AGM Documentation				

### C17.063 REPORTS AND MEMBERS REPORTS

- a) **Chairman's Report** –No Report
- b) **Vice-Chairman's Report** – No report, however refer to agenda item reference Garden outside shops.
- c) **District and County Councillors Report** – No reports
- d) **Councillors Reports** – Cllr Bedford reported that and illegal occupation of land by Gypsies and Travellers had occurred just north of the Four Wantz roundabout at Ongar. It was **AGREED** the Clerk would advise her list of local landowners and farmers.
- e) **Environmental Issues** – No report.
- f) **Neighbourhood Plan Monthly Update** - The PFO provided a brief update confirming that the last meeting of the Steering Group took place on 29th August. One new Steering Group member had joined the Group representing Thornwood. A event for local community groups will be held on 23rd September at North Weald Village Hall, to which these groups would be specifically invited to attend. This was not a public event. There will then be three further events, one in North Weald, one Hastingwood and one Thornwood, that will be public events held around October / November. A new banner has been ordered, and will be placed outside the front of the library, together with the crest flag, inviting people to come and talk about the Neighbourhood Plan. This is mainly about signposting the logo. Website will be up and running within a week. You can log on and register your interest. The PFO also advised that £6,000 technical funding has been received via the Locality Grant Scheme, and AECOM has been appointed by Locality to undertake a Heritage and Character Assessment of the area. The £9,000 funding received by Groundworks was also awarded by Locality but was for other Neighbourhood Plan related costs.

### C17.064 FINANCIAL REPORTS

- a) **List of Cheques & Monthly Statement of Accounts**

Councillors **NOTED** and **AGREED** the statement of accounts and payments for the months of July and August 2017. **PROPOSED** Cllr Blanks, **SECONDED** Cllr Tyler.

**b) Appointment of Internal Auditor**

Members **AGREED** to formally appoint Auditing Solutions as the Parish Councils Internal Auditor for 2017/2018.

**C17.065 CONFIRMATION OF AMENDMENTS TO FINANCIAL REGULATIONS**

Councillors recalled that the Financial Regulations were reviewed at the same time as the Standing Orders by the Council's Internal Auditor – Stuart Pollard – under Corporate Governance for his comments in the first instance. A number of minor amendments had to be made to bring them into line and to co-relate to the Standing Orders. No further comments have been received. Councillors **APPROVED** the Financial Regulations as attached to the agenda. **PROPOSED** Cllr Stallan, **SECONDED** Cllr Bartram.

**C17.066 EPPING FOREST DISTRICT COUNCIL DRAFT LOCAL PLAN**

On Saturday 8<sup>th</sup> July the Clerk, the PFO and a number of Councillors attended a Workshop with Members of the Planning Policy Team regarding the Infrastructure Delivery Plan. This was followed by an invitation to attend a one hour meeting on the 1<sup>st</sup> August with the Planning Policy Team which was attended by the Clerk, and Cllr Clegg to discuss New and Amended / Revised Sites put forward via the land call process and currently being considered by EFDC. The Parish Council was asked to comment on the Infrastructure need following the 8<sup>th</sup> July workshop. The PFO, who is also the lead in the Neighbourhood Plan, compiled a response which had to be sent to EFDC by 18<sup>th</sup> August. The response was attached to the agenda. Subject to a number of typing errors, the response was formally **APPROVED**.

**C17.067 EPPING FOREST DISTRICT COUNCIL REPORT TO CABINET  
NATIONAL POLICE AIR SERVICE – POTENTIAL RELOCATION TO  
NORTH WEALD AIRFIELD – 3 HELICOPTERS & 1 FIXED WING  
AIRCRAFT**

The Executive Summary from the Report to Cabinet – 7<sup>th</sup> September '17 - states that "*The National Police Air Service (NPAS) has approached the District Council to determine whether they could relocate their current operation at Lippitt Hill to North Weald Airfield. A Report is enclosed that outlines the Air Service's requirements and considers the potential environmental impact of their operation. In addition, the revenue consequences of the National Police Service becoming a tenant on the Airfield are detailed in the Report within the resources Section*".

A full copy of the report was attached to the agenda. It is understood that there will be:

- 3 Helicopters and 1 Fixed Wing Aircraft based at the Airfield
- A maximum of 20,000 movements, 10,000 up and 10,000 down, per annum
- Land area of approximately 1 acre with the ability to increase to 1.25 acres, subject to requirements
- 25 year lease – with no automatic right of renewal

Members **NOTED** the following:

- Currently the Air Ambulance operates from North Weald Airfield and there are 1300 Movements per annum –650 up and 650 down. The Parish Council has had no complaints about this facility since it has been at the Airfield
- Tourists Flights from the Airfield – these currently operate at the weekend on a Licence – whilst the Parish Council has had no complaints, it is understood that complaints have been received by District Council regarding this operation, but it is understood that this is when it took off on the wrong flight path.
- It is understood that the majority of comments received from local people when discussing the Local Plan and Neighbourhood Plan, is that they would rather see the Airfield used for flying rather than large amounts housing.
- Comments have been received from a Councillor that the District Councillors for North Weald and Thornwood should undertake a survey of their Residents, to satisfy themselves that they are happy with the proposal as it is a District Council Proposal and not a Parish Council Proposal.

Cllr Grigg stated that she had spoken with local residents at Cllr Buckley's event on the Saturday, and the responses to date were all positive. Cllr Grigg stated that for 20 years she has been fighting to keep the Airfield an operational airfield, and that there is a possibility this agreement could safeguard flying for the future. The police activity would be 24/7, 365 days per year, however one of the helicopters would be in for maintenance at any given time. There would be a capping of 20,000 flight movements per annum, however it is thought this figure is to safeguard the number of flights throughout the proposed 25 year lease. The noise study has identified three proposed flight paths that would be repeated sequentially. The noise study was conducted between 27/6 and 5th July, and no complaints were received during this time. There was one complaint on 29/7, however this was regarding a tourist helicopter that had not stuck to the agreed route. The proposed 25 year lease would not have an automatic right of renewal. Three representatives from the Police will be in attendance at the 7th September Cabinet meeting at which this is to be discussed. Cllr Grigg stated that it was hoped noise monitoring instruments would be installed which would indicate if the acceptable noise levels had been exceeded and if so it would incur a financial penalty. This is not intended to be a money making exercise, but to flag up to the operators that noise limits have been exceeded.

Cllr Bedford asked if the current operation at Lippitt Hill compared to the proposed 20,000 movements at North Weald, to which Cllr Grigg stated that she understood this would be more than the current operation at Lippitt Hill, however the police had stated they wanted 7,000 movements up and 7,000 movements down, and it is thought the proposed 20,000 is due to the length of the lease being 25 years and to factor in any possible increase needed in the future.

Cllr Stallan stated that the feeling he got from members of the public he had spoken to was generally supportive of the proposal, and a number of residents felt that this could also help provide additional security for the area. Cllr Stallan asked if the lease would need to be altered if the police requested a change in the numbers of movements, to which Cllr Grigg stated she understood that negotiations would be needed for any variation of the lease.

Cllr Blanks mentioned that EFDC would be collecting business rates from the police if this goes ahead.

Cllr Mulliner asked if the proposed siting of the hanger and movements would have any impact of any possible development around the periphery of the airfield and the removal of any part of the runway. Cllr Clegg said he had witnessed what he believed to be a test flight some weeks earlier and it didn't appear to go anywhere near the runway. Cllr Mulliner stated that the fixed wing aircraft would need to use the runway.

Cllr Tyler asked if this would restrict the number of pleasure flights currently operating from the airfield. Cllr Bedford stated that the police helicopters would land, refuel, change crew, and take off and be gone for some time, however this would be something for the airfield management to consider.

Cllr Bedford suggested Cllr Grigg could ask the question as to what type of fixed wing aircraft the police would use, and what the runway requirements were for such aircraft. Cllr Grigg stated that Yorkshire police use a fixed wing aircraft, and that this is needed for certain weather conditions when helicopters are unable to safely fly.

Cllr Blanks stated that he welcomed this proposal, and **PROPOSED** that based on the information provided at this time the Parish Council should support this proposal in principal and ask that the Parish Council is kept in close touch with any decisions made. This was **SECONDED** by Cllr Mrs Jackman. A vote was taken, the results of which were as follows:

7 - For

0 - Against

0 - Abstention

Cllr Grigg did not take part in the vote.

#### **C17.068 GARDEN AT THE PARADE OF SHOPS**

##### **Final Project - Garden at the Parade of Shops – Installation of Metal Pole & Removal of Part of Wall & Finishing of Wall & Brick Pillar**

Members **NOTED** that the Garden, for which the Parish Council was fortunate enough to secure funding for via a grant from Epping Forest District Council, has almost reached maturity. Members **NOTED** that the wall to the car park at the shops continues to be a problem, and that Cllr Buckley has attempted to negotiate with the owner of the Car Park (the person who has ultimate responsibility for any structures on the land) to resolve this issue, however this has been unsuccessful despite continuous negotiations. The wall has been repaired to one side of the car park, and this has been successful in ensuring that no damage has been occasioned to this side of the wall. If the same repairs could be carried out to the other side of the wall, this would then 'tidy up' this area further and also create a much larger opening which will go some way in continuing to ensure that it is easier for vehicles to access and exit the car park. Obviously there is a cost to this project - £1360. The Clerk understood that this quote had now come down to £1,200.

The Clerk advised that a number of Members had in fact met on site on Saturday 26<sup>th</sup> August to view the site with Cllr Buckley. Members were reminded that the owner of

the wall authorised the use of the wall at the rear of the main garden to be used as a 'backdrop' for the garden thereby making a saving of some £1700.

Cllr Buckley has put forward a proposal that the Parish Council should fund a small pole being placed at the end of the wall, part of the wall removed, and the side of the wall finished off adjacent to the garden. The Clerk stated that £3,368 was held in an earmarked reserve for the works to create a garden (Parts 1 and 2), so the funding is available for these works.

Cllr Stallan stated that he was quite happy to support this, subject to the agreement of the owner for these works being obtained in writing. Cllr Stallan also raised the issue of insurance and who would have responsibility should any damage be caused, for example by a reversing car. The Clerk stated that the Parish Council would not own the wall, and that it would remain the responsibility of the owner in terms of liability. Cllr Stallan asked that this was also obtained in writing. The Clerk confirmed Cllr Buckley would obtain this in writing.

Cllr Grigg offered her congratulations to Cllr Buckley, Cllr Spearman, and all the volunteers who help with the weeding and watering stating they have done an excellent job. Cllr Grigg supported the Parish Council funding these works, stating it would finish off the project.

Cllr Bartram asked who would be liable if the wall fell down after being erected, querying if this would be Council. In addition, Cllr Bartram stated that he had reservations about spending public money on repairs to private property, and was concerned this could set a precedent. The Clerk stated that whilst she understood these concerns, this had been discussed at the onsite meeting, and it was felt by those members in attendance that without the landowner agreeing the Parish Council could use the wall as a backdrop to the Garden, the £1,700 saving would not have been made, and that this was justification for the spend.

Cllr Blanks **PROPOSED** the works should be completed to repair the wall as suggested by Cllr Buckley subject to written confirmation being received of permission to complete the works and that liability for the wall would remain with the owner. This was **SECONDED** by Cllr Mulliner. A vote was taken, the results of which were as follows:

6 - For

1 - Against

1 - Abstention

#### **C17.069 DATA PROTECTION ACT – DATA PROTECTION AUDIT**

Members **NOTED** that a Data Protection Audit was carried out on the 9<sup>th</sup> August with the results being received earlier that day. This will be included within the next agenda. It will be necessary for Members to undertake training on the new Data Protection Regulations. Cllr Bartram asked if the report and training would be compliant with the new regulations coming into force in n 2018, to which the Clerk confirmed that the new GDPR regulations had prompted this issue to be addressed..

**C17.070 ESSEX ASSOCIATION OF LOCAL COUNCILS AGM**

Members *NOTED* that the Essex County Council and Essex Association of Local Councils Annual Joint Conference (and the EALC 72nd AGM) would be held on Tuesday 19th September 2017 11.00 am at Foakes Hall in Great Dunmow Essex . All Councillors were invited to attend, and were asked to contact the Clerk if they wished to do so. Cllr Mrs Jackman expressed the importance that a member of this Council should attend the AGM.

**C17.071 RCCE VILLAGE HALLS & COMMUNITY BUILDINGS CONFERENCE 2017**

Members *NOTED* this would be held on Saturday 14<sup>th</sup> October at Chignall & Mashbury Village Hall – 9.30am to 3.30 pm. It is understood that the Queens Hall and the Parish Hall at Thornwood Common are both Members of the RCCE and this item is for information purposes, and their Members should contact the RCCE direct if they wish to attend. Cllr Bartram confirmed he was already attending on behalf of the Queens Hall.

**C17.072 REMEMBRANCE SUNDAY SERVICE SUNDAY 12<sup>TH</sup> NOVEMBER 12.15PM**

Members *NOTED* that the Clerk and the Senior Administrative Officer had carried out a preliminary visit to the Debt of Honour and a report is currently being drawn up for the Remembrance Sunday Meeting scheduled for Thursday 21<sup>st</sup> September. Preliminary invites have been sent to the Norwegian Embassy and to Bodo, advising them of the date of Remembrance Sunday. With Members agreement a short dedication of the Bench adjacent to the Debt of Honour will be held following the Remembrance Sunday Service to commemorate the 75<sup>th</sup> Anniversary of the Norwegian Air Force at North Weald. The Parish will also be remembering Lt General Wilhelm Mohr who was the driving force behind 75 years of friendship between North Weald and the people of Norway. Arthur Moreton has been assisting the Parish Council with the arrangements for the Dedication Service. Full details will be discussed at the meeting on the 21<sup>st</sup> September.

Cllr Mulliner asked if the Parish Council owned the debt of Honour, to which the Clerk stated it did not, however the District Council was currently dealing with a letter from Mr Ramsey regarding the future of the Debt of Honour. No further details were available at this stage.

With regard to the lunch, the Clerk advised that arrangements had been made for the lunch to be held at Thornwood this year, and that this had been previously agreed however this would need to be ratified. Cllr Stallan queried that if this decision had already been agreed, there was no need for the Parish Council to ratify it, to which the Clerk stated that she wanted all Councillors be clear about this agreement and have the opportunity to ensure that the right decisions had been made, and to agree the arrangements for the event.

**C17.073 NORTH WEALD PARK – FORMERLY RAYLEY LANE GOLF COURSE**

Members *NOTED* that the Clerk had received a request from the Developers of this site asking if they could give a presentation to the Planning Committee as a result of their recent Consultations. Members considered if they wished to receive this presentation, and were asked to recall that the same Developer gave a short presentation to Councillors prior to a recent Planning meeting. The Clerk stated that Members may wish to close the meeting to discuss this issue. Cllr Blanks agreed. Cllr Stallan stated

that the meeting should not be closed as any discussions should form part of the record of the meeting. After some discussion, it was **AGREED** the meeting would not be closed.

Cllr Clegg reminded members that the Parish Council has previously turned down requests from developers to address Councillors for a second time, and that he was cautious about setting a precedent as there were many developers that may subsequently want to come along and do the same. Cllr Stallan asked why second presentations had been turned down, to which Cllr Clegg stated that there had been concerns that the Parish Council would be inundated with the developer sales pitch, especially when it was extremely difficult for Parish Councillors to give any sort of opinion on such proposals without fettering themselves. Cllr Blanks concurred, stating that it was certainly important for the Parish Council to understand what the developer proposals were, however this shouldn't turn into repeated presentations discussing the same proposals.

The Meeting Chairman invited Mr Hamish Buttle to address the Council. Mr Buttle thanked Cllr Clegg, stating that he fully respected the position of the Council and understood why repeated presentations could be a cause for concern, but that he had approached the Clerk with this request simply to provide feedback following a number of well attended public consultation events that had been conducted by Quinn Estates. Mr Buttle continued, stating this was simply an opportunity to provide the Parish Council with an update on the feedback from these events, and also to provide an update on the discussions with Epping Forest District Council, Essex County Council and Highways England. Mr Buttle stated that he was not present to determine or prejudice the Parish Councils view in way, but simply to provide an update on comments received and discussion taking place.

Cllr Blanks stated it was important to note that such presentations by Developers had in fact not taken place at Planning Committee or Parish Council meetings, but at pre-meetings, asking the Clerk if this would be the same, to which the Clerk confirmed it would. Cllr Blanks thanked Mr Buttle for appreciating the difficulty facing the Council, stating that it simply was not possible for Parish Councillors to favour one site over another at this stage of the Local Plan process.

After further discussion, Cllr Bedford **PROPOSED** that no further presentations were received by any developers whom had already presented to Councillors until such time as the Local Plan is submitted for Regulation 19 consultation. Cllr Spearman **SECONDED** this proposal. A vote was taken, the results of which were as follows:

6 - For

0 - Against

2 - Abstention

The meeting Chairman thanked Mr Buttle for attending, apologised that an agreement was not reached to enable Quinn Estates to give a second presentation, however suggested this may be considered further in the future.

#### **C17.074 EXCLUSION OF THE PUBLIC AND PRESS**

As the Agenda contained Exempt (pink) pages, or an item needs to be discussed confidentially, the following motion was proposed by the meeting Chairman - "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.” All public and press left the meeting.

#### **C17.075 TRANSPARENCY PROCESS - FIRST REGISTRATIONS OF LAND**

##### **a) Solicitors**

Following discussion at previous meetings, the Clerk had sourced a solicitor in Hertford who was competent to undertake the land registration work, and discussions had been taking place over July and August, with the agreement of the Chairman, and the Clerk was now close to finalising the Statements of Truth for the relevant parcels of land. This work is ongoing, and further updates will be made available.

##### **b) Land Valuations**

As part of the Transparency Process (which the First Registration of Land is part of), copies of the Draft Land Valuations were attached for Members approval. Cllr Bedford asked if the Village Hall value was based on the rebuild costs and insurance costs, to which the Clerk stated that this was not the case, and that the land value was based on the value of the land at present as a community asset. Cllr Mrs Jackman stated that it may have been helpful to have had the land valued as if it was land for development, as this would provide the Parish Council with an idea of how much the land was actually worth if it was to be sold in the future. The Clerk stated that the land value must be based on all the factors at the time of the valuation, and that none of the land owned by the Parish Council fit the criteria for development land at this time. Cllr Grigg agreed, stating that the solicitors would have reviewed the current Local Plan as part of this process.

Cllr Blanks stated that item 5 of section 1 of the report stated that the land had been assessed for internal accounts purposes, and that this was not his understanding, and this had in fact been applied throughout the entire report. It was **AGREED** the Clerk would ask that the wording be changed to state that the land had been assessed for the purposes of the Transparency Code.

The Meeting Chairman advised that the Parish Hall at Thornwood was insured for just under £550,000, and asked if the Clerk would obtain some clarification from the Solicitor as to what the actual valuations mean and why they differ from insurance valuations. This was **AGREED**.

#### **C17.076 LETTER FROM LOCAL RESIDENT REGARDING ALLOTMENTS**

Members **NOTED** that a letter had been received from a local resident regarding a short advisory letter sent to the resident from the Clerk following a decision taken by the Environmental Committee in relation to the placing of a gate. Councillors **NOTED** the full content of the letter that was sent, which referred to minute reference E17.14 of the Environmental Committee.

Since this time, a number of visits had been received from the Resident asking for explanations as to why the gate was necessary. Cllr Tyler stated that he had been a Councillor for a relatively short period of time, however issues by this resident kept coming up again and again, and the resident never seemed to be happy with the responses he was given, and suggested he was referred to EFDC. Cllr Bedford stated that it seemed none of his issues, specifically in this letter, have any involvement with

his land, and as such was no concern of the resident. Cllr Stallan stated that the continuous issues and complaints could be seen as vexation. After discussion, it was **AGREED** not to enter into any further correspondence with the resident regarding this issue, as it did not involve his land, and that the Clerk would establish the wording of an appropriate vexatious policy that the Parish Council could consider at the next meeting.

Meeting closed

Signed .....

Date .....