



# North Weald Bassett

PARISH COUNCIL

Parish Hall at Thornwood Common, Weald Hall Lane, Thornwood, Essex CM16 6NB

Tel: 07572 507591

www.northweald-pc.gov.uk

Email: clerk@northweald-pc.gov.uk

Clerk to the Council  
Susan De Luca

17<sup>th</sup> February 2021

## ENVIRONMENTAL COMMITTEE

TO: MEMBERS OF THE ENVIRONMENTAL COMMITTEE

**PLEASE NOTE THE TIME OF THIS MEETING**

*This Meeting is open to any other North Weald Bassett Parish Councillor who wishes to attend*

---

You are hereby invited to attend a meeting of the **ENVIRONMENTAL COMMITTEE** which will be held on **Monday, 22<sup>nd</sup> February 2021** at **7.00pm** to transact the business shown in the agenda below.

**There will be no physical meeting in line with current Government guidelines and therefore all communications will be conducted electronically via ZOOM. To access the meeting:**

Go to <https://zoom.us/join>

Meeting ID: **885 0025 5670**

Passcode: **470075**

Susan De Luca  
Clerk to the Council

---

### AGENDA

**1. APOLOGIES FOR ABSENCE** 🖐️

To **RECEIVE** any apologies for absence.

**2. OTHER ABSENCES**

To **NOTE** any absences for which no apology has been received.

**3. CONFIRMATION OF MINUTES** 🖐️

To **APPROVE** as a correct record the minutes of the meeting held on 19<sup>th</sup> October 2020, as attached at **APPENDIX 1**.

#### 4. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members

*A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.*

#### 5. QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public.

*In accordance with an agreed procedure, the time allocated for public questions shall be limited to 15 minutes or such other period determined by the Chairman of the Meeting.*

#### 6. PLAY AREAS

A verbal report will be given at the meeting.

#### 7. ALLOTMENTS

##### a) Correspondence from local resident

The Clerk has received a letter from a local resident regarding Wheelers Farm Gardens Allotment Site, a copy of which is attached at **APPENDIX 2**.

##### b) Review of Allotment Fees

Members of this Committee are asked to **CONSIDER** if there is a need to increase allotment fees for 2022/23. As Members will know, the Parish Council is required to give 12 months notice of any increase in fees. For the new financial year (2021/2022) there was no increase as, due to the Coronavirus outbreak, all committee meetings were cancelled. The current fees, and the fees for 2021/2022 are:

- |                                     |        |
|-------------------------------------|--------|
| • Under 50sqm = Extra Small         | £23.00 |
| • Between 51sqm & 100sqm = Small    | £25.00 |
| • Between 101sqm & 150sqm = Average | £26.00 |
| • Between 151sqm & 200sqm = Large   | £30.00 |
| • Over 201sqm = Extra Large         | £32.00 |

##### c) Annual Allotment Holders Meeting

Members are **ADVISED** that the Annual Allotment Meeting has had to be postponed until such time as Government guidance allows us to hold face to face meetings.

##### d) Allotment Warden – Hastingwood A

As Members will be aware, the Allotment Sub-Committee currently carry out the role of allotment warden at Hastingwood A. Members of this Committee are asked to **CONSIDER** if the Sub-Committee should retain this role for the forthcoming year.

##### e) Amendments to Allotment Tenancy Agreement – Rules, Regulations and Codes of Practice

It has been necessary to update the Allotment Tenancy Agreement – Rules, Regulations and Codes of Practice. The document now incorporates the Tenancy Agreement, rather than having two separate documents. A number of amendments have been made to the Rules and Regulations, in particular the sections regarding Bee Keeping and Bonfires. Members are asked to **AGREE** the amended document, a copy of which is attached at **APPENDIX 3**.

**e) Community Allotment Gardens – Wheelers Farm Gardens and Thornwood**

Members are asked to **NOTE** that work to prepare both gardens in readiness for the Spring is now underway. All works are on target to be completed by 31<sup>st</sup> March 2021 in compliance with the conditions of the grant funding received towards these projects.

**f) Car Park Surfacing – Wheelers Farm Gardens Allotment Site**

Members may recall the discussion which took place at the Precept Meeting regarding the car park surface at Wheelers Farm Gardens Allotment site. The Parish Council's contractor has been asked to assess the car park and advise if heavy duty rubber grass matting would be suitable. The contractor has also been asked to suggest an alternative, however is aware that both gravel and woodchip have been ruled out as unsuitable for this location.

**g) Perimeter - Queens Road Allotment Site / New Housing Development**

The Clerk has received an email from EFDC District Cllr Holly Whitbread regarding this matter, a copy of which is attached at **APPENDIX 4** for Members perusal.

**h) New Gate / Adjacent Fence – access to Queens Road Allotments**

Councillors are asked to **NOTE** that the office staff are currently sourcing a quote for works to install a new gate and adjacent fencing at the access to Queens Road Allotments.

**8.  CEMETERY **

**a) Cemetery Fees**

Members of this Committee are asked to **CONSIDER** a possible increase in cemetery fees for 2021/22. Members are reminded that for 2020/21, the only increase to fees was for the price of the memorial plaques, which took into account a £30.00 increase notified by the memorial supplier. A copy of the current fees is attached at **APPENDIX 5**.

**b) Annual Audit – Topple Test and Memorial Survey**

As reported by the Clerk at the Parish Council Meeting held on 1 February 2021, Members are asked to **NOTE** that the Annual Audit has been carried out at the Cemetery, which included the Annual Topple Test and a survey of the Memorials. Three Memorials were found to require work and the Clerk has written to the plot owners accordingly. At the time of preparing this agenda, the Clerk has received notification that action is to be taken on one of the Memorials.

**c) Benches**

Members are asked to **NOTE** that 4 benches have recently been purchased and are now held in stock for future use.

**d) Parking**

It has been brought to the Clerk's attention that a number of regular visitors to the Cemetery have recently experienced problems with being unable to park in the layby outside the Cemetery gates. The Clerk has been asked if it would be possible to issue keys to plot owners in order for them to park inside the Cemetery grounds. When considering this request, Members are asked to bear in mind the potential security implications (i.e. omitting to lock gate on leaving) and also the possible impact on parking spaces for those attending funeral services.

**9. TREE PLANTING – SITE OF OLD PLAY AREA, WEALD COMMON**

Members are advised that the date for collection of the free tree pack from the Woodland

---

Trust had to be rearranged due to the weather conditions on the 8<sup>th</sup> February which would have prevented the trees from being planted on the same day. The new date for collection is 19<sup>th</sup> February.

**10. FLOODING – WEALD COMMON** 

**a) Site Meeting**

Members are advised that the Clerk and the Chairman of the Parish Council recently met with Trevor Baker, EFDCs Principal Engineer for Environmental Protection & Drainage, at Weald Common to discuss possible solutions to alleviate the problems experienced with the land flooding. A verbal report by the Parish Council Chairman, Cllr Alan Buckley will be given at the meeting.

**b) Weald Common Play Area**

It has been suggested that Members may wish to **CONSIDER** closing the play area during the Winter months for reasons of safety, as a result of incredibly wet ground.

**11. REFLECTION GARDEN, NORTH WEALD**

Members are advised that the Clerk is still looking for a viable project for the painted stones, however the Blue Reflection Bench will be installed during March.

**12. STREET FURNITURE**

Members are **ADVISED** that maintenance is currently being undertaken on all Parish Council owned notice boards, bus shelters and seats/benches. Monies from the Handyman Fund are being used to finance the work.

Susan De Luca  
Clerk to the Council