

North Weald Bassett Parish Council

Parish Hall at Thornwood Common, Weald Hall Lane,
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Clerk to the Council.
Susan De Luca

24th February 2021

TO: ALL COUNCILLORS

You are summoned to attend a Meeting of the Parish Council which will be held on Monday 1st March 2021 at 7.00pm. There will be no physical meeting in line with current government guidelines and therefore all communications will be conducted electronically via ZOOM. The link to the meeting is detailed below:

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

Meeting ID: 876 4648 6096

Passcode: 693911

Susan De Luca
Clerk to the Council

Members of the public and press are invited to attend this meeting

AGENDA

COUNCILLORS ARE REMINDED THAT THEY HAVE BEEN ASKED TO JOIN THE MEETING BY 6.45PM WHERE A REPRESENTATIVE FROM THE RESTORATIVE JUSTICE TEAM WILL BE ADDRESSING MEMBERS IN RELATION TO THE DAMAGE TO THE WEALD COMMON PLAY AREA

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 of the Parish Council held on the 1st February 2021 and to **NOTE** Minutes of the Environmental Committee held on the 22nd February 2021 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 for a period determined by the Chairman of the Meeting. **Please NOTE the Clerk may have to note questions and respond to them after the Meeting.**

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6. REPORT OF THE CLERK



Members are asked to **NOTE** that All Staff have been working on all items within this Agenda. If any Councillor wishes further information on any item please do not hesitate to contact the Clerk or a Member of the Parish Council Staff for further updates.

NOTE: Any Member wishing to have a communication brought to the attention of the Council should give prior notification to the Clerk.

7. REPORTS & MEMBERS REPORTS

MEMBERS ARE ASKED TO SUBMIT A WRITTEN REPORT TO THE CLERK WHICH CAN BE DISTRIBUTED TO OTHER COUNCILLORS. THIS WILL ENABLE THE MEETING TO RUN EFFICIENTLY AND EFFECTIVELY. COUNCILLORS WILL THEN BE ABLE TO BRING UP ANY POINTS THAT THEY FEEL ARE RELEVANT TO THE PARISH COUNCIL AND ASK QUESTIONS OF THE COUNCILLOR WHO HAS SUBMITTED THE REPORT.

To **RECEIVE** any reports from Members who wish to give a report and/or who are representatives on Committees, Working Groups, Outside Bodies and other meetings that Members or the Clerk have attended and which, **if available**, will be reproduced at **Appendix 2** if they have been submitted by Members for inclusion, as follows:

- a) Chairman's Report – verbal report
- b) Vice Chairman's Report – verbal report
- c) District & County Councillors Reports - District Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting – The Clerk has been advised by County Cllr Anthony Jackson that Pothole Repairs will take place in Bassett Gardens & Silver Birch Avenue.
- d) Parish Councillors - verbal reports will be received if no written report has been submitted
- e) Queens Hall Charity Report – verbal report
- f) Neighbourhood Plan Report – verbal report
- g) EFDC Local Plan Report – verbal report
- h) Highways Report - If available
- i) Notes from Meeting with Soundings/EFDC – Attached on Blue Paper separately in pack for noting 
- j) Notes from Meeting with HMRC/EFDC, and notes from NEPP meeting between Chairman & NEPP Officer – attached on Green Paper separately in your pack for noting 

8. FINANCIAL REPORTS

a) **List of Cheques & Monthly Statement of Accounts** - To **APPROVE** the lists of payments which have been made up to the 28th February 2021 and **NOTE** the account balances at the end of the month - **this list will be circulated prior to the Meeting.**

b) **Bank Reconciliation** – to **NOTE** the bank reconciliation as at 31st January 2021 - month - **this list will be circulated prior to the Meeting.**

9. NATIONAL MODEL DESIGN CODES: TESTING PROGRAMME

The Government is currently undertaking a programme of testing aspects, processes and content of the National Model Design Code (NMDC). The purpose of the NMDC is to provide detailed guidance on the production of local design codes, guides and policies that lead to the successful design of places. It provides advice to local planning authorities on the process for producing codes, the design parameters and issues that need to be considered and tailored to their own context when producing local design codes and guides. It includes methods to capture and reflect the views of the local community through the process. The Government has asked for expression of interest from 10 Local Authorities to take part in this testing, and

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given the work already undertaken by this Council and the NP SG in terms of the creation of Design Guidelines and a Heritage and Character Assessment, EFDC has approached the Council to see if it would be interested in taking part in this testing process.

Councillors are asked to note the following:

1. This is an entirely separate process to the Neighbourhood Plan
2. The Neighbourhood Plan Steering Group had always hoped that its Neighbourhood Plan could include Design Codes, however whilst the Plan will contain design guidelines, these fall short of being actual codes.
3. The Timeline set by the Government is very short, with expressions of interest needed to have been made by 22nd February, and the decision by Government as to which authorities will be selected being made by 1st March.
4. The design guidelines / policies in the draft Neighbourhood Plan have been created as a direct result of the feedback from local residents, and using the Design Guidelines and Heritage and Character Assessment documents created to support the plan. Any Design Codes created by way of this testing will be expected to support the design guidelines / policies in the draft Neighbourhood Plan.
5. Any design codes created as a result of this testing scheme would be related to the North Weald Bassett Masterplan site only.


The types of issues that can be addressed in Design Codes include, but are not limited to, Landscape and open space, housing density, building heights, identity and character of buildings and public spaces, reflecting local character and heritage, and materials used.

Due to the very tight timescales, there has been insufficient time for this issue to be placed before the Council, however the Clerk has met with Officers at EFDC, and has discussed this matter with both Cllr Bedford (Planning Portfolio Holder at EFDC) and the Parish Council Chairman, and a delegated decision made to support the District Council submitting an expression of interest to the Government that the North Weald Bassett development site could be used as a location to test the National Model Design Codes, the benefit being that this Council would have a strong influence in ensuring new development at this site respects the character and heritage of the current village of North Weald.

It is hoped that by the time of the meeting, notification would have been received as to if this council has been selected to take part in the testing programme.

Councillors are asked to **RATIFY** this delegated decision.

10. LETTER FROM PEER GROUP - ONGAR PARK ESTATE ACCESS ROAD REPAIRING OBLIGATIONS

 The Parish Council has received a letter from Peer Group regarding repairing obligations. It is understood that other users have also been sent letters however confirmation is still awaited from Peer Group regarding this and as to how many other organisations have been contacted. The Clerk has looked at the original agreement and the Parish Council does have an obligation regarding the Weald Common Parking Spaces and the use of the access road and those using these. The Parish Council has 10 Parking Spaces, 2 of which were gifted to the North Weald Village Hall. These parking spaces belong to the Parish Council for 'perpetuity' which is in fact 80 years as detailed in the legal agreement. It is suggested that Members should look at the fact that any contribution should be **'commensurate with use'**.

The Parking Spaces are designated for the following:


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- Residents who wish to visit the Play Area
- Residents who wish to visit parish council owned land on Weald Common
- Both of these areas should not be used during the hours of darkness

Added to this, there are a number of other organisations that use the access road including visitors to the Veterinary Surgery who park in the Village Hall & the Parish Council parking spaces. Therefore a contribution should be sought from the Vets otherwise this would be unworkable. Also large tractors go to the farm and vehicles go to the Bowls Club during the Bowls Season and the Fishing Lake during the Fishing Season. Epping Forest District Council owns the Redoubt and has land there also. Therefore before making any decision on the above, any Parish Council contribution should be commensurate after taking all these factors into account, and must not be a hasty one. A copy of the letter is attached at **Appendix 3**

11. NORTH WEALD VILLAGE HALL LETTER FROM TRUSTEE REGARDING POTHOLES

 Members are advised that the Clerk has received a letter from one of the Trustees of the North Weald Village Hall in relation to concerns regarding part of the road surface and the pot holes. The letter is requesting funding from the Parish Council from the £50,000 initially given from the District Council from funds from the HMRC Site. A copy of the letter is attached at **Appendix 4**. Members are asked to note that the road surface is very bad and does have a lot of large and deep potholes however Members are asked to take into account the previous Agenda Item number 10 when coming to their decision.

12. FOODBANK GRANTS

The Parish Council has been successful in securing two grants for food parcel projects throughout the Parish of North Weald Bassett. The projects also allows 'cross border' parcels to be delivered. The projects are being jointly administered with the Queens Hall Charity. Cllrs Dawn Wood and Carmela Coop Rodia will give members a verbal update on the projects at the meeting, however so far 30 Parcels have been delivered. A number of favourable thank you messages have been received from the recipients of the parcels. The grant funding must be spent by 31st March 2021. A short report is attached at **Appendix 5**.

13. TREE PROJECT

At a meeting of the Environmental Committee on the 22nd February, members noted the 200 free trees that the Clerk had been able to secure. Cllr Alan Buckley had advised as to where the planting was going to take place. Two areas which would take the largest amount of planting were on Weald Common. One being on the site of the old wooden play area and one being in between the small football pitch and the Weald Common play area. Cllr Andy Tyler suggested that both areas be named after Cllr Brian Eldridge who sadly passed away in 2020 and had been an avid supporter of more trees in the Parish. Therefore the suggestions are for the following:

- Eldridge Wood
- Eldridge Thicket
- Eldridge Grove
- Eldridge Coppice

Members are asked to **AGREE** that name for each area, and are reminded that they would need to pick one name for each area – therefore two names in total.

14. CYRIL HAWKINS CLOSE

Members are advised that the new housing development adjacent to Queens Road Allotments was officially opened on Monday 22nd February 2021, and has now been officially called Cyril Hawkins Close after the former Parish Council Chairman: Cyril Hawkins. The opening was attended by Cllr Mrs Shirley Hawkins, and Portfolio Holder for Housing: Cllr Holly Whitbread. The naming of this road in honour of Cyril Hawkins, joins with other eminent Councillors who have had roads named after them and did so much for

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the community. These roads which include Emberson Way and Watermans Way will be there for posterity. It is indeed an honour for the Parish Council to have one of its 'own' honoured in this way.

15. FLOODING AT THORNWOOD

Members are advised that there have been a number of issues in relation to flooding along the High Road at Thornwood. Cllr Clegg and a local resident have been liaising with Cllr Whitbread in relation to this matter. Cllr Clegg will give a verbal report on this matter.

16. PARISH HALL AT THORNWOOD – COVID TESTING CENTRE

Members are advised that the testing facility is only operating 4 days a week. The Clerk is unsure as to how long the facility will continue to operate, however an email enquiry has been sent to one of the operating officers at NHS /MCHLC as the number of people visiting the site has drastically reduced.

17. GOING FORWARD – PARISH HALL AT THORNWOOD

Following on from the Prime Ministers announcement on the 22nd February, it is expected that the Parish Hall will re-open on **MONDAY 12TH APRIL**, subject to there being no changes in Government Guidance. The Parish Council will operate from the hall from this date. The Opening Hours for the Parish Office will be 10am to 1.00pm on Monday, Wednesday and Friday. The Clerk will write to all of the regular users to advise that the hall will re-open from this date. Notices will also be placed on the Website and on the Noticeboards advising of the same.

18. PURCHASE OF IT EQUIPMENT & COUNCILLOR EMAIL ADDRESSES

Councillors will recall from the February Parish Council meeting that the issue of Council supplied IT equipment for use by Councillors was discussed, the purpose of which was to strengthen the steps taken by the Council concerning the protection of data. Whilst it was agreed all Councillors should be issued with Parish Council specific email addresses (which has now taken place), it was agreed that further consideration was needed concerning the supply of IT equipment. On 2nd February, the PFO sent out to all Councillors a summary sheet which should have answered many queries raised by Councillors concerning data protection, which also set out the rationale for the proposed supply of Parish Council owned and managed IT equipment for Councillors. Councillors are asked to read this document in full prior to this meeting. A further update will be given at the meeting. The Council is now asked to **CONSIDER** if it supports the provision of Parish Council purchased, owned and supplied IT equipment for Councillor use. It is understood that one Councillor has advised that they would prefer a Chromebook, and under for accessibility reasons the Parish Council would facilitate this.

19. OFFICE SPACE IN NORTH WEALD – HIGH ROAD

The Chairman had made approaches in relation to two properties which had been available in the vicinity of the High Road, North Weald. The Chairman will give members a short verbal report at the meeting.

20. SALT BINS

During the recent inclement weather, a number of people had contacted the Clerk in relation to why there were no Salt Bins / Salt or Grit available or indeed had not been spread along the pavements in the Parish. The Clerk had explained that this was something that was not carried out by the Parish Council, and was no longer carried out by EFDC or the County Council. One resident said that as the Parish Council had previously taken part in the ECC Salt Scheme we should be salting all the pavements. The Clerk had explained that as the rules had changed, and taking account that we did not have the facilities to:

- Store Salt
- Train Volunteers

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- Have the resources to do any of the above

the Council no longer took part in the scheme. However as we still had a few left over supplies from a previous year, the Clerk arranged for some supplies to be left at strategic points in the Parish, which included the Parish Hall at Thornwood, North Weald Village Hall, Queens Hall Community Centre and Hastingwood Village Hall. Also the areas in front of shops in North Weald were de-iced by the Parish Handyman. Members will recall the Parish Council paid for a Salt Bin to be provided and installed in St Andrews School and some salt to be proved a few years ago, and volunteers were trained how to spread the salt. Members are now asked to **CONSIDER** :

- if they wish to purchase any additional Salt/Bins throughout the Parish
- if so where would they like these located
- and would they like to take part in the Salt Scheme this year.

21. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to **CONSIDER** the following motion to be proposed by the 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. However an item may be placed in the Confidential part of the meeting so long as it is accordance with the Statutory Guidance.

There is ONE confidential item to be considered