



North Weald Bassett Parish Council

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Clerk to the Council.
Susan De Luca

1st November 2022

PLEASE NOTE TIME AND DATE OF MEETING

NOTICE OF MEETING

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 7TH NOVEMBER 2022 at 7.30 pm to transact the business shown in the Agenda below.**

This meeting will be held in the Thornwood Common Parish Hall, Weald Hall Lane, Thornwood, with any necessary measures put in place by the Government at the time.

Susan De Luca
Clerk to the Council

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

AGENDA

1. APOLOGIES FOR ABSENCE

To **NOTE** any absences which have been received.

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 Monday 3rd October 2022, which are 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 if the Clerk has not been previously notified of the Question Council may have to note questions and respond to them after the Meeting.**

6. REPORT OF THE CLERK

Members are asked to **NOTE** that all staff have been working on the 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 try to give prior notification to the Clerk.

- a) **Weald Common Tree Project** – Staff and Cllr Buckley continue to work on this.
- b) **Various Planning Matters**
- c) **Remembrance Sunday**
- d) **Environmental Matters**

7. REPORTS & MEMBERS REPORTS

MEMBERS ARE REMINDED THAT THEY 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
- c) District & County Councillors Reports - District Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting
- 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 – See Report In Agenda
- g) EFDC Local Plan Report & Update – See Report In Agenda
- h) Highways Report – ECC Members Pothole Scheme

Cllr C Whitbread has reminded the Clerk that he still is able to report serious Potholes across his division that he had 'two batches of 18 to share across his division, as has Cllr Holly Whitbread.

8. FINANCIAL REPORTS

- a) **List of Cheques & Monthly Statement of Accounts – Up to 31st October.**
- b) **Internal Audit – Stuart Pollard the Internal Auditor will be in Attendance on Thursday, 1st December.**

9. INVESTMENTS

The Clerk, the RFO and Cllr Blanks, jointly have been investigating the Investment options for the Parish Council of the funds that are held. A number of recommendations are now in hand, these include CCLA which is one of the original companies recommended by the Internal Auditor. The Internal Auditor will be in attendance on at the PC Office on the 1st December and if he still feels that this is the best company to go with then this recommendation will be put forward to council for agreement at the Budget and Precept Meeting in December.

10. LOCAL PLAN - EFDC MAIN MODIFICATIONS CONSULTATION

EFDC is running a 6 week consultation of further suggested changes to its main modifications of the Local Plan. Councillors will recall the Local Plan was submitted for examination in 2017 and has been examined since this time. It is expected this will be the final consultation before the plan is either adopted or found unsound. The consultation runs from Friday, 28th October and finishes on Friday, 9th December at

5pm. Full details of the consultation can be found at <https://www.efdclocalplan.org/local-plan/consultation-on-further-main-modifications/>. Councillors will be asked to consider the proposed changes and put forward any suggested comments for response. The final response will be agreed by Parish Council at their meeting on Monday 5th December. Hard copies are available from the Clerk if needed.

11. LATTON PRIORY MASTERPLAN FRAMEWORK CONSULTATION

Councillors will recall that the Local Plan contains an allocation of a minimum of 1,050 homes to be located at Latton Priory as part of the Harlow and Gilston Garden Town (HGGT) Development. Back in 2017/2018, there were a couple of informal meetings held at which the promoters of the site put forward their ideas for the development to the Parish Council, and this Council in turn expressed their concerns. There has been no communication since this time, until 12th October when the Clerk and PFO attended an online members briefing regarding the HGGT, at which they were advised a public consultation on the Latton Priory Masterplan would be taking place in November/December 2022, the same time as the Local Plan Main Modification consultation. At this meeting the Clerk expressed her concern about the lack of engagement by the Latton Priory site promoters over the last 4 years, and the following day an invitation was received to hold a meeting with Parish Councillors about the consultation. This meeting, which will be held via Zoom, has been set for 7pm on Monday 28th November, to which all Councillors are invited to attend. Furthermore, Councillors are asked to note that as yet a date for the public consultation has not been received, however details of the proposals are included within the EFDC Cabinet Agenda for 7th November 2022 -

<https://rds.eppingforestdc.gov.uk/documents/b27035/Latton%20Priory%20Masterplan%20Framework%2007th-Nov-2022%2019.00%20Cabinet.pdf?T=9>. The Clerk is unable to print off copies of this document, as the text is too small to read when printed. Councillors will be asked to consider the content of the Masterplan Framework in preparation for the Zoom meeting on 28th November. The full response to this consultation will be agreed by the Parish Council at their 5th December meeting.

12. BUDGET AND PRECEPT 2023/2024

The Finance and General Purposes meeting at which the 2023/2024 Budget and Precept will be considered will take place on Monday 12th December. Councillors are advised that if they wish for any particular item to be considered, they need to provide full details to the PFO before Monday 28th November.

13. NEIGHBOURHOOD PLAN

At the October Parish Council meeting, Councillors were advised of the Ongar Neighbourhood Plan passing its referendum and were asked to review the plan, specifically the policies, to enable a decision to be taken on the future of the North Weald Bassett Neighbourhood Plan. Councillors are now asked to **CONSIDER** if they wish to continue with the North Weald Bassett Neighbourhood Plan at this time. Further information will be made available at the meeting.

14. EPPING FOREST DISTRICT LOCAL LIAISON MEETING

On Tuesday 29th November, a meeting of the Epping Forest District Local Councils Liaison Committee will be taking place. This meeting is a forum at which matters of common concern can be address. It is vital that Councils (including Councillors and Clerk) are in attendance at these meetings to provide a join show of force, making it clear to the District Council that the concerns of Parish and Town Councils are vitally important to address. Councillors are asked to do their best to attend this meeting.

15. COFFEE WITH COPS

A date is still awaited for this meeting.

16. WEALD COMMON

The project continues to move forward at some pace. Planting and mulching of the trees is expected at the end of November. Grant Funding from EWCO is still awaited and this is being handled by ECC and EWCO on behalf of the Parish Council. A meeting has also been held with the Deputy Head of St Andrews School as to how the children can become involved with the project, which was very positive.

Naming of the Area

Following on from the last meeting no further names have been received so the only suggestions put forward so far are:

Jubilee Park, North Weald Park, Weald Common Park, New Kings Wood, King Charles Wood and Coronation Wood.

The Clerk has sent an email to the Palace to ask whether or not there are any restrictions on the naming of the area with Royal connotations, a response is still awaited.

Information Board

What would Members like to see for the History of the site – ie., inclusion of Radio Station etc.....

Where would they like the information Board sited. No further work on this has been carried out. It is hoped that once the trees have been planted work on the details for the Description and Information boards can be started, together with the siting of the seats and signage.

Dementia Friendly Area

Details of this area were discussed at a ‘Catch Up’ Meeting with Nicky Linihan who was representing EFDC:

Details of these Notes in relation to that part of the meeting are reproduced below:

Dementia Garden

- Nicky suggested that we need to think of the garden as a “dementia friendly space”. She said that she has visited Weald Common and (with reference to access on to the Common) suggested that access is something that EFDC can have a look at to see what might be achievable outside of the dedicated tree planting area. Nicky referred to the guidance she had sent which gave examples of a dementia friendly area in a more formal park setting and said that there are some elements within the guidance which may well work, such as seating and signage. She commented that although the area may not be ideal for hard surfacing, it did have a number of well-trodden grass pathways. Nicky suggested that there could be a circular walk with clear signage so that users know where they start and finish.
- Adriana said that she was not convinced that Weald Common (in particular the planned tree planting area) would be the right place for a dementia friendly space. Concerns were expressed regarding access, pathways, open space and remoteness, people could easily find themselves lost.
- Jo suggested perhaps having regular organised walks, using the play area field which is more accessible. Jo suggested that enquiries could be made to hire North Weald Village Hall to provide refreshments and toilet facilities at the end of the walks. The walks could be a regular social event for both dementia sufferers and carers giving them all the opportunity to make contact and not feel like they are alone.
- Sue advised that the Parish Council has 8 parking spaces in the Village Hall car park which are available for visitors to Weald Common. She said that North Weald Village Hall is a charity and the trustees may be amenable to having a conversation regarding use of the hall and the field which is directly behind it.
- Jo mentioned the gated garden area at Leonard Davis House in Kiln Road, North Weald and asked if EFDC had considered this space. Nicky said that she would look into that.

- Adriana questioned the reasoning as to why EFDC wanted to get involved - is the upcoming SANG area a possibility? Are they open to some flexibility? Nicky said that the idea for a dementia friendly space came from her in terms of recognising that Dementia is becoming more prevalent. She said that we have an ageing population and it would be great if we could facilitate some sort of support for a dementia friendly space. Nicky said that this is not being driven by EFDC. Adriana said that we love the idea, however we want it to work and be right. Nicky confirmed we would absolutely have flexibility with regard to the space. It was from the initial review that she realised there could be opportunities for North Weald.
- Sue reiterated that the Parish Council would need funding for the project. She said that she would have talks with North Weald Village Hall and would report back at a further meeting. Sue said that (regarding creating a dementia friendly space) we must do it right and must do it correctly.
- Nicky said that it would not just benefit people with Dementia, it would be for the benefit of the whole community. It would not be exclusive; it would be inclusive.

17.EFDC BOUNDARY CHANGES

Residents are being asked to 'Have their say on a new political map for Epping Forest District Council' New boundaries are being proposed for council wards in Epping Forest District Council.

The Local Government Boundary Commission wants to hear what residents and local organisations think about the proposals. A 10-week consultation on the proposals will run until 12 December 2022.

The Commission is the independent body that draws these boundaries. It is reviewing Epping Forest to make sure councillors will represent about the same number of electors, and that ward arrangements will help the council work effectively.

The Commission has published proposals for changes to Epping Forest. It is proposing that there should be 54 councillors, four less than there are now. Those councillors should represent 18 three-councillor wards. Most of the existing wards will change, Buckhurst Hills West will remain the same.

Proposed changes include:

- The seven parishes of Sheering, Matching, Moreton, Bobbingworth & The Lavers, Abbess Beauchamp & Berners Roding, Fyfield, Willingale and part of High Ongar parish will be joined together in Rural East ward.
- **North Weald Bassett parish will be united in a single ward.**

The link to the Electoral Commission is as follows:

<https://www.lgbce.org.uk/media/have-your-say-on-a-new-political-map-for-epping-forest-district-council>

The deadline for responses is the 12th December.

Members are asked if they wish to make any COMMENTS.

18. REMEMBRANCE SUNDAY – 13TH NOVEMBER 2022

Members are advised that arrangements are currently in hand for Remembrance Day Events which are held in November. All arrangements are in hand and a verbal update will be given at the meeting.

19. NORTH WEALD LIBRARY – GOING FORWARD

Members are advised that the Clerk is still awaiting a response from Louise Mckinlay at Essex County Council and also from the Freedom of Information Request that was submitted to Essex County Council in relation to

the use of the former Parish Council Office in North Weald Library. A formal response is still awaited at the time of typing the Agenda.

20. 'WARM BANKS'

As the Parish is not currently in the library, we are unable to support this initiative in the library. However Cllr Dawn Wood advises that she can receive £1000 funding for this initiative from ECC/EALC for a Warm Room to be set up in the Queens Hall if the PC would provide matched funding. Cllr Dawn Wood will provide a verbal report at the meeting.

21. MAIL STRIKES

Councillors are advised that we will not be sending anything further in the post at the current time. Over the last month we have been advised that some councillors have not received some mail that we attempted to deliver to them via Royal Mail. We understand that this is the message that our Banking Service has advised that they have received in relation to Royal Mail disruption.

Due to the Royal Mail industrial strike action, postal services are likely to be disrupted on the following days: Wednesday 2 November, Thursday 3 November, Friday 4 November 2022, Tuesday 8 November, Wednesday 9 November and Thursday 10 November 2022. This means that any post Unity Trust Bank sends or receives on these strike days may be affected and subject to delays. Collections from business customers, Post Offices and post boxes will resume the day after strike action finishes. For more information, please visit the Royal Mail website.

Therefore please try to check your emails regularly and all Agendas & Parish Council deliveries will be sent via hand delivery until the postal strike has come to its current conclusion. Any councillor who did not receive an agenda for the Planning Meeting on the 31st October are asked to accept our apologies as 4 were sent via Royal Mail.

22. USE OF PHOENIX HOTEL BY HOME OFFICE FOR ASYLUM SEEKERS

The Clerk has been advised by EFDC Safer Communities of the use of the Phoenix hotel by the Home Office to house Asylum Seekers for 'contingency' of up to 3 months. No further details were given. The Phoenix Hotel is on the border of North Weald and Moreton, Bobbingworth and the Lavers.

23. RIDE LONDON 2023 🙋

Members were previously advised of the Engagement Events that took place in areas which did not include North Weald. The Clerk has written to County and District Councillors and complained and advised that it was felt that North Weald Bassett Parish should have had its own engagement event in the parish. Members are asked if they wish to add anything further to the Clerk's comments.

24. BENCH IN MEMORY OF QUEEN ELIZABETH II 🙋

We have received a request to install new bench in memory of QEII at Debt of Honour. This was received from Colin Kinnear, Chairman of the Queens Hall Charity. If Members wish to go forward with the request, the Clerk will undertake getting the necessary permission from EFDC who own the land and also purchase a bench.

25. REQUEST FROM LOCAL SHOPKEEPER FOR BOLLARDS OUTSIDE SHOP 🙋

The Clerk has received a request via ECC for a request to be placed on the Local Highways Panel for additional bollards to be placed on Tarmac at the front of the Newsagent shop in Vicarage Lane/Weald Bridge Road. This land is owned by ECC. The shop owner has been asked to get support from local residents for the scheme, however none has been forthcoming. The Clerk has been in contact with the officer who contacted the Parish Council and has suggested that ECC may wish to put the scheme for themselves as the land is owned by ECC. Members are now asked how they wish to move **FORWARD** in this matter.

26. EFDC & COUNTY COUNCILLOR SURGERY

This is scheduled to take place in Parish Hall at Thornwood on Friday, 25th November during the morning. It is understood that a number of the appointments have already allocated. Cllr Shirley Hawkins is the lead on this. If any Councillors have any residents who wish to meet with their District or County Councillor, please contact Cllr Mrs Hawkins.

27. PARISH COUNCIL MEETING ON MONDAY 5TH DECEMBER

Members are asked to *NOTE* that the meeting will need to cover the EFDC Main Modifications and the Harlow Gilston Comments and may therefore be somewhat ‘slimmed down’ in order to give Councillors time to discuss these matters. **The Meeting will commence at 7.00pm**

28. PARISH COUNCIL MEETING TO DISCUSS BUDGET AND PRECEPT– TO BE HELD ON MONDAY 12TH DECEMBER – MEETING TO DISCUSS AT 7.00PM

Members are advised that the Meeting to discuss the above will be held on Monday, 12th December. Councillors who wish to have items considered are asked to submit these in the next two weeks – however no later than **MONDAY 14TH NOVEMBER**.

29. PARISH COUNCIL OFFICE CLOSURE

The Parish Office will close on Midday on **TUESDAY 20TH December and will re-open on TUESDAY 3RD January 2023**. The Clerk will of course offer an Emergency Out of Hours Service for Cemetery and any other Emergency Problems. Details of the Emergency Number will be placed on the Website. Staff will be taking annual leave during this period.

30. 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 are TWO confidential items to be considered which are the following

31. NORTH WEALD METHODIST CHURCH

32. NORTH WEALD WIRELESS STATION BOWLS CLUB