



North Weald Bassett Parish Council

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Clerk to the Council
Susan De Luca

12th June 2023

TO: MEMBERS OF THE ENVIRONMENTAL AND OPEN SPACES COMMITTEE

PLEASE NOTE THE DATE OF THIS MEETING

You are hereby invited to attend a meeting of the **ENVIRONMENTAL AND OPEN SPACES COMMITTEE** which will be held on **Thursday, 22nd June 2023** at **7.00pm** to transact the business shown in the agenda below.

This meeting will be held in the Thornwood Common Parish Hall, Weald Hall Lane, Thornwood.

Susan De Luca
Clerk to the Council

AGENDA

1. ELECTION OF CHAIRMAN 🖐️

To **PROPOSE** and **SECOND** nominations for the Office of Chairman and, if there is more than one nominee, to vote thereon.

2. APOLOGIES FOR ABSENCE 🖐️

To **RECEIVE** any apologies for absence.

3. OTHER ABSENCES

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

4. CONFIRMATION OF MINUTES 🖐️

To **APPROVE** as a correct record the minutes of the meeting held on 26th October 2022, as attached at **APPENDIX 1**.

5. 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.

6. 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.

7. PLAY AREAS

The Annual Play Area Risk Assessments were completed in October 2022, with all Parish Council owned items being classified as either Low, or Very Low Risk. The only moderate risk was the Basketball court at the Memorial Playing Fields which is the responsibility of the Queens Hall Charity. Weekly Play Area Risk Assessments continue to take place at all three play areas, with any urgent matters addressed. There is expected to be some remedial works necessary which will take place over the summer and an update on these items will be given at the meeting.

8. ALLOTMENTS

a) REVIEW OF ALLOTMENT FEES

Members of this Committee are asked to **CONSIDER** if there is a need to increase allotment fees for 2025/26. Councillors are reminded that the Parish Council is required to give 12 months' notice of any increase in fees:

ALLOTMENT RENT FOR YEAR 2023/2024 and 2024/2025

Under 50 sqm = Extra small £26.00

Between 51sqm & 100sqm = Small £28.00

Between 101sqm & 150sqm = Average £29.00

Between 151sqm & 200sqm = Large £33.00

Over 201sqm = Extra Large £35.00

b) ALLOTMENT SUB COMMITTEE REPORT

A verbal report will be given at the meeting.

9. CEMETERY

a) REVIEW OF CEMETERY FEES

Members of this Committee are asked to **CONSIDER** if there is a need to increase cemetery fees for 2023/24. The Clerk received notification from the supplier of boulders, plaques and spikes that costs have been increased with effect from 1st April 2023. In addition, the grave digging contractor has also advised that fees have been increased by 15% for lawn cemetery interments and 46% for the interment of cremated remains. A comparison of cemetery fees charged by other local authorities is attached at **Appendix 2**, together with a copy of our current fees.

b) UNAUTHORISED MEMORIAL

A report regarding an unauthorised memorial on a cremated remains plot is attached at **Appendix 3**. Members are asked to **CONSIDER** how they wish to proceed with this matter.

10. ASSET CHECKS

Councillors are asked to **NOTE** that checks will take place in June / July, which will include a pictorial record of each item, and any recommendations for work.

11. ANNUAL TREE RISK ASSESSMENT 

The Annual Tree Risk Assessment took place in October 2022, with two recommendations for Coppicing to take place within 12 months. These were at the Thornwood Allotments and Wheelers Farm Gardens Allotments. An update will be given the meeting and Councillors will be asked if they wish to complete said works.

12. NEW WOODLAND AREA, WEALD COMMON

An update will be given by the Chairman of the Parish Council at the meeting.

Susan De Luca
Clerk to the Council