

## North Weald Bassett

## PARISH COUNCIL

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*Clerk to the Council* Susan De Luca

### 23rd August 2019

### TO: ALL COUNCILLORS

You are hereby summoned to attend a **Meeting** of the **Parish Council** which will be held on **Monday** 2<sup>nd</sup> **September 2019,** in **North Weald Library, High Road, North Weald Bassett** at <u>7.30pm</u> to transact the business shown in the Agenda below. **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 *RECEIVE* any apologies for absence.

## 2. OTHER ABSENCES

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

## 3. CO-OPTION OF COUNCILLOR 🖑

Notice of the Vacancy had been advertised on the relevant Boards and Members are advised that there has been an application for one of the Vacancies for the Hastingwood Parish Councillor. The resident had expressed an interest prior to the July Meeting but could not unfortunately attend the earlier meeting. Therefore a short CV is attached at *Appendix 1* for Members perusal, and the resident will be in attendance this evening.

Members are therefore asked to CONSIDER this application.

Members are asked to note that one vacancy remains in Hastingwood ward one in Thornwood ward.

## 4. CONFIRMATION OF MINUTES 🖑

To *APPROVE*, as a correct record:

The Minutes of the Meeting of the Parish Council held on 1<sup>st</sup> July 2019 as attached at The Minutes of the Meeting of the Parish Council Environmental Committee held on the 19<sup>th</sup> June 2019.

## To NOTE

the Minutes of the Parish Hall at Thornwood Meeting held on the 11th July 2019 the Minutes of the Queens Hall Charity held on the 3<sup>rd</sup> July 2019 as attached at *Appendix 2*.

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### **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. CLERKS COMMUNICATIONS AND CORRESPONDENCE REPORT \*

To *RECEIVE* the report of the Clerk on matters which may be of current interest to Members and which require a formal update, and to *RECEIVE* such correspondence and communication as the Clerk may place before the Council. *As attached at Appendix 3.* 

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

### 8. REPORTS & MEMBERS REPORTS 🖑

Members are reminded that in order to ensure smooth and <u>prompt running of the meeting</u> it would be <u>prudent to provide the Clerk</u> with a <u>written copy of their report</u> in order that this can <u>be circulated</u> to all Members <u>with the Agenda</u>.

To **RECEIVE** any questions emanating from 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 4**: *if they have been submitted by Members for inclusion* 

### **MEMBERS REPORTS**

a) Chairman's Report

b) Vice Chairman's Report

c) District Councillors Reports, District Councillors are Invited to Submit a Written Report if they are Unable to Attend the Parish Council Meeting

- d) County Councillor Reports If Available
- e) Parish Councillors Reports
- f) Local Plan Inspectors Interim Report Previously circulated
- g) Neighbourhood Plan Individual Item on Agenda
- h) Queens Hall Charity Verbal Report

### 9. FINANCIAL REPORTS 🖑

### a)List of Cheques & Monthly Statement of Accounts

To **APPROVE** the lists of payment which were made up to the  $31^{st}$  August 2019 and **NOTE** the account balances at the end of the month. Due to the Principal Financial Officer being on Annual Leave and not returning until  $2^{nd}$  September this may not be available for this meeting, but will be circulated after the meeting to Members by post or email.

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### **b** ) INTERNAL AUDIT

Members are advised that the Internal Auditor will be in attendance on Friday 29<sup>th</sup> November for the first interim audit report for 2019 -2020.

### c) GENERAL DATA PROTECTION REGULATIONS (GDPR) - STANDING ITEM

Once again good progress continues to be made in addressing the filing and GDPR within the filing items both from the storage area within the Library and in the Parish Hall into the Container. However it has been slower during July and August due to staff annual leave. Staff have concentrated on the filing in the Storage Area in the Library addressing the filing in the Nine Concertina Folders which have now been emptied filing from (2015 to 2019).

# 10. NEIGHBOURHOOD PLANNING / MASTERPLANNING / LOCAL PLAN – A JOINED UP APPROACH

Councillors will recall that the task of Neighbourhood Planning has effectively been passed to the Neighbourhood Plan Steering Group, under the watchful eye of the Parish Council appointed Neighbourhood Plan Sub-Committee. Council has received updates, under members reports, on the progress of Neighbourhood Planning and the Local Plan at each Parish Council meeting over the past two years. Included in these updates have been details of Masterplanning, and the work the Neighbourhood Plan Steering Group has been doing with the Masterplanners on behalf of the residents of North Weald Bassett Parish to ensure that the new developments are designed with as much input from the community as possible. Council will recall that it is a requirement of the Local Plan that the new development proposed for both North Weald Bassett and Latton Priory must be agreed by way of a Masterplan Process.

As is suggested by this agenda item title, each of the planning processes are not completed in isolation, with much overlap and involvement from many different parties. The Neighbourhood Plan Steering Group has worked hard to raise local awareness about all three planning processes -Local Planning / Neighbourhood Planning / Masterplanning – as over the coming 6-12 months it is expected that there will be a flurry of activity by Epping Forest District Council, the Master planners for the Latton Priory Development, the North Weald Housing Development, and possibly the North Weald Airfield employment development, along with possible public events conducted by the Neighbourhood Plan Steering Group. Unless handled correctly by the parties involved, these will undoubtedly cause confusion amongst the local community. As such, going forward, there will be a regular item on the Parish Council agenda to advise the Parish Council and local residents of what is happening. It should be noted that it is not the responsibility of the Parish Council to publicise any such events, but by placing them on the agenda will give local residents an opportunity to stay involved and informed. The Neighbourhood Plan Steering Group may also complete their own The following items are the first that need to be NOTED / CONSIDERED by the Parish publicity. Council:

- Latton Priory Exhibition 23<sup>rd</sup> September 2pm to 9pm NOTE: as mentioned later in the agenda, this is a revised date to that published in North Weald Village Life due to a change in date being requested by EFDC. It is thought this is an event at which any member of the public can attend to view the proposals being promoted by Latton Priory Masterplanners.
- Tuesday 3<sup>rd</sup> and 5<sup>th</sup> September Latton Priory Tour & Workshop 1pm to 5pm 1 Councillor from each ward invited to attend

- The Neighbourhood Plan Steering Group is working to create a number of draft Neighbourhood Plan policies. A summary of the direction of travel to date will be given at the meeting, with Council being asked to *AGREE* and *SUPPORT* the work to date.
- To *NOTE* the Neighbourhood Plan Steering Group has met with a number of local groups to provide an update on both the Neighbourhood Planning progress to date, Masterplanning and how the groups could work together jointly. An update will be provided at the meeting.

## **11. ECC LIBRARY**

Following the Library briefing on 5<sup>th</sup> August, where the following was discussed:

*"Little had been confirmed regarding on how Essex County Council (ECC) envisage North Weald Library going forward.* 

We could read a lot of 'between the lines' on how we thought the Library and the building would move forward.

However, we could only state what we did know and which that was

- No ECC Library will close in the 5-year period from the date agreed
- The tiering of Libraries has been removed by ECC, so there are no longer Tier 1,2,3 and 4.
- ECC will work with Community Groups and Parish Councils who have put in Expressions of Interest (EOIs) to run Community Libraries in those areas where Library use has dropped drastically, or the communities are smaller.
- ECC will offer a funding support package as detailed in the previous Briefing Note: £18,000 in total to be paid over 3 years, an initial book stock package, training for volunteers, regular updates of stock.
- Service Level Agreement

## What ECC Would Expect Over the Five Years

- To look to see if the Library could make use of alternative premises, if no alternative premises are available then 5.15 to 5.18 of the Strategy (Property Issues Refers) To be discussed separately on the confidential item
- Additional Outreach Services to be run by ECC Staff based on local need
- Computers and Internet to be funded from the £18,000 Support Funding
- The Community Run Library to Reserve and Collect Essex Libraries Stock from ECC Larger Council Run Libraries on behalf of the Users
- Adequate Training of Volunteers DBS Checks etc
- To open for at least the minimum amount of hours that the Library is currently open for, at least for the first year of operation, we would therefore need to ensure that we have adequate and competent staffing in place.
- After this the Library Opening Hours will be determined on a case by case basis but there will be a minimum number of hours.
- There were a number of property issues for discussion which Members AGREED could possibly go forward, all of which are detailed are detailed as initial proposals and which are detailed in the Confidential Part of this Meeting.

## There was also discussion regarding WHAT COULD WE HOUSE IN THE LIBRARY?

- Individual Workplace Hubs
- Citizens Advice Bureau
- Police Community Hub

- Post Office (If our Post Office was Ever Under Threat)
- Meeting Room
- Other Ideas?

Suggested Future Update Meeting: Monday 21<sup>st</sup> October – "Following Planning Committee"

## 12. VE DAY CELEBRATIONS - 75 YEARS 2020

B Members attention is brought to the letter which is attached at *Appendix 5* regarding these Celebrations, taking place next year.

We have also received an email from EFDC regarding celebrations, an extract of which I detail below:

"Following the Government decision to move next year's early May Bank Holiday from Monday 4<sup>th</sup> to Friday 8 May, a preliminary meeting was called by the Chairman of Epping Forest District Council with officers to discuss the implications for the VE Day anniversary celebrations which follow Parish/Town, District and Police, Crime and Fire Commissioner elections on Thursday 7 May.

The government has published some initial guidance around the kind of events being planned at national and local level including:

- the Nation's Toast, where over 20,000 pubs will encourage patrons to raise a glass to the Heroes of World War II
- bagpipers playing the traditional Battle's O'er at the top of the 4 highest peaks in the UK Ben Nevis in Scotland, Scafell Pike in England, Mount Snowdon in Wales, and Slieve Donard in Northern Ireland
- bells in churches and cathedrals across the country joining forces in a special Ringing Out for Peace
- local street parties and celebrations across the 3-day weekend

Other elements are likely to include religious services on Sunday, proclamations by town criers and local bagpipers.

As you would expect, from a District Council perspective, we are planning to focus on North Weald Airfield and its military heritage. Taking account of the requirements to deliver the elections over the same Bank Holiday weekend, we are planning to involve local groups on, around and associated with the airfield in as much of the VE Day celebrations as we can.

However, VE Day celebrations are expected to reach across the district as part of the national events and we anticipate that Town and Parish Councils will wish to hold your own events along with other organisations and community groups.

The Chairman of Epping Forest District Council is anxious that all of us should share our plans and aspirations as they develop so that we may cooperate and coordinate our various activities as much as possible. I would therefore be most grateful if you could let me know whether your Council intends to participate in the VE Day celebrations, and if so, what plans such as street parties or other community events you are developing.

Next May seems quite a long way off, but as all of us with experience know, time will slip by far too quickly."

In addition to this Ongar Town Council have reached out to us and asked us to share with them details of what Celebrations we maybe undertaking.

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Members are therefore asked to *CONSIDER* what, if any Celebrations they would like to undertake to Mark VE DAY 75 within the Parish in 2020.

## 13. TWINNING 🖑

In recognition of this Parish's close ties with Norway, Members are asked to *CONSIDER* the possible twinning with a town close to the Royal Norwegian Airforce Squadrons' home (close to the arctic circle) in Norway. This is also in recognition of the 75<sup>th</sup> Anniversary of the Royal Norwegian Airforce. Councillor Nigel Bedford will advise Members of how he would like this to proceed.

### **14. RESIDENTS SPEEDWATCH**

Councillor Baden Clegg has requested this item be placed on the Parish Council Agenda in order that he could give an update on Residents Speedwatch Groups over the last few weeks, which may be of interest to Members. Members will recall that whilst this was not a Parish Council initiative, the Speed Gun was purchased with Parish funds, it is expected that he will have some statistics available for the meeting from the local Residents Speedwatch Groups who have been in action throughout the Parish.

### 15. FLAG FLYING

Following the untimely passing of Cllr Brian Bartram, the Council need a councillor to volunteer to be responsible to erect the flag on various days throughout the year at the Parish Flag Pole on the small Village Green in the High Road. Councillor Bedford has always been deputy and has been currently 'acting up'. However we do now need to have someone take this position on permanently. Councillors are asked to *CONSIDER* if they would be in a position to undertake this.

### **16. MICROGRANT APPLICATION**

The Clerk is pleased to advise that this Council has received £500 from CIF via Essex Association of Local Councils as a grant towards the Sunflower Project at Norway House and towards a small garden to help those in the temporary accommodation get together and join in an inclusive gardening project together with their children. The Chairman has been very involved in meetings with the staff at Norway house and Cllr A Tyler has been very supportive in donating the sunflowers and has also donated a voucher for the tallest / best sunflower.

### **17. REMEMBRANCE SUNDAY** <sup>(\*)</sup>

B Members are advised that a short meeting to discuss the Parish Council's service at the Debt of Honour and Norwegian Stone was held on  $31^{st}$  July. Members decided that a few 'minor tweaks' should be made to the service, Members are therefore asked to read through the notes attached at *Appendix 6* and to *AGREE* as necessary.

It was also **NOTED** that Arthur Moreton the Parish Councils current Airfield and Norwegian Historical Co-Ordinator has advised that due to ill health he wishes to reduce his current airfield involvement, and has approached Cllr Andy Tyler regarding him being a possible replacement in the near future. Therefore Members are asked to **AGREE** that Cllr Tyler take on this role if so required, and in agreement with Arthur Moreton.

A short meeting has also been held with the Royal British Legion to discuss if they have any requirements this year. At the time on drawing up the Agenda we are awaiting confirmation from them.

## 18. MEETING WITH ESSEX COUNTY COUNCIL HIGHWAYS OFFICER

■ Members are advised that the Chairman of the Parish Council and the Clerk met with an ECC Local Highways Officer to discus a number of issues within the Parish, and as per the list attached at *Appendix 7*. Members will see the responses from the Highways Officer and any further responses will be advised, of, at the meeting.

## 19. PLAY EQUIPMENT 🖑

■Members will recall that we received CIF & Tesco grant funding for two Play Areas, including Thornwood Common and Memorial Playing Field. Members asked the Clerk to review the proposed pieces of equipment to go in both places. We have now received a further quote on different equipment. Members are now asked to review this equipment as we do have to make a decision or we will loose the funding. Details of equipment are attached at *Appendix 8*.

# 20. PARKING RESTRICTIONS – PIKE WAY & TEMPEST MEAD & STATION ROAD TRO SCHEME NOMINATION OCTOBER 2019 \*\*

■EFDC is writing to consult the Parish Council regarding parking restriction scheme(s) being proposed within this area. The schemes will be implemented by the North Essex Parking Partnership (NEPP). Although the scheme nomination is the purview of the District Council, the Cabinet at Epping Forest has agreed to consult with Town and Parish Councils on schemes that are high on NEPP priority ranking. As part of the consultation process they are now writing to the Parish Council on behalf of the District Portfolio Holder for Safer, Greener and Transport to seek views on the scheme proposed in the area. The schemes are detailed below together with documentation at *Appendix 9* that may be presented for approval at the next NEPP Committee meeting on 3rd October 2019. These are subject to the Parish Council's comments to *SUPPORT* either of these schemes.

Comments from EFDC : Schemes for ward Member/Town/Parish Council consultation:

- Tempest Mead/ Station Road North Weald proposed waiting restriction to deter weekday parking. This is a scheme from 2014 with a request from one resident. There is no Resident support or Ward Member and Parish Council Support. No further correspondence has been received regarding this scheme, so therefore maybe thought should be given to not nominating this scheme as we only get 6 allotted schemes a year and maybe removing from the scheme list. (NEPP Score 25 out of 100)
- 2) Pike Way, North Weald Proposed parking restriction to deter parking by care home workers This is a scheme from 2012 with a request from one resident. There is no residential support or Ward Member or Parish Council support. No further correspondence has been received regarding this scheme. Thought should be given to not nominating the scheme as we only get 6 schemes a year and maybe removing from the scheme list. (NEPP score 22 out of 100)

Once a scheme is approved by the NEPP Committee on 3<sup>rd</sup> October 2019 further action can then be taken. This will include an informal consultation by NEPP with the residents, the results of which will inform the formal consultation (required by law) this will then enable the preparation of a traffic order for the proposed restrictions. Once the traffic order is approved it will be advertised locally and

it is only afterwards that actual physical measures (signs and yellow lines) can be implemented. It will be possible to obtain a timescale for implementation when the preparatory work has begun.

Any schemes that are to be recommended at the meeting of the NEPP Joint Committee on 3<sup>rd</sup> October 2019, would need comments to be received at EFDC by Friday 20<sup>th</sup> September 2019.

## 21. CELEBRATING DEMOCRACY 125 YEARS OF PARISH COUNCILS 🖑

Parish Councils are the first tier of Local Government and were created by statute in 1894. This year it is 125 years celebration of the Local Councils sector. Back when Parish Councils celebrated 100 years of the Sector many Councils held exhibitions and events. It is up to each individual Council if they want to celebrate. This is an important milestone for Local Councils and the EALC hope that all Essex Parish, Town, Village & Community Councils will celebrate this historic moment. Members are therefore asked to *CONSIDER* if they wish to celebrate this milestone.

## 22. DATES FOR MEMBERS DIARIES

Members are asked to NOTE these dates that the Parish Council has been advised of

- Tuesday 3<sup>rd</sup> September Latton Priory Tour & Workshop 1pm to 5pm 1 Councillor from each ward to attend
- Thursday 5<sup>th</sup> September Latton Priory Workshop 1pm to 5pm 1 Councillor from each ward to attend
- Monday 23<sup>rd</sup> September Latton Priory Exhibition 2pm to 9pm Revised Date
- Sunday 15<sup>th</sup> September Invitation to attend RAFA Service at Cross of Sacrifice at St Andrews Church 10.40am for 11am start.

### 23. 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."

There is currently **ONE** confidential item to be considered