



Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,
Theydon Bois, Essex CM16 7ER

Clerk to the Council: Mrs Sally Crone
Responsible Financial Officer: Mr Greville Norman

Minutes of the Parish Council Meeting held at The Village Hall at 8pm on Thursday 31st March, 2011

Councillors Present: Cllrs Jones (Chair), Philip, Berry, Gooch, Wood, Vincent and Howard.

Apologies: Councillors Sowerby, Hannibal, Purkiss and Hammond and Greville Norman (RFO)

Officers Present: Sally Crone (Parish Clerk)

154. Apologies for Absence

Councillors Sowerby, Hannibal, Purkiss and Hammond and Greville Norman (RFO).

155. Declarations of Interest (existence and nature) with regard to items on the agenda. Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2007 (S.I.2007/1159) (The Revised Code)

Councillor Vincent explained that he had already been appointed as a Parish Council nominated Trustee of Theydon Bois Community and Youth Trust (TBCAYT). He declared a personal interest in Agenda Item 6 by virtue of this Trusteeship. Councillor Vincent also determined his interest to be prejudicial in accordance with advice received and left the room and took no part in the voting on this matter.

156. Public Participation session with regard to items on the Agenda

156.1 With reference to item 8.1 on the Agenda (Highways update) a resident raised an issue with regard to the colour of the panels on the refurbished viaduct which she found unattractive. Councillor Vincent reported that he understood that the colour matched the existing footbridge at the Station and that this may have been the reason for the particular colour being chosen.

156.2 With reference to item 9.3 on the Agenda (Christmas Tree Event 2011) a resident was concerned as to whether there would be a Christmas Tree Lighting Ceremony and wanted assurance that the proposed event would not be in lieu of this tradition. Councillor Berry confirmed that she would be reporting on the preliminary discussions on the proposed Christmas Tree Event for 2011 later in the Agenda and assured the resident that there was no intention to omit a Christmas Tree from the celebrations.

156.3 With reference to item 10.2 on the Agenda, a resident expressed desire to speak

on this item. The Chair suggested and it was agreed that he should make his points prior to the particular Agenda Item being debated.

157. Correspondence – Clerk’s Report

The Clerk explained that a full copy of her report had been circulated to all Councillors and was available from the Parish Office for any resident who may be interested. A full copy of the report is attached to these minutes. The Clerk drew particular attention to the following items from her report using the same numbering:-

8,9,12,13,14,15,16,18,19,20,21,27,28 and 29.

157.1 Councillor Jones referred to item 18. of the Clerk’s Report concerning the letter from Mr Trevor Roberts, the Local History Recorder with copies of his Theydon Bois Local History Report for January 2010 to December 2010. Any resident is welcome to read or borrow the document from the Parish Office provided it is returned to the Clerk. Councillor Jones thanked Mr Roberts for his work in producing the interesting History Reports which are copied to Essex Records Office and also to the Epping Forest District Museum.

157.2 Councillor Jones referred to item 22 of the Clerk’s Report concerning the letter from Epping Forest District Council concerning the review of the Parish Council Remuneration Scheme and suggested that this item should go forward for review at the next Parish Council Meeting.

158. To discuss and approve the Minutes of the Extraordinary Parish Council Meeting held on 17th March, 2011

The draft Minutes of the Extraordinary Parish Council meeting held on 17th March, 2011 were approved and signed by the Chair.

159. Community Centre

159.1 The completion of the Tenancy at Will between the Parish Council and Theydon Bois Community and Youth Trust was duly noted. Councillor Jones reported that this document enabled the Trust to commence full use of the building whilst discussions continued between the Trust and the Council regarding the future Lease of the building.

159.2 The Clerk confirmed that the Trust had provided a memorandum of information concerning the Trust and Management Committee together with the details of the relevant contact for hall bookings. The registration of Theydon Bois Community and Youth Trust as a registered charity with the Charity Commission was also duly noted and Councillor Jones confirmed that the relevant registration number is 1140878.

159.3 Councillor Philip reported that the Village Association had donated approximately £22,000 towards the costs involved in purchasing and refurbishing the Community Centre and that this funding had been a crucial factor in the positive outcome.

It was agreed that the Clerk will write a formal letter to the Chairman of the Village Association thanking the Association for its generosity and support for the project.

159.4 Councillor Gooch reported that he would like to propose the replacement of the present external lighting at the Community Centre building with more subdued

defused lighting which would be less intrusive. This would be in line with the Planning Committee's policy on external lighting as recently successfully argued by the Committee in relation to the Frank Foster site. An estimate had been obtained for the replacement of the lighting in the sum of £465. Councillor Gooch proposed that the Council should proceed with this subject to Theydon Bois Community and Youth Trust paying 50% of the cost. It was agreed that the Council would enquire as to whether TBCAYT would be willing to share the cost as suggested and that the Clerk would request a formal estimate as email only was presently available.

- 159.5 Councillor Jones reported that an email had been received from 1st Theydon Bois Scouts in relation to their present lease of the Scout Hut, freehold of which is now in the ownership of the Parish Council. Councillor Jones explained that the present lease to the Scout Association has approximately nine years remaining on the Lease and that the Council would turn its attention to this lease once the lease negotiations with TBCAYT in relation to the Community Centre have been satisfactorily concluded.

160. Finance and General Purposes Committee

- 160.1 The list of payments made since the last Parish Council Meeting having been circulated to all Councillors prior to the Meeting same were approved and the Chair signed same on behalf of the Council.
- 160.2 Councillor Philip reported that there is an under spend on the Allotments Budget for the current financial year due to the fact that the planned CCTV installation had not yet taken place. It is intended that this project will go ahead shortly.

Resolution:

That the sums set aside for the proposed Allotments CCTV installation be placed in a designated reserve to enable said funds to be utilised for this project in the financial year 2011/12.

**Proposed by: Councillor Philip
Seconded by: Councillor Gooch
Carried unanimously**

161. Highways and Environment Committee

Councillor Vincent reported that in the absence of Councillor Purkiss he would provide an update on the following Highways and Environment matters:

- 161.1 Councillor Purkiss had attended the recent Highways Liaison Meeting at the District Council when the ECC provisional programme of works 2011/12 had been re-presented following some amendments to the previous draft. This contains joint repairs for the roadway at Green Glade and also a proposal for slurry sealing for the footpaths in Green Glade. Councillor Purkiss has objected to the proposal for slurry sealing which he sees as a short-term unsatisfactory option when what is required is footway refurbishment and he is aiming for further negotiations with Essex County Council. It had been very disappointing to note that the previous proposal to resurface the Abridge Road (at a cost of some £250,000) had disappeared from the revised draft programme of works without any explanation or consultation.
- 161.2 Councillors Purkiss and Philip had met with Officers from Essex CC Highways and it

had been agreed that they will undertake resurfacing work of the footways from Thrifts Mead to the Viaduct and negotiations are continuing with regard to the remainder of the footways in Thrifts Mead. The junction of Baldocks Road, Heath Drive, Orchard Drive and The Weind will be resurfaced and some repairs should be carried out to the footways at the top of Woburn Avenue. The Council are considering a matched funding proposal in relation to part of the 'evens' side of the footways in Woodland Way which are in a poor state.

- 161.3 The Clerk reminded Councillors that the closing date for the Essex Rural Community Council of Essex Best Kept Village Competition 2011 closes on 8th April. Councillor Purkiss had offered to assist with the entry form but any other suggestions and ideas would be welcome.

162. Community Liaison Committee

162.1 Theydon Seniors

Councillor Wood reported that the afternoon of Friday 25th March marked the occasion for another successful Theydon Seniors event – and the first one for 2011. Parish Councillors and volunteers organised afternoon tea and homemade cakes as well as the opportunity to listen to the excellent singing group 'Singing 4 Fun', led by resident Jenni Cresswell. The afternoon was rounded off with a few games of bingo and a range of prizes. The Theydon Seniors quarterly events are becoming ever more popular and our elderly folk really do look forward to a couple of hours of conversation and entertainment in friendly surroundings. Councillor Wood expressed the Council's thanks to all the volunteers, in particular to Graham and Caroline Law for their regular help.

The next Theydon Seniors event will take place on Friday 17th June between 3-5pm at the Village Hall. If you are interested in coming along, please call Sally Crone, Parish Clerk on 01992 813442 to book your place. Transport can be arranged if required.

162.2 One-2-Ones

Councillor Berry reported that the last Parish Council Surgery manned by herself and Councillor Vincent had no takers. Hopefully with the lighter evenings there will be more interest. Councillors Sue Sowerby and George Howard will be in attendance on 4th April, 6-7pm.

Councillor Howard commented that in view of the low take up it would be helpful if residents could advise the Council of their preferences with regard to timing of Surgeries and whether they find them helpful.

162.3 Christmas Event 2011

Councillor Berry reported that a successful informal meeting between Councillors and local shop-keepers had taken place on 22nd March at 6pm. There was a good turn out of local businesses who were very enthusiastic about the event. Those businesses who were unable to attend all stated their interest. One point raised was the proposed date of 2nd December as it clashed with the Epping Christmas Market so the Council is looking at an alternative. Lots of other points were raised and the Community Liaison Committee Task and Finish group would now like to work on the detailed feasibility of the event, keeping those interested informed as matters proceed.

It was agreed that the Council is in principle supportive of the proposed Christmas Fayre Event and that the Community Liaison Committee should continue to assess its feasibility.

162.4 **Avenue of Trees Celebratory Event**

Councillor Berry reported that the event will take place on Saturday 11th June. It will take the form of a Teddy Bears Tea Party and Afternoon tea, with an official opening of the new Avenue. The Guides/Brownies and the Scouts have been invited to help and so far the Council has heard that the Guides and Brownies are keen to be involved. The teas will hopefully be served in the Village Hall. Start and finish times to be confirmed.

162.5 **Theydonnewsdesk Update**

Councillor Jones reported that the village website was now being updated and she expressed her thanks to Jim Watts, the Volunteer Web-Editor for his work on this. Councillor Jones also expressed her thanks on behalf of the Council to Ellie Bedwell, the volunteer Youth Editor of the Village Youth Web Pages.

162.3 **Annual Parish Meeting 2011**

Councillor Jones reported that the Annual Parish Meeting will take place on 11th May. The format will be informal as last year and it is proposed that the Council will produce an Annual Report on the year's activities.

163. Planning Committee

163.1 Councillor Gooch reported that since the last Parish Council Meeting with Public Participation held on 27th January the Planning Committee has reviewed 17 Planning Applications. Of these, the Committee strongly objected to one application (The Old Foresters Site), objected to 2 applications (and registered a 'no objection' in relation to 14 applications).

163.2 Councillor Gooch reported that the matter of compliance with the requirements of the enforcement notices concerning Blunts Farm was to be debated by the District Development Control Committee of the District Council on 5th April. The recommendations from the relevant Planning Officer is that the requirements have been met and that unless further complaint is received no future work should be carried out to investigate and secure compliance with the enforcement notices issues on 4th August 2006 in respect of land at Blunts Farm.

Councillor Gooch also reported that Members of the Planning Committee had recently walked the site at Blunts Farm and whilst in general terms the contours now appear to be in accordance with the requirements of the Enforcement Notices problems still remains. The site remains very difficult to walk on due to the very poor state of the terrain and there is a need for the public footpaths to be reinstated with way markers. The Council have written to the relevant Officer at Essex County Council requesting that action be taken to oblige the land-owner to restore the public footpaths to a fit state for use. The site visit had also identified drainage problems with the Garnish Brook being blocked in places. This requires investigation and the Council had requested that the land drainage team at the District Council be instructed to look into this. There is an unpleasant smell which is evident in certain locations – particularly in the vicinity of the wooden bridge where it crosses the Garnish Stream, in the vicinity of the Old Foresters site (presently unlawfully occupied) and also close to the boundary with London Underground where it adjoins the neighbouring farmer's land, presently being grazed by horses. It is unclear whether this smell is emanating from the drainage problems mentioned above or from some other source. The Council have urged the District Council to investigate and to refer the matter to the Environment Agency for investigation as

to the cause.

- 163.3 It was agreed that a resident be allowed to speak at this point. The resident reported that he had written to EFDC pointing out that in order to satisfy the terms of the enforcement notices any remaining mounds should be distributed in a way least harmful to visual amenity. An inspection of the site reveals piles of rubble/hardcore, remains of topsoil mound, raised crossing over Garnish stream and hardcore on LoWS field towards the M11. There are also problems with the land drainage on site which is a concern as main sewers run beneath and the footpaths are incapable of being walked. Clearly more work needs to be done. The resident expressed concern that the decision would be taken by Councillors on the Development District Control Committee on 5th April who may be unfamiliar with the site and issues involved and he explained that he would be emailing all Councillors urging a site visit is made. Councillor Philip explained that neither he nor Councillor Jones are presently members of the DDC Committee but that without pre-judging the matter in any way he was aware that members of that Committee are very familiar with the site and that this was the most appropriate forum for the debate. Whilst Councillor Philip would be on holiday for the relevant meeting, Councillor Jones confirmed that she would attend and speak on the matter. Councillor Gooch also confirmed that the Parish Council would send a representative and urged residents to attend and make their feelings known.

164. Cemetery Committee

- 164.1 Councillor Vincent reported that additional trees had been planted at the Cemetery and that some additional planting in the beds is also planned. The new seat provided with funds donated by the Horticultural Society has been installed recently and further sites for memorial seats are available upon request. The Council hopes to progress the purchase of some additional land to extend the Cemetery with funds for the purchase being provided by a generous resident.

165. Review of Standing Orders

Councillor Jones reported that Councillor Hannibal had undertaken a good deal of work in reviewing the Council's Standing Orders and expressed her thanks on behalf of the Council for all the time expended on this. The draft had been based on the new Model Standing Orders for Local Councils issued by National Association of Local Councils with some proposed amendments. The draft had been circulated to all Councillors for review prior to this Meeting. Councillor Jones requested that all Councillors review the draft before the next Council Meeting on 28th April so that it could be discussed and debated at that meeting with a view to the final draft being put forward for approval at the next Council Meeting with public participation due to take place on 26th May.

166. Reports from Representatives

- 166.1 Councillor Berry reported that the Council had received a request from the Stop Stansted Expansion pressure group for annual membership fee of £10. Councillor Berry recommended that the Council continue this membership and the matter will go forward for decision at the next Meeting of the Finance and General Purposes Committee.
- 166.2 Councillor Howard in his capacity as the Council's Health representative reported that he had attended recent Health Forum and drew attention to the recent Customer Questionnaire which is available from the Limes Surgery. There has been a low take up and Councillor Howard urged residents to make their opinions known

by completing the Questionnaires. Councillor Howard also reported on his concerns about issues surrounding the local GP Consortia preferred bidder which may not be a locally based company and issues generally with regard to health provision.

167. Any other urgent business for report (without decision)

None.

168. Public Participation session – Open forum for members of the public to voice their views or make suggestions on any other Council Business or matters of local importance.

168.1 A resident drew attention to the Mobile Library Service Review Consultation with Questionnaires available from the Mobile Librarian. Councillor Jones urged residents to make use of the Mobile Library, regular use being the best way to maintain the service.

168.2 Former District Councillor Roland Frankel referred to the discussion regarding the referral of the decision of compliance with the Blunts Farm Enforcement Notices to the District Development Control Committee at EFDC. Mr Frankel advised that he considered the DDDC to be the appropriate forum for the decision, that site visits were made by members as appropriate and that the meeting being open to the public, residents should attend and make views known.

168.3 Mr Frankel referred to the completion of the Tenancy at Will with Theydon Bois Community and Youth Trust and urged the Council to grant a lease to the Trust in perpetuity. A resident enquired whether the Scouts had yet made a contribution to the Community/Youth Centre project as they had benefited from the transaction with the Council having also acquired the freehold to the Scout Hut. Councillor Jones reported that she was unable to confirm this as she did not have the relevant information before her. Mr Frankel confirmed that the Scouts have and are continuing to contribute financially.

168.3 A resident enquired whether the Council had a view on the proposed Phone Mast at the Village Hall. Councillor Jones reported that no Planning Application has yet come before the Council. The issues are to be aired in public by the Village Association at their AGM on 6th April when the Executive Committee is due to present the proposal to the Trustees for a decision. The matter will be considered by the Council as and when an Application arises. A resident enquired whether planning permission would be required for the mast should the proposal proceed. Councillor Philip confirmed that even if the phone mast did not exceed 5 metres in height the proposal would be officially advertised in the same way by the District Council

The Meeting closed at 9.25pm

Sally Crone
Clerk to the Council

13.4.2011

Cllr Sue Jones
Chairman

28.4.2011

Parish Council Meeting 31st March, 2011 - Agenda Item 3 (Appendix 1)

Clerks Report

I would like to report the following items of correspondence which are available in a folder on the desk to the rear of the hall for anyone who wishes to read them after the meeting:

1. Draft Minutes of the Highways and Environment Committee Meeting held on Wednesday 10th February, 2011 (to follow).
2. Draft Minutes of the Community Liaison Committee Meeting held on 24th February, 2011 (Attached but note not yet approved by Community Liaison Committee).
3. Draft Minutes of the Cemetery Committee Meeting held on 10th February, 2011 (to follow).
4. Correspondence with Theydon Bois Community and Youth Trust dated 4th March and 9th March. Since this correspondence we have held an Extraordinary Meeting of the Parish Council to agree, sign and complete a Tenancy at Will relating to the Community Centre with TBCAYT which is dated 17th March. Councillor Vincent has undertaken Health and Safety/Risk Assessment of the Building and we have received confirmation that the building has been visited by Fire Officer who was extremely satisfied with all arrangements and who has also agreed to undertake the role of Fire Warden for the Centre. We have received confirmation from TBCAYT that they have public liability insurance in place with copy of the policy presently awaited. Letter to TBCAYT dated 30th March.
5. Email from Theydon Youth dated 1st March confirming that Theydon Youth is being incorporated into Theydon Bois Community and Youth Trust.
6. Email from Bates Wells Braithwaite Solicitors confirming that Theydon Bois Community and Youth Trust has now been registered as a Charity with the Charity Commission under Charity Number 1140878.
7. Letter from Rupert T Gooch & Son, the Council's Contractor, dated 13th March, for the refurbishment with final account invoice and confirming location of gas and electrical certificates and with regard to minor snagging matters to be completed. Letter to Mr Gooch dated 30th March expressing thanks for Mr Gooch's excellent service in relation to the refurbishment of the building.
8. Letter from Essex County Council dated 10th February (Councillor Jowers, Cabinet Member for Localism and Planning) confirming that the Council's application to the Community Initiatives Fund 2010/11 has been successful and that a grant of £5000 has been agreed towards the proposed fencing project at the Community Centre. It should be noted that it is a condition of the grant that ECC must be involved when the project is nearing completion so that they can help with promotion and press surrounding any launch event.
9. Letter from Essex Environment Trust dated 28th March confirming that the Council's application to the EET has been successful and that a grant of £3980 has been made towards the proposed fencing project at the Community Centre.

10. Email from Bob Penman of 1st Theydon Bois Scouts with request for an extension/new lease of the Scout Hut the freehold of which is now owned by the Parish Council. This is referred to later in the Agenda.
11. Letter from the Leaders Office of Essex County Council calling for ideas as to how best local people can be supported in playing a greater role in improving their communities. Details of the criteria can be found at www.essex.gov.uk/inspiringideas.
12. Letter from a resident expressing appreciation for all involved with the production of Village News.
13. Letter from St Clare Hospice thanking the Council for its recent donation of £350 and with the details of this year's Midnight Walk for anyone who may be interested. The event is to be held on Saturday 18th June this year.
14. Letter from Essex Air Ambulance thanking the Council for its recent donation of £100.
15. Letter from the Head teacher of Theydon Bois Primary School requesting a donation for the School's Craft Club. Letter from the Council to the Head teacher dated 18th March with donation of £150.
16. Essex County Council 'Making the Links' February and March Editions.
NB: Note launch of the ECC £1.4m 'Big Society' Grant Funding to community groups including Parish Councils. See www.essex.gov.uk/bigsoctyfund.
17. Essex Association of Local Councils Updates for February and March 2011
18. Letter from Mr Roberts, the Local History Recorder with copies of his Theydon Bois Local History Report for January 2010 to December 2010. Mr Roberts also sends a copy to Essex Records Office and to the Epping Forest District Museum. Any resident is welcome to read or borrow the document from the Parish Office provided it is returned.
19. Essex Care Services Directory 2011. Copies of the Directory are available from the Parish Office.
20. Loughton Festival 2011 Programme which runs from Saturday 19th March until Monday 21st May. Copies of the Events Programme are available from the Village Hall.
21. Letter from Epping Forest District Council Electoral Services Officer with Notice of Referendum on the Voting System for UK Parliamentary Elections. The Referendum will be held on Thursday 5th May. At present the UK uses the 'first past the post' system to elect MPs to the House of Commons. The issue is should the 'alternative vote' system be used instead?
22. Letter from Epping Forest District Council – Ian Willett, Office of the Chief Executive regarding review of the Parish Council Remuneration Scheme. Enquiry is being made of the Parish Council as to whether a) it wishes to introduce a remuneration scheme where none is operating at present; or b) wishes to make

changes to its remuneration scheme. At present members have shown now desire to pursue a remuneration scheme but this may be something which the Council wishes to revisit.

23. Letter from the Information Commissioner's Office dated 4th March confirming the renewal of the Council's register entry on the register of data controllers.

24. Letter from Essex Association of Local Councils requesting affiliation fees due on 1st April and setting out the services which they provide including advisory and training.

25. Bus Passenger News for February/March 2011 and March/April 2011

26. Letter from Essex Police with Parish Councillors Briefing on the Essex Police Reform Programme

27. Email from Highways Liaison Officer West Area Highways apologizing for the confusion arising over the ECC Salt Bag Pilot Scheme but confirming that Theydon Bois was not included in the Pilot Scheme for the present year but that we will be informed as to the outcome of the Pilot in due course.

28. Email from the Research and Intelligence Unit Essex County Council with proposal from ECC for a Shadow Local Healthwatch Organisation in Essex in the year 2011/12. This would replace LINK. The deadline is Monday 11th April for comments.

29. Letter from Essex County Council Mobile Library Service Co-ordinator dated 1st March regarding review of mobile library services. The fleet of mobile library vehicles is to be reduced by two but ECC has confirmed that no community will lose its service although dates and times may change. There are no present changes for the stops in our community.

Sally Crone 30.3.2011