



Theydon Bois Parish Council

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

Clerk to the Council: Mrs Caroline Carroll
Minutes Secretary & Assistant to the Clerk: Mrs Elizabeth Thomas

Minutes of the Parish Council held at The Village Hall at 8.00pm on Thursday 29th March 2018

- **Councillors Present:** Cllrs Philip (Chair), Gooch, Hannibal, Crook, Burn, Wood and Purkiss
- **Apologies:** Cllrs Howard & Phillips,
- **Officers Present:** Caroline Carroll (Parish Clerk and RFO)
Elizabeth Thomas (Assistant to Parish Clerk & Minutes Secretary)

607. Apologies for Absence: Cllrs Howard & Phillips

608. To discuss & approve the Minutes of the Parish Council Meeting held on Thursday 22nd February 2018

Cllr Hannibal's comments have been incorporated – signed as a true record.

609. Disclosure of Interests with regard to specific items on the Agenda (existence of any Disclosable Pecuniary Interest, or existence and nature of Other Pecuniary Interest or a Non-Pecuniary Interest). The Council has adopted the Essex Public Law Partnership Code of Conduct.

None

610. Public Participation session with regard to specific items on the Agenda

Resident: Requested update on Local Plan and parking in the Avenue. Plan responses are on the EFDC website, are they being collated & sent to Planning Inspectorate? Will this be as a whole or in sections? Cllr Philip: It will be both. Re. the parking, Parish Council has not been informed about any parking changes by NEPP. Rural Preservation society to object.

Resident: Does mention of public open space in Theydon Bois in the submission version of Local Plan relate to pressure to develop on the other side of the railway line ie a park or suchlike in mitigation for houses? Redrow Homes may want to speak at the Examination in Public. We would look to Parish Council to speak or represent at the examination about the defensive boundary of the railway line (quoted par. 85 of national planning policy framework).

611. Correspondence – Clerk's Report

- Abridge Anti-social behaviour complaint from resident. Clerk drafted letter for Cllr Philip to send to Abridge Clerk – Mr Tony Carter
- War Memorial cleaning - application for grant has been submitted and received. Grant applied for - waiting to hear
- Cemetery signs: Clerk to obtain quotes for two signs. Clerk written to Sue Sowerby for quote for two signs asking that dogs are kept on a lead at all times in the cemetery. AP to obtain second quote from contacts
- TPR house - leak from driveway onto path caused a hazard in icy conditions. Letter sent 12/3/18, resident called to say it was inaccurate. Clerk explained we had a complaint and needed to follow up. Have left 2 messages with resident.

- Buxton Road / Orchard Drive - damage to grass verges. Sue Warren and Jane Turner very kindly walked around the village inspecting damaged verges and kerbs and we now have a list and supporting photos: thank you Sue and Jane. Clerk written to residents asking for more considerate parking.
- The new Data protection regulations are coming into force on 25th May. Clerk and Asst Clerk have been on numerous presentations and have been sent various documents. Further full update at April full council. First steps are 1. Data Audit to see what we hold and how / where we hold personal information 2. privacy notice to review and upload to website. 3. Updating and creating policies. Clerk to continue to research position for our PC
- To NOTE the Public Consultation on the Government's proposals for a revised National Planning Policy Framework (NPPF). Final date for the submission of responses is: 10th May 2018.
- Cllr Howard has asked for an update on the management changes happening at EFDC. JP to update
- New Allotment Camera installation imminent
- VAT claim for ££8988.69 now ready to go for the end of year, however the date has to be the end of the month or they won't accept. Clerk to therefore send on 31st March. Cllr Crook and Clerk clarified position with regards to VAT threshold. As we are making claims under non business activity then the limit does not apply.
- Two dates are now confirmed for the Theydon Seniors - 15th June and 19th December. Hall and entertainment booked.
- Trevor Roberts very interesting history of Theydon Bois report is available to read in the office
- Rozel hedge - we have the agreement from John Worby as to who owns the land. PC appear to own strip adjacent to Rozel boundary and after Iron gate as we previously thought. We will now have to take up any disagreements with the hedge with the developer. EFDC can't enforce this. PC to decide to take up matter with developers
- The mobile library will no longer stop at Robert Daniels court or scout hut - it will still be available at the village hall.
- Now had notification regarding date of hearing re: premises licence at Belgique- 3rd April. PG and LB to attend hearing.
- Christmas Tree on Green: still haven't had final confirmation from the CofL - Tristan requested a meeting so myself and the community team will attend. Clerk to arrange meeting after Easter with CofL and members of community committee
- Had an email from a lady who has requested a memorial bench for her mother who was an active resident of Theydon bois and also lived at the old Blackacre farm. Cllr Purkiss suggested the cemetery would be a good place. She contacted Corporation of London but due to consultation they are undergoing they are not taking any further enquiries of this nature at the moment. Clerk emailed advising of proposed location of the bench. Awaiting response
- Bus Service notification that bus 542 will be incorporated into service 87 with an extension to Loughton. This will now stop at Piercing Hill and not opposite Tesco on Coppice Row (we believe). Cllr Wood to provide further update
- CofL proposed charges on the green: particularly £1000 charge to the Donkey Derby committee. AP and committee are working through this and asked for a meeting with the CoL to understand reasons. Cllr Purkiss to arrange.

612. Feedback from Epping Forest District Council

Cllr Philip: there have been changes at EFDC. Restructure of officer framework and support services – will be CEO/ 2 directors/ heads of service and EFDC will cost less to run and be more efficient as we don't want to raise council tax if we can help it.

Cllr Burn: we will comment on the new planning protocols, regarding consultation with parish councils.

Cllr Philip: no decisions have been made yet. Development Control are seeing more cases and we recognise that there can be problems. Plans East & Plans South have large agendas, and something needs to be done. We like to have parish council input but need to find the best way of getting this.

Cllr Purkiss: will there be more people employed in the planning office?

Cllr Philip: the Local Plan implementation team is being built now, 9 people have been recruited. A new compliance officer begins in April. Planning fee also rose in January.

613. Finance and General Purposes Committee

7.1 To receive an update on Finance & General Purposes matters since the last Meeting: provisionally £10K under budget, in the precept budget this year. We have funds for projects –considering engaging young adults by doing gap year funding for them, paying outstanding loans, or investments. *Next meeting – to present investment strategy. Finance Committee to cover.*

7.2 To approve the payments made since last meeting: Salaries are going through today because of the bank holiday. All payments approved.

- 7.3 Playground at Theydon: the bill has come in for the surface we were to pay for. Allocated £40K originally but we will fund it all - £40, 835 is total. Last finance meeting agreed this, deposit to be paid now.

614. Planning Committee

- 8.1 To receive an update on planning matters since the last Meeting: Current Applications – Rozel bungalow to come before Plans East next week. They were asked to reduce bulk and height – reduced height not bulk. There is also an issue around the access road and who owns it; we are getting confirmation. They have removed the hedge also – we own an area abutting that. They were told also to ascertain ownership.

Cllr Wood: the contractors have been good and put up shuttering, but should have got clearances from Highways first.

Cllr Gooch: last meeting we saw an applicant from West Lodge, he had pre-application advice at EFDC but they missed out a vital piece of the site's planning history, which made the advice inaccurate.

Cllr Gooch: I have spoken to JD Padfield about land off Forest Drive – he doesn't want to sell it but wants to create a legacy for the village. Unsure as to final project –retirement or affordable homes maybe? Wants it to be something all will like – and he will meet us and the Anderson Group soon to discuss.

Cllr Purkiss: re. Rozel, concern over boundary line – there is a TPO lime tree in this area.

Cllr Gooch: meeting with Nigel Richardson at EFDC postponed till after Easter. *Follow up for next meeting.*

- 8.2 Update on the Local Plan: judicial review to come May 23, decision expected May 24. NO date for the examination in public yet though.

615. Highways, Cemetery and Environment Committee

- 9.1 To receive an update on Highways, Cemetery and Environment matters within the Village

Donkey Derby: their committee says Corporation of London want to charge then £1k for a licence to hold the event on the Green. We have a care & maintenance agreement to cut it, documents are on file in office. Cllr Purkiss has liaised with various people from CoL and Donkey Derby committee. CoL are compiling a report to introduce blanket usage of all their areas to clarify – more next month. Made contact with Michael Chapman, verderer & Rural Preservation chair also – very interesting. Council discussed idea of £1K fee for the event – which is a charity event (late summer children's fayre is charged but no objection as it is not for charity). *Agreed that CoL should differentiate between charity & commercial events and agreed to oppose the fee.*

Parking on the Avenue: NEPP have proposed to put pay bays on the Avenue of Trees. Concern that this is wrong for village and will put off visitors and short-stay shoppers. Cllr Philip: idea is for 3 out of 5 bays to be metered – commuters may park there so there should be a top level charge and capped hours, and it should be Monday-Friday only. NEPP have contract for on-street parking but EFDC have control of their own car parks. Cllr Hannibal: Permits would be hard to regulate. *Suggested action: we will write to NEPP to oppose the proposal.*

Many thanks to our Tree Wardens for their survey of verges & kerbs. Suggested bond being taken by builders to ensure tidying up of verges after works.

Cllr Purkiss has removed graffiti from the bridge – many thanks.

ECC & local highways partnership have done speed surveys on Piercing Hill & Loughton Lane. Averages south & north bound are all well over 38 mph. There is a lot of traffic in Theydon Bois – would we like SIDs to put in these lanes? We are pursuing match funding from Highways, Cllr Whitbread supportive and will arrange meeting with portfolio holder for highways.

- 9.2 To agree burial fees – child under 10 internment fee waived. Agreed.

616. Community Liaison Committee

- 10.1 To receive an update on Community Liaison matters within the Village: Cllr Howard absent, no update.

- 10.2 CCTV update: we are getting a camera for the post by the scout hut. Cllr Purkiss met Mike Slade from Essential CCTV – very positive. They are looking into Cricket Club equipment. Viewing arrangements are based at the Bull, broadband is an issue as are problems in access. A £65 charge also deters public. Suggested that if we had our own broadband link to the Bull we could see footage from Parish Office. Camera on Tesco zebra crossing does not work at night – *this needs*

fixing. We also need a CCTV policy – Mike Slade to meet us when he returns from holiday. Cllr Crook: would the policy address when people can see footage and if they went through Parish Office to do so – yes. Under GDPR we would be the data controller.

- 10.3 Website: Has been discussed at both Finance & Community Liaison Committees. Proposed to have single website covering village and council. Committee to meet with current web co-ordinator, Jim, to see how to take this forward. Jim has been helpful and very experienced having run the site for 17 years. *Report back next time on this meeting.*
- 10.4 Town Twinning Project: still interested but we don't have the manpower on the Parish Council: as it is we can't progress this within the next year. We should open this to residents – Assistant Clerk to write article for Village News – and can only do it if we have enough people. Article to go and issue to be discussed at a separate juncture.
- 10.5 Chairman's Charity: Community Liaison Committee considered VAEF, Cllr Philip suggested the Pre-School as we've not helped them as a Council yet. Cllr Philip liked the idea of having a charity to support throughout the year: *put this on the January agenda going forward.*
- 10.6 Christmas Lighting Committee: Parents from the school would like to fundraise for this. Parish Council to have representatives in their group. They would like to hold an event at the Village Hall to raise money. If people are interested, put it to them – they should have a set purpose and the group must be clear about what they can achieve. We also need to see if we can have the Christmas tree on the Green. *More soon from COL.* Cllr Purkiss: when we see the Highways portfolio holder we can ask if they have as named contact who can help us feed electricity from Belisha beacon. Cllr Hannibal: Zebra crossing has a broadband manhole that goes under the road and that's the only access there.

617. Any Other Urgent Business for report (without decision)

Please note that no decisions can be lawfully made under this item. The Local Government Act 1972 section 12 10 (2) (b) states that business must be specified; therefore the Council cannot lawfully raise matters for decision.

None

618. Public Participation session with regard to items of interest to the Parish

Resident: RE. Jessell Green, EFDC propose housing on part of this space, but there's more room at Willingale Road rec. In Local Plan process, green space at the edge of the district is taken out before green space at the centre.

Resident: Library van has been proposed to come to Village Hall 12.10-12.40 once every three weeks. Needs to be put to VA as car park usage differs on Tuesday and Friday (the current library day). *Await VA verdict and ensuing information notices.*

Resident: Rural Preservation Society to object to bay parking on the avenue.

Resident: Crime statistics of EF District – resident has been forwarding these to Parish Office. Suggested writing to police for comment on crime in the area. Noted that EFDC has budget for new police officers.

Resident: Buses – 87 service which will be hourly is confirmed and timetables are up. Cllr Whitbread to feed back to Clerk on developments.

619. Following Agenda items will exclude Public and Press

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item of business:

Lifetime Achievement Award

Signed: Caroline Carroll Clerk to the Council

Dated: 16/4/2018