



Theydon Bois Parish Council

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

Clerk to the Council: Mrs Caroline Carroll
Assistant Clerk to the Council: Mrs Sarah Shirley

Minutes of the Parish Council held at The Village Hall at 8.00pm on Thursday 29TH November, 2018

- **Councillors Present:** Cllr Philip (Chair), Cllrs Gooch, Hannibal, Purkiss, Burn, Wood, Phillips & Howard
- **Apologies:** None (Cllr Crook absent)
- **Officers Present:** Caroline Carroll (Clerk) and Sarah Shirley (Assistant Clerk)
- **Members of the Public:** The Meeting was well attended.

746. Apologies for Absence: None (Cllr Crook absent)

747. To discuss & approve the Minutes of the Last Full Council Meeting held on Thursday 25th October, 2018
APPROVED with one minor amendment from Cllr Purkiss.

748. 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.

Item: - 756 Buxton Trust Cllr Hannibal, Cllr Gooch and Cllr Purkiss disclosed a Pecuniary Interest as members of the Buxton Trust Committee. Since no material discussions were had around this item, the relevant Councillors remained in the room, but participated in no way.

749. Public Participation session with regard to Specific Items on the Agenda

None.

750. Correspondence – Clerk's Report

1. Speed Watch: 12 people have signed up and this group will be led by Richard Sowerby. The initial meeting has taken place. Further details at 775 below.

2. The 2018 Winter update from Theydon Bois Action Group has been circulated.

3. EFDC has notified us that their car parks will offer free parking during the weekends of December.

4. The Parish Office received an email from Paul Gardner at EFDC advising of the new social media and twitter services – this has been circulated to all Councillors.

5. Tesco is offering a free bus service leaving at 10.00 AM from the bus stop in Coppice Row and returning at 12.00 midday Mondays, Wednesdays and Fridays. This service is limited to 15 passengers.

6. Town Twinning - Rosie Piggott from Le Molay Littry will be coming to Theydon Bois on 1st December. Dan Scarborough is the new chair of the Twinning Group and he will be meeting with Rosie to start initial discussions. Dan has asked for availability from Cllr Philip during February for a visit to France. An update will be provided in due course.

7. Legal update from EALC circulated to all Councillors.

8. The domain name has now been purchased for the Parish Council's new website - www.theydonbois-pc.gov.uk. The Sowerby Group is now pressing ahead with the design of the site and will hopefully have something to show us at the next Community Liaison Committee meeting on 12th December, 2018.

9. The Examination in Public of EFDC's New Local Plan, Submission Version (2017), hearings to take place from 12th February, 2019 for a period of 6 weeks.

751. Update from Epping Forest District

Cllr Philip reported that EFDC is currently reviewing budgets for 2019 and these will be set in February.

752. Finance and General Purposes Committee

753. To receive an update on Finance & General Purposes matters since the last Meeting.

A draft budget is being prepared for 2019 and will be circulated to Councillors. Any comments to be received by the time of the next meeting of the Finance and General Purposes Committee in January, 2019.

754. To approve the payments made since last meeting: **APPROVED**

755. Standing Orders and Financial Standing Orders – there was a general discussion around the Standing Orders and Cllr Philip proposed some minor amendments. The Meeting noted that there is a draft social media policy in circulation for comment, but that it might be necessary to have a more general 'Communications' policy.

In relation to the Financial Standing Orders, there was a discussion around the process of obtaining quotes from third parties. It was decided that the Parish Council must obtain three quotes or estimates where the contract is for £20,000 or more and the Financial Standing Orders, as amended, were approved by a majority vote.

756. Update on the Buxton Trust and Tennis Club Lighting. The Parish Council made a grant last year to the Buxton Trust towards the Tennis Club safety netting with a clause that the amount would be paid back if lighting were to be installed within five years. The Tennis Club now intend to put up lighting. However, this has not yet happened. Cllr Philip stated that should the lighting be put up, the Parish Council should see the return of the grant. Cllr Burn requested that all related documentation be circulated to Councillors to view.

757. Planning Committee

758. The Planning Committee has been very busy with 14 applications since the last Full Council meeting of which 4 were objected to. At 34 Theydon Park Road, the Planning Committee requested that the proposed new roof be hipped, to be more in keeping with surrounding houses. At Ivy House, the Applicant was seeking a design which was very urban in nature and at 10 Heath Drive, the Applicant sought to eliminate the cat slide roof from the frontage. 38 Forest Drive is part of a group of six distinctive bungalows and the Planning Committee has worked to maintain the character and originality of this property. It is now seeking conditions around the materials which will be used as part of the re-design.

Cllr Burn and the Assistant Clerk went to the Area Plans East meeting at EFDC where the Application for planning permission outside of Churchills Fish and Chip Shop (15 Forest Drive) was refused. It is thought that the platform outside of 13 Forest Drive is also without planning permission.

Cllr Gooch reported to the meeting that, despite the Parish Council intending to fund in full, the feasibility study into improvements to the Theydon Bois Shopping Area, must be approved by the Local Highways Panel. Cllr Gooch has submitted the relevant paperwork for this approval to be obtained. Cllr Gooch also confirmed that the feasibility study would include looking at parking solutions.

Cllr Burn raised the application at 10 Heath Drive and all Councillors present, and forming part of the Planning Committee, agreed that the objection raised in the meeting dated 22nd November would be withdrawn, since evidence of the catslide roof would now be retained in the amended design.

759. Highways, Cemetery and Environment Committee

760. Cllr Purkiss, Chairman, provided an update on Highways, Cemetery and Environment matters within the Village.

761. White lines have been put in place in the Theydon Bois Shopping Area.

762. Further to the ram-raid incident at the Tesco store, it is important to find out the name of the structural engineers who were first on site. They carried out lots of risk assessments on the store itself, but no risk assessment was carried out on the impact of closing Coppice Row for twelve days. It is important that the structural engineer receives feedback on this decision as the resultant chaos which ensued from the road closure had a massive impact on the Village.

763. It is understood that when the Tesco store re-opens, there will be steel plates on the inside of the windows and the ATM will be reinstated with defences. It is anticipated that the store will re-open in the middle of January, 2019. Cllr Purkiss did request that the Parish Council has some input on the overall look of the store, but Tesco is not open to suggestions on this. The Parish Council will install a new CCTV camera in the vicinity of the store.

764. The Corporation of London has felled one of the ancient oak trees on the Avenue of Trees. No explanation has been given for this decision and Cllr Purkiss will write to obtain assurances that this will not happen again without notification first being given to the Parish Council.

765. Cllr Purkiss attended the Portfolio for Highways meeting at Chelmsford County Council. There is an initiative to devolve some highways maintenance out to parishes. However, the allowance is 68p per head of the population which, with an approximate number of 4,000 people in Theydon Bois, generates a figure of around £3,000, which is a very small sum. Therefore, this is perhaps an idea which sounds good in theory, but is of limited practical benefit.

766. However, Cllr Purkiss met with the private arm of Ringway Jacobs in August and they have returned a quote for the necessary highways maintenance work which is badly needed in the Village. The quote provided will be discussed at the next meeting of the Highways Committee and it is thought that match funding can be obtained. Cllrs Gooch and Wood fully support this initiative and are of the opinion that it is a great opportunity for the Parish Council and the Village.

767. There was a discussion about whether the Theydon Bois Village Association should open the gates of the car park outside of the Village Hall in December for shoppers and Cllrs Purkiss and Howard will raise this with the relevant person.

768. In relation to the CCTV system, further works will be carried out to install a switch which will allow footage to be reviewed remotely by the Police. The system was recently used to assist the Police in arresting two men for a burglary carried out in the Village.

769. Community Liaison Committee

770. Cllr Howard, Chairman, provided an update on Community Liaison matters within the Village:

771. The Christmas Market is to take place on 30th November and there will be 18 stalls, a grotto in Belgique and lots of the shops in the Shopping Area will be open. The Parish Council will have a stall to hand out mince pies and mulled wine and there will be reindeer, a teacup ride and a snow globe. Cllr Howard invited any residents who wish to volunteer to contact him separately. There have been some issues with the artificial shop front trees and the Clerks are in contact with the Company who supplied and fitted them in an effort to rectify the situation.

772. The Christmas card competition (entrants from Theydon Bois Primary School) has been judged and the winning design will feature on the front of the annual Parish Council Christmas card.

773. There was a discussion around whether the Parish Council should have its own Facebook page. It was agreed that a Facebook page should be created, but that the Clerks should look into controls around turning comments on and off. The aim would be to have the page as open as possible without the risk of inviting unwelcome input.

774. 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.

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

A member of the Tennis Club Association notified the meeting that with respect to the issues raised under 756 above, the Buxton Trust will shortly receive correspondence relating to the proposed lighting.

With respect to the Speed Watch initiative as discussed under 750 (1) above, Mr Sowerby gave an update on the success of setting up the group of volunteers and gave a brief explanation of how the operation will work. Training will be carried out in January and five roads have been carefully selected.

A resident made the point that the lack of parking in the Village is perhaps due to the excess of vehicles and maybe Villagers should be encouraged to leave their cars at home and walk. The resident further requested assurances that the CCTV in the Parish Office was only viewed by authorised individuals. The Chairman assured the meeting that this was the case. The resident finally asked for clarification over the layout of the Agenda for Full Council meetings and this was given in full.

A resident raised an objection to the seating area outside of Belgique, but Cllr Gooch confirmed that this has full planning permission. Cllr Gooch also confirmed that as part of the feasibility study, to be carried out in relation to the general look and design of the Theydon Bois Shopping Area, all shop forecourts and parking arrangements will be looked at.

Kim Abbott, the Neighbourhood Watch co-ordinator could not be at the Meeting, but a resident conveyed her thoughts on CCTV. It had been previously suggested that an individual be appointed to co-ordinate the CCTV of the Parish Council with private and residential CCTV systems. Cllr Philip confirmed that this would not be an initiative that the Parish Council would be taking on as it is fraught with legal issues around privacy and data protection.

776. 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:

None

Cllr Philip closed the meeting at 09:30 PM

Signed: Sarah Shirley Assistant Parish Clerk

Dated: 07/12/2018