



# 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 27<sup>th</sup> September 2018

- **Councillors Present:** Cllrs Philip (Chair), Gooch, Hannibal, Purkiss, Burn, Phillips & Howard
- **Apologies:** Cllrs Crook and Gooch
- **Officers Present:** Caroline Carroll (Clerk) and Sarah Shirley (Assistant Parish Clerk)
- **Members of the Public:** Numerous

**715. Apologies for Absence:** Cllrs Crook and Gooch

**716. To discuss & approve the Minutes of the Annual General Parish Council Meeting & the Annual Parish Meeting held on Thursday 28 June, 2018** **APPROVED**

**717. 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.**

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

A member of the Theydon Bois & District Rural Preservation Society reported that there has recently been a delay on the publication of the list of planning applications at Epping Forest District Council ("EFDC"). In his capacity as District Councillor, Cllr Philip will follow up with the relevant service director at EFDC.

**719. Correspondence – Clerk's Report**

- Coffee with Cops will go ahead Saturday morning 29th September from 2 until 4 in St Mary's Church Hall. This event is organised by the Neighbourhood Watch team.
- War Memorial cleaning has now been booked in for the first week of October - the church has been notified, however there are issues with the oak tree which are being resolved.
- Transport meeting will go ahead at Epping Town Council on 18th October from 10 until 12. Clerk can attend in the absence of a transport representative.
- Flyer and invitation distributed to councillors about the Epping re-use centre. Initiation for open day on Friday 12th Oct from 10 until 3.30 to celebrate 5 years of the charity.

- Email from Theydon Resident notifying the Parish Council about grants available from the City of London. Perhaps we could look at this for some funding to clean the village pond. This email has been circulated to all councillors.
- Clerk met with Rev. John Fry this week and Sarah Bowen to discuss the Death of a National Figure and the role the Church will play. There are updates to send which Clerk will do.
- Currently 5 confirmed stallholders for the Christmas market and clerk will meet shopkeepers to discuss their role and involvement in the market. Letters sent to the vicars, school and police and road closure has been authorised.

**720. Feedback from Epping Forest District Council**

Cllr Philip: It has been a very busy couple of months. Most importantly, the Local Plan has been submitted following the Court of Appeal refusing further leave to appeal in the judicial review case (CK Properties (Theydon Bois) Limited v EFDC).

It was reported to the Meeting that EFDC are progressing plans to develop the site of the former St John's High School. In particular, there are plans to build a cinema, sports centre, shops and restaurants, together with a mixed residential development. There was a discussion around parking for this new development and concerns were raised about whether there would be an increase in traffic in the surrounding area.

**721. Police Liaison**

PC Andy Cooke not present, but will attend the Meeting of the Full Council in October. It is planned that a discussion around "Speed Watch" will take place at that meeting.

**722. Finance and General Purposes Committee**

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

**724. Playground:** It was unanimously agreed that the Parish Council will pay the extra insurance premium arising as a result of the installation of the new equipment up to March, 2019. After such time, The Playground at Theydon Committee ("PAT") will be invited to apply to the Parish Council for a grant of up to 50% of the increase in insurance premium.

There was a discussion around the need to liaise with PAT on the arrangements for locking and unlocking the gate at the Playground. Cllr Purkiss reported that the installation of an extra camera had been completed and that there have been a couple of anti-social episodes involving youths in the Playground.

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

**726.** It was reported to the meeting that the Audit has been signed off by the external auditors, PFK Littlejohn LLP.

**727.** There was a discussion around the Terms of Reference for each of the Committees of the Parish Council and the latest versions, as amended, were agreed in principle between the Chairman and the Councillors, subject to minor typographical amendments to be made by the Clerk.

**728. Planning Committee**

**729.** Cllr Burn provided a report to the Meeting on the activities of the Planning Committee over the last couple of months. In particular, it was reported that a response had been provided to a consultation of the Epping Neighbourhood Plan and Cllr Burn spoke at a Planning Process Review Meeting to ascertain the correct procedure for the Planning Committee when raising an objection to a planning application.

**730.** It was also reported to the meeting that the Planning Committee has received approval from the Finance and General Purposes Committee to invite third party consultant companies to quote for a design proposal to make improvements to the Theydon Bois Shopping Area.

**731. Highways, Cemetery and Environment Committee**

**732.** To receive an update on Highways, Cemetery and Environment matters within the Village:

- 733.** It was reported to the Meeting that following the resurfacing works at Loughton Lane and the Avenue of Trees, the road markings were not put back in place. Cllr Purkiss chased Essex Highways many times before the necessary work was slowly carried out.
- 734.** Cllr Purkiss reported to the Meeting that he has been in conversation with a private company associated with Ringway Jacobs. Such discussions centered around improvements to be made to the highway features of Theydon Bois and the provision of a quote for a design package for the Theydon Bois Shopping Area.
- 735.** It was noted that the CCTV in the village is running well and that Essex Police are now aware that the Parish Council has the system up and running. Cllr Purkiss reported to the Meeting that there are two blind spots within Theydon Bois that would benefit from the addition of CCTV. It was unanimously agreed by the Parish Council for Cllr Purkiss to undertake further investigation and obtain a quote for the necessary work and equipment.
- 736.** Cllr Purkiss reported that the Parish Council responded to a consultation on parking restrictions to be placed in Graylands, Hill Road and Blackacre. Such restrictions were supported by the Parish Council, together with the proposal to keep Abridge Road as a clearway. However, the Parish Council strongly opposed parking bays in Station Hill on safety grounds.
- 737. Trees:** It was reported to the Meeting that a tree, which has the benefit of a Tree Preservation Order, was intended to be felled by the owners of a property on Piercing Hill. EFDC has confirmed that this tree will not be felled and a compromise position of pruning and a crown reduction will be carried out instead.
- 738. War memorial:** The Cleaning of the War Memorial will take place before the Remembrance Service, but some works are required to be carried out to the oak tree in the vicinity before cleaning can take place.
- 739. Minute Books:** Cllr Purkiss informed the Meeting that historic minute books of the Parish Council are currently being stored in an inappropriate manner and there are concerns about our ability to preserve them. It was agreed that the Clerk will get quotes for a) the purchase of a fire safe cabinet for the storage of the historic minute books and b) the uploading of the contents of the minute books in a digital format. It was suggested that the Epping Forest District Museum may have an interest in the minute books and that they could be stored in the Essex Records Office if thought appropriate.
- 740. Community Liaison Committee**
- 741.** To receive an update on Community Liaison matters within the Village:
- 742.** The Christmas Market will be held on 30 November, 2018 and the bottom part of Forest Drive will be closed from 1pm in preparation. A large marquee will be set up for all stallholders to use and the general arrangements for the market are well underway.
- 743.** The small Christmas trees to go above the shops in the Theydon Bois Shopping Area will require electricity and this will be provided by Butler & Stag and Theydon Beauty. Landlord consent is yet to be obtained for the works required to fit the brackets for the Christmas trees. The main Christmas tree will be at the Village Hall and a power source will be supplied.
- 744.** It was decided by the Community Liaison Committee that this year's Senior Citizens' Christmas event will not go ahead. This event was poorly attended last year. It was proposed that an Easter event might be held instead.
- 745.** It has been decided that Sowerby Group will be commissioned for the re-design of the Parish Council website and a working party meeting will be set up to refine the details.

**746.** Cllr Philips reported to the meeting that a Twinning Committee has been formed with 9 members. No formal meeting has yet been held and the Committee need to elect a chairperson. It has been suggested by the French counterpart that the Chair of the Twinning Committee and the Chairman of the Parish Council participate in an exchange trip.

**747.** Consideration was given to Volunteer Week 2019. Ideas are needed as to how the Parish Council can help organisations which need volunteers. It was proposed that small grants could be given to certain local initiatives.

**747. 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.

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

A resident reported to the Meeting that there are two large dips in the surface of the road in Forest Drive which are dangerous to motorists. Cllr Whitbread was in attendance at the Meeting and confirmed that this issue on Forest Drive will be raised at EFDC. More generally, there was a reminder to all that any highways issues should be reported on the Essex Highways website.

A resident raised concerns over youths riding bikes in the roads in an irresponsible manner. Cllr Philip reminded the meeting that there would be a "Coffee & Cops" session in St Marys' Church Hall on Saturday 29<sup>th</sup> September, 2018 where such issues could be raised.

There was a discussion around the danger posed by the parking bays at the entrance to the Avenue of Trees. It was generally considered that the first parking bay needed to be removed in order to facilitate the free flow of traffic, but that this needs to be balanced with the shortage of parking which exists in the village.

**748. 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:

**Councillor Vacancies.**

There was a discussion about initiatives which could be undertaken to publicise the two Councillor Vacancies on the Parish Council.

Chairman Cllr Philip closed the meeting at 09:25 PM

Signed: ..... Sarah Shirley Assistant Parish Clerk

Dated: 28/09/2018