



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 Secretary: Mrs Margaret Lechley

Minutes of the Parish Council Meeting held at The Village Hall at 8pm on Thursday 26th January 2012

Councillors Present: Cllrs Jones (Chair), Berry, Gooch, Howard, Purkiss, Hannibal, Hammond, Sowerby, Vincent and Wood

Apologies: Cllrs Philip, Hannibal and Hammond had all given apologies for likely late arrival.
Margaret Lechley (Minute Secretary)

Officers Present: Sally Crone (Parish Clerk) and Greville Norman (RFO)

107. Apologies for Absence

Cllrs Philip, Hannibal and Hammond had all given apologies for likely late arrival.

108. **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)**

None

Councillor Hannibal arrived after the commencement of Agenda Item 1 and confirmed that he had no interests to declare in any items on the Agenda.

Councillor Hammond arrived just after the commencement of Agenda Item 10 (Community and Youth Centre) and stated that his daughter having resigned as a Trustee of Theydon Bois Community and Youth Trust (TBCAYT) he considered that he had no longer had any personal and prejudicial interest to declare in Agenda Item 10 although he would previously have done so.

Councillor Philip arrived after Agenda Item 10.3 (after Minute Ref 120) thus after all decisions on the Agenda had been taken.

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

109.1 The Chairman of TBCAYT confirmed that he may wish to raise something in connection with Agenda Item 10 later in the meeting.

109.2 A member of the public expressed concern about the recent road traffic accident in the vicinity of Tesco Stores, Coppice Row and the apparent lack of enforcement of the double yellow lines outside the store flouting of which causes a serious hazard. Councillors Jones and Vincent confirmed that the Council will write to Epping Forest District Council urging them to monitor and enforce compliance with the double yellow lines in this area as a

priority.

110. Correspondence – Clerk's Report (Appendix 1)

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 copy of the report is attached to these Minutes. The Clerk drew particular attention to the following items:-

- Communications from Essex County Council inviting all residents to subscribe to EssexWorks online (ew@essex.gov.uk). EssexWorks Magazine will no longer be produced in paper form.
- Letter from EFDC Democratic Services concerning The Localism Act 2011 and the Register of Council Member's Interests. To comply with the Act EFDC needs to establish individual pages for each member of all Town and Parish Councils within EFDC's website. A new Standard Interests Form will be required from all Councillors once the exact requirements are handed down from Parliament. In the meantime each Parish Councillor is requested to complete Registration Forms and to check his or her current Declaration of Interests Forms. The Clerk reported that all Councillors had dealt with this.
- EFDC are running a Training Session on the impact of the Localism Act – Briefing on New Standards Regime on Saturday 11th February from 10am until 12 noon and all Councillors are urged to attend.
- Essex Association of Local Councils Calendar of Events for 2012 including details of all Training Courses. Councillors Howard and Wood are due to attend the Localism and Planning Day on 29th February and Councillor Vincent is due to attend the Cemetery Management Course on 9th February.
- Bulletin from the Home Office about the introduction of the new National Police Non-Emergency Telephone Number '101'. 101 has now been adopted by all Police Forces across England and Wales as their non-emergency number. Calls to '101' will cost 15p per call regardless of the time of the call. The public should continue to call 999 in the case of emergencies.
- Correspondence with UK Power Networks following a complaint from a resident at the last Parish Council Meeting concerning power cuts in the area.
- Copy correspondence from residents concerning complaints about inappropriate activities at Jacks Hill Epping Forest. Councillor Jones reported that the Council's understanding is that the Police will intervene if the sexual activities become a crime i.e. when they are witnessed and cause offence. Thus any members of the Public should contact the Police and City of London if any such occurrences are experienced. Councillor Jones confirmed that the Council would however check the position with the Police upon PC Andy Cook's return from annual leave.
- Notification from Essex County Council of changes to the opening hours of Essex County Council's Recycling Centres w.e.f 9th January. Ongar Recycling Centre is now closed. Waltham Abbey Recycling Centre will be closed on Tuesdays and Wednesdays and Chigwell on Wednesdays and Thursdays.
- Email from ECC with details of the Essex Health Watch Pathfinder which is a new local health watch organisation for Essex to which volunteers are being recruited.

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- Epping Forest Youth Council 2012 Information Booklets and Nomination Forms. Youth Council elections are held every 2 years. Candidates can nominate themselves; they must be 13-17 years as at the 3rd April 2012 and the Closing Date is 24th February 2012. Further information is available from Di Butler on dbutler@eppingforestdc.gov.uk
 - Complaint to Royal Mail concerning cessation of parcel 'drop' service at the Theydon Bois Post Office. To note however that this has now been reinstated following intervention by Councillor Purkiss.
 - Invitation to attend this year's One Epping Forest Stakeholder Conference on 17th February at Epping Forest College. Councillor Howard confirmed that he and Councillor Wood would be attending this event.

111. To discuss and approve the Minutes of the Parish Council Meeting held on 8th December, 2011 (Appendix 2).

The draft Minutes were approved and signed by the Chairman on behalf of the Council.

In view of the likely late arrival of Councillor Philip (Chairman of the Finance and General Purposes Committee) Councillor Jones suggested and Councillors were in agreement to the Agenda Items relating to the Finance and General Purposes Committee and the Community and Youth Centre being deferred to a later point in the Meeting. Councillor Jones also announced that with the agreement of Councillors she intended to withdraw Agenda Item 12 (Community Speed Gun Initiative) as she had been unable to obtain the relevant information from the Police. A reply is also awaited from the Neighbourhood Action Panel with confirmation as to the likely number of Volunteers and further discussions would take place at the next NAP Meeting scheduled to take place on 7th February.

112. Planning Committee

- 112.1 Councillor Gooch reported that since the Council Meeting held on 24th November 2011 the Planning Committee had reviewed twenty applications and had objected to three of these applications. Of these, two applications had subsequently been withdrawn and one had been refused by Epping Forest District Council. A letter of objection had also been sent to the District Council regarding the erection of the 'Contractors' fencing along Coppice Row adjacent to Oak Hill Farm.
- 112.2 Councillor Gooch also reported that he had attended the recent EFDC briefing on the development of the new Local Plan for the District. The present projected timetable is a) Issues and Options Consultation – February/March 2012 b) Preferred Options/Draft Plan Consultation – July/August 2012 and c) Submission of final draft Plan – February 2013. Councillor Jones reported that a further level of consultation had just been announced and thus there might be some slippage in this timeframe.
- 112.3 Councillor Gooch reported that the Council had been informed that the Public Inquiry relating to the appeal against EFDC's refusal to grant planning permission (EPF/1134/10) had recently been scheduled by the Planning Inspectorate to be held on 20-22 March 2012. A conference with EFDC's Barrister is to take place on 2 February 2012 at the Civic offices to which the Council and local residents have been invited. Councillor Jones and Councillor Gooch advised that they hoped to attend that conference.

113. Highways and Environment Committee

- 113.1 Councillor Purkiss reported that as advised at previous Council Meeting the proposed refurbishment of the section of Orchard Drive pavement between the junction with Coppice

Row and the Primary School is likely to proceed with 'Matched Funding' from the Council. Repairs to the joints in Green Glade and Pakes Way are also scheduled to be undertaken as kerbing and patching works in Avenue Road and the refurbishment of the pavements over a large section of Hornbeam Road.

- 113.2 Councillor Purkiss also reported that the Committee had decided upon the priority areas for the use of the four Salt Spreaders which had been purchased by the Council and these together with an allocation of Salt had now been issued to the relevant Volunteers.
- 113.3 Councillor Vincent reported that responsibility for the relevant matters had now passed to the North Essex Parking Partnership within Colchester Borough Council. The Council had written to the NEP Partnership on 18th November requesting their advice and suggestions concerning the problems of commuter parking in Thrifts Mead, Green Glade and Pakes Way. Councillor Vincent reported that he had subsequently met with an Officer from NEP Partnership who had accompanied him on a visit to the roads in question. During this visit Councillor Vincent had also raised the other outstanding matters relating to the removal of yellow lines and plaques concerning parking restrictions in areas such as the top of Theydon Park Road (all as had been agreed at a meeting attended by himself and Councillor Jones with Essex County Council Highways some months previously.)
- 113.4 Councillor Purkiss expressed concern about the problems with traffic management which had arisen following the recent serious accident which had occurred in Coppice Row. It was agreed that the lack of enforcement of parking breaches on the double yellow lines outside Tesco Stores is a concern and presents a serious hazard in this area.

Agreed: The Council will write to EFDC requesting stricter and more regular enforcement of parking breaches reference parking on the double yellow lines outside Tesco Stores.

- 113.5 Councillor Purkiss reported that the Allotments are going very well and the site is very popular and successful. A Meeting of Allotment Holders attended by himself together with Councillors Hammond and Gooch had taken place in November which had been well attended. A draft Tenancy Agreement had gone out to all Allotment Holders with a request for feedback to be given to two Allotment Holders who had kindly agreed to collate the comments for further discussion with the Council with the aim of finalising the document before the next tenancy renewal on 1st April.
- 113.6 Councillor Vincent reported that the Council had recently gone out to tender on a new CCTV System for the Village Centre and that the deadline for submission of tenders had now passed. Two tenders had been received which would be circulated and reviewed at the next Council Meeting. With the new system the recording and display equipment would be housed in the Bull PH with broadband connection enabling the Police to download images remotely.

114. Community Liaison Committee

- 114.1 Councillor Sowerby reported that the Council's first Christmas Market event had been very successful despite poor weather. The charity collection organised by the Council during the event and on the following Saturday morning had raised the sum of £655. A provisional date of Friday 30th November has been pencilled in for the 2012 Christmas Market but this would be confirmed by the new Council following the May elections. Councillor Berry reported that the Community Liaison Committee had held an informal 'debrief' on the event which had been constructive. Suggestions for improvement had included; obtaining the road closure order earlier in the year, review of lighting needs, publicity – perhaps additional banners elsewhere in the Village advertising the event. A timetable for organising the event had been drawn up which may be useful for future organisers.

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- 114.2 Councillor Sowerby reported that the next Theydon Seniors event is due to take place on 23rd March from 2pm until 4pm.
- 114.3 The Clerk confirmed that she had attended the Essex Community Magazine Awards the previous evening at the invitation of the Editor of Village News (Tony Ames) and the Web-Editor (Jim Watts) and she was delighted to report that for the second year running and for the third time in five years Theydon Bois Village News had won the Best Community Magazine in Essex (Newport News Prize). The Council congratulated the Theydonnewsdesk team on this wonderful achievement.

115. Cemetery Committee

Councillor Purkiss reported that matters were progressing with the purchase of the additional land – there were some complications but he was hopeful that these would be resolved shortly.

116. Neighbourhood Action Panel

As previously advised this matter was withdrawn from the Agenda pending further information being available from the Police and NAP.

117. Reports from Representatives

- 117.1 Councillor Howard reported that the North Essex Mental Health Trust are reviewing their services and the role of the community and are inviting comments from the public with experiences of their services.
- 117.2 Councillor Howard also reported that his application to become a member of the Pathfinder Local Health watch Organisation for Essex had been successful and that he would be able to make contributions to the Pathfinder Executive on behalf of local residents.
- 117.3 Councillor Howard reported that he had received some complaints from residents about unscheduled closures of the Limes Branch Surgery. It is to be hoped that affected residents are given the chance to rebook and that assurances made by the Limes about collection of repeat prescriptions in the event of a closure two days running are being adhered to.
- 117.4 Councillor Hannibal reported that he had attended two meetings for the group of volunteers who are arranging the proposed Diamond Jubilee event in the grounds of the Primary School. There is an outline programme for the event which will run from 2pm until 11pm on 4th June and entertainment will include a Band and the lighting of a beacon.

118. Parish Office

- 118.1 The Clerk confirmed that with Margaret Lechley joining the team that the Office hours would now be as follows:
- Mondays (10-12 noon) Greville (Responsible Financial Officer)
 - Tuesdays (10-12 noon) Margaret (Assistant)
 - Wednesdays to Fridays Sally (Parish Clerk)
- 118.2 The Planning Committee will discuss and agree a document retention policy with a view to reducing the amount of historic Planning documentation stored at the Village Hall. The Clerk will arrange for some additional shelving in the Office.

119. Finance and General Purposes Committee

119.1 In the absence of Councillor Philip (Chair of the Finance and General Purposes Committee) the RFO reported that there had been a Committee Meeting on 18th January. In addition to budgetary matters the RFO had reported on the Management Accounts to 31st December and issues with the Council's banking arrangements had been discussed. A proposed timetable for review of the Council's Financial Standing Orders had also been discussed.

119.2 The RFO explained that he had previously circulated Management Accounts and draft Revised Budget for 2011/12 and draft Original Budget for 2012/13. The draft budget for 2012/13 is based on the previous years draft revised budget adjusted by assumed inflation of 4% for most costs. Income is inflated next year only for Cemetery charges by 5%.

119.2 **Agreed:**

To approve the payments made since the last Parish Council Meeting on 8th December 2011 and to authorise the Chairman to sign said list of payments on behalf of the Council.

119.3 **Agreed:**

To reappoint Louise Fuller as the Internal Auditor

Proposed by: Councillor Hannibal

Seconded by: Councillor Gooch

Carried unanimously

120. Community and Youth Centre

120.1. The Council Members had the opportunity to express their views on the motion that the Council should make an offer for the grant of a 25 year lease of the Community and Youth Centre land and buildings to Theydon Bois Community and Youth Trust (TBCAYT) (with statutory rights of renewal included) and with a condition that the freehold be transferred to TBCAYT at the end of the 25 year term. Various views were expressed both in favour of and against this motion. Those in favour felt it advantageous to take the property out of what they referred to as 'the political arena' and that its future would be more secure in the ownership of TBCAYT than with the Council. The property had previously been at risk of redevelopment for residential purposes and it was felt that transferring the land to TBCAYT would be the best way of avoiding this happening again in the future. It was however accepted that the Council should retain the ownership of the freehold pending the repayment of the public works loan in approximately 23.5 years time. Those speaking against the motion reaffirmed their earlier expressed view that initially a short term lease for a period of up to 7 years would be the appropriate approach to take and that only after TBCAYT had an established operation record and business plan going forward should either a long lease or a transfer of the freehold be considered –it was however stressed that in making this point no reflection upon the current Trustees good standing and intentions was intended. Also the point was made that the land is already protected by covenants restricting its use and any potential development within those restrictions that might be available to a future Council could also be undertaken by TBCAYT, even with the land being held by the custodian for charities, should the Trust wish at any time to sell and move premises. There is, in effect, no additional safety to obtain for the future of this land by a transfer of ownership at any time.

After the above points had been discussed an amendment was proposed to the proposal on the Agenda to reflect that the proposed lease term should coincide with the years remaining on the term of the Public Works Loan.

Agreed:

That the motion be amended to reflect that the proposed lease term should coincide with the years remaining on the term of the Public Works Loan

Proposed by: Councillor Vincent

Seconded by: Councillor Wood

8 in favour, two abstentions

A vote then took place on the following amended motion which was agreed as follows:

Agreed:

To make an offer in principle to Theydon Bois Community and Youth Trust (TBCAYT) to grant a lease of the Community/Youth Centre land and buildings for a term of years to reflect the unexpired term of the public works loan with statutory rights of renewal included and other terms to be agreed, subject to legal advice. The lease to contain a covenant whereby upon expiry of the said term as referred to above the freehold is to be transferred in the first instance to TBCAYT or failing that to an alternative local charitable body.

Proposed by: Councillor Gooch

Seconded by: Councillor Hammond

Six in favour, two against and two abstentions

120.2. Agreed: that all subsequent negotiations in relation to the Lease should be decided upon by full Council

120.3 Councillor Hammond reported that the new fencing is due to be installed shortly.

121. Any other urgent business

There was no other urgent business to discuss.

122. 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

122.1 Mr Newland (Chair of TBCAYT) confirmed his pleasure at the majority decision regarding the Community and Youth Centre and hoped that those with reservations would in time be reassured.

122.2 A resident advised that there are some missing signs concerning parking restrictions in Dukes Avenue and Forest Drive. Councillor Vincent confirmed that he would pass these comments on to the appropriate authority.

122.3 A resident expressed concern about the reductions in service for the Community Recycling Centres and it was agreed that the Clerk will forward the details of the new timings to Theydonnewsdesk.

122.4 A resident enquired whether the public works loan (PWL) for the purchase of the Community and Youth Centre could be paid off earlier than the expiry of the 25 year term if monies were raised by TBCAYT to do so. The RFO explained that the public works loan is secured on the revenues of the Parish Council and not on the property. TBCAYT may not have the powers to

grant such monies for this purpose and in any event it could not be assumed that the PWL could be repaid earlier as repayment penalties apply for early repayment.

- 122.5 A resident enquired whether the Council could give consideration to the installation of a light on the corner of Forest Drive and Station Approach (outside Premier Valet).

Councillor Sue Jones
Chair, Theydon Bois Parish Council

Parish Council Meeting 26th January, 2012 Clerks Report

Agenda Item 4 Clerk's Correspondence

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. Communications from Essex County Council inviting all residents to subscribe to EssexWorks online (ew@essex.gov.uk). EssexWorks Magazine will no longer be produced in paper form. Details from Sharon Asplin on www.sharonasplin@essex.gov.uk.
2. Reminder from EFDC (Derek McNab) about participation in the Queen Elizabeth II Challenge Legacy Project
3. Letter from EFDC Democratic Services concerning The Localism Act 2011 and the Register of Council Member's Interests. To comply with the Act EFDC needs to establish individual pages for each member of all Town and Parish Councils within EFDC's website. A new Standard Interests Form will be required from all Councillors once the exact requirements are handed down from Parliament. In the meantime each Parish Councillor is requested to complete Registration Forms and to check his or her current Declaration of Interests Forms.

Councillors are urged to deal with this as soon as possible given that EFDC requested the information by 14th January.

EFDC are running a Training Session on the impact of the Localism Act – Briefing on New Standards Regime on **Saturday 11th February from 10am until 12 noon** and all Councillors are urged to attend. EFDC have asked that we advise them of how many delegates will be attending and to remind all Councillors that as yet no-one has responded.

5. EALC Calendar of Events for 2012 including details of all Training Courses. Councillors Howard and Wood are due to attend the Localism and Planning Day on 29th February and Councillor Vincent is due to attend the Cemetery Management Course on 9th February.
6. Bulletin from the Home Office about the introduction of the new National Police Non-Emergency Telephone Number '101'. 101 has now been adopted by all Police Forces across England and Wales as their non-emergency number. Calls to '101' will cost 15p per call regardless of the time of the call. The public should continue to call 999 in the case of emergencies.
7. Correspondence with UK Power Networks following a complaint from a resident at the last Parish Council Meeting concerning power cuts in the area.
8. Notification from Epping Town Council that Ash Tadjrishi is taking over from Bob Whittome as Town Clerk upon Bob's retirement in March 2012. Also with a reminder that the next Meeting of EALC Epping Forest Branch will take place on 15th February.

9. Copy correspondence from residents concerning complaints about inappropriate activities at Jacks Hill Epping Forest.
10. Forest Focus Spring 2012 edition from City of London
11. Notification from Essex County Council of changes to the opening hours of Essex County Council's Recycling Centres w.e.f 9th January. Ongar Recycling Centre is now closed. Waltham Abbey Recycling Centre will be closed on Tuesdays and Wednesdays and Chigwell on Wednesdays and Thursdays.
12. Email from ECC with details of the Essex HealthWatch Pathfinder which is a new local health watch organisation for Essex to which volunteers are being recruited.
13. Epping Forest Youth Council 2012 Information Booklets and Nomination Forms. Youth Council elections are held every 2 years. Candidates can nominate themselves; they must be 13-17 years as at the 3rd April 2012 and the Closing Date is 24th February 2012. Further information is available from Di Butler on dbutler@eppingforestdc.gov.uk
14. Complaint to Royal Mail concerning cessation of parcel 'drop' service at the Theydon Bois Post Office. Note however that this has now been reinstated following intervention by Councillor Purkiss.
15. Invitation to attend this year's One Epping Forest Stakeholder Conference on 17th February at Epping Forest College.

Sally

