



## ***North Weald Bassett Parish Council***

Parish Hall at Thornwood Common, Weald Hall Lane,  
Thornwood, Essex CM16 6NB comments.

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***Clerk to the Council.***  
Susan De Luca

1<sup>st</sup> November 2023

**TO: ALL COUNCILLORS**

### **NOTICE OF MEETING**

You are summoned to attend a Meeting of the Parish Council which will be held on **MONDAY 6th November 2023 at 7.30 pm** to transact the business shown in the Agenda below.

This meeting will be held in the **Thornwood Common Parish Hall, Weald Hall Lane, Thornwood**, with any necessary COVID measures put in place by the Government at the time.

Susan De Luca  
Clerk to the Council

*Members of the public and press are invited to attend this meeting*

### **AGENDA**

#### **1. APOLOGIES FOR ABSENCE**

To **NOTE** any apologies which have been received.

#### **2. OTHER ABSENCES**

To **NOTE** any absences for which no apology has been received.

#### **3. CONFIRMATION OF MINUTES** 🖐

📄 To **AGREE** the Minutes of 2<sup>nd</sup> October 2023 Parish Council meeting which are attached at **Appendix 1**.

#### **4. DECLARATIONS OF INTEREST** 🖐

To **RECEIVE** any Declarations of Interest by Members.

*A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.*

#### **5. QUESTIONS FROM MEMBERS OF THE PUBLIC**

To **RECEIVE** questions from members of the public for a period determined by the Chairperson of the Meeting. **Please NOTE if the Clerk has not been previously notified of the Question Council may have to note questions and respond to them after the Meeting.**

#### **6. REPORT OF THE CLERK**

To **RECEIVE** a report or update from clerk on Parish Council matters, which at the time of printing the agenda include:

- **Weald Common** – Opening, details of which will be given verbally at the meeting. Sensory Garden on Weald Common – The Clerk and Senior Admin Officer have been working on the delivery plan, together with liaising with the EFDC Grants Officer and Dementia Officer.

- **Internal Audit** – Collating and preparing documentation for the Internal Auditor, a copy of the Internal Audit is attached at **Appendix 2**
- **Cemetery Matters** -Dealing with interments and memorials
- **Remembrance Sunday** – Organisation of the event at the Debt of Honour/Norwegian Stone is almost complete. Everything is in place, however it is expected that lunch numbers will be lower this year due to the numbers from organisations not taking up the places at the lunch. This is possibly due in part to some of the organisations no longer having the numbers, such as RAFA and the RBL, who would normally have large numbers attending. The Clerk will give Members a verbal update on further arrangements at the meeting.
- **Room in Queens Hall** – The Parish Council will have a room set up for 1 day a week opening in the Queens Hall Community Centre which is expected to be open to the public from 10am to 1.00pm so as not to clash with the pre-school. A small meeting table will be placed in the room to enable small meetings to be held in there as well. The start date for this will commence after Remembrance Sunday.
- **All other Administrative & Matters on the Agenda** – The Clerk and Office staff have been working on other matters, some of which are not included within the Agenda.

## 7. REPORTS & MEMBERS REPORTS

**MEMBERS ARE REMINDED AND ENCOURAGED TO SUBMIT A WRITTEN REPORT TO THE CLERK WHICH CAN BE DISTRIBUTED TO OTHER COUNCILLORS. THIS WILL ENABLE THE MEETING TO RUN EFFICIENTLY AND EFFECTIVELY. COUNCILLORS WILL THEN BE ABLE TO BRING UP ANY POINTS THAT THEY FEEL ARE RELEVANT TO THE PARISH COUNCIL AND ASK QUESTIONS OF THE COUNCILLOR WHO HAS SUBMITTED THE REPORT.**

To **RECEIVE** any reports from Members who wish to give a report and/or who are representatives on Committees, Working Groups, Outside Bodies, and other meetings that Members or the Clerk have attended and which, **if available**, will be reproduced at **Appendix 3** if they have been submitted by Members for inclusion, as follows:

- a) **Chairman's Report** – Weald Common update
- b) **Vice Chairman's Report**
- c) **District & County Councillors Reports** - District Councillors are invited to submit a written report if they are unable to attend the Parish Council Meeting
- d) **Parish Councillors Reports** - Verbal reports will be received if no written report has been submitted
- e) **Queens Hall Charity Report**
- f) **Neighbourhood Plan** – Members are asked to note the last meeting was cancelled due to staff illness, however a new date will be arranged, and Councillors will be advised accordingly.
- g) **Highways** - The Clerk has had phone communication about the number of times Woodside in Thornwood continues to keep being closed without prior notification. She has been asked to place this matter on the Agenda so that District and County Councillors are aware of the residents' concerns.

## 8. FINANCIAL

- a) **Payments** - To formally **APPROVE** the list of Cheques & Monthly Statement of Accounts up to 31<sup>st</sup> October 2023 – these will be emailed to Councillors prior to the meeting.
- b) **Investments** – To **NOTE** the status of the Parish Council's Investments

## 9. YOUTH HUB PROPOSAL

Members are advised that a joint proposal has been received from Zinc Arts and Essex County Council in relation to assistance and seeking funding for a Youth Project. All the details are on the documentation attached at **Appendix 4** for Members perusal. Members are asked how they wish to move forward in this matter. Members are asked to note that this has not been accounted for in the Budget for 2023-2024, however Members will recall that we do hold approximately £500 in Youth Club Funds, and it may be pertinent to consider this item when looking at the Budget for 2024-2025 in December.

## 10. CONSULTATION DOCUMENTS

### a) EPOA Parking Guidance Consultation for Essex – ONLINE SURVEY

<https://consultations.essex.gov.uk/rci/essex-parking-guidance-consultation-2023/>

#### What are EPOA consulting on?

Essex Planning Officers Association (EPOA) has been leading work to revise the parking standards guidance to inform new development across Essex. Parking guidance is referred to in policy in the district Local Plans and the County's Local Transport Plan. The guidance sets parking for different vehicle types, design and location, dimensions for parking and a suggested quantum for different types of development. EPOA are consulting on parking standards for development such as housing, retail, commercial and leisure uses in part 1 document which will cover from the smallest developments upwards of any type across the County. A new approach to apply to Garden Communities and Large Scale Developments (part 2) is being also being consulted on.

#### How to Respond

A survey is attached to each document via the website link, and responses are required by 4<sup>th</sup> December 2023. Contact [consultations@essex.gov.uk](mailto:consultations@essex.gov.uk) adding "parking guidance" in the subject line with any queries.

### b) Public Spaces Protection Order

Members are advised that Epping Forest District Council (EFDC) is proposing to introduce a Public Spaces Protection Order (PSPO) for dog control, making it an offence for a person in charge of a dog to:

- Fail to remove dog faeces deposited on any publicly accessible land within the district
- Fail to put a dog on a lead when directed to do so by an authorised officer, on any publicly accessible land within the district
- Fail to limit the number of dogs which a person may take onto publicly accessible land within the district to four dogs
- Fail to produce a receptacle (i.e. dog poo bags) for picking up dog faeces when requested to do so by an authorised officer, while walking any dog on any publicly accessible land within the district
- Fail to exclude a dog from specified fenced areas within the district

The consultation is open from Monday 23 October to Monday 20 November 2023. All residents can take part in the survey online -

<https://link.edgepilot.com/s/4b87c6f0/NeMeHbfBtEWtDy4msQGDOA?u=https://eppingforestdc.us2.list-manage.com/track/click?u=2829f2f9cd423b7b98cf093fe%26id=0649c2a8d2%26e=bb1f69bdfd>

**Cllr Ken Williamson**, the Portfolio Holder for Regulatory Services said:

*All residents are encouraged to have their say. The PSPO will allow residents and visitors to enjoy a cleaner and safer district. Whilst the majority of us are a nation of animal lovers, who adore our pets*

*and all want to enjoy the outside together safely, this will assist us in dealing with the minority of anti-social dog owners*

*For more information about the PSPO, residents can contact the Community Resilience Team*

- [Email PSPOconsultation@eppingforestdc.gov.uk](mailto:EmailPSPOconsultation@eppingforestdc.gov.uk)
- Call 01992 564000
- Write to Community Resilience Team, EFDC Civic Offices, 323 High Street, Epping, CM16 4BZ

### c) ECC Recycling Centre Booking Systems - Trial period

Members are advised that a trial booking system was introduced at 9 of the recycling centres in February 2022 for vans and large trailers. The trial was extended to all vehicles across all 21 recycling centres in March 2023 following a successful pilot at the centre in Rayleigh. The objectives of the booking process are:

- to help manage demand at peak times
- reduce waiting times and congestion both in and around the sites
- reduce the misuse of sites by commercial vehicles
- to improve the overall customer experience

Members are advised that the consultation is open from Monday 9 October to Sunday 19 November.

- <https://link.edgepilot.com/s/325ce52a/TM1BuuLYT0iQVVcK7K-27w?u=https://eppingforestdc.us2.list-manage.com/track/click?u=2829f2f9cd423b7b98cf093fe%26id=818f153f72%26e=bb1f69bdfd>

## 11. PRE PLANNING APPLICATION NEW CONTROL TOWER & FIRE STATION NORTH WEALD AIRFIELD

<b>Application No:</b>	PRE/0317/23 Pre-Application enquiry
<b>Proposal:</b>	New Control Tower Building (CTB) and Rescue and Fire Fighting Service Building (RFFS).
<b>Site Address:</b>	North Weald Airfield, Merlin Way, North Weald Bassett, Epping
<b>Consultation Ends</b>	07/11/2023

A pre-application enquiry for the proposal described above has been submitted. Details of the application will be provided at the meeting. As observations are due by 07/11/2023 it has been necessary to place this item on the Parish Council Agenda for comments. The Case Officer is Muhammad Rahman.

## 12. DEFIBRILLATOR

The Defibrillator has now been re-sited at the North Weald Village Hall, from its site at the Methodist Church. The Clerk has advised the Community Heartbeat Trust. She has also advised North Weald Village Life as they advertise the position of the Defibrillators in the Village within the magazine.

## 13. OFFENSIVE SMELLS FROM THE BIOGEN SITE AT ASHLYNS

Following on from the last meeting where this Parish Council agreed to support residents' concerns in relation to writing to our MP Alex Burghart. I am pleased to advise that we have received the following response from Alex:

*Thank you for your recent email on behalf of North Weald Parish Council about the ongoing problems with a strong smell coming from the Biogen composting facility. I have recently received three years' worth of data from a resident which has been extremely helpful in enabling me to present a strong case to the Environment Agency asking for more action to be taken to tackle the strength of the smell, which appears to be at its worst in September and October.*

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*I am in the process of arranging a meeting with residents to hear more about the impact the smell has had on their lives in the last three years, and will be inviting representatives from the local parish councils to attend. I have also invited the Environment Agency to attend to outline what it is doing to address the problem. You can read any updates on the issue on my website here: <https://www.alexburghart.org.uk/campaigns/stop-smell>*

*Thank you for taking the time to get in touch and please write again if more complaints come in to you about the smell.*

*Yours sincerely*

*Alex Burghart MP*

Members are asked to **NOTE** the response.

#### **14. RIDE LONDON ROUTE**

Member are advised that the Ride London route has been confirmed for the next three years from 2024. Next year's event will be held on Sunday 26<sup>th</sup> May 2024. The route will go through, Essex, taking in Epping, Ongar and North Weald. Chris Davy, the organiser has written to the Chairman of the Parish Council and offered to come along and speak with Members regarding any concerns they may have regarding access arrangements. Members are asked if they would like to take up this offer.

#### **15. LATTON PRIORY DESIGN CODE**

The draft Latton Priory Strategic design code is now available to download and the digital survey is live at <https://engage.hggt.co.uk/en-GB/folders/latton-priory-design-code-events>. It will be open until midday on Monday 11<sup>th</sup> December 2023. Members are advised that the Parish Council has placed the details of this, together with the opening times of public forum on its Facebook Page and also its Parish Council Webpage.

#### **16. CUMULATIVE IMPACT ON TRAFFIC AND DEVELOPMENTS SURROUNDING NORTH WEALD**

Following on from the last meeting Members asked to note that the Parish Council contacted ECC regarding the above. This action was carried out, and the response is detailed below:

*I can confirm we are currently working positively with the developers of the housing developments in North Weald Bassett and also EFDC in respect of their allocation at the Airfield. We haven't as yet seen the Transport Assessment (TA) for the housing site, but this needs to look at all sites in the vicinity cumulatively to accurately assess the overall impacts on the network. We would assess the TA in due course and feedback on the mitigations and whether these were appropriate and acceptable to us as highway authority (and National Highways would be doing the same in respect of M11 junctions). These documents don't become publicly available until the developers submit them so we would be unable to share them. This of course doesn't preclude the parish council from requesting access to these direct from the developer who may be happy to share them in advance of their submission. We are continuing to work with the developers to achieve the best possible outcomes including improved sustainable transport, walking, cycling and of course bus services in the area and alongside EFDC ensuring the development integrates with the existing community.*

Members are asked to **NOTE** the response.

#### **17. ROYAL BRITISH LEGION**

To receive an update from those Members who attended the Meeting of the Royal British Legion (NW Branch), who will advise whether or not the branch is continuing in its current format. Members will be asked to **NOTE** the report.

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## 18. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to **CONSIDER** the following motion to be proposed by the Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed. However an item may be placed in the Confidential part of the meeting so long as it is accordance with the Statutory Guidance.

**There are 2 confidential items to be considered**