



# Theydon Bois Parish Council

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

Acting Clerk to the Council: Mrs Caroline Carroll  
Assistant Clerk to the Council: Mrs Julia Gale

## Minutes of Community Liaison Committee Meeting

Held on Tuesday 24<sup>th</sup> November 2020 at 11.00 AM via Zoom Video Conferencing

- **Councillors Present:** Cllrs Soutar (Chair) Gooch, Burn, Morton & Blake
- **Apologies for Absence:** Cllr Hannibal
- **Officers Present:** Caroline Carroll, Acting Parish Clerk
- **Others:** None

1. **Apologies for Absence:** Cllr Hannibal

2. **Confirmation of Minutes of the meeting held on 20<sup>th</sup> October 2020**  
**APPROVED**

4. **Disclosure of Interests with regard to items on the Agenda:**  
Non-pecuniary interest from Cllr Gooch, who has a family connection at Capel Manor

5. **Public Participation session with regards to items on the Agenda:**  
**NONE**

6. **Green Glade Garden**

Cllr Soutar confirmed that a Zoom meeting took place with Rachel Smith at the Land Management team at EFDC and Phil Hawkins from the Gardening team and unfortunately following that meeting EFDC are unable to assist with the implementation of the garden, mainly due to lack of resources. However, they have agreed to support us with the on-going maintenance including mowing, pruning and watering. EFDC are also providing a STAT Plan of the site which details the utilities, and this should be ready later this week. It is our understanding from discussion with EFDC that there should be no issue with damage to utilities as the planting depth required for a rose garden is not deep and therefore low risk.

We will need to consider the edging used around the flower beds and ensure that any machinery does not result in any damage to the edging or to the planting. Capel Manor previously confirmed that any edging should sit below the level of the grass slightly.

Cllr Soutar is also meeting Kevin from Thornwood Grounds Maintenance on site on Wednesday 25<sup>th</sup> to discuss implanting the design and once the STAT Plan is received work can start. ECC have also confirmed that we have until the end of the financial year to submit the invoices for payment.

7. **Christmas Trees**

The Christmas display has been very well received with residents and many compliments have been received particularly on the addition of the extra Christmas trees in Station Road and Coppice Row. Cllrs asked the Clerk to contact Louise at Aylesford to see if anything can be done about the missing trees – at the end of the Dry Cleaner and above Quality and Excellence. Unfortunately, some of the brackets were loose and unsafe and the contractor was unable to install the trees above Q&E due to restrictions with the Gazebo that is now part of the shop. The main tree looks fabulous and again many compliments have been received.

Cllr Soutar asked the Committee their thoughts on a Merry Christmas Banner from the Parish Council to go onto the railings outside the Bull pub on the corner of Coppice Row. Clerk was asked to investigate costs with our usual supplier Signs Express.

Cllr Soutar also updated the Committee on a meeting scheduled for Wednesday 25<sup>th</sup> with Beverley Escoffery Head of Sports Facilities at Davenant as the school have approached the Parish Council about promoting their sporting facilities to the wider community. Cllr Soutar and the Clerk will update the Committee following this meeting at the Full Council meeting on Thursday evening.

Rev. John Fry has also asked if the Parish are still willing to participate in the church Christmas video and following the end of the main lockdown next week, we will look to participate in this.

**8. 2021/2022 Budget**

The draft Community budget was submitted last week to the Finance Committee and is broadly in line with last year. The addition of £1,000 has been requested for Community Events for a possible Farmers Market which was supported by the Committee. There is also £1,000 which the Committee would like to use to team up with community groups within the village.

Looking ahead, we have the Queen’s Platinum Jubilee in 2022 and the Parish Council would look to support this event.

**9. Any Other Urgent Business for report (without decision)**

Brief update on the Community shopper bus – currently we are waiting to hear from EFDC on the wider plans for bus routes within the District before The Parish council decide any funding for this service.

EDFC Health & Wellbeing team are planning to deliver to Sue Sowerby and the Clerk 75 winter warmer tote bags for the elderly and vulnerable please do let the Clerk know if you have any neighbours who would like one.

School Christmas cards have now been ordered and will be delivered in the next few days. Cllr Gooch to send Clerk the updated list of recipients. No presentation at the school this year but instead the prizes will be dropped off to the school to distribute.

**10. Date of next community liaison meeting**

Tuesday 19<sup>th</sup> January 2021 at 11.00 AM – unless anything urgent in which case a meeting will be called in December.

Cllr Soutar closed the meeting at 12.00 midday

Signed by Clerk .....

Signed by Chair Cllr Beverly Soutar .....