

# BUCKHURST HILL PARISH COUNCIL

MRS E P PETYT-START  
CLERK TO THE COUNCIL  
TEL: 0208 498 9933  
E-MAIL: liz.petytstart@buckhursthillpc.gov.uk

165 QUEENS ROAD  
BUCKHURST HILL  
ESSEX IG9 5AZ

21 July 2023

A meeting of the Parish Council will be held at 7.00 pm on **Thursday 27<sup>th</sup> July 2023**, at the **Buckhurst Hill Library, Queens Road, Buckhurst Hill IG9 5TF**, and you are hereby summoned to attend. Members of the public and press are invited to be present and the following business will be transacted.

*Mrs E.P. Petyt-Start*

Clerk to the Council

## A G E N D A

1. **APOLOGIES FOR ABSENCE**  
To receive apologies for absence.
2. **DECLARATIONS OF INTEREST**  
To receive declarations of interest from Members in any item on the agenda, in accordance with the Members Code of Conduct. The Code of Conduct requires Members who have declared a pecuniary interest in an item to withdraw from the room whilst that item is being considered.  
Members of the Council are subject to the Council's Code of Conduct, Localism Act 2011.
3. **PUBLIC PARTICIPATION**  
To hear representations from members of the public  
The maximum time allowed for this item is 15 minutes, at the close of this item members of the public will no longer be permitted to address the Council.
4. **DISTRICT AND COUNTY COUNCILLOR PARTICIPATION**  
To hear representations from District and County Councillors  
The maximum time allowed for this item is 15 minutes, at the close of this item councillors will no longer be permitted to address the Council.
5. **MINUTES**  
To approve as a correct record and authorise the Chairman to sign the Minutes of the meeting held on 25<sup>th</sup> May 2023 circulated previously.
6. **CHAIRMAN'S AND CLERK'S COMMUNICATIONS**  
To receive communications from the Chairman of the Council, or the Clerk to the Council. Please note that no decisions can lawfully be made under this item, as that business must be specified on the agenda.
7. **COMMITTEES**  
The minutes of the following committee meetings having been circulated, to be noted:
  - **Planning & Environment:** 1<sup>st</sup> June and 22<sup>nd</sup> June; 13<sup>th</sup> July
  - **Finance & Establishment:** 22<sup>nd</sup> June
  - **Recreation & Community:** 29<sup>th</sup> June
8. **FINANCE**  
To note the Council's financial position as at 30<sup>th</sup> June, circulated.

9. **REPRESENTATIVES TO OUTSIDE BODIES**  
To receive reports on any meetings attended.
10. **FORWARD PLAN**  
To review the Forward Plan, circulated
11. **RODING VALLEY HALL DEVELOPMENT**  
To receive a progress update from the Accommodation working party
12. **CHAIRMAN'S CHARITY**  
To agree the Chairman's charity for the Council year 2023/24.
13. **RODING VALLEY RECREATION GROUND – GROUNDS MAINTENANCE CONTRACT**
  - i) To note supporting document information received at Full Council 30<sup>th</sup> March and Annual Council 25<sup>th</sup> May
  - ii) To consider the detail of the current specification
  - iii) Provide decision on future arrangement
14. **EPPING NEW ROAD SPEED RESTRICTIONS**
  - i) To discuss proposal of speed restrictions for the Epping New Road.
  - ii) To consider communication with Essex County Council regarding this.
15. **MEETING SCHEDULE**
  - i) To discuss changing the start times of meetings to an earlier time of 18:00 to 19:00; for the benefit of encouraging public participation and convenience for staff and members
  - ii) To discuss changing the meeting schedule to not have back to back meetings (unless an extraordinary meeting is called)
16. **WOOLLARDS KITCHEN**  
To receive and provide decision upon a request to increase support for Woollard's kitchen.
17. **RODING VALLEY HALL CAR PARK**
  - i) To discuss issues arising from the key holding for the RVH car park.
  - ii) To provide decision on future arrangements
18. **STANDING ORDERS**  
To consider and provide decision upon amendment to Standing Orders regarding substitute members for committee meetings.
19. **FULL COUNCIL ITEMS OF CONCERN**
  - a) To note any items of concern from Councillors
  - b) To receive agenda items for next meeting