

NAZEING PARISH COUNCIL

Minutes of the Full Council Meeting held on Thursday 22nd August 2019 at 7:30pm at the Scout Hut, Perry Hill, Middle Street, Nazeing.

Members present: Cllrs Clarke (Chairman of the Council), Arnold, Benton, Billingham, Clarkson, Carter, Joslin, Shorter, Skipper, Stock.

Also present: Lorraine Ellis (Clerk), 3 members of the Public.

1. Welcome and Introductions:

Cllr Clarke welcomed everyone to the meeting.

2. Apologies for absence:

Cllrs Frydrych, Warwick. Not present: Cllr Smith.

3. Public participation:

Mr Ed Borton to speak on item 9.

Mr Bob Bray to speak on item 10c.

4. Declarations of Interest:

Cllr Joslin non pecuniary interest in both items 6b and 7g.

Cllr Billingham non pecuniary interest in item 6a.

Cllr Arnold pecuniary interest in item 7d.

5. Approval and signing of minutes:

a) The minutes of the Full Council meeting held on 27th June 2019 were approved and signed by the Chairman with no amendments.

b) The minutes of the Planning Committee meeting held on 13th June and 11th July 2019 were noted.

6. Enforcement Notices/Appeals: DJ

The following planning appeals were considered:

a) Application No: EPF/3376/18 **Officer:** Marie-Claire Tovey

Applicant Name: Mr William H Wood

Site Address: St Leonards Farm, St Leonards Road, Nazeing, Waltham Abbey, Essex, EN9 2HG

Details of Appeal: Continued use, occupation and conversion of existing garage building for use as a single dwelling house with private garden area and parking.

Reason for Appeal: Against a Refusal **Appeal Type:** Written Representations

It was noted that Cllr Billingham left the meeting for the duration of the discussion on this planning appeal.

Cllr Joslin covered the details of the Council's resolution when the application was considered on 14/03/19. It was resolved to oppose the appeal as per the meeting's minutes. All Cllrs were in favour of the proposal.

Resolved – To oppose the appeal. In the original planning application for the site, the “existing garage building” was a welfare / toilet block. Concern was raised that if this building were to be converted, this welfare facility would no longer be available for workers. In addition, the Council has seen no evidence of residential occupation.

b) Application No: EPF/0510/19 **Officer:** Sukhvinder Dhadwar

Applicant Name: R & V Bray

Site Address: Land at Bentons Farm, Middle Street, Bumbles Green, Nazeing, EN9 2LN

Details of Appeal: Proposed extension to four residential dwellings on an adjoining site. Infill comprising of x 2 no. four bedroom residential dwellings.

Reason for Appeal: Against a Refusal **Appeal Type:** Written Representations

It was noted that Cllr Joslin left the meeting for the duration of the discussion on this planning appeal.

Cllr Clarke covered the details of the Council's resolution when the application was considered on 14/03/19 and also covered EFDC's reasons for refusal (inappropriate development in the Green Belt and introduces an inappropriate pattern of development, in contrast to the prevailing character of the Conservation Area).

It was proposed to support the appeal. Four Cllrs voted in favour, one Cllr objected and three Cllrs abstained. It was therefore resolved to support the appeal.

Resolved – To support the appeal.

c) Application No: EPF/0265/19 **Officer:** Caroline Brown
Applicant Name: Mrs L Keeling
Site Address: land adj. to Ninnings, Middle Street, Nazeing, Waltham Abbey, EN9 2LH
Details of Appeal: Outline application for erection of up to x 7 no. dwellings with new vehicular access.

Reason for Appeal: Against a Refusal **Appeal Type:** Written Representations

It was resolved to oppose the appeal, as per the meeting's minutes when the application was considered on 16/05/19. All Cllrs were in favour of the proposal.

Resolved – To oppose the appeal, on the grounds that:

- i) It is inappropriate development in the Green Belt (Policy GB2A Development in the Green Belt)**
- ii) It is inappropriate development in the Nazeing Conservation Area (Policy HC6 Character, Appearance and setting of Conservation Areas)**
- iii) It is between two listed buildings (Policy HC12 Development affecting the setting of listed buildings)**
- iv) Has no provision for affordable housing**
- v) It is not limited infill**
- vi) It has potential drainage issues**
- vii) There is concern about pedestrian safety as there is no footway alongside the proposed development**
- viii) It is not an allocated site in EFDC's Local Plan.**

7. Planning Applications: DJ The following applications were considered:

(a) Application No: EPF/1811/19 **Officer:** Caroline Brown
Applicant Name: Mr Stephen Downes
Location: Langridge Nursery, Valley Grown Nurseries, Paynes Lane, Nazeing, Waltham Abbey, EN9 2EX

Proposal: Retention of a log cabin dwelling.

There was some discussion that the building on the planning application appears to be a 4 bed dwelling rather than a log cabin.

Resolved – no objection but if permission is granted it be subject to

- i) A condition that the dwelling is only used for a worker employed by Langridge Nursery,**
- ii) The applicant must comply with Building Regulations and in particular with respect to drainage and sewage disposal.**

(b) Application No: EPF/1831/19 **Officer:** Zara Seelig
Applicant Name: Broxbourne Cruising Club
Location: Broxbourne Cruising Club, Green Lane, Nazeing, Waltham Abbey, EN10 6RS

Proposal: Proposed single storey side extension to Broxbourne Cruising Club.

Resolved – no objection.

(c) Application No: EPF/1795/19 **Officer:** Zara Seelig
Applicant Name: Mr Bill Bloomfield
Location: 68 Old Nazeing Road, Nazeing, Waltham Abbey, EN10 6RL

Proposal: Proposed construction of an extended front porch.

Resolved – no objection.

(d) **Application No:** EPF/1893/19 **Officer:** Zara Seelig
Applicant Name: Mr Geoffrey Smith
Location: Brook Farm, Hoe Lane, Nazeing, Waltham Abbey, EN9 2RG

Proposal: Proposed construction of a single storey residential annexe ancillary to the main house.

It was noted that Cllr Arnold left the meeting for the duration of the discussion on this planning application.

A resident explained his concerns, that in the planning application it would seem that footpath 78 is to be moved and would now appear to be in the ditch. He also explained the importance of footpath 78 to residents, it is a well-used footpath to gain access from Hoe Lane to the fields behind.

Resolved – no objection in principle to the annexe, but if permission is granted it be subject to the following

i) It is not sold as a separate dwelling, but is used as a dwelling for a family member ancillary to the main house,

ii) The boundary fence is moved south west because of the impact on Footpath 78,

iii) There are a number of trees on the site. The District's Tree Officer must be consulted before any work is carried out on any trees.

(e) **Application No:** EPF/1898/19 **Officer:** Zara Seelig
Applicant Name: Mrs Sandra Hodder
Location: 112 Old Nazeing Road, Nazeing, Waltham Abbey, EN10 6QY

Proposal: Demolition of a store & single storey side extension & construction of a two storey side extension.

Resolved – no objection.

(f) **Application No:** EPF/1774/19 **Officer:** Ishita Sheth
Applicant Name: Mr Laurence Hamilton
Location: 15 Pound Close, Nazeing, Waltham Abbey, EN9 2HR

Proposal: Proposed erection of a detached dwelling. (Resubmission of EPF/2858/16).

Resolved – no objection.

(g) **Application No:** EPF/1932/19 **Officer:** Caroline Brown
Applicant Name: Mr Mark Frydrych
Location: Tanglewood Lodge, Hoe Lane, Nazeing, Waltham Abbey, EN9 2RJ

Proposal: Demolition of existing garden room, w.c. & covered car port with construction of a one & a half storey side extension with new pitched roof to replace existing flat roof above existing annexe, including revisions to the annexe front extension & pitched roof over with the addition of roof lights & dormer to the front elevation.(Ref: EPF/2356/17).

It was noted that Cllr Joslin left the meeting for the duration of the discussion on this planning application.

Resolved – no objection.

8. Extraordinary Meeting of the Council. S.Clarke

Cllr Clarke explained the requirement for an extraordinary meeting of the Council, that the agendas generally for Full Council meetings had become over-subscribed, resulting in items being re-scheduled onto future meetings. Also the current meetings structure is not giving Cllrs enough time for a reasonable discussion. Consequently, the main purpose of the extraordinary meeting is to look at how the meetings can be managed more efficiently.

There was concern that this was short notice for some Cllrs. However, there is no requirement for the Chairman to give any notice for an extraordinary meeting (Standing Order 10a) albeit the agenda will require the statutory three days' notice and Cllrs had been given two weeks' notice.

9. Financial Matters:

a) It was resolved to authorise:

- i) Payments totalling £3,051.99.
- ii) Transfer of £4,000 between bank accounts.

The Financial Summary for August 2019 was approved and signed by the Chairman. It was noted Cllrs Arnold & Clarke will set up & approve direct credits this month.

Action Cllrs Arnold & Clarke.

b) The first quarterly budget report for 2019/20 was noted, no questions raised. Cllr Carter advised that she is looking at costs and forecasts.

c) The first reconciliation reports for 2019/20 have been reviewed by Cllr Clarkson and he has no issues. Bank statements will also be provided for Cllr Clarkson to assist him with the review in future. It was resolved to approve the first quarterly reconciliation reports for 2019/20.

d) It was resolved to authorise payment for an additional 8 hours if required, for preparation, meeting, minutes and actions for the extraordinary meeting of the Council on 29/08/19.

10. Amenity Matters:

a) New Council noticeboard at the Parade. Cllr Clarke explained the issue with the new noticeboard, that rain water had been entering into the noticeboard due to holes, and advised that there have been a number of inspections of the noticeboard, due to the problems. Following discussions between Cllrs Clarke & Billingham and the Clerk, Cllr Clarke would like to propose that the Council requests a replacement noticeboard. There are concerns that the adjustments made by the company may not last in the longer term. It was resolved to request a replacement noticeboard.

It was agreed to discuss item 14, at this point, minutes recorded below.

14. Annual Inspection Report of Play Areas. KC

Following the Annual inspection of the three play areas, Cllrs Carter & Warwick looked at the reports and considered the suggestions. Cllr Carter presented their views and suggested findings. The presentation was well received.

It was agreed that the working group should prioritise which equipment should be replaced first and also to obtain costs. Conclusions and recommendations from the working group would be considered at a future Full Council meeting. Cllrs Benton & Skipper and the Clerk have asked to join the working group.

It was requested to re-circulate RoSPA report to all Cllrs.

10. Amenity Matters:

b) Cllr Clarke advised that the application for the Micro-grant for funding towards the planters and the community noticeboard at the Nazeingbury Parade was unsuccessful. Consequently, Cllr Clarke will look at other funding for the planters. **Action Cllr Clarke.**

c) Footway Repair Programme. Cllr Billingham has identified that the footway outside the Primary School requires repair and details will be sent to a County Cllr Jackson **Action S.Billingham and the Clerk.**

d) There has been an issue with the Council wheelie bins containing domestic waste and consequently they have not been emptied, as this waste is not in the purchased blue bags. It was resolved to see if the existing wheelie bin/s could be padlocked. Interim, the Clerk will continue to move the wheelie bins ready for collection / after

collection and Cllr Joslin has also offered to help with this task. Additionally, Cllr Billingham will look at using a different company who would provide a lockable commercial bin. **Action S.Billingham and the Clerk.**

e) Planters at the Parade. Cllr Clarke advised that Cllr Joslin had reviewed & confirmed the document from Essex County Council is acceptable. The Council's insurance provides sufficient cover but risk assessments and checks will need to be in place, documented and retained by the Council.

f) It was resolved to accept the quote of £410 from the groundsman to undertake annual hedge maintenance in the Parish.

11. Correspondence.

a) The Council has received an invitation to workshops relating to the development of Latton Priory as part of the Harlow & Gilston Garden Town and Epping Forest District. Workshops are 03/09/19 and 05/09/19. It was resolved that none of the Cllrs present wanted to attend as Nazeing is not directly affected by the development.

b) Request from Armstrong Rigg Planning for an informal presentation to the Council on "Epping Forest Local Plan - Draft Housing Allocation at Water Lane". Cllr Clarke suggested an informal presentation at a future planning meeting. Cllr Shorter suggested that the company arrange an exhibition at St Giles which Cllrs could attend. It was resolved to suggest that the company arrange an exhibition at St Giles and if this is not acceptable, then to invite them to present at a future planning meeting.

12. Nazeing Youth Football Club.

a) The draft agreement between the Council and the Nazeing Youth Football Club has been circulated before the meeting. It was resolved to make two amendments to the agreement, firstly to allow for the cost to increase, if the facilities improve at the Leisure Centre and secondly, to state that white lining of the pitches is the responsibility of NYFC. Amendments to be made to the agreement and then to be sent to Paul Bray (NYFC). **Action Cllr Joslin & the Clerk.**

b) The Club require assistance in three areas:

i) The lack of toilets for the children and the opposition team is proving an issue.

ii) Some help providing storage for two new goal posts and the line marking machine.

iii) There may be an opportunity to improve the football pitch quality, with assistance from Essex County Football Association.

It is proposed to establish a working group, to investigate the three areas which will enable the Council to consider and agree the next steps to be taken. It was resolved to establish a working group, which would meet once the agreement had been signed by Paul Bray. Cllrs Billingham, Clarkson and Stock to form the working group and Paul Bray to be invited to join the group.

13. Venue for Future Council Meetings. SC

To consider three proposals that either

i) All Council meetings are held at St Giles Hall or

ii) All Full Council meetings are held at St Giles Hall and that Planning meetings are held at the Scout Hut or

iii) All Council meetings are held at the Scout Hut.

Cllr Joslin was concerned that St Giles will be closed at some point in the future, due to the planned refurbishment and also believes that it is good for the Council to support the Scouts. Historically, there has not been a good rapport with the Church and he is concerned that a watertight agreement would be required.

Cllr Clarkson would like to start the meetings earlier, so his preference is St Giles.

Cllrs Shorter and Stock would prefer to stay at the Scout Hut

Cllr Arnold would prefer to support the Scouts, he recognises the previous problematical relationship with the Church.

Cllr Benton would prefer St Giles as it is more central for residents.

Cllr Skipper would prefer to stay at the Scout Hut and support the Scouts.

Cllr Billingham has looked at the benefit for the residents and would be in favour of proposal ii).

Cllr Clarke believes that the Council should not be looking at past events which involved the Church, and should be focusing on the future.

It was then agreed to vote on each option.

Proposal i) received one vote from Cllr Clarkson.

Proposal ii) received three votes from Cllrs Benton, Billingham and Clarke.

Proposal iii) received five votes from Cllrs Arnold, Joslin, Shorter, Skipper and Stock.

It was resolved that all Council meetings will be held at the Scout Hut.

15. Training.

a) It was resolved that Cllr Clarkson can attend the Law & Procedures training at Essex Association of Local Councils on 25/09/19 at a cost of £90.

b) It was resolved that Cllr Warwick can attend the Law & Procedures training at Essex Association of Local Councils on 25/09/19 at a cost of £90.

As the meeting had over-run, it was agreed at this point that all the outstanding items below would be carried forward to the Extraordinary meeting on 29/08/19 with the exception of items 18b, 20 and 21, which would be carried forward to the Full Council meeting on 26/09/19.

c) To consider the requirement for Planning and Code of Conduct training, as the District cancelled the July Code of Conduct session.

d) Essex County Council are funding Adult Mental Health First Aid Training. To consider and agree the next steps.

16. Committee Membership:

a) To consider the appointment of the recently co-opted Councillors onto the Finance committee.

b) To consider the proposal for two Cllrs to join the Personnel Committee.

17. External Liaison:

To consider the appointment of the recently co-opted Councillors to serve on or liaise with:

a) The Nazeingberries Association.

b) Police Consultative Committee/Local Police.

c) Flood warden and Emergency Response.

- d) Lea Valley Regional Park Authority.
- e) Local schools.
- f) Nazeing Community Champions.

18. Connecting with the Community.

- a) To remind Cllrs to provide biographies information to Cllr Warwick for the Parish Council information booklet.
- b) The Total Site Story Document. For the Council to make a final decision as to the publication of the document. Details circulated before the meeting. **S.Clarke**
- c) Parish Noticeboards. Request for one or two Cllr/s to assess the remaining noticeboards and to provide a proposal to the Council. **S.Clarke**

19. Parking on Langley Green. MS

There is an issue of parking on Langley Green. To consider and agree the next steps to be taken by the Council.

20. Leisure Centre. DJ

To discuss the Leisure Centre and the proposal to re-instate the working group.

21. Councillors' Allowances, including Parish Travelling and Subsistence Allowance.

It is proposed to establish a working group, to draft a policy for Cllrs to claim expenses.

22. Clerks Report.

Report circulated before the meeting.

23. Reports from Councillors who have attended other meetings/events.

24. Information Items.

Please note that pursuant to LGA 1972 S.120(2)(b) business must be specified and accordingly the Council cannot lawfully make decisions on matters raised.

25. Items for the next agenda.

26. Date of next meeting of Full Council. 26th September 2019.

Meeting closed 10:35pm.

Signed by the Chairman:

Date: