

NAZEING PARISH COUNCIL

Minutes of the virtual Full Council Meeting held on Thursday 29th April 2021 at 7:30pm.

Members present: Cllrs Carter (Chairman of the Council), Benton, Clarkson, Joslin, Stock.

Also present: Lorraine Ellis (Clerk), 9 members of the Public.

1. Welcome and Introductions:

Cllr Carter welcomed Cllrs and members of the public to the meeting.

2. Apologies for absence:

Cllrs Arnold, Shorter. Noted from District Cllr Bassett, County Cllr Jackson.

3. Public participation in relation to items on the agenda:

A resident asked to speak in relation to item 13. She asked whether it was correct that ELA Design were the architects dealing with the planning application in relation to the Leisure Centre and if so by whom the decision to appoint them had been taken. Cllr Joslin confirmed that the application is being dealt with by ELA Design and the decision to use their services was made by the Working Party Group during discussions.

A second resident mentioned that it was good that the Football Club were training at the Leisure Centre, however, they were unable to access the site as they did not have a key for the padlock. The resident was advised that the Football Club had been informed that they could use the playing fields for some training, but that the car park was still unusable.

4. Declarations of Interest:

Cllr Stock non pecuniary interest in item 14k.

5. Approval and signing of minutes:

a) The minutes of the Full Council meeting held on 25th March 2021 were approved with no amendments and will be signed by the Chairman after the meeting.

b) The minutes of the Personnel Committee meeting held on 29th October 2020 were noted.

6. Remote Meetings, Annual Parish and Annual Parish Council Meetings:

To consider the latest information on remote meetings and whether it is necessary to hold the Annual meetings before 7 May 2021.

Cllr Stock proposed that this item is carried forward as the Council is awaiting some further information. Cllr Joslin seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to carry forward this item.

7. Full Council and Planning Committee meetings May to December 2021.

It was agreed to have a Planning Committee meeting on 13/05/21 and a Full Council meeting on 27/05/21. Further meeting dates to be agreed.

8. Cllr Vacancies:

A Notice of Vacancies for Nazeing Parish Council is to be published on 30/04/21.

9. Financial Matters:

a) It was resolved to authorise:

i) Payments totalling £145,125.63

ii) Transfer of £150,000 between bank accounts.

The Financial Summary for April 2021 was approved and will be signed by the Chairman after the meeting. It was noted that Cllrs Carter & Stock (both authorised signatories on the bank account) will set up & approve direct credits this month.

Action Cllrs Carter & Stock.

b) Cllr Joslin proceeded to provide a final statement following the completion of the Development Agreement with Liquid Living Developments Ltd in relation to Clayton Court (former Total Site). He referred to the previous Council meeting minutes of 25 March 2021 and item 8(e). Out of the proceeds of sale, it had been necessary for various outgoings and expenses to be paid. In particular VAT of £140,000.00, costs of utilities and legal fees. Cllr Joslin explained that the sum of approximately £343,000.00 remains outstanding in respect of the loan from the Public Works Loan Board obtained when the site was purchased. In order to give a true figure as to the amount of the net proceeds of sale it is necessary for the interest paid on the loan from the date of the Development Agreement until completion of the sale to be taken into account. Further it is imperative for the Council to decide whether or not to repay the loan or retain it for a future project. A detailed account relating to the sale will be posted on the Council's website in due course. In passing Cllr Joslin mentioned that the Nazeing Glassworks planning application was recently refused at District Development Committee Meeting, which has meant that the Parish Council and the community have lost out on a S106 contribution from the applicant.

c) There were no questions raised on the fourth quarterly budget report for 2020/21. The Clerk advised that there were no further budget overspends to report. Cllr Clarkson proposed that the report for 2020/21 is approved. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal.

d) Due to the late issue of the fourth reconciliation and Trial Balance reports for 2020/21, Cllr Clarkson has been unable to review them. Cllr Stock proposed that this item is carried forward. Cllr Benton seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to carry forward this item, to a future meeting.

e) The Clerk asked that this item is carried forward, i.e. that the level of reserves (General and Earmarked Funds) to be carried forward to the next financial year is considered along with a review of the budget for 2021/22, due to the recent decisions by the Council. Cllr Stock proposed that this item is carried forward. Cllr Carter seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to carry forward this item, to a future meeting.

10. Clerks Report.

Report circulated before the meeting. No questions were raised.

11. Amenity Matters:

a) The noticeboard at Nazeing Glassworks has fallen apart and is unusable. The Clerk advised that no one had reported the broken noticeboard and prior to this, when residents were asked if they used the noticeboard or not, no responses were received. Cllr Stock suggested that it is removed and see if complaints are received. Cllr Benton asked if there was any requirement to have it there? The Clerk did not

believe so. Cllr Clarkson proposed that the noticeboard at Nazeing Glassworks is removed and if any complaints are received, the Council can re-consider and agree any further actions. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to remove the noticeboard at Nazeing Glassworks and if any complaints are received, the Council can re-consider and agree any further actions.

b) Litter at Elizabeth Close. The Clerk advised that litter picking is done weekly and that previously the Council had increased litter picking frequency over the school holidays. There was some brief discussion by the Cllrs. Cllr Stock then proposed that there is an extra litter pick each week during the school holidays of May half term and the 6-week break in July / August and the Council's groundsman can advise if there are any issues. Cllr Joslin seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved to introduce an extra litter pick each week during the school holidays of May half term and the 6-week break in July / August.

12. Correspondence:

a) Epping Forest Foodbank, visit eppingforest.foodbank.org.uk for help & advice, details also on noticeboard and website. This was noted by the Council.

b) Cllr Joslin informed the Council that a letter had been received from Revd. Helen Gheorghiu Gould at the end of March which advised that the Nazeing Parochial Church Council (NPCC) had made a decision to seek an order for the closure of Nazeing churchyard on the grounds that they are running out of burial space in the next 3 years. Cllr Joslin believed that it is for the village and not the Parish Council to decide. Cllr Benton queried whether it is closing the churchyard or closed for burials only? Cllr Joslin responded by reading from the letter and that NPCC are closing the churchyard. Cllr Stock proposed that the Parish Council object to the closure of Nazeing churchyard. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that the Parish Council object to the closure of Nazeing churchyard. In addition, that a covering letter is produced, to allow residents to be aware & respond.

c) Harlow & Gilston Garden Town Stakeholder have Webinar Events on 17/05/21 or 24/05/21. Details to be re-sent to Cllrs, who need to advise by 07/05/21 should they want to attend.

13. Leisure Centre:

Cllr Carter advised that the planning application to demolish the building, for outline planning permission for a replacement building and to erect a suitable building in the car park area for use as a Parish office has been submitted to the District Council.

Regarding the drainage issue, Thames Water have replaced the damaged drain covers, however, unfortunately, they have still not cleared the blocked drain. Thames Water have either attended on site unannounced or have scheduled an appointment to carry out the work and then cancelled it, due to other emergency works.

The Council are planning to remove the tree stumps near the Leisure Centre and once the drainage issue is resolved, can arrange for the Heras fencing to be moved closer to the building. The Nazeing Youth Football Club are training back at the playing fields at the Leisure Centre.

Cllr Stock advised that the Parish office would be located in the car park and consequently, this would impact on available parking space. Cllr Clarkson said that currently there was no parking on the Leisure Centre site and that the replacement building included in the outline planning application would have toilets. Cllr Stock

reminded Cllrs that an outline application had been submitted in order to safeguard the authorised use of the site. He also reiterated that there was no parking on the Leisure Centre site and that the football club were aware and were looking at alternative parking arrangements.

14. Planning Applications: The following applications were considered:

- (a) **Application No:** EPF/0680/21 **PN Officer:** Caroline Brown
Applicant Name: Stallan Nazeing Limited
Location: Fernbank Nursery, Nazeing Road, Nazeing, Waltham Abbey, EN9 2JN

Proposal: Application to determine if Prior Approval is required for a proposed change of use of agricultural buildings to dwelling houses (C3)- proposed x5 no. dwellings (Revised application to EPF/2727/20).

Cllr Joslin informed the Council that the applicant had previously applied for Prior Approval and this is a re-submission of that application. Cllr Benton advised that a document he had read pointed towards a lack of services as they were agricultural buildings but that these services would be needed for residential dwellings. Cllr Joslin believed that there should be adequate services as they were glasshouses.

Cllr Joslin proposed that the Council do not object to the application. Cllr Stock seconded the proposal. Four Cllrs voted in favour of the proposal and one Cllr abstained.

Resolved – no objection.

- (b) **Application No:** EPF/0027/21 **Officer:** Alastair Prince
Applicant Name: Nazeing Common Cricket Club
Location: Nazeing Common Cricket Club, Nazeing, Waltham Abbey, EN9 2DE

Proposal: Demolition of existing pavilion and replacement with a new, cricket pavilion.

The consensus of the Council was to support the application as it is an improvement on the current facility and would be beneficial for the community.

Cllr Joslin proposed to support the application, as it provides a facility to allow residents to exercise. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal.

Resolved – to support the application, as it provides a facility to allow residents to exercise.

- (c) **Application No:** EPF/0425/21 **Officer:** Zara Seelig
Applicant Name: Mr Colin Bell
Location: 82 Old Nazeing Road, Nazeing, Waltham Abbey, EN10 6RL

Proposal: New pitched roof to the outbuilding with a chimney.

Cllr Benton queried that the map was not showing any outbuilding in the garden. Cllr Stock had looked at the site and it does not appear to overlook any neighbours.

Cllr Stock proposed no objection. Cllr Carter seconded the proposal. All Cllrs voted in favour of the proposal.

Resolved – no objection.

- (d) **Application No:** EPF/0441/21 **Officer:** Zara Seelig
Applicant Name: Stuart Draper
Location: Leadale, Nazeing Road, Waltham Abbey, EN9 2HY

Proposal: Erection of fence and carport. (Revised application to EPF/1626/20).

Cllr Joslin covered some of the details from the previous planning application and in particular Highways comments, which were that the proposed development would encroach onto the highway. Previously, the Council had had no objection to the original application.

Cllr Stock proposed no objection. Cllr Carter seconded the proposal. All Cllrs voted in favour of the proposal.

Resolved – no objection.

(e) **Application No:** EPF/0638/21 **Officer:** Zara Seelig
Applicant Name: Mr and Mrs Garwood
Location: Park Cottage, Back Lane, Nazeing, Waltham Abbey, EN9 2RT

Proposal: Demolition of an existing outbuilding and the construction of ground and first floor extensions.

Cllr Joslin covered some of the details of the application.

Cllr Clarkson proposed no objection as the application improves the area. Cllr Benton seconded the proposal. All Cllrs voted in favour of the proposal.

Resolved – no objection.

(f) **Application No:** EPF/0646/21 **Officer:** Sukhvinder Dhadwar
Applicant Name: Mr Pietro Di Maria
Location: Presdale Farm House, Hoe Lane, Nazeing, Waltham Abbey, EN9 2RJ

Proposal: Erect one detached dwelling in place of the approved scheme of 3 terraced houses (EPF/0409/17). The detached dwelling will be on the same site and same footprint of the approved 3 terraced houses of EPF/0409/17. (Revised application to EPF/2135/20).

Cllr Joslin explained some of the details of the previous application and that the Council had had no objection when it was considered in October 2020. He continued by covering the District Council's reasons for refusal, which were inappropriate development within the Green Belt and that it would be of a design out of keeping with the character of the surrounding area.

Cllr Stock proposed no objection. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal.

Resolved – no objection.

(g) **Application No:** EPF/0706/21 **Officer:** David Maguire
Applicant Name: Mrs J Martin
Location: Havenslea, Nazeing Common, Nazeing, Waltham Abbey, EN9 2SD

Proposal: Enlarged front porch. Single storey rear extension with new pitched roof across the proposed and existing rear extension. Pitched roof to be fitted with two heritage style roof windows. Amended rear first floor window arrangement. Three rear facing flat roof dormer windows to facilitate a loft conversion. (Revised application to EPF/2669/20).

Cllr Joslin informed the Council that they had no objection back in December 2020 when it was considered and he continued by covering the District Council's reasons for refusal, which were inappropriate development within the Green Belt and impact of the proposal on the character & appearance of the conservation area.

Cllr Benton proposed no objection. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal.

Resolved – no objection.

(h) **Application No:** EPF/0604/21 **Officer:** Zara Seelig
Applicant Name: Mr H Hasan
Location: 23 North Street, Nazeing, Waltham Abbey, EN9 2NH

Proposal: Demolition of existing garage and conservatory and erection of single and two storey side and rear extensions incorporating integral garage and hip to gable roof.

Cllr Joslin believed that there is sufficient space beside the property for the proposed development and sufficient space for parking.

Cllr Clarkson proposed no objection as the development is not out of keeping with the street scene. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal.

Resolved – no objection as the development is not out of keeping with the street scene.

(i) **Application No:** EPF/0822/21 **Officer:** Alastair Prince
Applicant Name: Mr Mormenekse
Location: Sedge Gate House, Sedge Green, Nazeing, Waltham Abbey, EN9 2PA

Proposal: Single storey rear extension and raising of roof to facilitate additional floor.

Cllr Stock advised that the proposal is to raise the roof height by 1.5m and that this is not a significant increase.

Cllr Carter proposed no objection. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal.

Resolved – no objection.

(j) **Application No:** EPF/0827/21 **Officer:** Alastair Prince
Applicant Name: Mrs Samantha Curtis
Location: 84 North Street, Nazeing, Waltham Abbey, EN9 2NW

Proposal: Rear dormer with Juliet balcony and lantern roof light to existing single storey extension.

No concerns were raised by the Council.

Cllr Stock proposed no objection. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal.

Resolved – no objection.

(k) **Application No:** EPF/0865/21 **Officer:** Brendan Meade
Applicant Name: Mrs Jackie Wilson
Location: West Egg, Riverside Avenue, Nazeing, Waltham Abbey, EN10 6RB

Proposal: Proposed loft extension (Revised application to EPF/0060/21).

Cllr Joslin informed the Council that they had no objection when it was considered previously and he continued by saying that the revisions to the application have taken into account the reasons for the District Councils refusal of the application. Cllr Joslin then covered the reason for the District Councils refusal, which was due to the design and scale of the proposed roof, as it does not enhance the existing building.

Cllr Clarkson proposed no objection. Cllr Carter seconded the proposal. Four Cllrs voted in favour of the proposal. It was noted that Cllr Stock abstained from voting.

Resolved – no objection.

These are provided for information only, EFDC do not normally accept comments on these applications.

(l) **Application No:** EPF/0597/21 **DRC Officer:** Sophie Ward Bennett
Applicant Name: Mr Martin O'Brien
Location: Patience Cottage, Belchers Lane, Nazeing, Waltham Abbey, EN9 2SA

Proposal: Application for Approval of Details reserved by conditions 4"samples of the types and colours of the external finishes", 7"details of foul and surface water disposal ", 8" hard and soft landscape works" & 9"Tree Protection Plan Arboricultural Method Statement and site monitoring schedule" for EPF/2067/17. (Existing bungalow and annexes and other outbuildings to be replaced by 4 x 4 bedroom semi detached dwellings).

Resolved – no comment.

(m) **Application No:** EPF/0859/21 **Officer:** Caroline Brown
Applicant Name: Mr Robert Currell
Location: Hillview, St Leonards Road, Nazeing, Essex, EN9 2HQ

Proposal: Prior approval for enlargement of dwelling by construction of additional floors.

Cllr Joslin covered the details of the planning application. Since it appeared that the application was made on the basis of Permitted Development rights, normally the Council would not comment and the development would proceed. A previous application had been granted consent but was subject to a condition, which was not acceptable to the Applicant's funders. Accordingly the Applicant requested a variation of the condition but this was refused.

Cllr Stock proposed that the Council requests that the District Council reconsiders its decision on the application for variation of the condition in order to avoid what would evidently be a most unsightly building being erected on the land. Cllr Carter seconded the proposal. All Cllrs voted in favour of the proposal.

Resolved - the Council requests that the District Council reconsiders its decision on the application for variation of the condition in order to avoid what would evidently be a most unsightly building being erected on the land.

(n) **Application No:** EPF/0724/21 **CLD Officer:** Sukhvinder Dhadwar
Applicant Name: Mr & Mrs McMillan
Location: Spencer House, Nursery Road, Nazeing, Waltham Abbey, EN9 2JF

Proposal: Application for a Lawful Development certificate for a proposed single storey rear extension & a new outbuilding.

Resolved – no comment.

(o) **Application No:** EPF/0738/21 **DRC Officer:** Sophie Ward Bennett
Applicant Name: Mr T Higgs
Location: Land adj Garden House, Laundry Lane, Nazeing, Waltham Abbey, EN9 2DY

Proposal: Application for approval of details reserved by condition 3 'Materials' condition 5 'Wheel Washing', condition 7 'Flood Risk Assessment', condition 8 'Foul Water Disposal', condition 11 'Water Calculation' and condition 12 'Electric Vehicle Charging Points' on planning permission EPF/1230/20 (Reserved matters application for demolition of existing garage and erection of dwelling using existing site access).

Resolved – no comment.

15. Application from Essex County Council (ECC):

The following application request from ECC was considered:

Application No: CC/EPF/42/21

Proposal: The removal of an existing temporary classroom and the construction of a permanent teaching block to accommodate 2no classrooms and associated ancillary accommodation. The provision of a new Multi Use Play Area (MUPA).

Location: Nazeing Primary School, Hyde Mead, Nazeing, Waltham Abbey EN9 2HS

Cllr Clarkson proposed that the Council fully support the application, the school children need the permanent classrooms and a secure environment for their education. Cllr Benton seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that the Council fully support the application, the school children need the permanent classroom and a secure environment for their education.

16. Planning Appeals:

The following appeals that have been linked by the Planning Inspectorate were considered:

a) **Application No:** EPF/2606/20 **Officer:** Alastair Prince **Applicant Name:** Mr J Evans

Site Address: Orchard Leigh House, Nursery Road, Nazeing, Waltham Abbey, EN9 2JF

Proposal: Application for a Lawful Development Certificate for existing use of a residential dwelling without compliance with agricultural tie.

Reason for Appeal: Against a Refusal **Appeal Type:** Public Inquiry and a site visit

Reference APP/J1535/X/21/3272066 comments no later than 04/06/2021.

Cllr Stock proposed that the Council do not comment. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that the Council do not comment on the appeal.

b) **Application No:** EPF/2607/20 **Officer:** Caroline Brown **Applicant Name:** Mr J Evans

Site Address: Messengers Nursery, Nursery Road, Nazeing, Waltham Abbey, EN9 2JF

Proposal: Application for a Lawful Development Certificate for Existing use of site for storage or Distribution.

Reason for Appeal: Against a Refusal **Appeal Type:** Public Inquiry and a site visit

Reference APP/J1535/X/21/3272068 comments no later than 04/06/2021.

Cllr Stock proposed that the Council do not comment. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that the Council do not comment on the appeal.

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

a) Cllrs Clarkson, Joslin and Stock attended a planning briefing training session, which provided some useful information. Also that Nazeing could / should have their own Local Plan. Cllr Stock advised the Council that High Ongar Parish Council are no longer considering planning applications from Epping Forest District Council.

18. Information Items.

a) Nazeing Litter Pickers Schedule April to October 2021 is on the website and on noticeboards (space permitting).

19. Items for the next agenda.

None.

20. Date of next meeting of Full Council. 27th May 2021.

21. Assistant Clerk Recruitment.

Cllr Carter advised that following the structured interview process, it has been agreed to offer the position of Assistant Clerk to one of the applicants, subject to references.

22. Exclusion of public and press.

Cllr Benton proposed to exclude members of the public and press due to the confidential nature of the business to be transacted. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that due to the confidential nature of the business to be transacted members of the public and press should be excluded from the remainder of the meeting.

23. Assistant Clerk.

Following a discussion, Cllr Carter proposed the Council accept the recommendation of the Personnel Committee that the spinal salary point for the position of Assistant Clerk is Spinal Column Point (SCP) 5 on the National Joint Council for Local Government Services (NJC) pay scales as implemented on 1 April 2020. Cllr Stock seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that the position of Assistant Clerk is SCP 5 on the NJC pay scales as implemented on 1 April 2020.

24. Clerks Workload and Additional Hours.

Following a discussion, Cllr Stock proposed the Council accept the recommendation of the Personnel Committee that the Clerk can continue to work up to 12 additional hours per week for three months after the Assistant Clerk has started at the Council. Cllr Clarkson seconded the proposal. All Cllrs voted in favour of the proposal. It was resolved that the Clerk can continue to work up to 12 additional hours per week for three months after the Assistant Clerk has started at the Council.

Closed 9:48pm.

Signed by the Chairman: **Date:**