

NAZEING PARISH COUNCIL

Minutes of the Full Council Meeting held on Thursday 22nd December 2022 at 8:05pm at the Scout Hut, Perry Hill, Middle Street, Nazeing.

Members present: Cllrs Carter (Chairman), Benton, Elton, Joslin, Judge, O'Connor Shorter and Wagg.

Also present: Lorraine Ellis (Clerk), 2 members of the Public.

22/274. Welcome and Introductions:

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

22/275. Apologies for absence:

Cllr Stock. Apologises noted from District Cllr Avey.

22/276. Public participation in relation to items on the agenda:

One resident asked to speak on items 22/279 c & d and Cllr Carter proposed that he participates when that item is considered by the Council.

22/277. Declarations of Interest:

None.

22/278. Approval and signing of minutes:

a) The minutes of the Full Council meeting held on 24th November 2022 were approved with no amendments and were signed by the Chairman.

b) The minutes of the Planning Committee meetings held on 10th November were noted.

22/279. Planning Applications: The following applications were considered:

(a) Application No: EPF/2417/22

Officer: Kie Farrell

Applicant Name: Mr J. Jackman

Site Address: 67, Palmers Grove, Nazeing, Waltham Abbey, EN9 2QE

Proposal: Construction of new dwelling with associated car parking

It was noted that Cllrs Joslin and Judge joined the meeting at this point.

Resolved – no objection.

(b) Application No: EPF/2614/22

Officer: Loredana Ciavucco

Applicant Name: Miss C. Smith

Site Address: 15 Wheelers Green, Middle Street, Nazeing, Waltham Abbey, EN9 2LF

Proposal: Proposed dropped curb outside property to the drive.

Resolved – no objection.

(c) Application No: EPF/2601/22

Officer: Muhammad Rahman

Applicant Name: Lifestyle Care and Community Ltd

Site Address: Land to the South & East of the former Chimes Garden Centre & Rear of 95 Old Nazeing Road, Nazeing, Waltham Abbey, EN10 6RJ

Proposal: Outline application for the redevelopment of the site to provide up to 52 later living apartments (Extra Care Housing) (use class C2) incorporating a convenience shop and café (use class E); 13 retirement cottages (Extra Care Housing) (use class C2); 10 self-build & custom build houses (use class C3); 4 starter homes (use class C3) at 80% of Open Market Value; 1 market dwelling (use class C3); associated mini-roundabout access, open space, bowling green, children's play area and improved local bus service; all matters reserved except access.

As items c) and d) are almost identical, they were discussed and considered together.

(d) Application No: EPF/2602/22

Officer: Muhammad Rahman

Applicant Name: Lifestyle Care and Community Ltd

Site Address: Land to the South & East of the former Chimes Garden Centre & Rear of 95 Old Nazeing Road, Nazeing, Waltham Abbey, EN10 6RJ

Proposal: Outline application for the redevelopment of the site to provide up to 52 later living apartments (Extra Care Housing) (use class C2) incorporating a convenience shop and café (use class E); 13 retirement cottages (Extra Care Housing) (use class C2); 10 self-build & custom build houses (use class C3); 4 starter homes (use class C3) at 70% of Open Market Value; 1 market dwelling (use class C3); associated mini-roundabout access, open space, bowling green, children's play area and improved local bus service; all matters reserved except access.

The applicant's representative advised the Council that the scheme has not changed at all since it was presented to the Council at the pre-application stage. He covered the details of the application, which now includes the Section 106 agreement. The applications are very similar, the only difference being that in one the four proposed starter homes would be at a 70% discount of Open Market Value whilst in the other the discount would be 80%. The representative went on to explain the applicant's reasons for submitting two applications.

Cllrs commented on the proposals and the majority were in agreement that these will improve the Chimes site and this type of accommodation is needed in Nazeing.

Resolved – that the Council fully support application EPF/2602/22 because the following will be specifically provided:

- i) **Assisted living apartments and care facilities,**
- ii) **A new children's play area which will also be available for use by the residents of the completed phases of the Chimes development,**
- iii) **Four starter homes,**
- iv) **Ten self-build homes,**
- v) **Financial contribution to Epping Forest Community Transport, which will provide an improved bus service to Nazeing and residents of Riverside ward,**
- vi) **A roundabout at the entrance to the Chimes site and**
- vii) **Communal facilities.**

Resolved – that the Council support application EPF/2601/22, although the Council's preference is for application EPF/2602/22 as the starter homes are at 70% of Open Market Value. The reasons for supporting the application are the same as for application EPF/2602/22.

The Council will request District Cllrs Bassett and Pugsley to call in both applications namely EPF/2602/22 and EPF/2601/22.

(e) Application No: EPF/1431/22 **Officer:** Sukhvinder Dhadwar
Applicant Name: STUK06 Limited
Site Address: St Leonards House, St Leonards Road, Nazeing, Waltham Abbey, EN9 2HG

Proposal: The restoration and conversion of St. Leonards House and the adjacent dairy building into eight apartments and one two storey, one bed dwelling.

Resolved – that the Council support the application, for the following reasons:

- i) The property is a listed building, it is worth retaining and the proposed development would prevent the building falling into further disrepair,**
- ii) It will provide a number of homes, all within reasonable distance of facilities (of Waltham Abbey).**

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

(f) Application No: EPF/2742/22 **DRC Officer:** Sukhvinder Dhadwar
Applicant Name: Mr F. Tagliarini
Site Address: Utopia, Pecks Hill, Nazeing, Waltham Abbey, EN9 2NX

Proposal: Application for Approval of Details reserved by conditions 4 "foul & surface water disposal" & 5 "contamination" for EPF/0617/19. (Demolition of existing dwelling and outbuilding and erection of 2 detached dwellings (revised application to EPF/3382/18).

Resolved – no comment.

(g) Application No: EPF/2765/22 **DRC Officer:** Sukhvinder Dhadwar
Applicant Name: Mr D. Padalino
Site Address: The Mead, River View, Nazeing New Road, Nazeing, Waltham Abbey, EN10 6GG

Proposal: Application for Approval of Details reserved by condition 5 "Regulation 77 Habitats" for EPF/2274/21. (Proposal of new dwelling on detached blocks of flats).

Resolved – no comment.

22/280. Adjacent Authority Amended Outline Planning Application:

a) East Herts Council have advised Epping Forest District Council that they are reconsulting on minor amendments to the application Reference 3/19/1045/OUT. Outline Planning Permission with all matters reserved apart from external vehicular access for mixed use development of up to 8,500 homes - part of the Gilston Area (extract only).

Resolved – to write to East Herts Council and copy the District Council, to advise that the Council have no objection to the minor amendments.

22/281. Financial Matters:

- a)** It was resolved to authorise:
- i)** Payments totalling £17,694.47

ii) Transfer of £7,000 between bank accounts for December expenses. The Financial Summary for December 2022 was approved and signed by the Chairman.

b) It was noted that Cllrs Carter & Judge (both authorised signatories on the bank account) will set up & approve direct credits this month. **Action Cllrs Carter & Judge.**

22/282. Provision of HR support for the Council.

It was resolved that some investigation is undertaken for the provision of HR (Human Resources) support for the Council, as the Council currently has no HR department or access to HR support.

22/283. Risk Assessment.

It was resolved that the current Risk Assessment process is replaced with the following:

- i) A Risk Management Policy, which will include a methodology.
- ii) Documented Risk Assessments, which feed into a Risk Register.
- iii) An Action Plan, produced from the Risk Register.

22/284. Communication to Residents.

Following discussion, it was agreed to establish a working group to investigate using the current website or a new website, to help improve communication to residents. This would be via an online facility that captures resident's details and emails would then be issued by the Clerk / Assistant Clerk to residents. In addition, to also investigate introducing new email addresses for Cllrs.

Cllrs Elton and Wagg agreed to be on the working group. **Action Cllrs Elton & Wagg.**

22/285. Council Projects.

Document circulated to Cllrs. It was resolved to update the Council Projects document with the following three projects:

- i) Provision of HR support for the Council,
- ii) Replacement of current Risk Assessment Process,
- iii) Improve Communication to Residents and investigate introducing new email addresses for Cllrs. It was noted that an estimate of hours would be required for this project.

22/286. Amenity Matters:

a) Defibrillators within the Parish. All the defibrillators are now in place and the Ambulance Service advised that all three defibrillators have been deployed recently, however, it appears that none have actually been used. The training session is booked for 02 February 2023 at 7pm in the Scout Hut. Details will be publicised in the new year.

b) Checking the Defibrillators within the Parish. It is recommended that the defibrillators are checked weekly. The Clerk reminded Cllrs that they had agreed to be guardians for the equipment. She explained then when a defibrillator had been deployed by the Ambulance Service, it could not be used again until it had been checked and a report submitted. Cllr Judge offered to check the defibrillator at the Kings Harold Public House and Cllr Elton offered to check the defibrillator at Chimes. Cllr Carter already checks the defibrillator at the Parade. Defibrillator training and access to the Community Heartbeat system will be arranged.

c) The Play in the Park programme is being run by Epping Forest District Council for 2023. It was resolved that the Council would still like to participate and pay for two Play in the Park sessions, at £140/session. It was noted that the cost of the sessions has increased significantly this year.

22/287. Interim Internal Audit 2022/23:

a) The completion of the Interim Internal Audit on 29/11/22 and the contents of the 2022/23 Interim Audit Report were noted.

b) It was noted that the auditor concluded that the Clerk & Council have maintained adequate and effective internal control arrangements with no significant concerns or issues identified at this stage of their review.

c) There were two recommendations by the auditor:

i) The clerk should liaise with the payroll provider ensuring that her pension contribution rate is amended accordingly. This has been actioned this month.

ii) Consideration should be given to the diversification of the placement of surplus funds. It was resolved that this is considered at a Finance committee meeting.

22/288. CiLCA Training.

Following discussion, it was resolved to provide full support for the Clerk to undertake the CiLCA training, course attendance hours, any prerequisite core training courses and study hours.

22/289. Precept 2023/24.

a) New projects / expenditure required for 2023/24. The Clerk had circulated details to Cllrs of proposed new projects, possible new large projects (financially) and other expected expenditure. No further new projects or expenditure was identified by Cllrs. It was agreed to include a five percentage uplift on current expenditure for the budget.

b) It was resolved to schedule a Finance committee meeting to review the first draft of the Precept for 2023/24 on the 05/01/23 instead of a Full Council meeting.

22/290. Demolition of the Leisure Centre.

Following the demolition of the Leisure Centre, there is an issue with the water supply and sanitation services for the office. Consequently, the Clerk and Assistant Clerk will have to work from home until the issues have been resolved. The plumber is due to attend onsite on 10/01/23.

It was resolved that the Clerk investigate the feasibility of utilising a container that Cllr Shorter has available, to store and retain Council property.

22/291. Pound Close Playground Refurbishment.

The Clerk informed the Council that, weather permitting, equipment etc is being delivered to site on 04/01/23 and work will begin that week on the installation. The following week, remaining kit delivered and installed, surfacing the week after and sign off w/c 23/01/23. Pound Close residents will be advised on 23/12/22 of the Playground Refurbishment schedule.

22/292. Reports from Councillors who have attended other meetings/ events.

a) Cllr Benton attended a carol concert at the congregational church on 11/12/22.

b) Cllr Wagg attended the Area Planning Sub-Committee West on 07/12/22 (EPF/1954/22 Building Yard, Keyzers Road), via a webinar.

22/293. Information Items.

a) Broxbourne Station Bridge Works. To note that the Parish Council is continuing with regular meetings with Network Rail & J. Murphy & Sons Limited and information will be added to the Parish Council website.

b) Cllr Carter advised that Harlow Council have purchased the Harvey Centre and suspects that the Council will move towards having more community facilities in the centre rather than shops.

c) Cllr Carter also advised that the Borough of Broxbourne have been informed by the Home Office that they will be placing newly arrived asylum seekers into a hotel in Cheshunt.

22/294. Items for the next agenda.

a) Cllr Judge advised that he has been contacted by someone interested in using the football pitches at Bumbles Green. The Clerk asked that they send the request in writing to the Council and it can be included on the agenda at this point, which was agreed.

b) Cllr Shorter advised that he had been contacted by someone who has an agricultural tie on their property and they have recently received an enforcement notice from the District Council. District Cllr Bassett is assisting the owners. The Clerk advised that she had informed Cllr Bassett to contact her if he required the issue to be raised with the Parish Council. The Clerk suggested that it be included on the agenda at this point, which was agreed.

22/295. Date of next meeting of Full Council. 26th January 2023.

22/296. To formally close the meeting:

Cllr Carter wished everyone a Merry Christmas & Happy New Year and closed the meeting.

Meeting closed 10:07pm

Signed by the Chairman:

Date: