

STANFORD RIVERS PARISH COUNCIL

Ware Farm, The Street, High Roding, Essex, CM6 1NT
Tel: 077 377 36365 **Email:** stanfordriverspc@gmail.com

Adriana Jones
Clerk to the Council

TO: ALL COUNCILLORS

You are hereby summoned to attend a Meeting of the **Parish Council** which will be held on **Thursday 11th July 2024** in the **Toot Hill Village Hall**, Toot Hill at **5.30pm** to transact the business shown in the agenda below.



Adriana Jones, Clerk to the Council
 6th July 2024

AGENDA

QUESTIONS FROM MEMBERS OF THE PUBLIC

To **RECEIVE** questions from members of the public at **5.30pm**.

In accordance with an agreed procedure, the time allocated for public questions shall be limited to 10 minutes or such other period determined by the Chairman of the Meeting.

1. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

Any Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.

4. CO-OPTION OF COUNCILLORS

To **CONSIDER** any co-options for the vacant Councillor position.

5. CONFIRMATION OF MINUTES

To **APPROVE**, as a correct record, the Minutes of the Annual Parish Council meeting held on 9th May, and Extraordinary meeting of 18th June 2024, as attached to the agenda.

6. MEMBERS REPORTS

To receive brief reports from Members and to **RECEIVE** any questions emanating from those reports:

- Chairman's Report
- Vice Chairman's Report
 - *D-Day Commemorative event*
 - *Gigaclear Contract Price increase*
- District and County Councillor Reports
- Parish Councillors Reports

7. CLERKS REPORT

To **RECEIVE** the oral report of the Clerk on matters which may be of current interest to Members and which require a formal update, and to **RECEIVE** such correspondence and communication as the Clerk may place before the Council, which at the time of printing the agenda includes the following:

- The Clerk is now receiving the outcome of planning appeals direct from EFDC
- EFDC has launched its new Community Lottery – full details can be found at <https://www.eppingforestcommunitylottery.co.uk/#offer-home-block>

- Ride London feedback survey – link has been posted on social media <https://forms.monday.com/forms/e8cb558a2f9b637928c687be42d8a930?r=use1>
- A decision as to whether to hold a First Aid course will take place at the September meeting following the next edition of News and Views
- Essex Salt Partnership – closing date 22nd July 2024
- Clerk still to order new Christmas Lights for the tree
- Understand that two sets of 5 day closures of Shonks Mill have now been completed
- Emails received from ECC Highways regarding 40mph signage that has appeared on some of the ECC posts on the A113 London Road, Stapleford Tawney. Not in our Parish, so Clerk directed her to correct parish council.
- Annual Return 23/24 information submitted to external auditor and published on website.

8. SOLAR FARM

Councillors will recall the consultation in 2023 for the possible solar farm on land off Berwick Lane. In June, household in the Parish received a leaflet advising of the revised suggestions for a Solar Farm. The Clerk has also received direct correspondence, and the Parish Council is being asked for feedback on the new proposals. Councillors should note that although a formal planning application has not yet been received, it a planning application for an Environmental Impact Assessment screen opinion has been made and decided - EPF/1142/24 - https://eppingforestdc.my.site.com/pr/s/planning-application/a0hTv000000DoyHIAS/epf114224?c_r=Arcus_BE_Public_Register. The response to this screening opinion states the following:

“Taking into account the above criteria’s, it is considered that; whilst the scale of the development is substantial, the proposal is not located within a sensitive area as defined in regulation 2(1) of the EIA Regulations. In addition, the nature of the proposal is that it has a limited lifespan, and the land can easily be restored to its former state. The site is accessible from the existing road network and does not require significant infrastructure changes in the locality. Nothing in the submission suggests that the development which would have an unusually complex or potentially hazardous environmental effects. Thus, any potential impacts of the development would be localised and can be mitigated by suitably worded planning conditions and/or planning obligations, subject to detailed assessments on the relevant Planning Considerations. As such the development would not give rise to significant effects on the wider environment and therefore the proposal is not considered to require an Environmental Impact Assessment. “

Councillors should also be made aware that there is a further sentence within the screening opinion which states the following:

“Notwithstanding the above, a recent similar development has come forward (currently at pre-app stage) which would extend from this site to the north, so there may be a cumulative impact should both schemes come forward together and be approved.”

The Clerk has contacted the site promoters of the Solar Farm to ask them for further information on this statement. Councillors are asked to **CONSIDER** this matter, taking into account this is an informal consultation.

9. NEIGHBOURHOOD WATCH

To **RECEIVE** an update on the Stanford Rivers Neighbourhood Watch Scheme.

10. VILLAGE SIGN FOR STANFORD RIVERS

At the May meeting, Cllr Adams asked that this matter was placed on the next agenda. Stanford Rivers Parish has a sign located on Jubilee Green, located on the old ‘United Reform Church’ which burnt down on the site. It was erected to mark the Millennium on the site, and the sign was specifically designed to include an image of the old chapel building, and was a contemporary design to signify the location of the church. It is unclear however if this was a formal village sign. Cllr Adams is asked to provide an update and Councillors are asked to discuss this matter.

11. WORKING GROUPS

To receive an update from the various working groups, and **AGREE** any action that is needed:

1. Solar Panels at Village Hall Working Group

Councillors are asked to **NOTE** that The Parish Council has been successful in its National Lottery Funding bid of £20,000 towards placing solar panels on the roof of the Toot Hill Village Hall. Together with the other funding received, this totals £35,000 in grant funding, along with £15,000 from earmarked

reserves. The Working Group have met and will provide an update at the meeting, including changes regarding the date of need to spend the Rural Prosperity Fund grant award.

2. CCTV at Village Hall

Whilst the working group have not yet met, the Clerk would like to raise the following. At the Budget/Precept meeting in January, the Parish Council agreed to earmark funds towards the purchase of CCTV for the Village Hall. The Clerk has completed some research into this, and there is a responsibility on Local Authorities that they must have “*A clear legal basis for the use of CCTV, and must take into account the nature of the problem they are seeking to address; whether a surveillance system would be a justified and an effective solution, whether better solutions exist, what effect its use may have on individuals, and whether in the light of this, its use is a proportionate response to the problem. The fact that it is possible, affordable or has public support should not be the justification for processing personal data.*” As such, the Clerk wonders if perhaps a starting point in terms of the first security measure should be to place a coded lock on the entrance gate to the hall. This could then be reviewed in 12 months time, and revisited if necessary. Councillors are asked to **CONSIDER** this suggestion.

12. STAPLEFORD ABBOTTS PARISH COUNCIL CALL TO ACTION

The Clerk has received an email from Stapleford Abbots Parish Council following a proposal that was raised at their last meeting. They state they are aware there is a lot of untapped local knowledge in the small councils in this area, and a lot of expertise and common interests that could be shared. They would like to create a space where all councillors and officers could get together and share knowledge and solutions for mutual good, stating that our rural area often feels forgotten, being as it is in the outer reaches of the Epping Forest district. Events could be held remotely in the evening. They state that planning rules, regulations and practices seem to get more obfuscated every day, and EFDC officers do not necessarily spend the time they did pre-pandemic on the actual beat, so a group of local councils may help to regulate applications. Former district councillors still on the parishes would have the chance to guide and advise. Councillors are asked if they would like to be part of this initiative.

13. .GOV EMAIL ADDRESSES

The March 2024 Practitioners Guide on accountability and governance states that ‘every authority should have an email account that belongs to the council and to which the council has access’. It goes on further to state that Parish Councils are advised to use a .gov.uk domain for their websites and email communications, stating that the community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. This Parish Council already owns stanfordrivers-pc.gov.uk, however it is not used as its email addresses. Council is asked to **CONSIDER** moving emails to the .GOV domain, which would include a cost of hosting email.

14. OPEN SPACES AND GROUNDS MAINTENANCE

- a) **Tree on Jubilee Green** - Has this been cut – what further action is necessary.
- b) **Parking on small green verge at entrance to Toot Hill Road** – Clerk placed notices on cars, and on the road sign – area cars still parking there? The grass does seem to have been cut each time the Clerk goes by.

15. VEHICULAR SPEEDING AND SAFETY MATTERS IN THE PARISH

To **CONSIDER** the following matters:

- a) **Community Speedwatch**
To receive an update on matters concerning the Community Speedwatch Programme.
- b) **Speederbot**
To receive an update on any matters concerning the speederbot Programme.

16. CHANGES TO PLANNING AT EFDC

On 28th May 2024, EFDC Cabinet considered a report from the Planning Advisory Service regarding possible changes to how Planning will operate at EFDC and thus the rest of the district. This report was commissioned following EFDC identifying it was potentially under threat of designation under section 62B of the Town and Country Planning Act 1990 due to the quality of major applications decision-making. The maximum percentage that the Government considers acceptable when it comes to major planning decisions overturned at appeal is 10%. EFDC narrowly avoided the threat of designation with 9.8%, and as such this review will be used as part of EFDCs action plan to identify what improvements the council can put in place so that it avoids the threat of designation over the quality of decision-making in the future. It was agreed at the Cabinet meeting on 28th May to accept the recommendations (in that changes are needed) with a Council Member workshop to discuss the possible changes taking place on 19th June, after which it goes to the Constitution Working Group to finalise the details, with a full report and recommendations going to EFDC Full Council meeting on 8th August. The relevant links should Councillors wish to read further are below:

- Webcast of Cabinet meeting - Cabinet - Tuesday 28 May 2024 https://eppingforestdc.public-i.tv/core/portal/webcast_interactive/881604/start_time/171000
- Planning Advisory Services report – <https://rds.eppingforestdc.gov.uk/documents/s118965/280524%20Cabinet%20report%20Appendix%2001.pdf>

Councillors are asked to **NOTE** these possible changes, with further updates available in the coming months.

17. PLANNING APPLICATIONS

Councillors are asked to **CONSIDER** the following matters:

1. To CONSIDER any planning applications submitted to the Parish Council for comment as detailed below		
EPF/0840/24 & EPF/1025/24	Steers Farm, School Road, Stanford Rivers, Ongar, CM5 9SD	Proposed conversion of existing barns & carport to two four bedroom houses, and Listed Building application for the same. https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv0000007jZt
EPF/1159/24	3 Church Cottages, Rosary Cottage, Church Road, Stanford Rivers, Ongar, CM5 9PS	Extensions and remodelling works to the main dwelling https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000000EMzx
EPF/1260/24 & EPF/1263/24	Clarks Farm, Mutton Row, Stanford Rivers, Ongar, CM5 9QH	Alterations and conversions of outbuilding to the south of Clarks Farmhouse to be used as an annexe, and listed building application for the same. https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000000Ih05
2. To NOTE any planning applications that have been responded to via the Clerks delegated powers		
EPF/1120/24	Little Croft, Toot Hill Road, Ongar, CM5 9QP	Variation to condition 2 'Plan no's' on planning permission EPF/2538/22 (The development proposes to demolish and remove the existing stables and barn and replace this with a new detached single storey dwelling slightly larger than that recently granted NO OBJECTION
EPF/1105/24	Wayletts, 28 London Road, Stanford Rivers, Ongar, CM5 9QD	Two storey detached garage
<i>Whilst it is noted that the applicant has altered the design of the proposed garage building, it continues to OBJECT to this application broadly due to same reasons as the previous application. The parish council supports the removal of the dormer windows and large glass windows, however in terms of the height of the proposed building, it has only been reduced very slightly. The Parish Council sees no justification for storage above this proposed garaging which is contributing to the excessive height given the numerous other buildings on site and the size of the site itself, as well as taking into account its location and the impact such a high building would have on the visual elevations. Whilst the changes made from the previous application are in the right direction, they do not go far enough to mitigate the detrimental impact.</i>		
EPF/1042/24	12, Epping Road, Stanford Rivers, Ongar, CM5 9SQ	Proposed first floor rear extension to create a master bedroom, walk in wardrobe and shower room. The extension will have a double gable pitched roof. The rear elevation will have doors with side glazed screens and Juliet balcony. A further single window NO OBJECTION
EPF/0998/24	Surrywood, 12 London Road, Stanford Rivers, Ongar, CM5 9PH	Demolition of the existing bungalow and the construction of a proposed new two storey dwelling
<i>The Parish Council has NO OBJECTION to this application, subject to:</i>		
<ul style="list-style-type: none"> • <i>A condition being attached to any permission that the external materials used should be dark in nature, preferably black or very dark timber cladding, so as to blend in with the adjacent landscaping and create a 'blended' street scene.</i> 		

- **Permitted development rights being removed, given that the extent of the additional floor space for the replacement property has been justified in the planning statement by the use of alternative options of extensions via available permitted development rights.**

Informative

The Parish Council would like to advise the LPA that there is a section at the front of the property, adjacent to Jubilee Green sited next door, that is rented by the applicant from Essex County Council, which falls within the red line site boundary as submitted as part of the application.

3. To NOTE any planning applications upon which EFDC do not accept comments

EPF/1248/24	Land North of Shonks Mill Bridge, Shonks Mill Road, Stapleford Tawney	Application for approval of details reserved by condition 11 'Hard and Soft Landscaping' on planning permission EPF/2702/22 (A Hybrid planning application. Full planning application for a Flood Storage Area upstream of the M25 on land to the north of Shonks Mill Bridge, Shonks Mill Road, near Stapleford Tawney, Essex. It will provide protection for flood events up to the 1 in 200 year occurrence for properties downstream of the FSA, predominantly in the London Borough of Redbridge. Outline application for 2 replacement dwellings that need to be built to replace 2 that will be lost as part of the FSA) https://eppingforestdcpr.force.com/pr/s/planning-application/a0hTv000000Frbt
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4. To NOTE any other planning matters

NIL

5. To NOTE the following planning decision by EFDC

EPF/0522/24	Murrells Farm , London Road, Stanford Rivers, Ongar, CM5 9QE	Prior approval for change of use from agricultural building to dwelling.	Approve with Conditions PC had no objection
EPF/0581/24 & EPF/0582/24	40, Berwick Lane, Stanford Rivers, Ongar, CM5 9PY	Erection of a ground floor extension to the north-east corner with a cat-slide roof and internal alterations to change kitchen and bathroom locations; insertion of a window to the rear outbuilding and the rebuilding of its chimney stack to match existing, and Grade II listed building application for the same	Approve with Conditions PC had no objection
EPF/0761/24	Grove Cottage, 22 Epping Road, Stanford Rivers, Ongar, CM5 9SQ	Single storey extension to rear and side.	Approve with Conditions PC had No objection
EPF/0728/24 CLD (E)	Clements Farm, Toot Hill Road, Ongar, CM5 9LL	Certificate of existing lawful use for the continued use of the outbuilding as ancillary living accommodation.	Lawful PC not able to comment
EPF/0978/24 NMA	37, Cedar Lodge, Berwick Lane, Stanford Rivers, Ongar, CM5 9PZ	Non Material Amendment to EPF/2798/23 (Two storey side extension)	Approve PC not made aware - Removal of canopy roof above porch & Minor alterations to fenestration PC not able to comment
EPF/0355/24	43, London Road, Stanford Rivers, Ongar, CM5 9PH	Proposed siting and operation of a tower crane.	Refused Reason of green belt and impact on heritage PC Objected
EPF/1142/24	Land at Nickerlands, Berwick Lane, Stanford Rivers, Ongar, CM5 9PX	(EIA) Screening Opinion - Solar Farm	Not Required Detailed within the agenda

EPF/0815/24	Oak Lodge Stud, Mill Lane, Stanford Rivers, Ongar, CM5 9SF	Application for variation of condition 2 'Plan no's' on planning permission EPF/1434/23 (Demolition of existing stables, menage, round pen and field shelters and consolidation of surrounding areas to create one new residential dwelling with prescribed dom...	Approve with Conditions PC had no objection
EPF/0486/24	Land adjacent to Willows End, Cumley Road, Toot Hill, CM5 9SJ	Construction of new dwelling.	Refuse PC Objected Refused for reasons of Size, size of basement, ridge height when compared to neighbours dwelling
EPF/0326/24	Land at Mill Lane, Toot Hill, CM5 9SF	Removal of existing stables, barn and menage and construction of a single dwelling.	Refuse PC had no objection, but made comments. Refused for reasons of green belt, outside settlement boundary, and harmful to character of area
EPF/1042/24	12, Epping Road, Stanford Rivers, Ongar, CM5 9SQ	Proposed first floor rear extension to create a master bedroom, walk in wardrobe and shower room. The extension will have a double gable pitched roof. The rear elevation will have doors with side glazed screens and juliet balcony. A further single window	Approve with Conditions PC had no objection

18. TOOT HILL SHOW

A reminder that the Clerk and Chairman will be in attendance at the Toot Hill Show on Saturday 3rd August. The Clerk will need Community Speedwatch paraphernalia, and the speed gun. The organisers have advised that they have not received any additional offers of help this year, and that this truly may be the last show.

19. VAS

The Clerk has been in contact with Westcotec who originally installed the VAS near Bridge Farm. The VAS was installed over 20 years ago, and at this stage Westcotec could not state if they could repair the sign. They would need to conduct a site visit in order to establish this, the cost of which would be £175 plus VAT. Councillors are asked to **CONSIDER** this.

20. TOOT HILL VILLAGE HALL

- a) Solar Panels for Roof – earlier in the agenda.
 - b) Local Authorities have a responsibility under the Prevent Duty (Section 26 of the Counter Terrorism and Security Act 2015) to help prevent the risk of people becoming terrorists or supporting terrorism. One of these requirements is about 'reducing permissive environments' and focuses on our Venue Hire and IT policies. All venues run by Local Authorities are expected to have measures in place to ensure their facilities are not exploited by radicalisers. This will include a statement within their venue hire policy that makes it clear to the hirer that it is not to be used by any groups or speakers in support of any extremist ideology. Councillors are asked to **CONSIDER** an amendment to the Terms and Conditions of hall hire to this effect.
 - c) Lights in hall – The Chairman has changed the lights on the walls at the village hall, replacing halogen with LED, and also purchasing some uplighters. An update will be given on the strip lighting.
 - d) The Clerk requested the Grounds Maintenance contractor cut back the hedge to village hall prior to the General Election to ensure the hall was fully accessible.
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21. NEWS AND VIEWS

A mini News and Views was issued at the end of May, emailed to the Councils contact list, and hand delivered to homes around Toot Hill Village Green, specifically in time for the D-Day celebrations. The next edition will be issued prior to Toot Hill Village Show, and will include First Aid course interest and Ride London feedback survey.

22. FINANCIAL REPORTS

a. To Approve payments, and to note the current status of accounts:

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary June & July 2024	£1,109.26
BACS	HMRC	PAYE Apr & May 2024	£277.40
BACS	David Wickham	Clean Toot Hill VH May and June Phone box tidy	£201.69 (£1.73 VAT)
BACS	Ongar News	Advert July 2024 – THVH	£30.00
BACS	J Adams	Reimb Speederbot data x3 months	£25.26
BACS	Auditing Solutions	Final Internal Audit 23/24	£120.00 (£20.00 VAT)
BACS	HCI Data Limited	Renewal of domain until 31 st August 2026	£114.00 (£19.00 VAT)

Bank Balances as at 30th June 2024

Unity Current Account 4775	£ 6,134.96
Unity Deposit Account 4788	£ 86,213.92

INCOME:	£ 2,110.26 – HMRC VAT Return Jan-Mar 2024
	£ 550.48 – Interest Deposit A/C 20344788
	£ 286.00 – Ongar Wildlife Society Hall Hire Mar-Dec 2024
	£ 158.40 – Folk Club Hall hire Jan-Mar 2024
	£ 78.00 – H Oakes Pilates April-May 2024
	£ 185.00 – Friends Moreton School Hall Hire 14/6
	£ 90.00 - Sportive UK Hall Hire 23/6
	£ 215.75 – EFDC Hall Hire 2/5 Elections
	£ 79.20 – High Country Ladies Group Hall Hire Apr-Jun
	£ 277.20 – Silk Club Hire April-June

23. DATES OF NEXT MEETINGS/EVENTS

Councillors are asked to **NOTE** the date of the next meetings:

- 12th September
- 14th November

24. ITEMS FOR NEXT MEETING

To put forward any items for the next meeting, including:

- Review of Policies and Procedures

25. EXCLUSION OF THE PRESS AND PUBLIC

In the event that the Agenda contains Exempt (pink) pages, or an item needs to be discussed confidentially, to **CONSIDER** the following motion to be proposed by the Chairman: "That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed."

None at this time.

Item: GROUNDS MAINTENANCE CONTRACT CONTINUATION