

STANFORD RIVERS PARISH COUNCIL

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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 13th November 2025** 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
 8th November 2025

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. CONFIRMATION OF MINUTES

To **APPROVE**, as a correct record, the Minutes of the Parish Council meeting held on 11th September 2025.

5. FINGER POSTS

Cllr Anthony Purkiss, Councillor for Theydon Bois PC and champion of finger posts in the district, has approached the Clerk regarding a number of Finger Posts that are either missing, damaged or in need of repair. These are:

- Tawney Lane / Epping Road (Parish Tawney Common) - missing finger posts metal (Clerk understands Stapleford Tawney PC dealing with)
- Drapers Corner / Mutton row – Replacement needed
- Berwick Lane / Toot Hill Road – Refurbishment needed

A further update will be given at the meeting, including costs and images, and Councillors will be asked to **CONSIDER** if they wish to progress any of the works.

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
- District and County Councillor Reports
- Parish Councillors Reports

7. LOCAL GOVERNMENT REFORM

Final submissions have now been submitted to the Government regarding possible options for Local Government Reorganisation. Full details can be found at <https://www.essexlgrhub.org/proposals>. EFDC

supported a three tier proposal which would see Epping Forest merge with Harlow, Maldon, Chelmsford and Brentwood districts. The Government is expected to run a public consultation before the end of the year, with a recommendation to the Minister on a final proposal expected in March 2026. Councillors are asked to note that elections for the Greater Essex Mayor will be taking place in May 2026, along with any relevant district and parish elections.

8. 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:

- EFDC Waste Event 12th November at Civic Offices – The Chairman, Cllr Tallon and Cllr Hollington have been booked to attend.
- News article published by EFDC regarding planning (copy attached to agenda)
- EFDC Local Council Liaison Committee meeting held 18th September. A number of questions were put to the committee by the EFDALC, and responses were received, a copy of which is attached to this agenda. Minutes are not yet available.
- Clerk has emailed Trevor Baker asking him to complete a review of the ditches by Tracey's Farm.
- Update on the Shonks Mill / River Roding project - <https://engageenvironmentagency.uk.engagementhq.com/the-river-roding-project>
- Domain name has been moved to CloudNext for hosting.
- Clerk has long phone conversation with member of public who attended September meeting.

9. NEIGHBOURHOOD WATCH

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

11. COMMUNITY INITIATIVE FUND 2025/2026

Funding of up to £10,000 is available to voluntary organisations, community groups, residents' associations and Town and Parish Councils. Essex County Council's Community Initiative Fund (CIF) aims to strengthen local communities and make Essex an even better place to live, work and visit. Since it launched, the CIF has supported projects such as upgrades to sports facilities, improvements to community buildings such as new heating systems or accessible toilets, staff costs for projects or maintenance, IT systems or support and cultural events and activities. Through the main CIF round, grants of up to £10,000 are available for projects designed to strengthen local communities. Applications to the fund should be made before the closing date of Friday 28 November. Alongside the main CIF round, micro grants of up to £1,000 are also available. These grants could help reduce social isolation, improve wellbeing or encourage communities to connect. They could also support organisations to build and develop their capabilities and skills. Applications to the micro grants fund will remain open until all the funds for these are allocated. The fund is administered by the Essex Association of Local Councils (EALC) on behalf of Essex County Council. Councillors are asked to **CONSIDER** if they would like to apply for any grant funding, and if so what for.

12. VEHICULAR SPEEDING AND SAFETY MATTERS IN THE PARISH

1. **Community Speedwatch** - To receive an update on matters concerning the Community Speedwatch Programme.
2. **Shonks Mill Road** – Report received by Clerk of Navestock Parish Council that there is a safety issue in terms of white lining at its junction with the A113. This has been reported to ECC by Navestock, however we may need to consider escalating the matter based on safety, given ECC has advised it will be considered as part of planned maintenance works.
3. **HGV Sign damaged Mutton Row** – (Ref: 2990839) – update ECC has risk assessed this enquiry and determined that it does not need immediate action. ECC has recorded this issue and will continue to monitor the area during future inspections
4. **Impassable Footway between Little End and Marden Ash** (Ref 2994272) – The issue raised does not meet ECC investigation level. ECC has determined that the issue it does not meet our minimum requirements to be recorded as a defect at this time or the issue may have already been resolved. Enquiry now closed. Clerk has contacted Cllr Mclvor asking that he obtains an explanation as to why ECC has not deemed this a serious enough risk to investigate, given residents have to walk into a 60MPH road as the footway is not passable in places.

13. HOUSING NEEDS SURVEY

To receive an update on the Housing Needs Survey that was conducted August to September. Please note, the survey was also extended for a further 2 weeks, allowing for any further returns to be received.

14. STANFORD RIVERS SIGN FOR JUBILEE GREEN

Councillors are asked to note Cllr Admas is continuing to work on the new sign for Jubilee Green. He is now in possession of the lettering (which will be displayed on screen during the meeting), however is hoping to get some help with digging and planting. It is hoped to place the sign roughly where the Yew Tree is sited, with the "garden" being an oval 3m x 2m, the sign being 2.4m wide set at 90 degrees to the road (lettering on both sides). It is hoped that the sign will be ready for installation just after Easter 2026.

15. BUDGET / PRECPET 2026/2027

Councillors are asked to advise the Clerk of any specific items they would like included for consideration under the budget and precept agenda item at the January meeting. Details should be sent to the Clerk prior to 15th December.

16. PLANNING APPLICATIONS & MATTERS

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

1. To CONSIDER any planning applications submitted to the Parish Council for comment as detailed below NIL		
2. To NOTE any planning applications that have been responded to via the Clerks delegated powers		
EPF/2004/25	6, Lilac House, London Road, Stanford Rivers, Ongar, CM5 9PH	Construction of a single self-build dwelling, alongside associated development.
<p><i>The Parish Council OBJECTS to this application.</i></p> <p><i>The Parish Council accepts the Inspectors position in terms of green belt, and that the only matter to be resolved is the EFSAC contribution, however no consideration has been given to the fact that by allocating the land as a separate dwelling, the number of available parking spaces for the doner dwelling (Lilac House - thought to be a minimum of 4 bedrooms), will reduce to 2 spaces. This would be contrary to the ECC adopted parking standards which would require such a property in this Low Connectivity location to have 3+ bedrooms, plus 0.25 visitor spaces. In addition, no visitor spaces are provided to the proposed new dwelling. Should the doner dwelling only have 3 bedrooms, it still does not allow sufficient space for any visitors. This needs to be addressed</i></p> <p><i>In addition, it should also be noted that the applicant has not provided any evidence to support the suggestion that this is a self build dwelling, i.e.</i></p> <ul style="list-style-type: none"> - <i>Personal Involvement in the Build:</i> <ul style="list-style-type: none"> • <i>The applicant must be directly involved in the design and construction of the home.</i> • <i>This can include physically building the home or commissioning professionals to build it to the applicant's specifications.</i> - <i>Intended Occupation:</i> <ul style="list-style-type: none"> • <i>The dwelling must be built to be occupied as the applicant's main residence.</i> • <i>It cannot be built solely for investment or resale purposes.</i> <p><i>EFDC Local Plan Policy H1 Housing Mix and Accommodation Types Part C(i) identifies that self build properties will only be supported where the location is appropriate in terms of access to facilities, services and public transport. Little End is not a sustainable location, has no public transport, and has very limited facilities.</i></p> <p><i>The Parish Council is willing to attend and speak at any planning committee meeting if necessary.</i></p>		
EPF/2108/25	22, Murrells Farm, London Road, Stanford Rivers, Ongar, CM5 9QE	Prior Approval for change of use of agricultural building into two new dwellings. NO CONCERNS
EPF/1831/25	Land adjacent to Willows End, Cumley Road, Toot Hill, CM5 9SJ	Construction of new dwelling. Resubmission of refused application.
<p><i>The Parish Council has NO OBJECTION to this application, however if permission is granted, it is requested that the following conditions are attached to said permission:</i></p> <ol style="list-style-type: none"> 1. <i>Require the applicant take out indemnity insurance to cover any structural damage or issues created to the adjacent two properties, most importantly Elm Cottage, covering at least 5 years, and a copy of this to be provided to the Local Planning Authority prior to construction.</i> 		

<p>2. <i>Restriction in terms of construction hours limited to 9am to 5pm Monday through Friday, and 9am to 12pm Saturdays, with no works on Sundays or bank holidays. The reason for this is due to the very close proximity of Elm Cottage, the significant noise that piling makes, and the creation of a basement, will create vibrations that will affect the amenity of residents during construction. The applicant to provide the Local Planning Authority with written details on a monthly basis of the regular monitoring (as detailed within section 3 of the structural engineers report reproduced below and highlighted in red) so this can be assessed to the satisfaction of the Local Planning Authority that there is no structural concern to Elm Cottage, the Highway, or any other neighbouring property.</i></p>		
EPF/1970/25	12, Surrywood, London Road, Stanford Rivers, Ongar, CM5 9PH	Removal of existing attached side garage and replace with one and half storey side extension, construction of two front-facing dormer windows and one rear dormer, addition of new front porch and infill of recessed front entrance. NO OBJECTION
EPF/1952/25	Stanford Hall Farm, Church Road, Stanford Rivers, Ongar, CM5 9QG	Grade II Listed building consent for restoration and repair to building fabric and structure. NO OBJECTION , subject to not being used as a separate dwelling
3. To NOTE any planning applications upon which EFDC do not accept comments		
EPF/2196/25 DRC	Land at Nickerlands, Berwick Lane, Stanford Rivers, Ongar, CM5 9PX	Application for approval of details reserved by condition 6 (BNG - HMMP), 12 (Farmland Bird Mitigation Strategy), 15 (Drainage) and 18 (Hard and Soft Landscaping) on planning permission (EPF/1546/24) (Proposed Installation, operation and decommissioning of renewable energy generating station comprising ground-mounted photovoltaic solar arrays together with transformer/inverter stations, site accesses, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements).
EPF/2034/25 DRC	Land adjacent to Maybanks Farm, Ongar, CM5 9SQ	Approval of Details Reserved by Condition 6 Contaminated Land of EPF/1774/21 (Removal of existing barns and construction of a new detached dwelling, including new relocated vehicle access to Epping Road).
EPF/1949/25	56, Epping Road, Stanford Rivers, Ongar, CM5 9SQ	Approval of Details Reserved by Condition 4 Construction Management Report of EPF/1828/25 (Prior approval for additional storey on the principal part of the bungalow with windows only on the front and rear).
EPF/1941/25	22, Murrells Farm, London Road, Stanford Rivers, Ongar, CM5 9QE	Approval of Details Reserved by Conditions 3 Regulation 77, 4 Foul Water Disposal, 5 Details of materials and 6 EVP's of EPF/0522/24 (Change of use from agricultural buildings to dwellinghouses).
EPF/1839/25	Colemans Farm, Toot Hill Road, Stanford Rivers, Ongar, CM5 9QN	Certificate of Lawful Development for retention of three huts, tree house, and associated decking areas used for short term accommodation purposes. [see point 2 below]
4. To NOTE any other planning matters		

1. Land Adjacent Former White Bear PH, 149 London Road, Sanford Rivers, CM5 9QF Appeal APP/J1535/D/25/3375004 — Proposed Annex & Outbuilding to be used in conjunction with main house. Appeal against refusal of permission – start date 3/11/25 – comments to be made within 28 days. The Parish Council had no objection to this application, subject to a condition being imposed that the annexe is ancillary to the main dwelling, is not to be used as a separate dwelling, and that permitted development rights are removed from the address. Proposed was refused for Green Belt reasons.
2. Colemans Farm, Toot Hill Road, Stanford Rivers, Ongar, CM5 9QN - As briefly mentioned during the planning Zoom session held in October, and as emailed to Councillors on 12/10, following an appeal, the Enforcement notice issued on 7th May 2024 to cease the use of the land for the provision of tourist accommodation and associated recreational activities was quashed by the Planning Inspectorate. As such, a Certificate of Lawful development was applied for (EPF/1839/25) was applied for, and this was granted as being Lawful by EFDC on 3rd November 2025.

5. To *NOTE* any planning decisions by EFDC

EPF/1727/25	Land at Nickerlands, Berwick Lane, Stanford Rivers, Ongar, CM5 9PX	Application for approval of details reserved by condition 5 (Details), 8 (Tree Protection), 10 (CEMP Biodiversity) and 11 (Soil Management Plan) on planning permission (EPF/1546/24) (Proposed Installation, operation and decommissioning of renewable energy generating station comprising ground-mounted photovoltaic solar arrays together with transformer/inverter stations, site accesses, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements).	<i>Granted 16/10/25 DRC so PC unable to comment</i>
EPF/1949/25	56, Epping Road, Stanford Rivers, Ongar, CM5 9SQ	Approval of Details Reserved by Condition 4 Construction Management Report of EPF/1282/25 (Prior approval for additional storey on the principal part of the bungalow with windows only on the front and rear).	<i>Granted 24/10/25 DRC so PC unable to comment</i>
EPF/0718/25	Land adjacent to Epping Road and School Road Toot Hill Stanford Rivers (Eastings 551534 Northing 202297)	Outline planning application (all matters reserved except for access points to the development proposed) for 10 dwellings, parking, landscaping, associated infrastructure and demolition.	<i>Refused 01/09/2025 Reasons – green belt, insufficient info to determine impact on heritage asset, no S106 agreement PC Objected to this application</i>
EPF/0960/25	22, Murrells Farm, London Road, Stanford Rivers, Ongar, CM5 9QE	Demolition of a former farm building granted change of use to residential and the erection of a new dwelling to a similar mass and footprint.	<i>Refused 04/09/2025 Reasons – green belt, heritage harm, not high quality accommodation, and S106 agreement PC Supported this application</i>
EPF/1302/25 & EPF/1314/25	41, Berwick Lane, Stanford Rivers, Ongar, CM5 9PY	Single storey rear extension with internal remodelling, and Listed Building application for the same.	<i>Granted 09/09/2025 PC had no objection</i>

EPF/1210/25	3 Church Cottages, Rosary Cottage, Church Road, Stanford Rivers, Ongar, CM5 9PS	Proposed 6.00m deep, single storey rear extension with a maximum roof ridge height of 3.85m and height to eaves being 2.85m.	<i>Prior Approval not required 19/09/2025 PC not able to comment</i>
EPF/1602/25	Oak Lodge Stud, Mill Lane, Stanford Rivers, Ongar, CM5 9SF	Certificate of Lawful Development for proposed enlargement, improvement and other alteration to a dwelling house, built pursuant to planning permission EPF/0438/25.	<i>Lawful 26/09/2025 PC not able to comment</i>
EPF/1573/25	12, Surrywood, London Road, Stanford Rivers, Ongar, CM5 9PH	Removal of the attached side garage, construction of two front-facing dormers, addition of a front porch, and infill of the recessed front entrance.	<i>Granted 30/09/2025 PC had no objection</i>

16. CHRISTMAS

Councillors are asked if they would like to erect any Christmas Trees in the Parish this year, and if so where.

17. TOOT HILL VILLAGE HALL

- a) Solar Panels – EIC certificate chased, arrangements being made to replace meter with one which measures electricity every half an hour (required for SEG). Post office contacted the Clerk to apologise for delay in registering address of the hall. Clerk will provide a further update on selling energy back to the grid.
- b) Annual Gas Boiler safety check – Certificate now received
- c) Five Year electrical Inspection – At the September meeting, Councillors were presented with a quote to complete the necessary remedial work following the 5 year electrical inspection of the Hall. It was agreed at that meeting that councillors would contact the Clerk with the names of other electricians so that additional quotes could be obtained. These have not been forthcoming. As such, the Clerk has contacted a number of local electricians she has found on the internet, and will provide Councillors with an update at the meeting. Councillors are asked to **CONSIDER** how they would like to move forward with this matter.
- d) Two of the lighting columns at the entrance to the hall are not working.

18. NEWS AND VIEWS

Next issue was schedule to be sent November, however as the Council is not having any Christmas celebrations this year, this will now be postponed until after the budget / precept meeting.

19. FINANCIAL REPORTS

a. On 16th September payment of £379.00 was approved and sent to the Clerk for the purchase of 10 new Chairs for the Village hall. Following this, the Clerk managed to source the chairs for a cheaper cost - £272.60. This left an amount of £106.40 with the Clerk. As such, the Clerk has used some of this additional money for the purchase of new first aid supplies, an eye wash kit and sign, and a burns kit for the Village Hall, the total cost of which was £54.23. This leaves an outstanding amount of £52.17. If Councillors agree, this money will be used to offset any future expenditure of the Clerk for which reimbursement would be required.

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

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary Oct & Nov 2025	£1,167.92
BACS	HMRC	PAYE Oct & Nov 2025	£292.00
BACS	HMRC	Employers NI Oct & Nov 2025	£93.88
BACS	D Wickham	THVH Cleaning and phone box tidy Sep & Oct 2025	£272.33
BACS	Thornwood Grounds Maint	Various Grounds Maintenance works – 2 months,	£932.40 (VAT £155.40)
BACS	Calor Gas	Standing charge	£20.59 (VAT £0.98)

BACS	North Weald Bassett PC	Remembrance Sunday wreaths and luncheon	£90.00
BACS	Viking Direct	Stamps and labels N&V	£286.07 (VAT £4.18)

Bank Balances as at 31st October 2025

Unity Current Account 4775	£ 2,454.13
Unity Deposit Account 4788	£ 39,421.45

INCOME:

- £ 256.51 – Interest Deposit Account
- £ 84.00 - Essex Silk Painters Sep (U000067)
- £ 84.00 – Essex Silk Painters Oct (U000068)
- £ 42.00 - Pilates Hire July Aug 8/9/25

b. To review the bank reconciliation up to 31st October 2025 alongside the bank statements.

20. DATES OF NEXT MEETINGS/EVENTS

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

- 8th January 2025
- 19th March 2025 (note this is the third Thursday in the month)
- 14th May 2025
- 9th July 2025
- 10th September 2025
- 12th November 2025

21. ITEMS FOR NEXT MEETING

To put forward any items for the next meeting, or to keep on the agenda.