

# STANFORD RIVERS PARISH COUNCIL

Ware Farm, The Street, High Roding, Essex, CM6 1NT

**Tel:** 077 377 36365    **Email:** stanforddriverspc@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 8th September 2022** 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**  
3<sup>rd</sup> September 2022

## 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 14<sup>th</sup> July 2022, and the Planning Committee meeting held on 11<sup>th</sup> August 2022, as attached to the agenda.

### 5. 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 has emailed Cllr Mclvor the list of potholes this Council has put forward to be considered by the ECC Member Led pothole initiative. A copy of the list is attached to the agenda.
- The Councils presence at the Toot Hill show was felt in general to be positive.
- The Clerk will provide an update on the Abies Concolor tree for Little End, Stanford Rivers.
- The Clerk has ordered two sets of defibrillator pads for Toot Hill.
- The Clerk has requested an update from ECC concerning the piece of land on licence the property adjacent to Jubilee Green.
- Website has been updated with GDPR items.
- Smaller Authorities Audit Commission – option to opt out. The Clerk will explain further.
- The Clerk has written to all Clerks in the Epping Forest District Concerning Planning at EFDC, together with Cllr Chris Pond regarding having another branch meeting. The Clerk will elaborate further on this.
- Start thinking about Christmas lighting event date at Stanford Rivers

- Confirmation received from EFDC that £15,000 worth of funding to support a project to introduce a heat pump to Stanford Rivers Village Hall for the financial year 2023-2024 has been submitted, and that they expect to know whether the bid proposal has been accepted or needs to be revised by the UK Government by early October.

## 6. NEIGHBOURHOOD WATCH

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

## 7. 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

### c) Parking at Mill Lane Triangle

The Clerk is expected to meet with Cllr McIvor prior to the meeting to discuss this matter, however Councillors are asked to **CONSIDER** if they would support improved planting with sleeping on this triangle.

### d) Parking in the layby at Barnmead

The Clerk has emailed the Estates and Land Team at EFDC in order to establish the current ownership of the layby at Barnmead. In terms of ECC maintained land, it is unclear from the ECC Highways Map if this falls under the responsibility of ECC. The Clerk has also asked EFDC Cllr Brady to chase this matter up. It is hoped a further update will be available at the meeting.

### e) Parking on corners contravening the Highway Code

The Clerk has written to the North Essex Parking Partnership concerning this matter, asking for a representative to contact her to establish what the position is concerning enforcing the Highway Code, and also what options are open to the Parish Council to try and address this problem.

### f) Speed Camera requirements

This was briefly raised at the July meeting, and was also recently discussed at a site meeting between the Clerk and Cllr Adams. The Clerk has researched what the requirements are for the installation of a speed camera, as it had always been thought they could not be located in areas where there was no street lighting. As part of this investigation, the Clerk contacted the Safer Essex Roads Partnership, and received a very detailed response, a copy of which is attached to the agenda. A further update will be given at the meeting.

### g) Vehicle Activated Signs

- **Toot Hill** - The Clerk has emailed ECC to establish the first stages of the process to consider if the proposed location of a VAS in Toot Hill is acceptable. The response received states that this '*would need to be considered by your local County Councillor in the first instance, regardless of who pays as there needs to be speed surveys, feasibility studies done etc. Therefore, please contact your Local County Councillor, providing details of this suggestion, so they can consider how to take this matter forward. If they support this request, they can then raise the matter with the appropriate Local Highway Panel on your behalf.*' The Clerk has therefore added this to the list of issues to discuss with Cllr McIvor.
- **Little End** - The Clerk contacted the company mentioned at the July meeting who were said to supply a VAS with integrated camera and technology. A response was received detailing a new type of Community Speedwatch automated camera. Full details have been sent to Cllrs Jackson and Adams to review, who will provide an update at the meeting.

### h) Overgrowth through Little End

Cllr Adams briefly mentioned at the July meeting the issue of perception when driving through Little End and the overgrowth of the verges. The Clerk and Cllr Adams recently met on site to look at this matter, and Cllr Adams feels that cutting back and tidying more of the overgrowth from the layby near Jubilee Green all the way down to the 30MPH signs toward the Woodman would give a different perception by

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drivers, and possibly result in slowing vehicles down. Cllr Adams to provide an update at the meeting. Councillors will be asked to CONSIDER if they want to take any action on this matter.

## 8. PLANNING APPLICATIONS

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

1. To <b>CONSIDER</b> any planning applications submitted to the Parish Council for comment as detailed below			
EPF/1889/22	Woodrow, School Road, Stanford Rivers, Ongar, CM5 9PU	Single storey double garage <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000ObbB">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000ObbB</a>	
EPF/1705/22	60, Epping Road, Stanford Rivers, Ongar, CM5 9SQ	New Dwelling <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000ONGO">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000ONGO</a>	
EPF/1834/22	Land at Steers Farm, School Road, Essex, CM5 9SD	Application for Variation of Condition 2 for EPF/1889/19 (Proposed new infill detached 5 bedroom house with detached carport.) to alter the size and design of the proposed garage. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000OY3V">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000OY3V</a>	
EPF/1835/22	Land at Steers Farm, School Road, Essex, CM5 9SD	Application for Variation of Condition 2 for EPF/1889/19 (Proposed new infill detached 5 bedroom house with detached carport) <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000OY3a">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000OY3a</a>	
2. To <b>NOTE</b> any planning applications that have been responded to via the Clerks delegated powers			
NIL			
3. To <b>NOTE</b> any planning applications upon which EFDC do not normally accept comments			
EPF/1724/22	22 Murrells Farm, The Stables, London Road, Stanford Rivers, Ongar, CM5 9QE	Application for a Lawful Development certificate for a proposed installation of x24 no. solar panels. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000OOE1">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000OOE1</a>	
EPF/1957/22	Four Elms, Mutton Row, Stanford Rivers, Ongar, CM5 9QQ	Application for Approval of Details reserved by condition 3 'drainage' for EPF/1338/22. (Change of use from agricultural land to equestrian ménage, stables & paddock, construction of ménage and construction of stables). <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000Ofhl">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000Ofhl</a>	
4. To <b>NOTE</b> any other planning matters			
NIL			
5. To <b>NOTE</b> the following planning decision by EFDC			
EPF/1456/19	Maybanks Farm 7-9 Epping Road Stanford Rivers Ongar Essex CM5 9SQ	Application for Approval of Details Reserved by Condition 4 "assessment of the risks posed by any contamination" for EPF/0043/19. (Prior notification approval application for proposed change of use of agricultural building into two dwelling houses (C3) - <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000NvsD">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000NvsD</a>	Disposed
EPF/1980/19	Land to south side of Steers Farm School Road Toot Hill Ongar Essex CM5 9SD	Application for Approval of Details Reserved by Condition 9 "Phase 2 site investigation" and 10 "detailed remediation scheme" for EPF/1780/16. (Proposed new infill detached x 4 no. bedroom house with a detached carport). <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000Nxml">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000Nxml</a>	Disposed
EPF/1027/22	3 Cumley Road Stanford Rivers Ongar, Essex CM5 9SJ	Certificate of lawful development for a rear garden room. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000Nz0G">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000Nz0G</a>	Lawful

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EPF/0832/22	38 London Road Stapleford Tawney Romford, Stapleford Tawney RM4 1SP	Application to determine if Prior Approval is required for a proposed x1 no. shepherds hut to be placed on land, with x2 no. windows & a door. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000Nyzx">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000Nyzx</a> <i>The Parish Council stated this was unlawful.</i>	Not Lawful
EPF/0645/22	Oak Lodge Stud Mill Lane, Stanford Rivers, Ongar Essex, CM5 9SF	Application for approval of details reserved by condition 4 'Drainage', condition 6 'Ecological Survey', condition 10 'Flood Risk Assessment', condition 11 'Contamination' on planning permission EPF/1603/20 (Demolition of existing stables, menage, round <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000NynQ">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000NynQ</a>	Split
EPF/0942/22	17 London Road Stanford Rivers Ongar, Essex CM5 9PH	Proposed two storey full width extension to front elevation. <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000NzBe">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000NzBe</a> <i>The Parish Council had no objection to this application</i>	Approve with Conditions
EPF/1000/22	Woodrow, School Road Stanford Rivers, Ongar Essex, CM5 9PU	Detached double garage <a href="https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000NzCa">https://eppingforestdcpr.force.com/pr/s/planning-application/a0h8d000000NzCa</a> <i>The Parish Council Objected to this application</i>	Refuse

### 9. LICENCE APPLICATION TOOT HILL GOLF CLUB

At the July meeting, the licence application for Toot Hill Golf club was discussed. After further information was obtained following the meeting, the Clerk submitted, under delegated powers, the following comments on behalf of this Council:

1. *The parish council OBJECTS to the proposed licensing hours up to 12pm for both alcohol and music. In order to protect the amenity of residents (given the rural location) this should be reduced to 11pm.*
2. *The parish council OBJECTS to the off sales element of the alcohol licence. We can see no reason why this is needed given this is a Restaurant, and providing such a licence would / could create unacceptable disruption and antisocial behaviour for our residents.*

*There are no other concerns.*

The Clerk received confirmation that the comments raised were valid points, and the Council was invited to attend the Panel Licensing Sub Committee hearing on 6th September 2022 at 10.15am. Both the Chairman and Clerk had emailed Councillors asking if they would be willing to attend this meeting. A further update will be given at the meeting.

### 10. HIGHWAYS / FOOTPATHS

#### a) Local Highway Panel Request

Councillors are asked to **NOTE** the next meeting is scheduled for 29<sup>th</sup> September at 5pm. Updates to the schemes are listed in **red** below:

- LEPP192054 – A113 London Road, Stanford Rivers Signage scheme – Moved into 2022/2023 financial year. Cost £16,500. No date for completion yet. **The Clerk has emailed the LHP co-ordinator directly asking for a date when these works will be completed.**
- LEPP202031 - A113 Romford Road, Great Colemans, Stanford Rivers, Request for measures to protect Grade 2 listed building from large vehicles clipping the property's guttering and wall. Such as signage (slow / narrow section) and metal barriers around the base of the building to stop lorries from being able to get close enough to collide with the gutter. Awaiting Funding. Cost; £8,000. NOTE: This was not submitted by the Parish Council.
- LEPP202048 - A113 Romford Road jw Little bury Mill, Stanford Rivers – Request for Traffic calming measures at the junction, at Validation Stage, awaiting speed and volume information. NOTE: This

was not submitted by the Parish Council. Cllr Mclvor has contacted the Clerk and advised that a speed and volume survey was completed along this 60MPH stretch of road, and that as the results don't indicate a speeding issue it does not meet the criteria for the LHP to install a VAS, therefore it will not be progressed any further. Cllr Mclvor has asked this Council what action it would like him take regarding this matter.

- LEPP202047 – A113 London Road, Stapleford Tawney, request for traffic calming measures and signage JW Epping Lane / A113, at Validation Stage. NOTE: This was submitted by the Parish Council, but is not within the Parish. UPDATE: Agreed at the 21<sup>st</sup> March 2022 meeting that this scheme to be delivered in the 2022/2023 financial year.
  - LEPP212008 - A113 Layby near Traceys Farm – request for hedging to be removed and replaced with reflective barriers. UPDATE: Agreed at the 21<sup>st</sup> March 2022 meeting that this scheme would be completed during the 2022/2023 financial year.
  - LEPP212019: Request for the reinstatement of signage outside Piggotts for directional signage towards Toot Hill. UPDATE: Agreed at the 21<sup>st</sup> March 2022 meeting that this scheme would be completed during the 2022/2023 financial year.
- b) **Overgrown Footpath Stanford Rivers to Ongar** – Response received following Cllr Mclvor's escalation of this matter to the ECC Cabinet Member who responded stating '*I appreciate the concerns you have raised and have passed your request through to Essex Highways to consider for siding works and any necessary vegetation clearance. We don't have a date for the work at the moment but will endeavour to add this to a programme as soon as we can*'. It is understood this path was last cleared in June 2019. Councillors are asked if they would like the Clerk to take any further action in this matter.

## 11. DEFIBRILLATOR LITTLE END

### a) Location

At the last meeting, Cllr Adams advised that he may have found a possible location to site a defibrillator in Little End – a location that would provide electricity, thus negating the need for a solar powered cabinet and a licence from ECC to place on public land. The Clerk and Cllr Adams have had a meeting on site and will provide a further update at the meeting.

### b) Grant Funding

An update will be provided at the meeting, to include any funding from ECC.

## 16. 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

## 12. TOOT HILL VILLAGE HALL

- a) Gigaclear – there is no further update at this stage as to when the 1 year FOC Community Gigaclear will be started and the line installed, however the Clerk stays in regular contact with her contact at Gigaclear.
- b) Following the last meeting, Councillors walked around the Village Hall and looked at the overgrowth and tree stumps. Councillors are asked to advise the Clerk what action they wish her to take regarding this. Further discussion regarding this item may take place in closed session at the end of the meeting.
- c) At the last meeting Councillors were made aware of the cost obtained by the Clerk to replace a single ceiling tile, being £97 plus VAT per tile. Councillors considered that it may make more sense to replace the ceiling, and in addition one Councillor stated that he may be able to source a cheaper alternative. Councillors are asked to advise the Clerk what action they wish her to take regarding this.
- d) The Clerk has received a quote for a bespoke sign to be made for the Village Hall car park stating 'PRIVATE CAR PARK – FOR HALL USERS ONLY'. The cost of this sign is £178.15 plus VAT.
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Councillors are asked to **CONSIDER** if they would like to purchase this sign. There would obviously be installation costs.

- e) Councillors will recall that following the last meeting, it was established that there was indeed a gas leak at the hall. An emergency engineer attended site later that evening, and a local resident was kind enough to meet with him. Councillors were emailed details of the findings which included the following:
- a. Gas leak from regulator on top of tank that was tightened up by the engineer
  - b. Further gas leak found inside of hall but could not be located, so gas switched off and PC advised to arrange for gas safe engineer to visit site.
  - c. Advice received that most residential gas tanks are replaced every 15 years – the hall tank is 23 years old. Cost to replace (which must be completed by Calor) is £250 approximately.

The Clerk arranged with Hellabys to send an engineer to locate the source of the leak, fix it, and ensure the gas was safe and hall ready to use again, however in order to do this arrangements had to be made to remove the panelling at the back of the boiler cupboard so that the gas engineer could access all the pipes. Following a couple of visits, a repair to the boiler was completed which included the purchase of a new gas valve. The Clerk received confirmation on 17<sup>th</sup> August that all the necessary works were complete and the gas had been turned back on. The Clerk is still awaiting an invoice for this work from both Hellabys and the Councils hall maintenance contractor. Councillors are asked to **CONSIDER** the need to replace the tank, especially in light of the possible funding being received to move to an air source heat pump.

In addition to this work, the Clerk raised a complaint directly with Calor on 18<sup>th</sup> July, and after chasing twice and threatening to go to the Ombudsman, a response was finally received on 1<sup>st</sup> September, which in the Clerk's opinion is unsatisfactory. Councillors are asked to **CONSIDER** this matter and advise the Clerk what, if any, further action they would like her to take. A copy of the relevant correspondence is attached to the agenda.

- f) As a result of the Gas Leak, the hall was left without heating and hot water. Thankfully it was summer, and the lack of heating was not a problem, however the loss of hot water did cause an issue for one of our hirers, which resulted in an agreement to refund 25% of their hire fee. The Chairman has suggested that this Council should consider the installation of a separate water heater, and has obtained a quote for the work. Councillors will be asked to **CONSIDER** this matter.
- g) The purchase of two new picnic tables is yet to take place, however it is suggested these are not purchased until the Spring 2023.
- h) Electric Charging Points – The idea of having some electric vehicle charging points in the car park of the village hall was raised at the July meeting. The Clerk has investigated this matter, and contacted the Planning Portfolio Holder at EFDC providing him with details of an initiative that was run by Kent County Council for Parish/Town Councils, asking if EFDC was running or considering anything similar. As yet no response has been received, and it is suggested this matter is rolled forward to the November agenda for further discussion.
- i) Cllr Jackson asked that a review of the hall heating costs take place so that the Council can establish if the hire fees are covering the costs. This will be discussed during the meeting.

### 13. NEWS AND VIEWS

The Clerk has received a request to place an advert in the N&V, and the Council is asked to **CONSIDER** the current fees, or if any changes are needed. Further information will be provided at the meeting. In addition, Cllr Jackson has suggested that the Essex Police road statistics are placed in every News & Views and posted on the website monthly, along with residents asked if they are willing to forego their hard copy and receive N&V in Electronic format only.

### 14. FINANCIAL REPORTS

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

Reference	To	For	Amount
BACS	Adriana Jones	Clerks Salary August and Sep 2022	£1,109.46
BACS	HMRC	PAYE August and Sep 2022	£277.420

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D/D	Whiskers Solicitors	Works concerning land on and around the Village Hall	<b>£277.20</b> (£46.20 VAT)
BACS	David Wickham	Clean Toot Hill VH July and Aug, Phone box tidy July and Aug.	<b>£327.00</b> (£0 VAT)
BACS	PWLB	Repayment Public Works Loan Board THVH	<b>£1,451.63</b> (£0 VAT)
BACS	The Defib Shop	2 x sets of pads for Defibrillator	<b>£126.00</b> (£21..00 VAT)
BACS	Toot Hill Village Show	Advert for Toot Hill Village Hall in programme.	<b>£12.00</b> (£0 VAT)
BACS	Adriana Jones	Mileage and expenses	<b>£58.20</b> (£0 VAT)
BACS	Adriana Jones	Reimburse cost of stamps for News and Views	<b>£204.00</b> (£0 VAT)

**Bank Balances as at 31<sup>st</sup> August 2022**

Unity Current Account 4775	£ 18,673.28
Unity Deposit Account 4788	£ 55,425.21

**INCOME:**       £ 57.20 – Rose Hire THVH 17/7  
                   £180.00 – History Group THVH hire 2022 slip U000042  
                   £85.80 – Thomas Silk Group THVH hire 12/5  
                   £66.00 – TrueColour THVH hire 9/8

**15. DATES OF NEXT MEETINGS/EVENTS**

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

- 8<sup>th</sup> September – 5.30pm Toot Hill Village Hall
- 10<sup>th</sup> November - 5.30pm Toot Hill Village Hall

Councillors are reminded that COVID restrictions are no longer in place and as such meetings must be held in person.

**16. 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."

There are currently TWO confidential items to be considered