



ELSENHAM PARISH COUNCIL

Members of the Council:

You are hereby summoned to attend a meeting of the Elsenham Parish Council on Monday 5 February 2024 at **7.45pm** in the Memorial Hall, for the purpose of transacting the following business

Members of the Public:

You are hereby invited to attend and address the Council during the 'Open to the Public' section

AGENDA

- 1. To receive and approve apologies for absence.**
- 2. Declarations of interest.**
- 3. Open to the public.** 15 minutes total maximum. 3 minutes maximum per speaker.
 - 3.1.** Topics on the agenda.
 - 3.2.** Other topics.
- 4. Actions from previous minutes.** None.
- 5. To approve the minutes of the meeting held on Monday 8 January 2024.**
- 6. District Councillors' reports.** 15 minutes total maximum.
 - 6.1.** Report.
 - 6.2.** Questions from parish councillors.
 - 6.3.** Questions from members of the public.
- 7. County Councillor's report.** 15 minutes total maximum.
 - 7.1.** Report.
 - 7.2.** Questions from parish councillors.
 - 7.3.** Questions from members of the public.
- 8. Planning Committee – Dr. G Mott.**

Minutes of the meeting on 20 December 2023 – **circulated.**
Minutes of the meeting with UDC Planning Officers on 21 December 2023 – **circulated.**
Minutes of the meeting on 17 January – **circulated.**
Minutes of the meeting with Dandara on 24 January – **circulated.**

Minutes of the meeting held on 25 January 2024 - **circulated.**

Submitted to UDC, carried forward from January 2024.

- 8.1. UTT/23/3160/FUL** Erection of 2 no. semi-detached dwellings (amendment to previously approved scheme UTT/23/0947/FUL). Land At Elsenham Meadows, Green Street, Elsenham.
- 8.2. UTT/23/3133/FUL S73** application to vary condition 2 (approved plans) of UTT/23/0464/FUL (Demolition of existing commercial buildings and erection of 4 no. detached dwellings with associated off-street parking) for revised plans to be considered. Apple Tree Yard, Fullers End, Tye Green Road, Elsenham.
- 8.3. UTT/23/2973/LB** Conversion of outbuilding to annexe, including internal and external alterations to curtilage listed building. Priors, Tye Green Lane, Tye Green, Elsenham.
- 8.4. UTT/23/2965/OP** Outline application with all matters reserved except access for the demolition of garage and erection of 1 no. dwelling and associated work. Chiming Fives, Gaunts End, Green Street, Elsenham.
- 8.5. UTT/23/2922/LB** Demolition of existing rear extension and parapet dormer. Erection of rear one and a half storey extension, alterations to rear dormer. Internal alterations to include vaulting internal first floor bedroom, removing modern partitions, converting existing attic. Erection of detached home office in rear garden. Tinkers Cottage, The Cross, Hall Road, Elsenham.
- 8.6. UTT/23/2882/FUL** Proposed agricultural barn. Land At Garrols Farm, Brick End, Broxted.

Submitted to UDC February 2024.

- 8.7. UTT/24/0177/LB** Retention of internal works carried out in relation to conversion of Class C3 dwelling house to Class C1 guest house. 2 Loppingdales Cottages, Green Street, Gaunts End. Elsenham.
- 8.8. UTT/23/3132/FUL** Section 73A Retrospective application for change of use from Class C3 dwelling house to Class C1 guest house. 2 Loppingdales Cottages, Green Street, Gaunts End, Elsenham.
- 8.9. UTT/24/0161/FUL** Change of use from agricultural grazing land to land in connection with the commercial use of the wellness hub. Construction of a swimming pool and associated operational development. Eastfield Stables, May Walk, Elsenham Road, Stansted.
- 8.10. UTT/24/0158/FUL** Installation of external air handling unit chiller, air conditioning condensers, wastewater tank including associated pipework and drainage, ductwork grilles and louvre inside elevation external cladding. Molton Brown Cosmetics, Green Street, Elsenham.
- 8.11. UTT/24/0068/FUL** Change of use from agricultural grazing land and construction of a tennis court. Eastfield Stables, May Walk, Elsenham Road, Stansted.

8.12. UTT/24/0016/LB Proposed alterations to passenger waiting room including the installation of locking mechanisms and infrastructure to the entry door and installation of security cameras. Elsenham Railway Station, New Road, Elsenham.

8.13. UTT/23/2831/FUL Conversion of barn to 1no. dwelling and proposed garage Pennington Hall, Henham Road, Elsenham.

Decisions made by UDC. Carried forward from January 2024.

8.14. UTT/23/2740/PAQ3 Prior Notification of change of use of agricultural building to 1 no. dwelling. Barn At Evie Rose Cottage, Woodlands, Elsenham Hall, Elsenham. **Prior Approval Refused.**

8.15. UTT/23/2501/HHF Detached storage barn/outbuilding. Granary Barns, Green Street, Gaunts End, Elsenham. **Approved.**

8.16. UTT/23/1877/HHF Removal of external wood and render. Replace with wooden effect composite cladding. 30 Leigh Drive, Elsenham. **Approved.**

Decisions made by UDC – February 2024.

8.17. UTT/23/2965/OP Outline application with all matters reserved except access for the demolition of garage and erection of 1 no. dwelling and associated work. Chiming Fives, Gaunts End, Green Street, Elsenham. **Approved.**

8.18. UTT/23/2820/HHF Double storey extension to garage to provide living accommodation. Elsenham Cross Cottage, The Cross, Hall Road, Elsenham. **Approved.**

8.19. UTT/23/2739/FUL Proposed demolition of existing dwelling and erection of 1 no. replacement two storey dwelling together with associated operational development and landscaping (amendments to previously approved application UTT/23/1682/FUL). The Haven, Tye Green Road, Elsenham. **Approved.**

9. The New Community Centre Working Group. Dr. G Mott

Minutes of the NCCWG meeting held on 18 December 2023 – **circulated.**

Minutes to the meeting held on 15 January 2024 – **circulated.**

Proposal, to change the the New Community Centre Working Group into a committee. Terms of Reference circulated.

Proposal, EPC pay £500 to employ Alan Lamb to provide comments and help guide the appraisers on technical matters, so having a better understanding of the tenders.

10. Playing Field Committee – Mrs. S Waite.

10.1. Outdoor Gym – Mr. J Minor.

11. Rights of Way and Open Spaces Committee – Dr. G Mott.

Minutes of the meeting held on 24 November 2023 – **circulated.**

12. Finance Committee – Mr. B Burlton

Minutes of the meeting held on 6 December 2023 – **circulated.**

Minutes of the meeting held on 2 January 2024 – **circulated.**

Draft minutes of the meeting held on 17 January 2024 – **circulated.**

To agree cheques for payment. **circulated.**
Summary of receipts and payments. **circulated.**
Bank Statement. **circulated.**
Chair to agree and sign the summary and receipts form.

EPC Finance Committee recommend the following proposal. **Document circulated.**

Proposal, to consider, and if thought fit to approve, that the precept for 2024-25 of £125,000, that has been agreed, be raised to £150,000. This, to facilitate preparation work by the Council, leading to a decision, following consultation with Parish residents, whether to commit to building the new Community Centre.

If the above proposal is agreed the Chair and Parish Clerk to sign a new precept form

13. Financial Proposals.

Proposal: GM attends a Zoom course on 28 February on Public Rights of Way & The Role of Local Councils at a cost of £75.

14. Clerk's Report.

Proposal: EPC continue to follow the adopted Standing Orders with no amendments. **circulated.**

Proposal: EPC continue to follow the Code of Conduct adopted 9 January 2023. **circulated.**

Proposal: EPC Adopt the new Asset Register – **circulated.**

15. Flowerbed Committee – Mrs. S Waite.

Minutes of the meeting held on 15 January – **circulated.**

16. Allotments Committee – Mrs. B Donald.

17. Transport – Mr. R Franklin.

18. Communication Committee – Mrs. B Donald.

19. Climate Change and Environment Committee – Mr. B Burlton.

Proposal: EPC adopt the Terms of Reference for the Climate Change and Environment Committee-**circulated.**

20. The Local Government Boundary Commission – Dr. G Mott

Proposal: EPC respond to the consultation by The Local Government Boundary Commission for England.
Draft Response circulated.

21. EV charging Point Proposal – circulated.

22. UCAN – The Council for Voluntary Service Uttlesford – Dr G Mott.
Document circulated.

23. Correspondence.

I. Your Essex: your need-to-know this January.

- II.** EALC Announcement - ECC Climate Action Annual Report 2022-23.
- III.** Community Special Constables update.
- IV.** News Bulletin - 4 January 2024.
- V.** PFCC Weekly Newsletter 5th January 2024.
- VI.** NALC Events.
- VII.** EALC News e-Bulletin- Week Commencing 8th January 2024.
- VIII.** NALC Events.
- IX.** EALC Police, Fire and Crime e-Bulletin- Week Commencing 8th January 2024
- X.** Launch of the EALC Training Calendar 2024.
- XI.** Local Government Boundary Commission for England.
- XII.** Violence and Vulnerability Unit Newsletter.
- XIII.** PFCC Weekly Newsletter 12th January 2024.
- XIV.** EALC Legal e-Bulletin January 2024
- XV.** Member Update 14 January 2024, 100 Parishes.
- XVI.** Ecology Services Available.
- XVII.** NALC Newsletter 17 January 2024.
- XVIII.** Consultation on The Uttlesford District Council Off-Street Parking Places Order 2024
- XIX.** EALC Police, Fire and Crime e-Bulletin- Week Commencing 15th January 2024.
- XX.** EALC News e-Bulletin Week Commencing 15th January 2024.
- XXI.** District News 18 January 2024.
- XXII.** News Bulletin - 18 January 2024.
- XXIII.** PFCC Weekly Newsletter 19th January 2024.
- XXIV.** EALC News e-Bulletin Week Commencing 22nd January 2024.
- XXV.** EALC Announcement- *NEW* Section 137 sum agreed for 2024/25.
- XXVI.** Thank You from Touchpoint.
- XXVII.** EALC Police, Fire and Crime e-Bulletin Week Commencing 22nd January 2024.
- XXVIII.** Green Street, Elsenham - Road Closure.
- XXIX.** Saturday Councillor Training Modules February-March 2024.
- XXX.** Issues with waste collection.
- XXXI.** Violence and Vulnerability Unit Newsletter.
- XXXII.** PFCC Weekly Newsletter 26th January 2024.
- XXXIII.** EALC News e-Bulletin Week Commencing 29th January 2024.
- XXXIV.** Rural Engagement Team January 2024 Newsletter.
- XXXV.** News Bulletin - 31 January 2024.
- XXXVI.** Engage Everyone in Your Community Themed Summit.
- XXXVII.** Thank you for Touchpoint.
- XXXVIII.** EALC Police, Fire and Crime e-Bulletin- Week commencing 29th January 2024.

24. Items to be added to next month's agenda.

25. Open to the Public (if time allows).

Mrs Louise Johnson
Clerk to Elsenham Parish Council