



WALTHAM ABBEY TOWN COUNCIL



TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

N Page
Town Clerk

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YOU ARE HEREBY SUMMONED to a meeting of **Waltham Abbey Town Council** to be held at Waltham Abbey Town Hall on **Wednesday 18th December at 7.00pm** for the purpose of transacting the business set out below.

Miss Natalie Page

.....Town Clerk

AGENDA

1. **Recording of Meetings:** To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the room. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.
2. **Apologies for Absence:** To receive apologies for absence.
3. **Disclosure of Interest:** To note Members disclosure of interests, if any.
4. **Minutes:** Of the Full Council Meeting held on 08th October 2024.(Enc 1)
5. **Questions:** To answer questions from Members in pursuance of Standing Order number 10.
6. **Public Questions:** Members of the Public are invited to submit questions to the Town Clerk for consideration at the meetings, these must be received no later than 3pm on the day prior to the meeting. Please send your questions to townclerk@walthamabbey-tc.gov.uk



7. **Minutes and Reports:** (Enc 2)

Policy & Resources	2 nd October 2024
Planning & Licensing	14 th October 2024
Establishment Review	21 st October 2024
Planning & Licensing	28 th October 2024
Town Promotions	6 th November 2024
Policy & Resources	6 th November 2024
Planning & Licensing	11 th November 2024
Leisure & Community	20 th November 2024
Development & Environment	20 th November 2024
Planning & Licensing	25 th November 2024

8. **Motions:** There are no motions.

9. **Condolences:** Message of Condolence for Reverend Patrick Hobson, who sadly passed away on Sunday 29th September 2024.

10. **Mayor's Announcements, Correspondence and Engagements:**

- a) Announcements which the Mayor may wish to make.
- b) Correspondence which the mayor may wish to take place before Members.
- c) Engagements which the Mayor or Deputy Mayor will attend.

11. **Report of the Town Clerk:** To receive the Town Clerk's report (Enc 3).

12. **Items to be added to the next agenda for discussion:** Items to be submitted for the next meeting.

13. **Exclusion of Press and Public:** (if required) To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.

TO: The Mayor
Deputy Mayor
All Members of the Council

Date 11th Dec 2024

MINUTES OF A MEETING OF WALTHAM ABBEY TOWN COUNCIL
HELD on Tuesday 8th October 2024 at 7PM

*Cllr S Yerrell – Chairman
*Cllr M Markham – Deputy Chairman
*Cllr H Kane
*Cllr A Crowley
*Cllr S J Heather
*Cllr J Parsons
Cllr E.A. Webster
*Cllr B Tomlinson
*Cllr J Lea
*Cllr A Watts

* Denotes Members present.

In attendance: With the RFO.

- 249/24 **Recording of Meetings:** The notice was duly read to the meeting.
- 250/24 **Apologies for Absence:** Apologies were received from Cllr E Webster.
- 251/24 **Disclosures of Interest:** There were no disclosures of interest.
- 252/24 **Minutes:** RESOLVED – THAT The minutes of the Full Council Meeting held on 24th July, copies of which had been previously circulated to all Members, be taken as read, approved as a correct record and signed by the Mayor.
- 253/24 **Questions:** There were no member questions.
- 254/24 **Public Questions:** There were no public questions.
- 255/24 **Minutes and Reports:** It was moved by the Chairman en mass and

RESOLVED - that the Minutes, Resolutions, Recommendations and Observations therein below, be approved and adopted.

Development & Environment	17 th July 2024
Leisure & Community	17 th July 2024
Planning & Licensing Subcommittee	22 nd July 2024
Planning & Licensing Subcommittee	5 th August 2024
Planning & Licensing Subcommittee	20 th August 2024
Planning & Licensing Subcommittee	2 nd September 2024
Town Promotions	4 th September 2024
Policy & Resources	4 th September 2024
Planning & Licensing Subcommittee	16 th September 2024
Leisure & Community	18 th September 2024
Development & Environment	18 th September 2024

256/24 **Motions:** There were no motions.

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257/24 **Mayor's Announcements, Correspondence and Engagements:**
The Mayor gave a verbal update and discussed the events that he had attended

CLr H Kane left the meeting at 19.09 to allow the vote to take place unimpeded due to a personal conflict.

258/24 **Co-Option:** It was moved by the chairman and

RESOLVED – THAT with a majority vote Sam Kane would be co-opted as Councillor for the Northeast ward.

CLr H Kane returned to the meeting at 19.12

259/24 **Items to be added to the next agenda for discussion:** No items were Suggested.

260/24 **Exclusion of Press and Public:** It was moved by the chairman and

RESOLVED – THAT due to the confidential nature of the following items to be discussed, the press and public will be temporarily excluded from the meeting.

No items to be discussed.

CLr S Yerrell

Chairman closed the Meeting at 19.15 Hours

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POLICY & RESOURCES COMMITTEE

Wednesday 2nd October

7:00 p.m.

*Cllr A. Watts – Chairman
Cllr J Parsons – Deputy Chairman
*Cllr J. Lea
Cllr E.A. Webster
*Cllr S. Yerrell
*Cllr M. Markham
*Cllr H. Kane
*Cllr A. Crowley
*Cllr S. Heather
*Cllr B. Tomlinson

* Denotes Members present.

In attendance: Town Clerk.

228/24 **Recording of Meetings:** The notice was duly read to the meeting.

229/24 **Apologies for Absence:** Apologies for Absence were received from Cllrs J Parsons, Cllr Webster

230/24 **Disclosures of Interest:**

Member	Item	Interest	Reason	Action
Cllr A Watts	Foskett Marr Gadsby & Head	Non-Pecuniary	Customer	Remained
Cllr A Watts Cllr Shane Yerrell Cllr Maria Markham	Abbey Filling station	Non-Pecuniary	Customer	Remained
Cllr A Crowley	L&J Hall Digging Services	Non-Pecuniary	Customer	Remained

231/24 **Public Questions:** There were no public questions.

232/24 **GDPR:** There was no update at this meeting.

233/24 **ECC Update:** No update was given by Cllr S Kane.

- 234/24 **Accounts Paid:** The report was duly noted, and it was
RESOLVED – THAT the accounts paid, and reimbursements made on
the authority of two members dated, 04/09/24 and 18/09/24 be
confirmed and approved.
- 235/24 **Status List:** The report was duly noted.
- 236/24 **Budget Monitoring Report:** The report was duly noted.
- 237/24 **Direct Debits, Standing Orders and Transfers dated 01/08/24 to
31/08/24:** The report was duly noted.
- 238/24 **Imprest Account Payments dated 01/08/24 to 31/08/24:** The report
was duly noted.
- 239/24 **Current Bank Reconciliation Statements dated 31/08/24:** The report
was duly noted.
- 240/24 **CCLA Report:** The report was duly noted.
- 241/24 **AGAR Interim Statement:** The report was duly noted.
- 242/24 **Training Policy:** The policy was reviewed, and it was
RESOLVED – THAT the training policy was adopted.
- 243/24 **Reserves Policy:** The policy was reviewed, and it was
RESOLVED – THAT the policy was adopted.
- 244/24 **Grant Awarding Policy:** The policy was reviewed, and it was
RESOLVED – THAT the policy was adopted.
- 245/24 **Items to be added to the next agenda for discussion:** There were no
items to be added.
- 246/24 **Exclusion of Press and Public:** It was moved by the chairman and
RESOLVED – THAT due to the confidential nature of the following items
to be discussed, the press and public will be temporarily excluded from
the meeting.
- 247/24 **Budget Monitoring Detailed Accounts:** The report was duly noted.
- 248/24 **Daniel Thomas Proposal:** The proposal was reviewed, and it was

RESOLVED – THAT the proposal of a lease offer not was accepted by the council.

Cllr A Watts
Chairman

PLANNING & LICENSING SUBCOMMITTEE

Monday 14th October 2024 7.00pm

*Cllr S Heather
Cllr J Parsons
*Cllr H Kane
Cllr A Crowley
*Cllr B Tomlinson
Cllr M Markham

* Denotes Members present.

In Attendance: With the Town Clerk

- 261/24 **Recording of Meetings:** The notice was duly noted.
- 262/24 **Apologies for Absence:** Cllr J Parsons, Cllr A Crowley and Cllr M Markham
- 263/24 **Disclosure of Interest:** Cllr S Heather declared a Non-Pecuniary Interest in EPF/1821/24.
- 264/24 **EPF/1710/24 105 Upshire Road, Waltham Abbey EN9 3PB**
Sub-division of site and demolition of the existing garage, erection of an end-of-terrace 2-storey dwelling house involving refuse and recycling space.

RECOMMEND: No Objection.
- 265/24 **EPF/1821/24 7 Beechfield Walk, Waltham Abbey, EN9 3AB**
Single-storey wrap-around extension to a semi-detached bungalow.

RECOMMEND: Objection

COMMENTS: Concerns were raised in regard to the parking issue.

266/24

EPF/1922/24 Wintry Mead, Fernhall Lane, Waltham Abbey EN9 3TL

Variation of condition 2 'plan Nos' on planning permission EPF/2503/23
(Infill rear extension to form a conservatory at ground floor, conversion of
garage to habitable space, creation of loft living space above garage
within existing roof, internal changes.)

RECOMMEND: No objection

**Chairman Cllr S Heather
Closed the Meeting at 19:20 Hours**

ESTABLISHMENT REVIEW SUBCOMMITTEE

Monday 21st October 2024

7.00 p.m.

- *Cllr H Kane (Leader of Council) Chairman
- *Cllr S Heather (Deputy Leader of Council & Chairman of Development & Environment Committee) Deputy Chairman
- * Cllr S Yerrell (Mayor)
- *Cllr M Markham (Deputy Mayor)
- *Cllr J Lea (Chairman of Leisure & Community Committee)
- Cllr A Watts (Chairman of Policy & Resource Committee)

* Denotes Members present.

In attendance: Town Clerk

267/24 **Recording of Meetings:** The notice was duly read to the meeting.

268/24 **Apologies for Absence:** No apologies were received.

269/24 **Disclosure of Interest:** There were no disclosures of interest.

270/24 **Public Questions:** There were no questions submitted by the public.

271/24 **Exclusion of Press and Public:** The Chairman moved, and it was

RESOLVED: That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw

272/24 **Staffing report:** The report was reviewed and it was:

RESOLVED – THAT The pay adjustments have been agreed at Establishment Review and added on the Agenda at the Policy & Resources Meeting dated 6 November 2024 to be ratified.

RESOLVED – THAT The Town Council salary list was noted by the Committee.

RESOLVED – THAT Councillors have agreed to the additional staffing requirements as detailed in the report.

CLLR H KANE

CHAIRMAN of the MEETING closed the meeting at 2030 Hours

PLANNING & LICENSING SUBCOMMITTEE

Monday 28th October 2024 7.00pm

*Cllr S Heather
Cllr J Parsons
*Cllr H Kane
*Cllr A Crowley
*Cllr B Tomlinson
*Cllr M Markham
*Cllr S Kane

* Denotes Members present.

In Attendance: Delegated WATC Officers Melanie
Grimston and Sarah Colley.

273/24 **Recording of Meetings:** The notice was duly noted.

274/24 **Apologies for Absence:** Cllr J Parsons

275/24 **Disclosure of Interest:** There were no disclosures of interest.

276/24 **EPF/2032/24 Pepper Alley, Mott Street, Waltham Abbey IG10 4AP**
Variation to condition 2 'Plan No's' on planning permission EPF/0454/19
(Provide additional accommodation with a compact extension for new
domestic Health and Fitness facilities together with a new guest house)

RECOMMEND: No Objection.

277/24 **EPF/1577/24 22 Woodbrook Gardens, Waltham Abbey EN9 3DA**
Proposed first floor rear (over previously approved rear extension) and
single storey side extension.

RECOMMEND: EFDC Planning officers to make a decision.

COMMENTS: Councillors have a lot of reservations concerning this
application.

- 278/24 **EPF/1615/24 Normandy Nursery, Avey Lane, Waltham Abbey EN9 3QH**
Conversion of nursery with dwelling house into E(c)(ii) – Office.
- RECOMMEND: No Objection.
- COMMENTS: Provided Highways have no objections.
- 279/24 **EPF/2034/24 Reevesgate Farm, Claverhambury Road, Waltham Abbey EN9 2BL**
Permanent siting of agricultural workers accommodation chalet.
- RECOMMEND: No objection.
- COMMENTS: Councillors do not approve with retrospective applications.
- 280/24 **EPF/2049/24 Units 1 to 5, Eastbrook Road, Waltham Abbey EN9 3AJ**
"TPO/EPF/01/08
T1: Horse Chestnut – crown reduce to previous points, as specified."
- RECOMMEND: No Objection.
- 281/24 **EPF/2053/24 31 Merlin Close, Waltham Abbey EN9 3NG**
"TPO/EPF/05/92
T5: Oak – crown reduce spread by up to 2m, as specified."
- RECOMMEND: No Objection.
- 282/24 **EPF/2054/24 Barn & Stable adj to Upshire Hall, Southend Lane, Waltham Abbey EN9 3QS**
Application for variation of condition 13 of EPF/0184/23(Conversion of barns and stables for a three-unit C1 (Holiday Let) use.)
- RECOMMEND: No Objection.

Chairman Cllr S J Heather
Closed the Meeting at 19:15 Hours

TOWN PROMOTIONS/FESTIVALS SUBCOMMITTEE

Wednesday 6th November 2024

4.00 p.m.

*Cllr S Yerrell - Chairman

 Cllr M Markham

*Cllr J Lea

*Cllr B Tomlinson

*K Costello

*S Colley

*D Bennet

*V Wood

 P Gurnett

* Denotes Members and Staff present.

In attendance: With the Town Clerk.

313/24 **Recording of Meetings:** The notice was duly read.

314/24 **Apologies for Absence:** Apologies received from Cllr M Markham

315/24 **Disclosures of Interest:** There were no disclosures of interest

316/24 **Public Questions:** There were no public questions.

317/24 **Cavalcade of Light:** The Cavalcade of Light was discussed.

318/24 **Christmas Market:** The Christmas Market was discussed.

319/24 **Promotions:** No other promotions were discussed.

320/24 **Items to be added to the next agenda for discussion:**

Cllr Yerrell closed the meeting at 19:00

Chairman of the Meeting

POLICY & RESOURCES COMMITTEE

Wednesday 6th November 2024

7:00 p.m.

- *Cllr A. Watts – Chairman
- *Cllr J Parsons – Deputy Chairman
- *Cllr J. Lea
- Cllr E.A. Webster
- *Cllr S. Yerrell
- *Cllr M. Markham
- *Cllr H. Kane
- *Cllr A. Crowley
- *Cllr S. Heather
- *Cllr B. Tomlinson
- *Cllr S Kane

* Denotes Members present.

In attendance: Town Clerk and RFO

291/24 **Recording of Meetings:** The notice was duly read to the meeting.

292/24 **Apologies for Absence:** Apologies for Absence were received from Cllr L Webster

293/24 **Disclosures of Interest:**

Member	Item	Interest	Reason	Action
Cllr A Watts Cllr S Yerrell	Abbey Filling Station	Non-Pecuniary	Customer	Remained

294/24 **Public Questions:** There were no public questions.

295/24 **GDPR:** There was no update at this meeting.

296/24 **ECC Update:** Cllr S Kane gave a verbal update.

297/24 **Accounts Paid:** The report was duly noted, and it was

RESOLVED – THAT the accounts paid, and reimbursements made on the authority of two members dated 09/10/24 and 23/10/24 be confirmed and approved.

298/24 **Status List:** The report was duly noted.

299/24 **Budget Monitoring Report:** The report was duly noted.

- 300/24 **Direct Debits, Standing Orders and Transfers dated 01/09/24 and 30/09/24:** The report was duly noted.
- 301/24 **Imprest Account Payments dated 01/09/24 and 30/09/24:** The report was duly noted.
- 302/24 **Current Bank Reconciliation Statements dated 30/09/24:** The report was duly noted.
- 303/24 **CCLA Report:** The report was duly noted.
- 304/24 **Sexual Harassment Policy:** The policy was reviewed, and it was

RESOLVED-THAT the policy was adopted and updated changes and version 2 would be resubmitted if necessary and reviewed every year.
- 305/24 **Town Hall Boilers:** The report was reviewed, and it was

RESOLVED – THAT Option A was agreed to purchase 3 new boilers for the Town Hall.
- 306/24 **Padel Courts:** The proposed plan was reviewed, and it was

RESOLVED – THAT Councillors had no concerns about the plan of works in regards to the court having a cover to enable them to be used in all-weather but this would need formal approval of planning permission to be submitted to EFDC.
- 307/24 **Mayor and Hospitality Allowance:** The allowance was reviewed and it was

RESOLVED -THAT this would remain at £3K and the hospitality allowance would be £3K for the 2024/2025 financial year.
- 308/24 **Items to be added to the next agenda for discussion:** There were no items to be added.
- 309/24 **Exclusion of Press and Public:** It was moved by the chairman and

RESOLVED – THAT due to the confidential nature of the following items to be discussed, the press and public will be temporarily excluded from the meeting.
- 310/24 **Budget Monitoring Detailed Accounts:** The report was duly noted.
- 311/24 **Grant Applications:** The application was reviewed and it was

RESOLVED – THAT no grant was awarded.

312/24

Establishment Review Committee: It was noted that the pay adjustments have been agreed at Establishment Review.

Cllr A Watts
Chairman

LEISURE & COMMUNITY COMMITTEE
Wednesday 20th November 2024
At 7:00 p.m.

*Cllr J Lea (Chairman)
*Cllr B Tomlinson (Deputy Chairman)
*Cllr A Watts
Cllr S Yerrell
*Cllr M Markham
*Cllr A Crowley

* Denotes Members present.

In attendance: Town Clerk

- 333/24. **Recording of Meetings:** The notice was duly read to the meeting.
- 334/24. **Apologies for Absence:** Cllr S Yerrell
- 335/24. **Disclosures of Interest:** There were no disclosures of interest.
- 336/24. **Public Questions:** There were no Public questions.
- 337/24. **Recreation Grounds, Other Open Spaces, Cemeteries, Plant & Equipment and Allotments:** The report was duly noted.
- 338/24 **Cemetery Chapel Survey:** The survey was discussed and it was

RESOLVED – THAT further structural investigations would be carried out. Members wish to restore the Chapel and ensure this is available for the community to use in the future
- 339/24. **Waltham Abbey Town Partnership:** The minutes were noted.
- 340/24. **Status List:** The list was noted.
- 341/24 **Tree Survey:** The Tree survey was noted by the members and it was

RESOLVED -THAT works to trees will be considered in the budget.
- 342/24. **Any Other Business:** There was no other business.
- 343/24. **Exclusion of Press and Public if required:** To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

Cllr J Lea, Chairman
Closed the meeting at 19:35 Hours

DEVELOPMENT & ENVIRONMENT COMMITTEE

Wednesday 20th November 2024

*Cllr S Heather (Chairman)
*Cllr A Crowley (Deputy Chairman)
*Cllr A Watts
Cllr S Yerrell
*Cllr J Lea
*Cllr B Tomlinson

* Denotes Members present.

In attendance: Town Clerk

- 344/24. **Recording of Meetings:** The notice was duly read to the meeting.
- 345/24. **Apologies for Absence:** Cllr S Yerrell
- 346/24. **Disclosures of Interest:** There were no disclosures of interest.
- 347/24. **Public Questions:** There were no public questions.
- 348/24. **Planning:** A list of planning applications previously considered by the Council and showing District Council's decision/current situation was enclosed for Members information.
- 349/24. **Highway Matters:** Do members have any Highway Issues that they wish to be raised with the Highways Authority including streetlights? No new issues were raised.
- 350/24. **Any Other Business:** No other business was discussed. No further items suggested for the next meeting.
- 351/24 **Exclusion of Press and Public if required:** To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.

CLLR S Heather, Chairman
Ended the Meeting at 19:59 hours.

PLANNING & LICENSING SUBCOMMITTEE

Monday 25th November 2024 7.00pm

Cllr S Heather

*Cllr M Markham

*Cllr S Kane

*Cllr H Kane

*Cllr A Crowley

*Cllr B Tomlinson

* Denotes Members present.

In Attendance: With the Town Clerk

321/24 **Recording of Meetings:** The notice was duly noted.

322/24 **Apologies for Absence:** Cllr S Heather.

323/24 **Disclosure of Interest:**

324/24 **EPF/1857/24 99 Monkswood Avenue, Waltham Abbey EN9 1LJ**

Erection of two storey front, side and rear extensions, single storey rear extensions after demolitions of side and rear extensions.

RECOMMEND: No Objection.

325/24 **EPF/2149/24 13 Bradley Road, Waltham Abbey EN9 3YG**

Loft conversion with new dormer to rear and roof light windows to front slope.

RECOMMEND: No Objection.

326/24 **EPF/2164/24 101A Wolstenholme, Honey Lane, Waltham Abbey EN9 3AU**

Proposal for a two-part double-storey front extension + skylights along the rear roof slope.

RECOMMEND: No Objection.

- 327/24 **EPF/2173/24 Days Farm, Lippitts Hill, Loughton IG10 4AL**
Construction of a single-storey dwelling with associated Woodland Management and Sustainability Enhancements.
- RECOMMEND: No Objection.
- COMMENTS: Members support the concept of sustainability.
- 328/24 **EPF/2187/24 Block 114-120 Osprey Road, Waltham Abbey EN9 3TY**
Proposed changes to alter the existing access route to provide a Part M compliant step free access into the residential building.
- RECOMMEND: No Objection.
- 329/24 **EPF/2211/24 Lower Lodge Cottage, Long Street, Waltham Abbey EN9 3TH**
Replacement of existing outbuildings with ancillary use annex.
- RECOMMEND: No Objection.
- 330/24 **EPF/2230/24 Lower Lodge Cottage, Long Street, Waltham Abbey EN9 3TH**
Demolition of two storey garage building.
- RECOMMEND: No Objection.
- 331/24 **EPF/2261/24 Lower Cottage, Daws Hill, Waltham Abbey E4 7QU**
Proposed dropped kerb, two storey garage with ancillary car parking spaces and all associated works.
- RECOMMEND: No Objection.

332/24

Land to the east of Sewardstone Road and south of Dowding Way

EIA Screening Opinion – proposed Solar Farm, Battery Energy Storage Scheme (BESS) and associated development.

RECOMMEND: Objection

COMMENTS: Members raised concerns of the negative impact to the green belt having no restriction to the boundary. Members are concerned that it would be difficult to prevent sprawl of the boundary. Concerns were also raised about the Sewardstone Road, south of the roundabout area being a flooding area on many occasions.

**Chairman Cllr A Crowley
Closed the Meeting at 19:58 hours.**

STATUS LIST

Council

29 April 2024

Task/Project	C'tee Date Agreed	Work Schedule & Responsible Officer(s)	Budget Code & Amount £	Within Budget Yes/No	On Time	Comments including revised schedule (if necessary)
Extend Cemetery (CAPITAL)	Follow up by Council 24 April 2008	Extend cemetery in line with previously agreed scheme JL/KC	Capital Fund	Yes	Ongoing	Investigation into the status and legal advice being sought to move this forward.
Refill Scheme	Full Council 28 th April 2021	To restart work on getting the scheme up and running DP	N/A	N/A	Ongoing	Councillors requested this be re added to the status list in the Spring for further action. It needs councillor support.
Electrical/ TIC works	P&R	TC				W/C 12 January 2024 ongoing phase 1 complete. Phase 2 in progress.
Tourist Information Office	P&R	TC				W/C 12 February. Work has started.
Tennis Courts	P&R	TC/ Parks Manager				Work commencing 14 th March. Tender in progress.

Enclosure Number 3