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# **COUNCIL**

# ***BULLETIN***

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*Issued Week Ending Friday, 22 January 2021*

*Epping Forest District Council*  
[www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)

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Compiled, designed and produced by  
Member Services

Contact: Kim Partridge  
Telephone: 01992 564443

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## PART A - FORWARD DIARY

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**Key to abbreviations:**

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<b>CC</b>	Council Chamber	<b>Cab Off</b>	Cabinet Office
<b>CR1</b>	Committee Room 1	<b>CONF</b>	Conference Room (1st floor)
<b>CR2</b>	Committee Room 2	<b>CH OFF</b>	Chairman of Council's Office
<b>MR</b>	Members' Room	<b>TR RM</b>	Training Room
<b>TBD</b>	To be decided	<b>HEM</b>	Hemnall Street Offices.
<b>TBN</b>	To be noted	<b>HH</b>	Homefield House
<b>TBC</b>	To be confirmed	<b>VM</b>	Virtual Meeting
<b>DPCC</b>	Debden Park Community Centre	<b>NWA</b>	North Weald Airfield

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Other venues are shown in full.

Currently meetings are subject to change, postponement or cancellation.

Many meetings will be held virtually but Democratic Services will advise arrangements for individual meetings.

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## Week One: 25 January 2021 – 31 January 2021

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Monday 25 January	6.00pm 7.00pm	Member Training - Risk Management Audit and Governance Committee	
Tuesday 26 January	10.00am 6.00pm	Waste Management Partnership Board Executive Briefing	
Wednesday 27 January	6.30pm	Member Remuneration Panel <del>Area Planning Sub-Committee South -</del> Cancelled	
Thursday 28 January	7.00pm	Local Councils' Liaison Committee	
Friday 29 January			
Saturday 30 January			
Sunday 31 January			

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## Week Two: 1 February 2021 – 7 February 2021

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Monday 1 February			
Tuesday 2 February	10.00am 7.00pm	Licensing Sub-Committee Overview and Scrutiny Committee	
Wednesday 3 February	7.00pm	Area Planning Sub-Committee East	
Thursday 4 February			
Friday 5 February			
Saturday 6 February			
Sunday 7 February			

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**Week Three: 8 February 2021 – 14 February 2021**

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Monday 8 February			
Tuesday 9 February	6.00pm	All Member Briefing – Qualis Investment Strategy	
Wednesday 10 February	7.00pm	Area Planning Sub-Committee West	
Thursday 11 February	7.00pm	Cabinet	
Friday 12 February			
Saturday 13 February			
Sunday 14 February			

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**Week Four: 15 February 2021 – 21 February 2021**

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Monday 15 February			
Tuesday 16 February			
Wednesday 17 February			
Thursday 18 February	6.00pm	All Member Briefing - Local Plan and Climate Change Action Plan	
Friday 19 February			
Saturday 20 February			
Sunday 21 February			

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## PART B - ESSENTIAL INFORMATION

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### **Committee Management System**

The members' extranet facility for the Modern.Gov system is available at:

<https://eppingforestextranet.moderngov.co.uk/extranet>

Members may wish to save this link on their computer or mobile devices. Queries concerning login and password details for the extranet should be addressed to the Democratic Services Manager.

### **Constitution**

The Council's Constitution is available at:

<https://rds.eppingforestdc.gov.uk/ieListMeetings.aspx?CId=638&Info=1>

Queries concerning the Constitution should be addressed to the Democratic Services Manager

### **ECC Highways Portal**

Up to date details of all Highways work is available at:

<https://www.essexhighways.org/Transport-and-Roads.aspx>

### **Member Contact**

Please be aware that all Member queries should be logged at [https://eppingforestdc-self.achieveservice.com/service/Member\\_Contact](https://eppingforestdc-self.achieveservice.com/service/Member_Contact) as this will ensure that your query or question is properly logged and chased up if you have not received a response within 5 days.

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## **PART C - GENERAL INFORMATION**

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### **1. BACKGROUND TO EPPING FOREST PRIMARY CARE NETWORKS (PCNS)**

Further to the Stronger Communities Select Committee meeting on 14<sup>th</sup> Jan, Cllr Aniket Patel (Chair of the Epping Forest Health & Wellbeing Board) is pleased to share information on the district's PCNs:

Primary Care Networks (PCNs) went live in July 2019 as part of the NHS Long Term Plan which was published in August 2019 ([NHS Long Term Plan](#))

The Epping Forest district has two Primary Care networks; Epping North PCN and Loughton, Buckhurst Hill and Chigwell (LBC) PCN. All 13 GP practices in the district are required to be a member of a PCN. PCNs replaced the previous arrangement whereby GP practices were clustered into 4 Neighbourhood Groups in the Epping Forest district.

The make-up of the district's PCNs is as follows:

#### Epping North PCN

Clinical Lead – Dr Tareq Abouharb

Patient Population – 64,588

Member Practices – The Limes Epping, Epping High Street, Ongar, Abridge, Market Square Waltham Abbey & Maynard Court Waltham Abbey

#### Loughton, Buckhurst Hill and Chigwell PCN

Clinical Leads – Dr Lakhvinder Larh and Dr Stephen Rebel

Patient Population – 59,836

Member Practices – Kings Medical, Palmerston Road, Rivers, Chigwell, Loughton HC, Loughton Surgery, Forest Surgery

The key function of PCN's is ultimately to sustain General Practice, and integrate prevention and delivery of health and care for populations of between 30-70 thousand people. It is the aim of the NHS Long Term Plan that PCN's will increase in scope over a five year period to:

- Stabilized general practice, including the GP partnership model
- Helped solve the capacity gap and improved skill-mix by growing the wider workforce by over 20,000 wholly additional staff as well as serving to help increase GP and nurse numbers
- Become a proven platform for further local NHS investment
- Dissolved the divide between primary and community care, with PCNs looking out to community partners not just in to fellow practices
- Systematically delivered new services to implement the Long Term Plan, including the seven new service specifications, and achieved clear, positive and quantified impacts for people, patients and the wider NHS.

As a District Council we have forged a strong working partnership with both Epping Forest PCNs and the clinical leads are members of the Epping Forest Health and Wellbeing Board. The Council is representation on the One Health and Care Partnership and leads on the associated West Essex Health Inequalities Committee.

## **2. AREA PLANS SUB-COMMITTEE SOUTH CANCELLED**

The next Area Plans Sub-Committee South meeting on 27 January 2021 has been cancelled, with the Chairman's permission, as there were no planning applications that needed to come before the Committee for determination.

## **3. ANNUAL REVIEW OF DECLARATION OF INTERESTS FORM**

Would Councillors please take a moment to review their Declaration of Interests forms. Forms can be found on your EFDC website profile at <https://rds.eppingforestdc.gov.uk/mgMemberIndex.aspx?bcr=1>

If you would like to update your DOI please use the electronic form sent to you via email.

(Further information: Kim Partridge ext 4443)

## **4. COVID VACCINATION UPDATE (Pages 13 - 16)**

Please see attached.

## **5. CONTACT CENTRE UPDATE**

The email address we have historically used to communicate with Customers ([ContactUs@eppingforestdc.gov.uk](mailto:ContactUs@eppingforestdc.gov.uk)) is now no longer active for external use. We can still use this email address to communicate internally with other EFDC email addresses but no external email addresses.

Going forward, if you need to direct any residents to the contact centre, please encourage them to use the online forms available at the EFDC website or to contact us via phone on 01992 564000.

(Further information: email [MemberContact@eppingforestdc.gov.uk](mailto:MemberContact@eppingforestdc.gov.uk))

## **6. M11 CLOSURES (Pages 17 - 18)**

Please see attached.

## **7. INVITE TO JOIN BRAINTREE'S SOCIAL MEDIA TRAINING**

Braintree District Council have invited us to join them in a Virtual session of their Social Media training.

Full details about the course can be found below:

Wednesday 10<sup>th</sup> February – **Social Media Training** – 6pm till 9pm – Cllr Rachel Eden and Malcolm Powers from the **LGiU**

This 2.5 to 3 hour session will cover 3 main areas you should undertake if you are using or wanting to use social media. The course is designed for councillors.

#### KEY ELEMENTS OF THE PROGRAMME:

- Introduction to using social media effectively, the different social media channels, how they can be used to listen to and communicate with communities and stakeholders. Top tips for social media and good practice examples.
- Planning and managing social media with an introduction to communications planning, using social media to broadcast and signpost, using social media to engage, social media management tools and social media analysis.
- Using images and video effectively, creating and using images, creating video, subtitles, speaking and presenting for video.

Supporting materials will be available to all participants along with suggested practical activities to complete following the session.

#### Trainers:

Rachel Eden (Cllr) is an experienced trainer and leading Member of a Unitary Authority. As a trainer she specialises in finance, management and social media and is a qualified management accountant. Rachel delivers training to individuals and groups ranging from employees of multinational corporations to volunteers at small charities.

Malcolm Powers is a former Councillor and Cabinet Member in a Unitary Authority. He has over fifteen years of experience delivering training to Local Government Members and community campaigners. He specialises in communications at all levels and stakeholder engagement.

The cost is £45 per delegate.

(Further information: Kim Partridge ext 4443)

#### **8. CRITICAL INCIDENT**

Critical Incident will run again with the Episode of Sceptre and the EFDC Team on BBC1 on Wednesday 23rd February at 11:45am

#### **9. CHAIRMAN'S DIARY**

None this week



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## LICENSING ACT 2003

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None this week

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# PLANNING

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## 1. Appeals Lodged

EPF/2905/19 Epping Forest College Library and Middle Building Borders Lane Loughton IG10 3SA - Redevelopment of the site to provide x 139 no. residential units in 3 buildings ranging from 3-5 storeys, car parking spaces, communal landscaped amenity areas, secure cycling parking & other associated development – Public Inquiry – Marie-Claire Tovey ext. 4414 **linked with**

EPF/0379/20 Playing Field Site, Epping Forest College Borders Lane Loughton IG10 3SA - Redevelopment of the site to provide 285 residential dwellings (Use Class C3) in a series of blocks ranging from 2 to 5 storeys in height, a new Wellness Centre (Use Class D1), creation of a new public park, car parking, communal landscaped amenity areas, secure cycle parking and other associated development – Public Inquiry – Marie-Claire Tovey ext. 4414

EPF/0385/20 1 Market Place Lambourne Essex RM4 1UA - Change of use of part of rear ground floor from shop (Use Class A1) to residential (Use Class C3) (Revised application to EPF/1891/18) - Revised application to EPF/2977/18 – Written reps – Mo Rahman ext. 4415

EPF/1439/20 – Sheppards Nursery Chase Lane Chigwell IG7 6JW - Construction of 3 bay timber framed cartlodge – Written reps – Marie-Claire Tovey ext. 4414

EPF/1483/20 – 27 Algiers Road Loughton IG10 4NG - Replacement outbuilding – Mo Rahman ext. 4415 – Householder appeal

## 2. Forthcoming Planning Inquiries/Hearings -

EPF/1649/17 – White Rose Curtis Mill Lane Stapleford Abbots RM3 1HS – Re determination appeal by new Inspector- date to be arranged.

EPF/2905/19 and EPF/0379/20 Epping Forest College Sites Redevelopment of the site to provide x 139 no. residential units in 3 buildings ranging from 3-5 storeys, car parking spaces, communal landscaped amenity areas, secure cycling parking & other associated development and

Redevelopment of the site to provide 285 residential dwellings (Use Class C3) in a series of blocks ranging from 2 to 5 storeys in height, a new Wellness Centre (Use Class D1), creation of a new public park, car parking, communal landscaped amenity areas, secure cycle parking and other associated

## 3. Enforcement Appeals

None this week

## 4. Appeal Decisions

EPF/2708/18 – High House Farm Stapleford Road Stapleford Abbots RM4 1EG - Construction of 27 new dwellings, including 7 affordable dwellings, with associated infrastructure, parking, public open space and landscaping – Appeal withdrawn

EPF/0848/20 – 32 Regent Road Epping CM16 5DL - Proposed two storey side extension, & a single storey wrap around extension, with first floor set back 1 metre from the boundary.

(Revised application to EPF/2494/19) – Allowed with conditions

EPF/1424/20 18 Courtland Drive Chigwell IG7 6PN - Proposed ground & first floor rear extension/front porch and new boundary wall and gates – Allowed with conditions

EPF/1440/20 – Wordsworth House Pynest Green Lane Waltham Abbey EN9 3QL - Partially infill existing courtyard to create additional living space at first floor level.(Revised application to EPF/0257/20) – Dismissed

EPF/1876/20 Playing Fields Waltham Abbey Leisure Centre & Community Centre Hillhouse Ninefields Waltham Abbey EN9 3EH – Dismissed

**5. Tree Preservation Orders**

None this week

**6. S106 Agreements**

None this week

**7. Changes to Planning Systems**

None this week

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## **PORTFOLIO HOLDER DECISIONS**

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The notification of decisions taken by individual Portfolio Holders is no longer included in the Council Bulletin.

All members of the Council receive automatic email notification of the publication of each individual Portfolio Holder decision and the call-in period for each decision commences immediately. Members wishing to call-in a decision should complete the attached call-in form and return it to Democratic Services before the expiry of five working days following the publication date of the decision. Members should refer to the Constitution (Article 6 - Overview and Scrutiny) for the rules of call-in.

## **New national NHS letters issued - inviting patients to book their own vaccination appointments**

Dear stakeholder,

This weekend, another cohort of people across England aged 80 and over and living within a 45 minute drive of one of seven new large-scale vaccination centres, will start to receive national letters inviting them to book themselves a COVID vaccination appointment. A copy of the letter is attached for your information.

If you receive calls from members of the public who are confused, or concerned about travelling to one of the vaccination sites bookable through the national website, the following may help you or your staff to explain the situation:

*These are letters from the national NHS system and are being sent out to people aged 80 and over during the coming days. If you've already had your first dose of the vaccine from a local GP-run vaccination hub or hospital, you can ignore this letter. The practice or hospital which gave you your first vaccination is responsible for arranging your appointment for your second jab.*

*If you haven't had your first vaccination yet (and you are aged 80 or over), you can choose to book an appointment for yourself using the web address or phone number in the letter. If you book in this way, you will be offered an appointment at one of the large vaccination sites – our nearest is currently at a venue called Robertson House, close to the centre of Stevenage. However, this venue is fully booked for the next week or two, so you may be offered a vaccination site further away than this. You can choose to have your vaccination in your local area instead. Your GP will contact you as soon as they are ready to offer you an appointment.*

### **Background**

If patients from Hertfordshire, west Essex and the surrounding areas respond to the letter by calling 119 or going online, their closest option is currently the Robertson House vaccination centre in Stevenage, which is being run by Hertfordshire Community NHS Trust. This vaccination centre is one of the first seven large-scale sites across the country which began vaccinating on Monday 15 January. However, this site is fully booked until 25 January. As a result, patients may be offered an appointment even further from home – in another NHS region. It is possible that if patients have made a local appointment or been vaccinated very recently they could also receive a letter. Thank you for your assistance with this matter.

Vanessa Moon  
Head of Communications and Engagement  
**NHS West Essex Clinical Commissioning Group**

**Mobile:** 07785 383877

<http://www.westessexccg.nhs.uk/>

Building 1 | Spencer Close | St Margaret's Hospital | Epping | CM16 6TN

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Mr Test Smith  
Add Line 1  
Add Line 2  
Add Line 3  
Add Line 4  
Add Line 5  
AA1 8AA

Your NHS Number: 111111111  
Date: 11 Jan 2021



This barcode contains your NHS number.

## **Book your coronavirus (COVID-19) vaccine appointments now**

Dear Mr Test Smith

You are able to book your free NHS coronavirus vaccine now.

We have sent you this letter as experts recommend that people in your age group are among the first to get the vaccine. This is because evidence shows that risk of serious illness because of coronavirus increases with age.

### **How to book your appointments**

To book your vaccination, visit: [\*\*www.nhs.uk/covid-vaccination\*\*](http://www.nhs.uk/covid-vaccination)

If you cannot use the NHS website, phone **119** free of charge.

You can ask someone else to do this for you if you prefer. The phone line is open into the evening and you may choose to ring later in the afternoon or early evening when it is less busy.

When you book, you will need:

- your name and date of birth
- your NHS number, which is at the top of this letter

You should book as soon as possible. If you've had your first vaccine dose already, ignore this letter, the NHS will contact you when it's time for your second dose.

If you can't travel to one of the locations available through [www.nhs.uk](http://www.nhs.uk) or by ringing 119, or there is another reason you can't book an appointment at one of these locations, you can choose to wait until your local GP services contact you if they haven't already. If you would rather do that, you don't need to do anything now - just wait for your GP services to contact you. More locations will also become available through [www.nhs.uk](http://www.nhs.uk) or by ringing 119 in the coming weeks so you could also try again later.

If you are unable to leave the house to travel to where you are offered an appointment and cannot arrange for someone to help you, your local NHS services will be in contact with you.

### **About the coronavirus vaccine**

You need 2 doses of the vaccine to get the best protection from the virus. Your second dose will be given up to 12 weeks after your first.

When you book your first appointment through [www.nhs.uk/covid-vaccination](http://www.nhs.uk/covid-vaccination) or by phoning 119, you will also need to book your second appointment.

For more information, read the leaflet that came with this letter, or visit [www.nhs.uk/covid-vaccination](http://www.nhs.uk/covid-vaccination)

Some people may not be able to get this vaccine at the moment. If you have had bad allergic reactions in the past, it is important that you read all the guidance. You can also ask about it when you book, or discuss it with a health professional when you attend your appointment.

The place that you choose to have your vaccine will keep you safe from COVID-19 through a range of measures including cleaning and disinfecting and having social distancing in waiting areas. Please also wear a face covering to your appointment.

Remember, the vaccine is only available from the NHS and is free of charge. The NHS will never ask you for details about your bank account or to pay for the vaccine.

#### **Data Protection**

NHS England is responsible for processing your personal data for the purposes of the Covid-19 vaccination programme. To find out more, you can access our privacy notice at:

<https://www.england.nhs.uk/contact-us/privacy-notice/>, or search for "NHS England Privacy Notice" in your browser





Customer Contact Centre: 0300 123 5000  
[info@highwaysengland.co.uk](mailto:info@highwaysengland.co.uk)  
[www.highwaysengland.co.uk](http://www.highwaysengland.co.uk)

## Important roadworks information

Dear Sir/Madam

### **M11 junction 7 Hastingwood Roundabout: bridge joint replacement**

I write to inform you that we'll be carrying out essential work to replace the bridge joints at the above location, on both the north and south bridges. During this work, we'll also carry out some resurfacing.

We plan to complete this work over **four weeks** from **Monday 25 January to Monday 22 February**. This work will take place at weekends and during week nights, working between the hours of **8pm and 5am**, subject to weather conditions.

We have closely liaised with the local authority to agree the most suitable diversion routes as detailed below:

#### **Phase 1: Hastingwood Roundabout South Bridge, starting Monday 25 January to Monday 8 February (two weeks)**

Traffic will be diverted onto Epping Road and B1393 northbound to return to Hastingwood Roundabout.

#### **Phase 2: Hastingwood Roundabout North Bridge, starting Monday 8 February to Monday 22 February (two weeks)**

Traffic will be diverted onto the A1169, Water Lane and Epping Road towards Epping Green. Traffic will continue on Epping Road to the A414 to return to Hastingwood Roundabout.

A diagram of the diversion routes can be found overleaf.

## **COVID19**

Please be assured all our sites have strict safeguarding measures to prevent the spread of COVID19 and none of our sites are open to the public. We will be carrying out all works following safety guidelines set by the Government.

## **Find out more**




To stay informed about all the latest major roadworks happening near you, visit [www.gov.uk/government/organisations/highways-england](http://www.gov.uk/government/organisations/highways-england) to register for the latest alerts. If you have any enquiries please contact the Highways England Customer Contact Centre on 0300 123 5000, or by e-mail to [info@highwaysengland.co.uk](mailto:info@highwaysengland.co.uk)

Yours faithfully

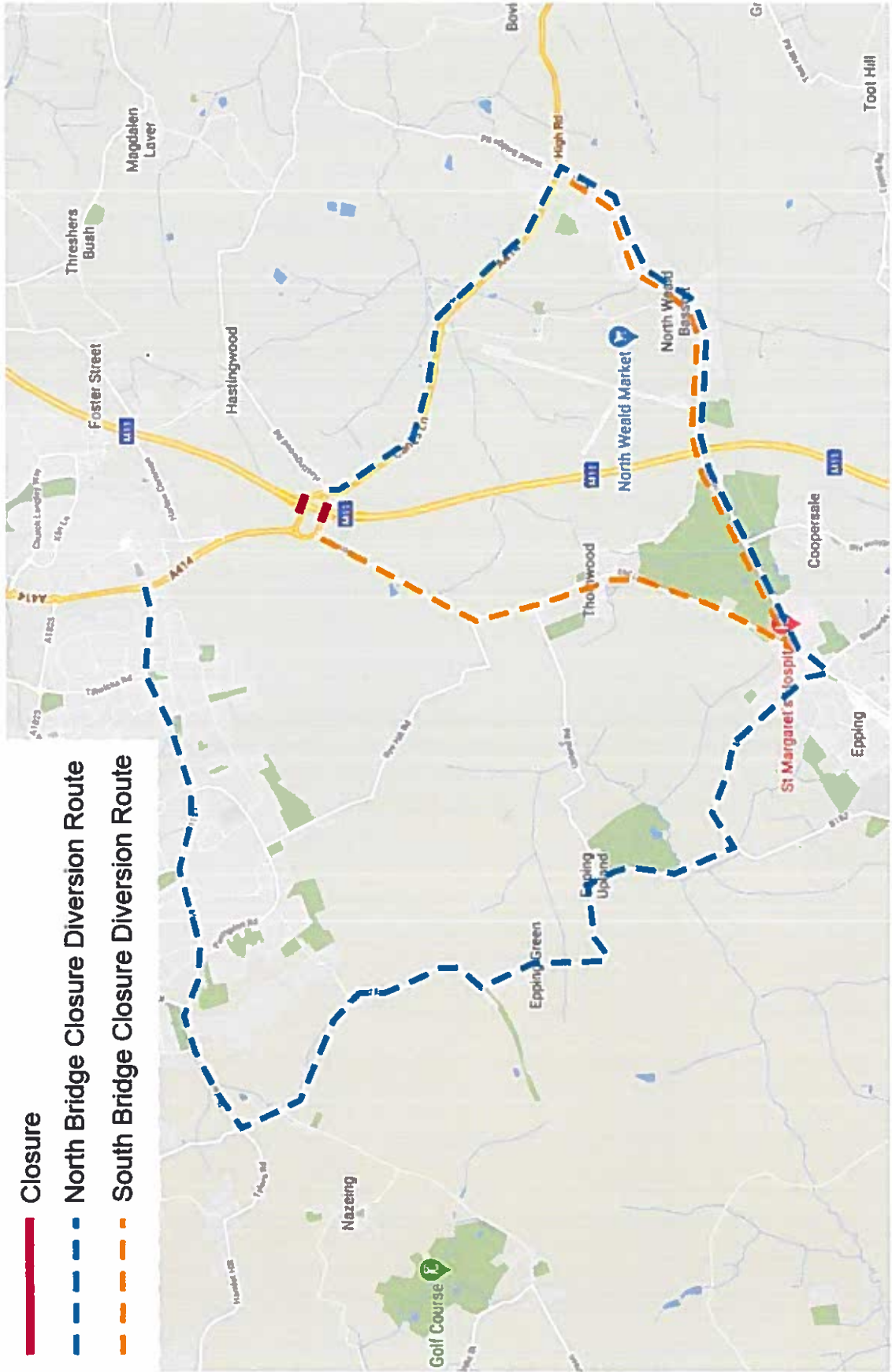
A handwritten signature in black ink, appearing to read "Phillip Rake", written over a light blue rectangular background.

Phillip Rake  
Project Manager, Operations East, Scheme Delivery Team

**Diversion Route**

-  Closure
-  North Bridge Closure Diversion Route
-  South Bridge Closure Diversion Route

**Diversion Map**



## EPPING FOREST DISTRICT COUNCIL

### Notification of Call-In of Portfolio Holder Decision under Paragraphs 45-52 of Article 6 (Overview & Scrutiny) of the Constitution

*This form must be signed and completed and the original returned to the Proper Officer in person no later than the fifth working day following the publication of the decision to be called-in*

<b>Decision to be called-in:</b>
<b>Decision reference:</b>
<b>Portfolio:</b>
<b>Description of decision:</b>
<b>Reason for call-in</b>

**Members requesting call-in**  
(3 members of the Overview and Scrutiny Committee or 5 other members)

Members Name:	Signed:
<b>Lead member:</b>	
Office Use Only: Date Received:	

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