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# **COUNCIL**

# ***BULLETIN***

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***Issued Week Ending Friday, 26 March 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  
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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: 29 March 2021 – 4 April 2021**

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Monday 29 March	7.00pm	Stronger Place Select Committee	
Tuesday 30 March	7.00pm	Stronger Communities Select Committee	
Wednesday 31 March	7.00pm	Area Planning Sub-Committee East	
Thursday 1 April	6.00pm 7.00pm	Executive Briefing Local Plan Cabinet Committee	
Friday 2 April			
Saturday 3 April			
Sunday 4 April			

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**Week Two: 5 April 2021 – 11 April 2021**

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Monday 5 April			
Tuesday 6 April	10.00am	Licensing Sub-Committee	
Wednesday 7 April	7.00pm	Area Planning Sub-Committee West	
Thursday 8 April			
Friday 9 April			
Saturday 10 April			
Sunday 11 April			

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**Week Three: 12 April 2021 – 18 April 2021**

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Monday 12 April	7.00pm	Joint Consultative Committee	
Tuesday 13 April	7.00pm	Stronger Council Select Committee	
Wednesday 14 April			
Thursday 15 April	7.00pm	Overview and Scrutiny Committee	
Friday 16 April			
Saturday 17 April			
Sunday 18 April			

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**Week Four: 19 April 2021 – 25 April 2021**

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Monday 19 April	7.00pm	DDMC Briefing (26 Apr)	
Tuesday 20 April	7.00pm	Cabinet	
Wednesday 21 April	7.00pm	Area Plans Sub-Committee South	
Thursday 22 April	7.00pm	Stronger Communities Select Committee	
Friday 23 April			
Saturday 24 April			
Sunday 25 April			

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## PART B - ESSENTIAL INFORMATION

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### New Process for raising IT issues

1. Members should raise IT issues by contacting Member Contact via email at [MemberContact@eppingforestdc.gov.uk](mailto:MemberContact@eppingforestdc.gov.uk). Minimum information required; a full detailed explanation of the symptoms, preference for contact details, an appropriate time for IT to contact, and any screenshots of the issues experienced (if appropriate).
2. Member Contact will raise the incident on behalf of the member with the ICT service desk by telephoning the ICT service desk on internal extension 4888 or external 01992564888.
3. The Service Desk member will create an incident on behalf of the Member, with the full details. Please note that there may be occasions when further information is required in order for the service desk to progress the ticket, In this instance the service desk will advise and support Member Contact and postpone the progress of the ticket until the appropriate information is provided.
4. IT will then accept ownership of the issue and create a ticket. During the lifecycle of the ticket there may be occasions where further information and collaboration is needed with the members directly, ICT will contact the member directly at the stipulated time on the appropriate number provided in the ticket. Updates on the Tickets will be emailed directly to the member reporting the issue.
5. In the event that IT have attempted to reach the member on 2 separate occasions and are unable to make contact the ticket will be resolved and escalated to [MemberContact@eppingforestdc.gov.uk](mailto:MemberContact@eppingforestdc.gov.uk). Member Contact or the Member will then have 10 days to reach out to the service desk in order to re-open the ticket and resolve the issue.
6. Members are still able to raise tickets directly via the service desk by telephoning the ICT service desk on internal extension 4888 or external 01992564888.
7. Any IT issues being reported to Democratic Services will be emailed to [MemberContact@eppingforestdc.gov.uk](mailto:MemberContact@eppingforestdc.gov.uk)

### Use of Council email address

This is a polite reminder that when undertaking Council business, **you must only use your Council email address** due to GDPR legislation.

If you are experiencing issues with accessing your Council email account, please following the new process to raise IT issues so our ICT Team can assist.

### Member Contact

Please be aware that all Member queries should be logged using [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.

### Modern.Gov App Tutorial

A video tutorial is available from Civica on YouTube for using the Modern.Gov iOS app. The video is approximately 12 minutes long and can be accessed via the following link:

Modern.Gov new iOS App Tutorial =  
<https://www.youtube.com/watch?v=F23xhEdH5vc>

### **Committee Management System**

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

<https://eppingforetexttranet.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>

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## **PART C - GENERAL INFORMATION**

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### **1. LOCAL PLAN CABINET COMMITTEE - MEETING CANCELLED**

Please be advised that the Chairman, Cllr N Bedford, has given his permission to cancel the next meeting of the Local Plan Cabinet Committee on 1 April 2021 owing to the lack of business.

(Further information: Vivienne Messenger ext 4243)

### **2. CHANGES TO REGULATORY SERVICES**

Two Teams within the Regulatory Service have had a name change to explain more clearly their roles (these are shown below).

Old Team Name	New Team Name	New Team Manager Title
Business and Corporate	Environmental Health Commercial and Air Quality	Brian Stalabross Team Manager Environmental Health: Commercial and Air Quality Team
Residential	Environmental Health Private Sector Housing and Grants	Sandra Wilson Team Manager Environmental Health: Private Sector Housing and Grants Team

### **3. MEMBERS DID YOU KNOW.....**

If you are having trouble accessing agendas on your iPads or home computers you can find them by:

Accessing them on the EFDC website through Safari for iPads and your web browser for home computers: [www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)

Choose **'Your Council'**

Under More Information choose **'Committees and panels'**

This will bring up a list of the current committees. Choose the relevant committee, click on the link, choose the **'Agenda reports pack'**.

This will not bring up any private documents, those that are normally printed on pink.

(Further information: Democratic Services ext 4243)

**4. WEBCAST TOP 10 22MAR (Pages 15 - 16)**

Please see attached.

**5. EFDC - BUSINESS MATTERS MARCH 2021 (Pages 17 - 30)**

The council has set up a new monthly business e-newsletter (attached) which will communicate all news and opportunities relating to support for local businesses. If you would like to receive these newsletters in the future please can you sign up via this link: <http://eepurl.com/qib9nD>

We would welcome that you share this link with any other local businesses who you know and feel would benefit from receiving this information.

**6. EXTERNAL SCRUTINY - LOCAL MENTAL HEALTH SERVICES FOR YOUNG PEOPLE**

Sarah Garner will be attending the next meeting of the Overview & Scrutiny Committee on 15-Apr-21 to give a short presentation on Local Mental Health Services for Young People. As Members will remember, this arose out of the external Scrutiny of Local Mental Health Services for Adults undertaken earlier in the municipal year. To that end, could I ask Members to let me know of any issues that they would like to raise in advance of the meeting (by email please) so that I can brief Ms Garner. The issue of “how apparent mental health concerns amongst local students could be referred to service providers by primary and secondary schools in the Epping Forest District, and how quickly such referrals could expect to be assessed” is already on the list.

Members should also note that Ms Garner is the Assistant Director for the Southend, Essex & Thurrock Children & Young Peoples Emotional Wellbeing & Mental Health Collaborative and that the current contract is Essex-wide. Therefore, Ms Garner will be able to update Members on what is available in West Essex, but not specifically Epping Forest, although the District does form part of the West Essex region.

(Further Information: Gary Woodhall Ext 4470)

**7. CHAIRMAN'S DIARY**

None this week



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## LICENSING ACT 2003

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Please be advised that the Licensing Unit has received the following application for a full variation to a premises licence under the Licensing Act 2003:

**Applicant name:** Nick Thompson of Connaught Hill, Loughton, Essex, IG10 4DU

**Address of Premises:** J26 Diner, Skillet Hill Farm, Honey Lane, Waltham Abbey, Essex, EN9 3QU

**Brief details of the natures of the application:**

The proposed variation looks to:

- Remove a condition imposed on the current premises licence under Annex 2, which restricts the number of customers to 40 at any one time.
- Increase the limit of people to 150 to sit both inside and out.

**Consultation Period**

From: 18<sup>th</sup> March 2021

To: 15<sup>th</sup> April 2021

**Officer in charge:** Hannah Gould

Please ensure that any comments/objections are received by the Licensing team on or before the consultation end date.

Manager  
Licensing Team

Kim Tuckey 01992 564034  
[licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk)

Please be advised that the Licensing Unit has received the following applications for New Premises Licence made under the Licensing Act 2003 for the premises below:

Applicant name: Lisa Kashin

Address of Premises: The Mole Trap PH, Tawney Common, Epping, Essex, CM16 7PU

Brief details of the natures of the application:

Full Variation of existing premises licence,

The Sale by Retail of Alcohol Monday to Saturday 11.00 – 23.00,  
Sunday 11.00 – 22.00

To remove 2 conditions under the Operating Schedule of  
The Protection of Children from Harm;

- a) Children under the age of 14 are not allowed on the premises, and
- b) Children between the age of 14-18 may enter the premises when having a meal and accompanied by an adult.

To be replaced with Any person under 18 years of age must be accompanied by an adult

An addition to the plans to allow an outside bar area being added to the beer garden

Opening Times Monday to Saturday 11.00 – 23.30, Sunday 11.00 – 22.30

Consultation Period From: 23<sup>rd</sup> March 2021 – 19<sup>th</sup> April 2021

Officer in charge: Debbie Houghton

Please ensure that any comments/objections are received by the Licensing team on or before the consultation end date.

Manager  
Licensing Officer

Kim Tuckey 01992 564034  
Debbie Houghton 01992 564336

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# PLANNING

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## 1. Appeals Lodged

EPF/2796/20 – Priory Farm Norwood End Fyfield CM5 0RJ - Erection of new house –  
Written reps – Erection of a New House

## 2. Forthcoming Planning Inquiries/Hearings -

25<sup>th</sup> March 2021 – The Old Waterworks Green Lane Nazeing EN10 6RS – Planning and  
Enforcement appeal - Without planning permission the conversion of a former stable and the  
erection of an extension to stable to facilitate unauthorised change of use of the land from  
agricultural to residential – Virtual Hearing

13<sup>th</sup> April 2021 - 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 - – Virtual Inquiry -

EPF/0695/19 - Langley and Mile Nurseries Crooked Mile, Waltham Abbey EN9 2ER -  
Outline planning application for a residential development comprising up to x 52 no.  
dwellings (including 40% affordable housing) with vehicular access from Crooked Mile,  
associated open space, children's play area and ancillary works- date to be arranged

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

## 3. Enforcement Appeals

None this week

## 4. Appeal Decisions

EPF/0542/20 – Flats 1-14 and Unit 1 and 2, Aubrey House (formerly rear of 165 High Road)  
High Road Loughton IG10 4LF - Revisions to Building 2 rear building (Approved under  
EPF/2600/14) to include penthouse as allowed under appeal APP/J1535/W/19/3226911 and  
internal and external alterations – Allowed, variation by deletion of Condition 8.

## 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.