
COUNCIL BULLETIN

Issued Week Ending Friday, 2 April 2021

Epping Forest District Council
www.eppingforestdc.gov.uk

Compiled, designed and produced by
Member Services

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PART A - FORWARD DIARY

Key to abbreviations:

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

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.

Week One: 5 April 2021 – 11 April 2021

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

Week Two: 12 April 2021 – 18 April 2021

Monday 12 April		Joint Consultative Committee - Cancelled	
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			

Week Three: 19 April 2021 – 25 April 2021

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			

Week Four: 26 April 2021 – 2 May 2021

Monday 26 April	7.00pm	District Development Management Committee	
Tuesday 27 April	10.00am	Waste Management Partnership Board	
Wednesday 28 April	7.00pm	Area Plans Sub-Committee East	
Thursday 29 April	7.00pm	Council	
Friday 30 April			
Saturday 1 May			
Sunday 2 May			

PART B - ESSENTIAL INFORMATION

New Process for raising IT issues

1. Members should raise IT issues by contacting Member Contact via email at 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. 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

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 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://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?CIId=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>

PART C - GENERAL INFORMATION

1. NEW LINK FOR ITRENT FOR MEMBERS

With effect from the 8th April, the web address for Itrent ESS for EFDC Members will be changing. The new address will be https://ce0144li.webitrent.com/ce0144li_iss

After this link goes live, please log in at your earliest convenience as you will need this to access your P60.

2. OUR WAYS OF WORKING - MARCH (Pages 19 - 20)

Please see attached.

3. RE-START GRANTS FOR BUSINESSES - ANNOUNCED BY THE CHANCELLOR AS PART OF THE SPRING BUDGET

Introduction

The primary principle of the Restart Grant scheme is to support businesses that offer in-person services, where the main service and activity takes place in a fixed rate-paying premises, in the relevant sectors.

Under the Restart Grant scheme, Local Authorities will receive funding to be allocated in one-off grants to businesses:

- Grants of up to £6,000 will be paid to non-essential retail business premises, to help them reopen safely.
- Grants of up to £18,000 will be allocated to hospitality, accommodation, leisure, personal care and gym business premises, which may open later under plans set out in the roadmap and will be more impacted by restrictions when they do reopen.

Who will receive this funding?

General eligibility:

- Businesses must be trading on 1 April 2021 to be eligible to receive funding under this scheme.
- Businesses will be required to make an application for the grant and provide details and documentary evidence in accordance with the eligibility criteria
- The Restart Grant scheme supports businesses that are predominantly reliant on delivering “in-person” services for the general public in the aforementioned sectors.
- Non-essential retail - for the purposes of this scheme, a non-essential retail business can be defined as a business that is used mainly or wholly for the purposes of retail sale or hire of goods or services by the public, where the primary purpose of products or services provided are not necessary to the health

and well-being of the public. Please note - the definition of a non-essential retail business should exclude: food retailers, including food markets, supermarkets, convenience stores, corners shops, off licences, breweries, pharmacies, chemists, newsagents, animal rescue centres and boarding facilities, building merchants, petrol stations, vehicle repair and MOT services, bicycle shops, taxi and vehicle hire businesses, education providers including tutoring services, banks, building societies and other financial providers, post offices, funeral directors, laundrettes and dry cleaners, medical practices, veterinary surgeries and pet shops, agricultural supply shops, garden centres, storage and distribution facilities, wholesalers, employment agencies and businesses, office buildings, automatic car washes and mobility support shops.

- Hospitality - for the purposes of this scheme, a hospitality business can be defined as a business whose main function is to provide a venue for the consumption and sale of food and drink. Please note - the definition of a hospitality retail business should exclude: food kiosks and businesses whose main service is a takeaway (not applicable to those that have adapted to offer takeaways during periods of restrictions, in alignment with previous COVID-19 business grant schemes).
- Leisure - for the purposes of this scheme, a leisure business can be defined as a business that provides opportunities, experiences and facilities, in particular for culture, recreation, entertainment, celebratory events and days and nights out. Please note: the definition of a leisure business should exclude: all retail businesses, coach tour operators, tour operators and telescopes.
- Accommodation - for the purposes of this scheme, an accommodation business can be defined as a business whose main lodging provision is used for holiday, travel and other purposes. Please note: the definition of an accommodation business should exclude: private dwellings, education accommodation, residential homes, care homes, residential family centres, beach huts.
- Gym & Sports - for the purposes of this scheme, a gym & sport business can be defined as a commercial or non-profit establishment where physical exercise or training is conducted on an individual basis or group basis, using exercise equipment or open floor space with or without instruction, or where individual and group sporting, athletic and physical activities are participated in competitively or recreationally. Please note: the definition of a gym & sport business should exclude: home gyms, home exercise studios, home sports courts and home sports grounds.
- Personal Care - for the purposes of this scheme, a personal care business can be defined as a business which provides a service, treatment or activity for the purposes of personal beauty, hair, grooming, body care and aesthetics, and wellbeing. Please note: the definition of a personal care business should exclude: businesses that only provide personal care goods, rather than services; businesses used solely as training centres for staff, apprentices and others; businesses providing dental services, opticians, audiology services, chiropody, chiropractors, osteopaths and other medical or health services, including services which incorporate personal care services, treatments required by those with disabilities and services relating to mental health.

How much funding will be provided to businesses?

The Restart Grant scheme is for businesses registered in the local authority ratings list only, as at 1 April 2021, and is a one-off grant.

The Restart Grant will support non-essential retail premises with one-off grants of up to £6,000 in Strand One of the Restart Grant. The following thresholds apply for these businesses:

- Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £15,000 or under on 1 April 2021 will receive a payment of £2,667.
- Businesses occupying hereditaments appearing on the local rating list with a rateable value over £15,000 and less than £51,000 on 1 April 2021 will receive a payment of £4,000.
- Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £51,000 or over on 1 April 2021 will receive a payment of £6,000.

The Restart Grant will also support hospitality, accommodation, leisure, personal care and gym business premises with one-off grants of up to £18,000 in Strand Two of the Restart Grant. The following thresholds apply for these businesses:

- Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £15,000 or under on 1 April 2021 will receive a payment of £8,000.
- Businesses occupying hereditaments appearing on the local rating list with a rateable value over £15,000 and less than £51,000 on 1 April 2021 will receive a payment of £12,000.
- Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £51,000 or over on 1 April 2021 will receive a payment of £18,000.

Further details, including the link to an online application form, will be available on the council website from 1 April 2021.

4. PROSECUTION FOR FLYTIPPING & BREACH OF PLANNING ENFORCEMENT NOTICE

Incidents of fly tipping and breaching a planning enforcement notice lead to two court cases against a Loughton resident and his wife in the space of 3 days, leading to 200 hours of unpaid work and financial penalties of over £2500 at Chelmsford and Colchester Magistrates courts.

Members may recall that in December 2019, the Council's Environmental Enforcement Team prosecuted Mr Salinder Minhas of 3 Alderton Close, Loughton Essex for the offence of depositing controlled waste at the junction of Alderton Close and Alderton Hall Lane Loughton without having a waste management permit (fly tipping) and failing to take all such measures as were reasonable to ensure that the waste was transferred to an authorised person. Mr Minhas also failed to attend for a meeting with the Council as required by the Environment Act 1995

The trial took place at Southend Magistrates Court in Mr Minhas' absence, and he was found guilty, subject fines and costs totalling £6,824.32. Mr Minhas had previously failed to pay a Fixed Penalty Notice offered to him of £200

As it was later found that Mr Minhas had been in hospital on the day of the trial, a retrial was fixed and eventually heard on 12th March 2021. Having heard the evidence from one of the Council witnesses, Mr Minhas changed his plea to guilty.

On this occasion he was given a Community Order with 200 hours of unpaid work to be completed within 12 months. He was ordered to pay £600 towards the Council's prosecution costs together with a Victim Surcharge of £85. (Total £685). The previous sanctions were cancelled.

The Magistrates' commented that Mr Minhas had three opportunities to try to resolve matters, outside of the courtroom, and he had ignored them. They stated "We understand there were neighbourhood issues and that you are sorry but you did not plead guilty at the earliest opportunity to these matters and caused a great many people to spend time trying to enforce matters. Laws are there to ensure waste is deposited safely to protect the public and to ensure the environment was not harmed. We hope you now understand the consequences of your actions".

This action was in addition to that taken by the Council's Planning Enforcement Team on 9 March 202, where following not guilty pleas having previously been entered, Mr Minhas and his wife Mrs Parminder Minhas changed their pleas to guilty for failing to comply with a Planning Enforcement Notice served on them by Epping Forest District Council. This notice required them to remove a roller shutter which was in excess of 2 metres in height that had been installed by them between 2 garages at the front of their property

Having taken into account their late guilty plea, mitigation, personal circumstances and the fact that the roller shutter has now been removed, Mr Minhas was fined £145, with a contribution to the Council's Prosecution Costs of £750 and a victim surcharge of £32 (total £927). Mrs Minhas was fined £124 with a contribution to the Council's Prosecution Costs of £750 and a victim surcharge of £32 (total £906)

(Further information: Flytipping: Michael Richardson ext 4422 - Planning Enforcement: Jerry Godden ext 4498)

5. WEBCAST TOP 10 29MAR (Pages 21 - 22)

Please see attached.

6. ECC HIGHWAYS HIGHLIGHTS (Pages 23 - 28)

Please see attached.

7. CHAIRMAN'S DIARY

None this week

LICENSING ACT 2003

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: Ward Hadaway Solicitors on behalf of Co-Operative Group Food Ltd.

Address of Premises: Co-op, 7-9 Sun Street, Waltham Abbey, Essex, EN9 1ER.

Brief details of the natures of the application:

The proposed variation looks to:

Vary the layout of the premises to include a temporary store within the licensed area for use during refurbishment of the Store

Vary the hours when licensable activities may take place from Mon-Sat 07:00-23:00, Sun 10:00-22:30 to Mon-Sun 06:00-23:00

Consultation Period

From: 27th March 2021

To: 23rd 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

Please be advised that the Licensing Unit has received the following application for Street Trading Consent Renewal:

Applicant name: Debden Traders' Association
Address of Premises: The Broadway, Loughton, Essex, IG10
Brief details of the nature of the application: New Application for Street Trading Consent

This application is for market stalls and outside shop premises selling various mixed goods including hot and cold food and drinks (no alcohol).

Monday to Friday 08:00 – 17:00

Consultation Period From: 25th March 2021 – 14th April 2021

Officer in charge: Peter Jones

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
Peter Jones 01992 564721

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

Applicant name: Robson Analytics

Address of Premises: Unit G207, Weston House, The Maltings, Station Road, Sawbridgeworth, CM21 9FP

Brief details of the nature of the application: Sale of Alcohol for consumption off the premises Monday to Sunday 09:00 – 21:00

Consultation Period From: 24th March 2021 To: 20th 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	Kim Tuckey	01992 564034
Licensing Officer	Debbie Houghton	01992 564336

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: Glam Management Limited

Address of Premises: Roding Valley High School Fields/Grounds, Aldereton Hill, Loughton, IG10 3JA

Brief details of the natures of the application:

This application is for a Premises Licence for a one off Loughton Music Event which will only last for the following days, 27th, 28th, 29th and 30th August 2021 (bank holiday weekend) to provide the following licensing activities:

- Films (both on & off) : Monday 12:00- 17:00, Friday 18:00-22:00, Saturday 12:00-22:00, Sunday 12:00-22:00
- Live Music (both on & off): Monday 12:00- 17:00, Friday 18:00-22:00, Saturday 12:00-22:00, Sunday 12:00-22:00
- Recorded Music (both on & off): Monday 11:00- 17:00, Friday 17:00-22:00, Saturday 11:00-22:00, Sunday 11:00-22:00
- Performance of Dance (both on & off) : Monday 12:00- 17:00, Friday 18:00-22:00, Saturday 12:00-22:00, Sunday 12:00-22:00
- Supply of Alcohol (on the premises): Monday 12:00- 17:00, Friday 18:00-22:00, Saturday 12:00-22:00, Sunday 12:00-22:00
- Hours Open to the public: Monday 11:00- 18:00, Friday 17:00-23:00, Saturday 11:00-23:00, Sunday 11:00-23:00

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

Manager
Licensing Compliance Officer
Licensing Compliance Officer
Licensing Compliance Officer
Licensing Compliance Officer
Licensing compliance officer

Kim Tuckey 01992 564034
Handan Ibrahim 01992 564153
Denise Bastick
Debbie Houghton
Peter Jones
Hannah Gould

PLANNING

1. Appeals Lodged

EPF/0841/20 – Beech Hill House Pynest Green Lane Waltham Abbey EN9 3QL - Demolition of existing house, cottage & garage - erection of a replacement family dwelling house (two storey and roof space, and two basement level)s involving balconies and dormer windows and a new vehicle access and hard standing areas –Caroline Brown ext. 4182 – Written Reps

EPF/1120/20 1 Buttercross Lane Epping CM16 5AA - Demolish existing property and erect one 3 bedroom house and three 2 bedroom apartments – Sukhi Dhadwar ext. 4597 – Written reps

EPF/2790/20 –Land North of Heathlands Willingale Road Ongar CM5 0QH - Change of use of land for the creation of 9 Gypsy/Traveller pitches comprising the siting of 1 mobile home, 1 touring caravan, and the erection of 1 utility building per pitch – Mo Rahman ext. 4415 – Public Inquiry

2. Forthcoming Planning Inquiries/Hearings -

13th 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 –

New date to follow – 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

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/2790/20 –Land North of Heathlands Willingale Road Ongar CM5 0QH - Change of use of land for the creation of 9 Gypsy/Traveller pitches comprising the siting of 1 mobile home, 1 touring caravan, and the erection of 1 utility building per pitch – Mo Rahman ext. 4415 – Public Inquiry - 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/1485/20 – The Barn 4 Little Goldings Clays Lane Loughton IG10 2RZ - Proposed alterations & extensions to a detached house, including first floor extension over garage & utility, first floor back extension over back of kitchen & detached garage with guest bedroom & ensuite – Dismissed

EPF/1871/2- Tender Trap 86 Manor Road Chigwell Ig7 5PQ - Installation of CCTV security mast (Revised Application to EPF/0677/20) – Allowed with conditions

EPF/2051/20 – 1 The Cedars Buckhurst Hill Essex IG9 5TS - Prior approval for an additional storey on the existing property – Allowed with conditions

EPF/2628/20 – 12 Carrol Hill Loughton IG10 1NJ - Proposed ground and first floor extensions and provision of a new pitched roof.(Revised application to EPF/0986/20) – Dismissed

5. Tree Preservation Orders

None this week

6. S106 Agreements

None this week

7. Changes to Planning Systems

None this week

PORTFOLIO HOLDER DECISIONS

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.