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# **COUNCIL**

# ***BULLETIN***

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***Issued Week Ending Friday, 9 April 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: 12 April 2021 – 18 April 2021**

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Monday 12 April	7.00pm	<del>Joint Consultative Committee</del> - Cancelled	
Tuesday 13 April	7.00pm	Stronger Council Select Committee	VM
Wednesday 14 April	10.00am	Licensing Sub-Committee	VM
Thursday 15 April	7.00pm	Overview and Scrutiny Committee	VM
Friday 16 April			
Saturday 17 April			
Sunday 18 April			

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

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

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### Week Three: 26 April 2021 – 2 May 2021

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

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### Week Four: 3 May 2021 – 9 May 2021

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Monday 3 May		Bank Holiday	
Tuesday 4 May			
Wednesday 5 May			
Thursday 6 May	7.00am - 10.00pm  10.00pm (approx.)	Police, Fire & Crime Commissioner Election County Council Elections District Council Elections Town & Parish Council Elections  Full Election Verification	Hanger 6, NWA
Friday 7 May	9.30am  11.00am (approx.)	County Council Election Count  District Council and Town & Parish Council Election Counts	Hanger 6, NWA
Saturday 8 May	9.30am	Police, Fire & Crime Commissioner Election Count	Hanger 6, NWA
Sunday 9 May			

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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> 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 raised using the '*New Process for Raising IT Issues*' outlined above on the previous page.

### **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 Democratic Services.

### **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. 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)

### **2. CHAIRMAN'S DIARY**

None this week

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## LICENSING ACT 2003

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### Local Government Miscellaneous Provisions Act 1982 Street Trading

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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 natures 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 Sunday 08:00 – 17:00

Consultation Period From: 25<sup>th</sup> March 2021 – 14<sup>th</sup> 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



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## PLANNING

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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.

## 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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