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# **COUNCIL**

# ***BULLETIN***

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***Issued Week Ending Friday, 23 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

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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.

## May 2021

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
26 7.00 pm <a href="#">District Development Management Committee</a> 26/04	27 10.00 am <a href="#">Waste Management Partnership Board</a> 27/04 11.00 am <a href="#">Elections Planning Group</a> 27/04	28 7.00 pm <a href="#">Area Planning Sub-Committee East</a> 28/04	29 7.00 pm <a href="#">Council</a> 29/04	30
3 Bank Holiday	4 2.00 pm <a href="#">Cabinet Agenda Planning Group</a> 04/05	5	6	7
10 3.00 pm <a href="#">Council Agenda Planning Group</a> 10/05	11	12 5.00 pm - 7.30 pm <a href="#">Member Training - New and Re-elected Member Welcome and Induction</a> 12/05 7.30 pm <a href="#">Area Planning Sub-Committee West</a> 12/05	13 10.00 am <a href="#">Licensing Sub Committee</a> 13/05	14 9.00 am - 10.30 am <a href="#">Member Training - iPad Issue and Overview</a> 14/05 10.30 am - 11.30 am <a href="#">Member Training - How th Council Works</a> 14/05 11.45 am - 1.00 pm <a href="#">Member Training - Code of Conduct</a> 14/05 1.30 pm - 3.00 pm <a href="#">Member Training - Data Protection</a> 14/05 3.00 pm - 5.00 pm <a href="#">Member Training - Planning</a> 14/05
17	18 10.00 am - 12.30 pm <a href="#">Member Training - Chairmanship of Area Plans Sub-Committee and District Development Committee</a> 18/05 7.00 pm <a href="#">Appointments Panel</a> 18/05	19 7.30 pm <a href="#">Area Planning Sub-Committee South</a> 19/05	20	21
24	25 7.30 pm <a href="#">Council</a> 25/05	26 7.30 pm <a href="#">Area Planning Sub-Committee East</a> 26/05	27	28 10.00 am - 12.00 pm <a href="#">Qualis - Cabinet Workshop</a> 28/05

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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?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>

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## **PART C - GENERAL INFORMATION**

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### **1. TREE PROSECUTION - 10 BROOKLYN AVENUE LOUGHTON ESSEX**

On 13<sup>th</sup> April 2021 in Chelmsford Magistrates Court Mr. Mark Leadeham of 10 Brooklyn Avenue Loughton Essex pleaded guilty to causing or permitting the lopping of an Ash tree on the border of his property without the authorisation of Epping Forest District and which was protected by a group Tree Preservation Order made in 1970

#### **FACTS**

In March 2020 the Council's Tree and Landscape officer was notified that work had been carried out to an Ash tree in the garden of 10 Brooklyn Avenue Loughton Essex

The tree was protected by a Tree preservation order made in 1970 and no consent had been given for the work carried out. Mr Leadeham had previously made enquiries about what trees in his garden were protected in 2019 and following an investigation by the Council's Planning enforcement team it was decided that a prosecution for the unauthorized work was justified. The Council were unable to identify the contractors who carried out the work.

Having pleaded guilty at the first available time Mr Leadeham was fined £512 (it would have been £768 if he had not pleaded guilty) He was also ordered to pay a contribution towards the Council's prosecution costs of £1,550 and a victim surcharge of £51

### **2. PROSECUTION FOR FAILING TO COMPLY WITH PLANNING ENFORCEMENT NOTICE 3A LYNDHURST RISE CHIGWELL ESSEX**

Following a not guilty plea having previously been entered by Mr Habibur Choudhury of 3a Lyndhurst Rise Chigwell Essex, a trial was held in Chelmsford Magistrates Court on 16<sup>th</sup> March 2021. Mr Choudhury had pleaded not guilty for failing to comply with a Planning Enforcement Notice served on him by Epping Forest District Council requiring him to remove an extension constructed at his property that was not within the measurements of permitted development and which was too high. Mr Choudhury had not appealed to the planning inspectorate against the requirements of the Enforcement Notice.

Three Council Planning Enforcement officers gave evidence at the trial. Having heard the evidence given by those officers and from Mr Choudhury himself, the Magistrates found him guilty.

He was fined £1,000 and ordered to pay the Council's prosecution costs of £5233.09 and a Victim Surcharge of £100.

He still needs to remove the outbuilding to comply with the Enforcement Notice and the Enforcement Team will be visiting to ensure that the notice has been complied with in the near future. Further action will be taken if the building has not removed.

### **3. WEBCAST TOP 10 19APR (Pages 17 - 18)**

Please see attached.

### **4. EMAIL SCAM**

It has been brought to our attention that scammers have been setting up fake email accounts, posing to be one of our Elected Members. The scammer has used the fake email account to contact local Parish Councils, claiming to be a Member and requested money and information.

The email address which the scammer had set up copied the domain part of our email account, with some minute changes. It was @eppingforestdc.exedoc.uk. This is very similar to the domain of our email accounts.

These sorts of attempts are on the increase so we want you to be aware of the scams and offer some advice on how to stay safe and report suspicious activity.

#### **Advice to stay safe**

- ✓ You should always double check the email address as it's very easy to glance at the first bit (name) and just make an assumption that the rest of the address is genuine.
- ✓ Always check the "gov.uk" bit and be especially aware of very minute changes such as commas being used instead of full stops. The small fonts mean that this is often difficult to perceive the very subtle differences.
- ✓ Consider the language used in the email.... does it sound "right" for the person sending it. If in doubt, do not follow the links or reply back to the sender.
- ✓ If you are in doubt, always call the sender to verify authenticity.
- ✓ If you find the email is a scam, you should report this to the ICT Service Desk as soon as possible so they can block the sender.

Please remain vigilant around suspicious emails. We have preventative measures in place with our firewall however, you have a part to play in keeping the organisation safe too.

#### **If in doubt, report it**

**These scams can happen to anyone, regardless of how 'tech savvy' or 'street wise' you may be.**

Please report anything you feel is suspicious to the ICT Service Desk as soon as possible by calling 01992 564888.

### **5. EPPING HIGH STREET**

A project to tidy up Epping High Street, while improving opportunities for social distancing is due to start on 27<sup>th</sup> April. The works will ensure the High Street can operate safely, restore local confidence and help keep our residents safe. The project will remove the orange highway barriers and replace with a time-limited pavement widening scheme. More detail to follow in a press release.

(Further information: Simon Bell ext 4705)

**6. 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 new Premises Licence made under the Licensing Act 2003 for the premises below:

Applicant name: MSAJ Pizza Ltd

Address of Premises: Pizza Hut, 21 The Broadway, Loughton, IG10 3SP

Brief details of the nature of the application:

The application is for a new Premises Licence. The applicant is applying for the following licensable activities:

**Provision of Late Night Refreshment**

Monday to Sunday 23:00 to 01:00

**Hours Premises will be open to the public**

Monday to Sunday 11:00 to 01:00

Consultation Period From: 16<sup>th</sup> April 2021 to 13<sup>th</sup> May 2021

Officer in charge: Mrs Denise Bastick

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  
Debbie Houghton 01992 564336  
Handan Ibrahim 01992 564153  
Denise Bastick 01992 564334  
Hannah Gould 01992 564721  
Peter Jones 01992 564166

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

Applicant name: Joanne Rands, Butterfly Icing

Address of Premises: 15 Mowbrey Gardens, Loughton, Essex, IG10 2EU

Brief details of the nature of the application:

The application is for a new Premises Licence to supply alcohol in 4ml pipettes or 200ml bottles placed into or on cupcakes or cakes. The sale of alcohol on these premises will be between the hours of 10:00 and 19:00. Customers will either collect from the above address or at a collection point at Taylors Cards in Debden Broadway.

The applicant is applying for the following licensable activities:

**Supply of Alcohol (off the premises only)**

Monday to Sunday 10:00 to 19:00

**Trading Hours**

Monday to Sunday 10:00 to 19:00

Consultation Period From: 16<sup>th</sup> April 2021 to 13<sup>th</sup> May 2021

Officer in charge: Mrs Denise Bastick

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  
Debbie Houghton 01992 564336  
Handan Ibrahim 01992 564153  
Denise Bastick 01992 564334  
Hannah Gould 01992 564721  
Peter Jones 01992 564166

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: Dello Spirito Ltd

Address of Premises: Il Vino, 28 Queens Road, Buckhurst Hill, IG9 5BY

Brief details of the natures of the application:

**The Sale of Alcohol (For consumption both on and off)**

Monday – Sunday 10:00 – 23:00

**Opening Hours**

Monday – Sunday 10:00 – 23:00

Consultation Period From: 8<sup>th</sup> April 2021 To: 5<sup>th</sup> May 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: Natassia Kourousi

Address of Premises: 6 Bradwell Road, Buckhurst Hill, IG9 6BY

Brief details of the natures of the application:

**The Sale of Alcohol (For consumption off the premises)**

Monday – Sunday                      07:00 – 22:00

Consultation Period From: 8<sup>th</sup> April 2021 To: 5<sup>th</sup> May 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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## 1. Appeals Lodged

None this week

## 2. Forthcoming Planning Inquiries/Hearings -

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 –

23 April 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

27<sup>th</sup> April 2021 - Billingsbourne Barn (land beyond) Millers Lane Chigwell IG7 6FG - Certificate of Lawful Development for existing works of conversion carried out at land formerly known as Billingsbourne Barn (land beyond), Millers Lane, Chigwell IG7 6FG

(a) fall within the provisions of Schedule 2, Part 3 Paragraph Q.2(1) of the Town and Country Planning (General Permitted Development) (England) Order 2105 (GPDO) for the change of use of the agricultural building to a dwelling house (Class C3); and

(b) are in accordance with the prior approval granted by Inspector Emerson on 16th February 2016 under appeal reference number APP/J1535/W/15/137417 – Virtual Public 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/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

None this week

**5. Tree Preservation Orders**

TPO/EPF/10/20 – Land to the rear of Ash Tree House, Hoe Lane, Nazeing – Confirmed  
19/04/2021

TPO/EPF/01/21 – White Dormers, High Laver Road, Matching Green – Confirmed  
19/04/2021

TPO/EPF/04/21 – 86 Forest Drive and land adjacent, Theydon Bois – Effective 20/04/2021

**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.

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## Webcast views

### Over the last 28 days to 19 April 2021

All Epping Forest District Council webcasts are available to watch on the microsite for 2 years after the live date. Go to the [Watch a meeting](#) page on the website for links to all our public webcast meetings.

### Top 10 webcast views

There were 2,902 views of all our webcasts over the last 28 days to 19 April 2021.

The table below shows the Top 10 webcasts of public meetings. This does not include internal meetings or training sessions.

Webcast title	Live date	All views	Live views	Archive views	Times shared
Area Planning Sub-Committee South	24/03/2021 19:00	89	20	69	0
Area Planning Sub-Committee West	07/04/2021 19:00	84	26	58	0
Licensing Sub Committee	06/04/2021 10:00	76	25	51	0
Overview & Scrutiny Committee	15/04/2021 19:00	75	37	38	0
Stronger Place Select Committee	29/03/2021 19:00	70	14	56	0
Area Planning Sub-Committee East	31/03/2021 19:00	62	10	52	0
Audit & Governance Committee	22/03/2021 19:00	61	30	31	0
Stronger Council Select Committee	13/04/2021 19:00	47	18	29	0
Stronger Communities Select Committee	30/03/2021 19:00	41	13	28	0
Cabinet	11/03/2021 19:00	41	0	41	0

### What is a view?

A view is the number of times a webcast has been played and must be for a minimum of 1 minute.

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## 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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