
COUNCIL BULLETIN

Issued Week Ending Friday, 30 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.

May 2021

Monday	Tuesday	Wednesday	Thursday	Friday
3 Bank Holiday	4 2.00 pm Cabinet Agenda Planning Group 04/05	5	6	7
10 3.00 pm Council Agenda Planning Group 10/05	11	12 5.00 pm - 7.30 pm Member Training - New and Re-elected Member Welcome and Induction 12/05	13 10.00 am Licensing Sub Committee 13/05	14 9.00 am - 10.30 am Member Training - Connectivity Help 14/05 10.30 am - 11.30 am Member Training - How th Council Works 14/05 11.45 am - 1.00 pm Member Training - Code of Conduct 14/05 1.30 pm - 3.00 pm Member Training - Data Protection 14/05 3.00 pm - 5.00 pm Member Training - Planning 14/05
17	18 10.00 am - 12.30 pm Member Training - Chairmanship of Area Plans Sub- Committee and District Development Committee 18/05 7.00 pm Appointments Panel 18/05	19 7.30 pm Area Planning Sub-Committee South 19/05	20	21
24	25 7.30 pm Council 25/05	26 7.30 pm Area Planning Sub-Committee East 26/05	27	28 10.00 am - 12.00 pm Qualis - Cabinet Workshop 28/05
31 Bank Holiday	1	2 7.30 pm Area Planning Sub-Committee West 02/06	3	4

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://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>

PART C - GENERAL INFORMATION

- 1. ESSEX POLICE ORGANISED CRIME NEWSLETTER 1 - APRIL 2021 (Pages 11 - 14)**

Please see attached.

- 2. MEMBER TRAINING PROGRAMME 2021/22 (Pages 15 - 36)**

Please find attached the 2021/22 Members Training Programme Prospectus.

Established Member are invited to book an appointment at the Induction on 12 May if they would like 1-2-1 assistance with iPad issues.

If you would like to sign up to any sessions please advise Kim Partridge, kpartridge@eppingforestdc.gov.uk

- 3. WEBCAST TOP 10 26APR (002) (Pages 37 - 38)**

Please see attached.

- 4. AREA PLANS WEST CANCELLED**

Members are advised that the next meeting of Area Plans West on 12 May is cancelled with the Chairman's permission as there is no business for the agenda.

(Further information: V Messenger ext 4243)

- 5. EFDC STRUCTURE - APRIL 2021 (Pages 39 - 40)**

Please see attached.

- 6. CHAIRMAN'S DIARY**

None this week

LICENSING ACT 2003

None this week

PLANNING

1. Appeals Lodged

EPF/2500/20 – 11 Tower Road Epping CM16 5EL - Proposed loft conversion with a rear dormer, rooflight windows and x 3no. petite dormers facing east.- Householder appeal – Zara Seelig ext. 4379

EPF/2606/20 – Orchard Leigh House Nursery Road Nazeing EN9 2JF - Application for a Lawful Development Certificate for existing use of a residential dwelling without compliance with agricultural tie – Public Inquiry – Alastair Prince Ext. 4462 (Linked with EPF/2607/20)

EPF/2607/20 – Messengers Nursery Nursery Road Nazeing EN9 2JF - Application for a Lawful Development Certificate for Existing use of site for storage or Distribution – Public Inquiry – Caroline Brown ext.4182 (linked with EPF/2606/20)

2. Forthcoming Planning Inquiries/Hearings -

27th 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/2606/20 – Orchard Leigh House Nursery Road Nazeing EN9 2JF - Application for a Lawful Development Certificate for existing use of a residential dwelling without compliance with agricultural tie – Public Inquiry - Date to be arranged (Linked with EPF/2607/20)

EPF/2607/20 – Messengers Nursery Nursery Road Nazeing EN9 2JF - Application for a Lawful Development Certificate for Existing use of site for storage or Distribution – Public Inquiry – Date to be arranged (linked with EPF/2606/20)

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

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.