
COUNCIL

BULLETIN

Issued Week Ending Friday, 14 May 2021

Epping Forest District Council
www.eppingforestdc.gov.uk

Compiled, designed and produced by
Member Services

Contact: Kim Partridge
Telephone: 01992 564443



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
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 CANCELLED - 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

June 2021

Monday	Tuesday	Wednesday	Thursday	Friday
31 Bank Holiday	1	2 7.30 pm Area Planning Sub-Committee West 02/06	3	4
7 Member's Expenses Form due for Submission 07/06	8 10.00 am Overview & Scrutiny Agenda Planning Group 08/06 7.00 pm Overview & Scrutiny Committee 08/06	9	10	11
14	15	16 7.30 pm Area Planning Sub-Committee South 16/06	17	18
21	22	23 7.30 pm Area Planning Sub-Committee East 23/06	24	25

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?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>

PART C - GENERAL INFORMATION

1. ITRENT ESS LINK UPDATE

Please be advised that the new Councillors iTrent link is now live
https://ce0144li.webitrent.com/ce0144li_iss

(Further information: Angela McKeon ext 4290)

2. AREA PLANS EAST 26 MAY CANCELLED

Members are advised that the Chairman has given his permission to cancel the next Area Plans East meeting on 26 May.

(Further information: Vivienne Messenger ext 4243)

3. MEMBER TRAINING - CHAIRMANSHIP OF AREA PLANS SUB-COMMITTEE AND DISTRICT DEVELOPMENT MANAGEMENT COMMITTEE (Pages 13 - 14)

Please be reminded that the Member Training on Chairmanship of Area Plans Sub-Committee and District Development Management Committee is scheduled to take place on 18 May.

Please find attached details.

Please register attendance to Kim Partridge, kpartridge@eppingforestdc.gov.uk

4. CHAIRMAN'S DIARY

None this week

LICENSING ACT 2003

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: Hungry Hampers Ltd

Address of Premises: The Farmhouse Essex. Netherhouse Farm Sewardstone
Road, Waltham Abbey, London, E4 7RJ

Brief details of the natures of the application:

New application for a premises licence for on and off sales of alcohol

Sunday – Thursday 09:00 – 23:00 and

Friday – Saturday 09:00 – 00:00

Opening Hours

Sunday – Thursday 09:00 – 23:00 and

Friday – Saturday 09:00 – 00:00

Consultation Period From: 6th May 2021 To: 2nd June 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 application for a new Premises Licence made under the Licensing Act 2003 for the premises below:

Applicant name: Martin Figg, Hon Secretary, Matching Green Cricket Club

Address of Premises: Matching Green Cricket Club, The Cricket Pavilion, The Green, Matching Green, Essex, CM17 0PZ

Brief details of the nature of the application:

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

The supply of alcohol by or on behalf of a club, to or to the order of a member of the club (on-sales only)

Monday to Friday	17:00 to 22:00
Saturday	12:00 to 23:00
Sunday	12:00 to 22:00

Hours Premises Open to the Public

Monday to Friday	17:00 to 22:00
Saturday	12:00 to 23:00
Sunday	12:00 to 22:00

Consultation Period From: **8th May 2021 to 4th June 2021**

Officer in charge: Mrs 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 Compliance Officer	Debbie Houghton 01992 564336
Licensing Compliance Officer	Handan Ibrahim 01992 564153
Licensing Compliance Officer	Denise Bastick 01992 564334
Licensing Compliance Officer	Hannah Gould 01992 564721
Licensing Compliance Officer	Peter Jones 01992 564166

PLANNING

1. Appeals Lodged

EPF/1869/20 – Jonen Depot Weald Hall Lane North Weald CM16 6LP - Application for a Lawful Development Certificate for operating an existing use of a storage/distribution depot in breach of conditions 1 & 2 from Appeal Ref: T/APP/J1535/A/98/294457/P2 - Council Ref: EPF/1452/97 – Public Inquiry – Mo Rahman ext. 4415

EPF/2447/20 – Holly End 29 Holly Close Buckhurst Hill IG9 6HT - Retention of a timber security fence above existing brickwork boundary wall – Zara Seelig ext. 4379 – Householder appeal

EPF/2767/20 – 2 Hillyfields Loughton IG10 2JS - Proposed two storey & part single storey side extension – Brendan Meade ext. 4078 – Householder appeal

2. Forthcoming Planning Inquiries/Hearings -

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/1869/20 – Jonen Depot Weald Hall Lane North Weald CM16 6LP - Application for a Lawful Development Certificate for operating an existing use of a storage/distribution depot in breach of conditions 1 & 2 from Appeal Ref: T/APP/J1535/A/98/294457/P2 - Council Ref: EPF/1452/97 – 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

EPF/0475/19 2 Silver Street Waltham Abbey EN9 1RJ - Without planning permission: the erection of 6 Dormers, roof slates, Tiles and Walls adjacent to the highway and within the conservation area and it is expedient to take enforcement action to remedy the breach of planning control – Clare Munday ext. 4114

4. Appeal Decisions

EPF/0395/20 – 1 Market Place Lambourne RM4 1UA - Change of use of part of rear ground floor from shop (Use Class A1) to residential (Use Class C3) (Revised application to EPF/1891/18) - Revised application to EPF/2977/18 – Dismissed

EPF/1439/20 – Sheppards Nursery Chase Lane Chigwell IG7 6JW - Construction of 3 bay timber framed cartlodge – Dismissed

EPF/2121/20 – 7 Kenilworth Gardens Loughton IG10 3AG - Proposed first floor side/rear extension and single storey rear extension – Allowed with conditions

EPF/2940/19 – The Old Granary Copped Hall Estate High Road Epping CM16 5HS - Proposed alterations to a single storey rear extension (ref:EPF1163/19 & EPF/1168/19 (LB), as well as the basement underneath the single storey rear extension to add create additional living space – Allowed with conditions

EPF/3086/19 – Ridge House Hoe Lane Nazeing EN9 2RJ - Erection of x2 no. five bedroom dwellings with associated access, parking & amenity space on land adjacent Ridge House – 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.

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Agenda Item 3

SUBJECT: Chairmanship of Area Plans Sub-Committee and District Development Management Committee

DATE(S) 18 May 2021

VENUE: Virtual Meeting via Zoom

TIME/DURATION: 10.00am ~ 12.30pm

WHY YOU SHOULD COME TO THIS COURSE:

To understand the most frequent constitutional and procedural requirements relating to the chairmanship of the Sub-Committees

SUMMARY OF COURSE CONTENT

- procedural requirements for meetings (webcasting, apologies for absence, minutes etc.);
- constitutional requirements (voting, motions, decisions contrary to officer recommendations etc.);
- provision of advice during a meeting (the role of the Democratic Services Officer and Planning Officer);
- presentation of planning applications;
- public speaking (and further speaking/clarification);
- site visits;
- management of 'difficult' meetings;
- conditions/reasons for refusal (particularly decisions contrary to officer recommendations etc.); and
- identification of 'way forward' (when applications refused).

COURSE TUTOR(S)

Nigel Richardson – Service Director – Planning

Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

COURSE DESIGNATION:

Desirable for Chairmen and Vice Chairmen of Area Plans Sub-Committee and District Development Management Committee

Desirable for all

HOUSEKEEPING DETAILS:

NA

Join Zoom Meeting

<https://us02web.zoom.us/j/85993925891>

Meeting ID: 859 9392 5891

Passcode: 974387

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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

Decision to be called-in:
Decision reference:
Portfolio:
Description of decision:
Reason for call-in

Members requesting call-in
(3 members of the Overview and Scrutiny Committee or 5 other members)

Members Name:	Signed:
Lead member:	
Office Use Only: Date Received:	

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