

---

# **COUNCIL BULLETIN**

---

**Issue Number 42/2018**  
**Friday, 19 October 2018**

*Epping Forest District Council*  
[www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)

---

Compiled, designed and produced by  
The Directorate of Governance - Democratic Services

Assistant Director – Governance and Performance  
Management - Simon Hill (Ext. 4249)

---

This Bulletin is produced for District Councillors and Officers only.  
The information contained herein should not be disclosed or used  
to the disadvantage or the discredit of the Council or anyone else.

---



---

## PART A - FORWARD DIARY

---

### Key to abbreviations:

<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>TBC</b>	To be confirmed		Meeting being filmed for subsequent viewing

Other venues are shown in full.

---

## Week One: 22 October 2018 – 28 October 2018

---

Monday 22 October				
Tuesday 23 October	7.15pm	<a href="#">Governance Select Committee</a>		CR1
Wednesday 24 October	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee South Area Planning Sub-Committee South		CR1 CC
Thursday 25 October	7.30pm	<a href="#">Asset Management and Economic Development Cabinet Committee</a>		CC
Friday 26 October				
Saturday 27 October				
Sunday 28 October				

---

## Week Two: 29 October 2018 – 4 November 2018

---

Monday 29 October	7.30pm	<a href="#">Overview and Scrutiny Committee</a>		CC
Tuesday 30 October	6.30pm	Member Training – Risk Management		CR1
Wednesday 31 October				
Thursday 1 November	6.30pm 7.30pm	Chairman's Briefing – Council Council		CR1 CC
Friday November				
Saturday 3 November				
Sunday 4 November				

---

### Week Three: 5 November 2018 – 11 November 2018

---

Monday 5 November				
Tuesday 6 November	10.00am 7.00pm 7.00pm	Licensing Sub-Committee Epping Forest Youth Council Equalities		CC CC CR1
Wednesday 7 November	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee East Area Planning Sub-Committee East		CR1 CC
Thursday 8 November	7.00pm	Cabinet		CC
Friday 9 November				
Saturday 10 November				
Sunday 11 November				

---

### Week Four: 12 November 2018 – 18 November 2018

---

Monday 12 November				
Tuesday 13 November	7.00pm	<a href="#">Communities Select Committee</a>		CR1
Wednesday 14 November	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee West Area Planning Sub-Committee West		CR1 CC
Thursday 15 November	7.00pm	<a href="#">Finance and Performance Management Cabinet Committee</a>		CC
Friday 16 November				
Saturday 17 November				
Sunday 18 November				

---

## **PART B - GENERAL INFORMATION**

---

### **1. EPPING FOREST COMMUNITY CHAMPIONS PROJECT UPDATE (Pages 13 - 14)**

The first nine Community Champions have been recruited and attended an induction and dementia friends awareness session on Tuesday 9th October. The Community Champions recruited so far are from Buckhurst Hill, Chigwell, Loughton, Nazeing, Ongar, Theydon Bois and Willingale.

The Community Champions programme builds on the skills and knowledge of local communities. The project will bring local people and services together to improve health and wellbeing of residents of the Epping Forest district. The work of a Community Champion varies depending on what is happening in the local neighbourhoods and may include:

- Supporting the organisation and promotion of community events and activities
- Sharing important health and wellbeing messages with your community
- Undertaking consultations with residents
- Helping to improve local services

Champions are being recruited from the 24 town/parish areas that make up Epping Forest District through an advertisement campaign involving, flyers, posters, banner stands, social media, news articles and press releases. The Community, Health and Wellbeing team are also attending local community groups and meeting with Town and Parish Councils to identify and recruit Community Champions.

Further promotional material is currently being produced to promote our Community Champions and will be sent forthwith. We would be extremely grateful if Members could continue to promote this project.

(Further information: Patrick Arnold ext 4556)

### **2. NOTIFICATION OF GRANT AID APPLICATIONS**

We have received an application for Grant Aid funding from the group named below. If you, as a District Councillor have any pertinent or relevant information please notify us via email at [grantaids@eppingforestdc.gov.uk](mailto:grantaids@eppingforestdc.gov.uk). You must declare an interest if you are involved with the group in any way.

1. Name of Group/Applicant: Epping Forest Singers

Nature of Application: To purchase stage deck platforms to use at concerts to allow members to see the conductor.

2. Name of Group/Applicant: Epping Forest Neighbourhood Watch

Nature of Application: To purchase mixed safety resources such as alarms and security kits. Also to purchase promotional material such as window stickers and lamp post signs to display in the community to raise awareness of local Neighbourhood Watch groups.

Please advise Louis Walton, Community Grants Officer, of your comments within 14 days from the date this notice was sent.

(Further information: Louis Walton ext 4096)

**3. NOTIFICATION OF LOCAL BUS CONSULTATION ON SERVICE 381 HARLOW - COOPERSALE OPERATED BY COMMUNITY LINK (Pages 15 - 22)**

Please see attached.

**4. LEGAL DEPARTMENT AWARDED LEXCEL RE-ACCREDITATION**

We are delighted to announce that the Council's Legal department has been awarded Lexcel accreditation for the next 3 years subject to an annual review. After a full re-assessment by a Lexcel assessor in August 2018 the department attained good practise in 24 areas, with no areas of non-compliance. The new certificate is proudly displayed within the Legal department in the Governance and Member Services Directorate.

**What is Lexcel**

Lexcel is a quality mark awarded by the Law Society to practices who demonstrate excellence in management of their practice and client care. Lexcel is an optional accreditation and has been developed specifically for the legal profession including both private law firms and in-house Local Government legal departments. Lexcel sets required standards in seven different areas which are shown below:

- Structure and Strategy
- Financial Management
- Information management
- People Management
- Risk Management
- Client Care
- File and Case Management

To retain Lexcel accreditation, a practice undertakes a meticulous inspection and assessment from an autonomous and experienced Lexcel assessor appointed by an independent assessment body on an annual basis. The assessment involves extensive file reviews, staff interviews and a thorough examination of our practices and procedures.

**Looking ahead**

Although the full assessment has only recently concluded the next challenge begins immediately as a new version of the Lexcel standard is being introduced in November 2018 and brings new requirements for practices in relation to the new GDPR and Money Laundering regulations.

**5. CHAIRMAN'S DIARY (Pages 23 - 24)**

Please see attached.

---

## LICENSING ACT 2003

---

None this week.



---

## GOVERNANCE DIRECTORATE - PLANNING

---

### 1. Appeals Lodged

EPF/0162/18 – 11 Crossfield Loughton IG10 3PY- Erection of new dwelling and detached garage, following demolition of existing garage – Jonathan Doe ext. 4103 – Written reps

EPF/0640/18 – Sterling House Langston Road Loughton IG10 3TS - Prior approval for proposed change of use from offices (Class B1(a)) to 129 residential units (Class C3) – Jonathan Doe ext.4103 – Written reps

EPF/0926/18 – 12 Garden Fields Stanford Rivers CM5 9PL - Building carport with flat-sedum roof – Muhammed Rahman ext. 4415 – Householder appeal

EPF/1012/17 – 12a Alderton Close Loughton IG10 3HQ - Residential redevelopment to provide 4 x 3 bed houses – Ian Ansell ext. 4481

EPF/3059/17 – Sir Winston Churchill (now Landmark House) The Broadway Loughton Essex IG10 3SP Variation of condition 10 ' Hours of Use' on planning application EPF/2163/13 to be altered to 'The commercial uses hereby permitted shall not be open to customers/members outside the hours of 0730 to 2300 on Monday to Thursday, 0730 to 0000 (midnight) on Fridays and Saturdays and 0900 to 2300 on Sundays apart from the permitted Class A1 unit which shall not be open to customers/members outside the hours of 0700 to 2300 on Monday to Thursday, 0700 to 0000 (midnight) on Fridays and Saturdays and 0700 to 2300 on Sundays.(Demolition of Public House and garages and replacement with construction of a mixed use development, comprising retail and food and drink units (within classes A1, A3 and A4) at ground floor level and 64 residential units at upper floor levels (first to sixth floors), together with 64 car parking spaces, service yard, access and car parking) – Appeal on split decision – Jonathan Doe ext. 4103

### 2. Forthcoming Planning Inquiries/Hearings -

None this week

### 3. Enforcement Appeals

None this week

### 4. Appeal Decisions

EPF/0535/18, EPF/0536/127 and EPF/2877/17 – 49 Manor Road Chigwell Essex IG7 5PL First floor rear extension to eastern side of first floor bay, First floor rear extension to western side of first floor bay and Retrospective planning application for ground floor rear storage shed – all 3 appeals dismissed

### 5. Tree Preservation Orders

None this week

**6. S106 Agreements**

None this week

**7. Changes to Planning Systems**

None this week

---

## PROPOSED PLANNING ENFORCEMENT ACTION

---

None this week

It is important to note, that when enforcement action has been authorised, this includes any subsequent action under Part VII of the Town and Country Planning Act 1990, including a prosecution or an injunction.

Principal Planning Enforcement Officer	Jerry Godden	01992 564498
Senior Enforcement Officer	Clare Munday	01992 564114
Planning Enforcement Officers	Sharon Hart	01992 564113
	Jim Gordon	01992 564530
	Zara Seelig	01992 564379
	Mick Mooney	01992 564713
Compliance Officer	Shannon Murphy	01992 564217

---

## **PART C - 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.



**Epping Forest  
Community Champions**

**The Epping Forest  
Community Champions  
programme aims to build on the  
skills and knowledge of local  
people to create happy, friendly  
and healthy communities.**

**Are you:**

- Passionate about where you live?
- Able to build strong community connections?
- Happy to support and promote fun days and community events?
- Willing to share information about local services in your area?
- Able to promote useful health improvement information with your community?

**JOIN US...**



**... and make a real difference in your community!**

For further information please contact:  
Patrick Arnold, Senior Community Engagement Officer  
Tel: 01992 564556  
Email: [parnold@eppingforestdc.gov.uk](mailto:parnold@eppingforestdc.gov.uk)



**Epping Forest  
District Council**  
[www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)

This page is intentionally left blank

**From:** Passenger Transport [<mailto:Passenger.Transport@essex.gov.uk>]

**Sent:** 15 October 2018 16:47

**Subject:** Service 381 Consultation

**Dear Chief Executive, please advise the relevant Local Councillors of the following, thank you**

Dear Stakeholder

**Notification of Local Bus Consultation on Service 381 Harlow – Coopersale operated by Community Link**

**Service 381** operates Monday to Saturdays with financial support from Essex County Council (ECC). ECC are considering amending the **Monday – Friday** timetable and is carrying out a public consultation regarding the proposal in the attached letter, for 6 weeks between **16 October 2018** and 26 November 2018.

The consultation letter will be available on bus from the driver, or by phoning: 03457 430 430. It will also be available on line: <https://surveys.essexinsight.org.uk/service381>

ECC has asked the bus operator to display posters on bus.

Please see attached copy of the poster and consultation letter, if you have any queries, please contact [passenger.transport@essex.gov.uk](mailto:passenger.transport@essex.gov.uk).

Yours sincerely

Passenger Transport  
Essex County Council

Email [Passenger.Transport@essex.gov.uk](mailto:Passenger.Transport@essex.gov.uk)

W: [www.essex.gov.uk](http://www.essex.gov.uk)

This page is intentionally left blank



# Passenger Information

## Consultation on Service 381 Harlow – Coopersale operated by Community Link Monday – Saturday Consultation Period: 16 October 2018 – 27 November 2018

Essex County Council would like your views on a proposal to amend the **Monday – Friday timetable only. The Saturday journeys remain unchanged.**

**Proposal:** The service will commence at **0655** from **Coopersale** to **Epping Station** with another journey from **Coopersale** at **0725**. The timetable will then resume the current operation from **Coopersale** to **Harlow** at **0755**. The last two journeys of the day will operate between **Epping Station - Coopersale** at **1805** and **1830**.

The proposal will see the removal of the:

- **0655** from **Harlow** to **Coopersale**
- **1740** and **1935** from **Coopersale** to **Harlow**
- **1839** from **Harlow** to **Coopersale**.
- **1645** from **Harlow** to **Coopersale** will operate at **1655**.

### How to consult with us:

Questionnaires will be available from the driver on the bus, or online at:

<https://surveys.essexinsight.org.uk/service381>

If you have any queries or would like a copy of the questionnaire, please email:

[passenger.transport@essex.gov.uk](mailto:passenger.transport@essex.gov.uk) or telephone 0345 743 0430



Essex County Council

This page is intentionally left blank

Date: 16 October 2018  
Our Ref: Service 381 consultation

Dear Passenger

### **Consultation on Service 381 Harlow – Coopersale operated by Community Link**

**Service 381** operates Monday to Saturdays with financial support from Essex County Council (ECC). ECC are considering amending the Monday – Friday timetable and is carrying out a public consultation regarding this proposal for 6 weeks between 15 October 2018 and 26 November 2018.

**Background:** Due to low passenger numbers in the early morning and late afternoon period, ECC are looking at ways to increase patronage on the 381 service and propose to make the changes below.

**Proposal:** The service to start at **6:55 from Coopersale to Epping Station** with another run at **07:25**, the timetable will then resume the current operation from Coopersale to Harlow from 7:55. The last two journeys of the day will operate between **Epping Station - Coopersale at 18:05 and 18:30**.

**Impact:** the proposal will see the removal of the:

- 06:55 from Harlow to Coopersale
- 17:40 and 19:35 from Coopersale to Harlow
- 18:39 from Harlow to Coopersale.
- 16:45 from Harlow to Coopersale will operate at 16:55.

The Saturday timetable will remain unchanged

## Proposed Timetable

<b>COOPERSALE - EPPING - EPPING GREEN - HARLOW</b>									
<b>Mondays to Fridays</b>									
<b>Coopersale, Piazza</b>	6:55	0725	07:55	1002	1201	1400	1550		
Fiddlers Hamlet, Merry Fiddlers	6:59	07:29	07:59	1006	1205	1404	1554		
Epping opp Woodlands (for station)	7:03 S	07:33:00 S	08:03	1010	1209	1408	1558		
Epping, Tesco Store				1020	1219	1418	1608		
Epping, High Street, Church			08:10	1024	1223	1422	1612		
Epping Green			08:20	1034	1233	1432	1622		
Broadley Common			08:22	1036	1235	1434	1624		
Tylers Cross			08:24	1038	1237	1436	1626		
Roydon, Telephone Exchange			08:30	1043	1242	1441	1631		
Harlow, Bus Station			08:40	1053	1252	1451	1641		
*S= Station									
<b>HARLOW - EPPING GREEN - EPPING - COOPERSALE</b>									
<b>Mondays to Fridays</b>									
<b>Harlow, Bus Station</b>			0904	1103	1302	1455	1655		
Roydon, Telephone Exchange			0914	1113	1312	1505	1705		
Tylers Cross			0919	1118	1317	1510	1710		
Broadley Common			0921	1120	1319	1512	1712		
Epping Green			0924	1123	1322	1515	1715		
Epping, Church			0934	1133	1332	1525	1725		
Epping, Tesco			0938	1137	1336	1529	1729		
Epping Station Road Woodlands (for station)			0948	1147	1346	1539	1739	18:05:00 S	18:30:00 S
Fiddlers Hamlet, Merry Fiddler			0952	1151	1350	1543	1743	1809	1834
<b>Coopersale, Piazza</b>			0956	1155	1354	1547	1747	1813	1838
<b>HARLOW - EPPING GREEN - EPPING - COOPERSALE</b>									
<b>Saturdays</b>									
<b>Harlow, Bus Station</b>		1100	1250	1445	16:40				
Roydon, Telephone Exchange		1110	1300	1455	16:50				
Tylers Cross		1115	1305	1500	16:55				
Broadley Common		1117	1307	1502	16:57				
Epping Green		1120	1310	1505	17:00				
Epping, Church		1130	1320	1515	17:10				
Epping, Tesco		1134	1324	1519	17:14				
Epping Station Road Woodlands (for station)		1144	1334	1529	17:24				
Fiddlers Hamlet, Merry Fiddler		1148	1338	1533	17:28				
<b>Coopersale, Piazza</b>		1150	1340	1535	17:30				
<b>COOPERSALE - EPPING - EPPING GREEN - HARLOW</b>									
<b>Saturdays</b>									
<b>Coopersale, Piazza</b>			1000	1155	1345	15:40			
Fiddlers Hamlet, Merry Fiddlers			1004	1159	1349	15:44			
Epping Station Road Woodlands (for station)			1008	1202	1353	15:48			
Epping, Tesco Store			1018	1212	1403	15:58			
Epping, High Street, Church			1022	1216	1407	16:02			
Epping Green			1032	1226	1417	16:12			
Broadley Common			1034	1228	1419	16:14			
Tylers Cross			1036	1230	1421	16:16			
Roydon, Telephone Exchange			1041	1235	1425	16:21			
<b>Harlow, Bus Station</b>			1051	1245	1436	16:31			

This questionnaire is designed to identify passenger's views on the proposal.

ECC will collate all the responses from the survey and summarise them as part of our report. This report will be used to help decide whether the proposal should be implemented. We will not identify individual people and your name will not be mentioned in any reports we write for this purpose. You do not have to take part if you don't want to - this is a voluntary activity.

Please complete and return this questionnaire to  
Freepost RTKH-XUBZ-CJZS  
Essex County Council  
Passenger Transport  
County Hall  
Chelmsford  
CM1 1QH

You may wish to complete this survey by telephone, or may require it in an alternative format. If so, please call 03457 430 430 to arrange this. Please complete and return this questionnaire by 27 November 2018.

### **Consultation questions on journey Service 381**

**1. Do you currently use this service?**

- ☐ No ☐ Yes

**2. If you use this service please tell us how often**

- ☐ Daily ☐ Monthly  
☐ Weekly ☐ Less than once a month

**3. Do you agree with the proposed changes?**

- ☐ No ☐ Yes

**4. Please enter any additional comments below (Overleaf)**

## About you

In order to ensure the continued development of our Diversity and Equality practices, and ensure we meet legislative duties under the Equality Act 2010, everyone that we work with is asked to complete the information below. You are not obliged to answer all questions, but the more information you supply, the more effective our monitoring will be. If you choose not to answer questions, it will not affect your participation. The information you supply below is confidential and will be used solely for monitoring purposes.

Under the Data Protection Act we have a legal duty to protect any information we collect from you. The information will only be used for the purposes described above and will not be kept longer than is necessary to do so, up to a maximum of two years. We will not share your personal details with any other agency unless we have concerns that you or another individual may be at risk of harm or if it is required by law. We do not collect personal information for commercial purposes.

### Your gender:

- ☐ Male ☐ Female ☐ Prefer not to say

### Where in Essex do you live?

- ☐ Basildon  
☐ Braintree  
☐ Brentwood  
☐ Castle Point  
☐ Chelmsford  
☐ Colchester  
☐ Epping Forest  
☐ Harlow  
☐ Maldon  
☐ Rochford  
☐ Tendring  
☐ Uttlesford  
☐ Other, please state

Please give us your  
postcode:

### What is your age?

- ☐ Age Under 18\* ☐ Age 55 - 64  
☐ Age 18 – 24 ☐ Age 65 - 74  
☐ Age 25 - 34 ☐ Age 75 - 84  
☐ Age 35 - 44 ☐ Age 85 - 94  
☐ Age 45 - 54 ☐ Age 95+

\*If you are under the age of 16 you should ask your parent/carer for permission to take part in this consultation

### Do you consider yourself to have a disability, and if so please tell us what type of disability you have?

- ☐ Hearing impairment  
☐ Physical impairment  
☐ Visual impairment  
☐ Learning disability  
☐ Mental health need  
☐ Other long term health condition that affects my transport needs (eg epilepsy)  
☐ None of the above  
☐ Prefer not to say

### Your employment status.

Please pick the option that applies to the majority of your time.

- ☐ Working full or part time  
☐ Retired  
☐ Studying full or part time  
☐ Not working or studying  
☐ Prefer not to say  
☐ Other, please specify

Thank you for your help

## Further Information

If you have any queries, please contact  
[Passenger.Transport@essex.gov.uk](mailto:Passenger.Transport@essex.gov.uk)

## Complaint, Comment or Compliment

If you would like to make a Complaint, Comment or Compliment regarding any services provided by Essex County Council, please contact **03457 430430**.

# Agenda Item 5

## Chairman's Events November

<b>Date</b>	<b>Event</b>	<b>Venue</b>	<b>Attending</b>
Monday 29 October	Recycling Rewards	Civic Offices	Chairman of Council
Wednesday 31 October	Chelmsford City Council Civic Lunch & Tour	Hylands House, Chelmsford	Chairman of Council
Friday 2 November	Redbridge Mayors Appeal Event	Sir James Hawkey Hall, Woodford	Chairman of Council
Saturday 3 November	East Herts Charity Event	Sawbidge worth Memorial Hall	Chairman of Council
Monday 5 November	Waltham Abbey Youth 2000 AGM	Brooker Road, Waltham Abbey	Chairman of Council
Saturday 10 November	Remembrance Tribute WW1 Dance Production	Epping Forest District Museum	Vice Chairman of Council
Sunday 11 November	Remembrance Sunday		
Thursday 15 November	CiF Judging	Civic Offices	Chairman of Council
Saturday 17 November	Official opening	Waltham Abbey Leisure Centre	Chairman of Council
Tuesday 27 November	Bishop of Chelmsford Book Launch	Chelmsford Cathedral	Chairman of Council
Thursday 29 November	Business Networking Event	Civic Offices	Chairman of Council

This page is intentionally left blank



## 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)**

<b>Members Name:</b>	<b>Signed:</b>
<b>Lead member:</b>	
<b>Office Use Only: Date Received:</b>	

This page is intentionally left blank