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# **COUNCIL**

# **BULLETIN**

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**Issue Number 46/2018**  
**Friday, 16 November 2018**



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Compiled, designed and produced by  
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*Epping Forest District Council*  
[www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)



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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>	Hemnal Street Offices.
<b>TBN</b>	To be noted		
<b>TBC</b>	To be confirmed		Meeting being filmed for subsequent viewing

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Other venues are shown in full.

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**Week One: 19 November 2018 – 25 November 2018**

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Monday 19 November				
Tuesday 20 November	7.30pm	Neighbourhoods Select Committee		CC
Wednesday 21 November	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee South Area Planning Sub-Committee South		CR1 CC
Thursday 22 November	7.30pm	Local Plan Cabinet Committee		CC
Friday 23 November				
Saturday 24 November				
Sunday 25 November				

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**Week Two: 26 November 2018 – 2 December 2018**

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Monday 26 November	7.00pm	Audit and Governance Committee		CC
Tuesday 27 November	7.15pm	Governance Select Committee		CR1
Wednesday 28 November	7.30pm	District Development Management Committee		CC
Thursday 29 November				
Friday 30 November				
Saturday 1 December				
Sunday 2 December				

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### Week Three: 3 December 2018 – 9 December 2018

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Monday 3 December	7.00pm	Constitution Working Group		CR2
Tuesday 4 December	10.00am 7.30pm	Licensing Sub Committee Resources Select Committee		CC CR1
Wednesday 5 December	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee East Area Planning Sub-Committee East		CR1 CC
Thursday 6 December				
Friday 7 December				
Saturday 8 December				
Sunday 9 December				

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### Week Four: 10 December 2018 – 16 December 2018

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Monday 10 December	7.00pm	Cabinet		CC
Tuesday 11 December	7.00pm	Epping Forest Youth Council		CC
Wednesday 12 December	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee West Area Planning Sub-Committee West		CR1 CC
Thursday 13 December				
Friday 14 December				
Saturday 15 December				
Sunday 16 December				

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## **PART B - GENERAL INFORMATION**

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### **1. OVERVIEW & SCRUTINY SELECT COMMITTEE FRAMEWORK - REVIEW**

At its meeting on 29 October 2018, the Overview and Scrutiny Committee considered the proposed establishment of a new overview and scrutiny framework, based on a structure of two cross-service select committees, from the commencement of the 2019/20 municipal year.

The review of the select committee framework was initiated by the implementation of the Council's People Strategy, which has progressed as far as the appointment of new Strategic Directors and Service Directors. The Council's new senior management structure comprises eight new service directorates covering the operations of the authority and the Leader of the Council intends to realign the responsibilities of the Cabinet during the current municipal year to reflect the new structure. As a result, it has therefore been considered appropriate to also review the alignment of the overview and scrutiny framework.

The review of the select committee framework was considered at a joint meeting of the Overview and Scrutiny Chairmen and Vice-Chairmen held on 3 September 2018. However, the Committee has deferred further consideration of this matter to its next meeting, to allow appropriate consultation on the restructure of the framework to be undertaken with all members.

The joint meeting of the Overview and Scrutiny Chairmen and Vice-Chairmen considered that it was important that any future select committee framework continued reflect the management structure of the Council and cover the whole range of its business, whilst also achieving efficiencies and maintaining the effectiveness of the Council's scrutiny activity. The option favoured by the joint meeting for the future select committee framework, was for the establishment of two new select committees:

#### **Communities & Neighbourhoods Select Committee**

- Housing and Property Services;
- Community and Partnership Services;
- Contract and Technical Services; and
- Planning Services.

#### **Governance & Resources Select Committee**

- Governance and Member Services;
- Business Support Services;
- Customer Services; and
- Commercial and Regulatory Services.

In reviewing the select committee framework, the joint meeting considered areas of concern likely to arise from a reduction in the current number of select committees, including:

- (a) the potential increase in workload for each committee;
- (b) a perceived lack of balance in the workload of each committee;
- (c) the reduction in member involvement if no increase be made in the number of members appointed to each select committee; and
- (d) the likelihood of reduced opportunities for member development in terms of chairmanship skills and experience.

The joint meeting considered that some of these concerns could be addressed through the development of achievable work programmes for each select committee and that the recommended option would provide clear scope to the scrutiny activities of each committee whilst continuing to provide for relevant scrutiny activity to also occur by way of the creation of task and finish panels (as necessary). It is intended that a Strategic Director would be designated for each proposed select committee and that management of the workload of each committee and the achievement of work programme priorities would be the responsibility of the respective chairman in liaison with the Strategic Director.

The development of focused and achievable annual work programmes for each select committee, informed by relevant service aims and priorities, would be a key feature of the new framework. A more robust approach to the development of work programmes might include linking them to the corporate objectives, business plans and services of the Council, whilst also being informed by member and community priorities. Work programmes must also be realistic, flexible and retain spare capacity so that additional matters can be addressed, taking into account the capacity (including officer capacity) to achieve work programmes, whilst focussing on matters where scrutiny can make a difference.

The joint meeting considered that the Cabinet should be encouraged to utilise the overview and scrutiny framework for policy development and pre-decision scrutiny. The consideration of proposed policy and decisions before they are made provides an important means to influence such matters and to challenge assumptions that may have been made as the policy or decision is developed. Scrutiny can bring a different perspective to the policy and decision-making process and looking at a decision before it is made can be a more effective means of scrutiny than looking at a decision after it is made (through the call-in process), when the opportunity to influence and change the decision was limited. Members also considered that the Overview and Scrutiny Committee should be encouraged to utilise its existing opportunity for the review of the Cabinet's forward plan of key decisions at each meeting, to proactively review specific executive decisions to be taken over the period of the forward plan.

The joint meeting considered that items for information should not be included in the work programmes or business as usual activity of the select committees, as such matters can be more appropriately delivered by way of member briefings etc. The joint meeting also suggested that the Constitution Working Group should be asked to consider the application of requirements for members to make reports to the Council about the business of external organisations subject of member representation, in

order that such matters do not unnecessarily congest the work programmes of the select committees.

It was not intended that the proposed new select committees would meet at any greater frequency than the current framework, or that any increase be made in the number of members appointed to each committee (subject to the overall political composition of the Council) in accordance with pro-rata provisions. Although this approach would result in a reduction in the number of members appointed to select committees, the Constitution allows any member to attend meetings of such bodies. The joint meeting accepted that a reduction in the number of select committees would provide reduced opportunities for member development in terms of chairmanship skills and experience, but wished to encourage the use of existing opportunities for the establishment of task and finish panels to support the delivery of work programme activity.

The joint meeting requested that the current induction and on-going training arrangements for members in respect of the Council's overview and scrutiny function, be reviewed as appropriate, to reflect any new select committee framework. It is also intended that the operation of any new select committee framework would be reviewed during the 2020/21 municipal year, after a year of operation.

The views of members are therefore sought on the following:

- (1) The establishment of two new cross-service select committees and the proposed responsibilities of each select committee;
- (2) The development of balanced and achievable annual work programmes for each select committee, drawing on Portfolio Holder and service delivery aims and objectives and relevant member and community priorities etc.;
- (3) The use of existing arrangements for the establishment of task and finish panels to facilitate the delivery of work programme activity by the select committees and provide opportunities for member development in terms of chairmanship skills and experience.
- (4) The number of members appointed to each proposed select committee (subject to pro-rata requirements) and the frequency of meetings of the select committees;
- (5) The use by the Cabinet of the overview and scrutiny framework for policy development and pre-decision scrutiny activity;
- (6) The use by the Overview and Scrutiny Committee of its existing opportunity for the review of the forward plan of executive key decisions;
- (7) The current application of requirements for members to report to meetings of the Council on the business of external organisations;
- (8) The current induction and on-going training arrangements for members in respect of the Council's overview and scrutiny function; and
- (9) Any other matters relevant to the establishment of a new overview and scrutiny framework.

Members are asked to provide comments and responses to the above issues to [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk) by 30 November 2018. The full report considered by the Overview and Scrutiny Committee on 29 October 2018 is available at:

<https://rds.eppingforestdc.gov.uk/documents/s88640/Overview%20Scrutiny%20Select%20Committee%20Framework%20-%20Review.pdf>

(Further information: Steve Tautz ext 4180)

**2. YOUNG CITIZEN OF THE YEAR (Pages 15 - 16)**

Please see attached.

**3. MEMBERS' ROOM**

The Members' Room will be in use from 8.00am to 5.00pm on 14 November 2018 for a Manager's Conference event and from 10.00am to 2.00pm on 15 November 2018 for an Inter-faith week event.

The Members' Room will not be available to councillors during these periods.

(Further information: Steve Tautz ext 4180)

**4. SENIOR MANAGEMENT SELECTION PANEL**

The meeting of the Senior Management Selection Panel due to have been held on 12 December 2018, has been cancelled.

(Further information: Steve Tautz ext 4180)

**5. CHAIRMAN'S DIARY (Pages 17 - 18)**

Please see attached.



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## LICENSING ACT 2003

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None this week.

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# PLANNING

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## 1. Appeals Lodged

EPF/0307/18 – 18 Russell Road Buckhurst Hill Essex IG9 5QJ - Construction of three dwellings (Use Class C3) with associated landscaping, car parking and alterations to access arrangements from Russell Road – Written reps – Corey Isolda ext. 4380

EPF/1315/18 – 35 Forest Road Loughton Essex IG10 1EE - Single storey front, side and rear extension. Two storey side extension – Written reps – Jonathan Doe ext. 4103

EPF/1678/18 – Tennyson House, Pynest Green Lane Waltham Abbey EN9 3QL - New outhouse containing swimming pool to rear – Written reps – Steve Andrews ext. 4337

EPF/2209/18 – 69 Coopers Hill CM5 9EF - Single storey infill side and rear extension – Householder appeal – Muhammed Rahman ext. 4415

EPF/2885/17 – 39 Traps Hill Loughton IG10 1SZ - Demolition of existing house and replace with 2 new houses – Sukhvinder Dhadwar ext. 4597

EPF/3273/17 – 17 Palmerston Road Buckhurst Hill IG9 5PA - Conversion of house into 5 flats and erection of rear dormer window – Sukhdeep Jhooti ext. 4298

EPF/3512/18 – Land to the rear of 33-37 Hillyfields Loughton IG10 2PT - Construction of new access with 7 no. three bed houses and 2 no. two bed houses and associated parking – Ian Ansell ext. 4481

## 2. Forthcoming Planning Inquiries/Hearings

25<sup>th</sup> – 28<sup>th</sup> February 2019 - EPF/2499/17 – 13 -15A Alderton Hill Loughton Essex IG10 3JD - Demolition of houses at 13, 15 and 15a, Alderton Hill, and the erection of linked blocks of elderly persons apartments, with integrated care facilities (Use Class C2) with supporting amenity facilities, landscaping, 64 car spaces in undercroft parking at the rear and south side of the block, and associated ground works -

## 3. Enforcement Appeals

None this week

## 4. Appeal Decisions

EPF/0184/18 – Rozel Loughton Lane Theydon Bois CM16 7JY - Construction of new chalet bungalow in land to rear of Rozel. Re-submission of refused application  
EPF/2364/17 – Dismissed

EPF/1943/18 – End House, 8 Hill Crest Road Stanford Rivers CM5 9SH -  
Construction of 1 new dwelling. Re-submission of refused application: EPF/1046/17  
– Dismissed

EPF/1973/18 – Newstead, 19 Coopersale Common Coopersale CM16 7QS - The  
demolition of 19 Coopersale Common and erection of six detached houses (2 x 3  
bedroom and 4 x 4 bedroom) and associated amenity space, car parking, cycle  
storage and landscaping – Dismissed

EPF/2388/17 – 47 Sunnyside Road Epping Cm16 4JW - Erection of a detached  
three bedroomed dwelling with associated car parking and the creation of two  
parking spaces and a new crossover – Dismissed

EPF/2448/18 – 38 High Road North Weald CM16 6BU - Change of use from post  
office (A1) to takeaway (A5), installation of extract flue and alterations to front  
elevation. Revision to previous refused scheme with revised opening hours (11am -  
9pm) – Dismissed

## **5. Tree Preservation Orders**

TPO/EPF/04/18 - St Thomas More Church, Willingale Road, Loughton – Effective  
from 7<sup>th</sup> November 2018.

## **6. S106 Agreements**

None this week

## **7. Changes to Planning Systems**

None this week

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## PROPOSED PLANNING ENFORCEMENT ACTION

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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
	Shannon Murphy	01992 564217
Compliance Officer		

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## **PART C - 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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## **The search is on for our Young Citizen of the Year**

Nominations have just opened for Epping Forest Young Citizen of the Year Award 2019.

The award, presented annually, recognises young people's exceptional contributions to the Epping Forest District. This can be in terms of outstanding courage, service to the community or showing extraordinary commitment, energy and effort in a particular cause or achieving a particular goal. 11-18 year-olds living in Epping Forest district are eligible for nomination.

The finalists will be invited to the District Council's Civic Awards in March 2019 where the winner will be announced and will receive £300 and a certificate of achievement.

### **Making positive contributions**

Chairman of the Council, Councillor Richard Bassett said: 'The Young Citizen of the Year Award highlights the positive contributions that young people make throughout our district in so many different ways. Many of these young people are unsung heroes and we want to recognise the tremendous contributions they make to their communities. So if someone springs to mind, now is the time to nominate them for a Civic Award.'

This year's winner was Mitchell Tassie from North Weald. His citation described him as "a young man working to improve the lives of many in his local community by helping to make it a safer place to live. He puts his community at the heart of everything he does and is a truly kind, caring and inspirational young man."

### **Make a nomination**

To nominate a young person for the Young Citizen of the Year award either:

- Complete the online nomination form at [www.eppingforestdc.gov.uk/youngcitizen](http://www.eppingforestdc.gov.uk/youngcitizen)
- Pick up a nomination form at EFDC buildings, local libraries and secondary schools

The closing date for nominations is **Friday 30<sup>th</sup> November 2018**.

### **Further information**

Contact Paula Dunley, Youth Engagement Assistant

- Call 01992 564255
- Text 07789 372014
- Email [pdunley@eppingforestdc.gov.uk](mailto:pdunley@eppingforestdc.gov.uk)

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## Chairman's Events

<b>Date</b>	<b>Event</b>	<b>Venue</b>	<b>Attending</b>
Friday 16 November	Launch of New Art Works	EFD Museum	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
Friday 30 November	CHESS Sleep Out event	Chelmsford Cathedral	Chairman of Council
Sunday 2 December	Ongar & District Healthcare League of Friends Carol Service	St Martin's Church, Ongar	Vice Chairman of Council
Sunday 2 December	Chigwell Riding Trust Carol Service	Grange Farm, Chigwell	Chairman of Council
Monday 3 December	Waltham Forest Mayor's Charity Christmas Dinner	Waltham Forest College	Chairman of Council
Wednesday 6 December	Public Menorah Lighting	Chigwell Village Green	Chairman of Council
Sunday 9 December	Colchester Garrison's Carol Service	St Peter's Church, Colchester	Chairman of Council
Monday 10 December	Visit to Royal Mail Sorting Office	Ongar	Chairman of Council
Tuesday 11 December	Visit to Royal Mail Sorting Office	Epping	Chairman of Council
Wednesday 12 December	Visit to Royal Mail Sorting Office	Debden	Chairman of Council
Wednesday 12 December	Ongar Singer Carol Service	Budworth Hall, Ongar	Chairman of Council
Friday 14 December	Chelmsford Civic Carol Service	Chelmsford Cathedral	Chairman of Council

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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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