

---

# **COUNCIL**

# **BULLETIN**

---

**Issue Number 09/2019**  
**Friday, 8 March 2019**



---

Compiled, designed and produced by  
Customer Services Directorate - Governance

Contact: Kim Partridge  
Telephone: 01992 564443

---

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



---

## 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>HH</b>	Homefield House
<b>TBC</b>	To be confirmed	<b>ESC</b>	Epping Sports Centre

---

Other venues are shown in full.

---

### Week One: 11 March 2019 – 17 March 2019

---

Monday 11 March	7.30pm	Local Councils' Liaison Committee		CC
Tuesday 12 March	7.00pm	<del>Communities Select Committee</del> – Cancelled Joint Meeting of Overview & Scrutiny Chairmen & Vice-Chairmen		CR1
Wednesday 13 March		<del>Area Planning Sub-Committee West</del> - Cancelled		
Thursday 14 March				
Friday 15 March				
Saturday 16 March				
Sunday 17 March				

---

### Week Two: 18 March 2019 – 24 March 2019

---

Monday 18 March	10.00am	Licensing Sub-Committee <del>Extraordinary Council</del> - Cancelled		CC
Tuesday 19 March	7.30pm	Neighbourhoods Select Committee		CC
Wednesday 20 March	5.00pm 6.30pm 7.30pm	Epping Forest Local Highways Panel Briefing – Area Plans Sub-Committee South Area Planning Sub-Committee South		CR2 CR1 CC
Thursday 21 March	7.00pm	Finance and Performance Management Cabinet Committee		CC
Friday 22 March				
Saturday 23 March				
Sunday 24 March				

---

**Week Three: 25 March 2019 – 31 March 2019**

---

Monday 25 March	7.30pm	Audit and Governance		CC
Tuesday 26 March	7.00pm	Governance Select Committee		CC
Wednesday 27 March	7.00pm	District Development Management Committee		CC
Thursday 28 March	7.30pm	Constitution Working Group		CC
Friday 29 March				
Saturday 30 March				
Sunday 31 March				

---

**Week Four: 1 April 2019 – 7 April 2019**

---

Monday 1 April				
Tuesday 2 April	10.00am 7.30pm	Licensing Sub-Committee Resources Select Committee		CC CR1
Wednesday 3 April	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee East Area Planning Sub-Committee East		CR1 CC
Thursday 4 April				
Friday 5 April				
Saturday 6 April				
Sunday 7 April				

---

## **PART B - GENERAL INFORMATION**

---

### **1. COUNCIL - 18 MARCH 2019**

With the agreement of the Chairman, the extraordinary meeting of the Council due to have been held on 18 March 2019 has been cancelled.

(Further information: Steve Tautz ext 4180)

### **2. DISTRICT LINES (Pages 15 - 34)**

Please see attached.

### **3. HIGHWAYS HIGHLIGHTS (Pages 35 - 38)**

Please see attached.

### **4. COMMITTEE MANAGEMENT SYSTEM**

Essential maintenance will be undertaken to the committee management system on 2 and 3 April 2009. Such maintenance will be undertaken outside normal working hours and is not expected to result in any loss of service to the Council's intranet and website.

(Further information: Steve Tautz Ext 4180)

### **5. AREA PLANS SUB-COMMITTEE WEST - 13 MARCH 2019 - CANCELLED**

Please note with agreement from the Chairman, due to lack of business, the next meeting of the Area Plans Sub-Committee West on the 13 March 2019 has been cancelled.

(Further information Jackie Leither ext 4756)

### **6. HOUSING DEVELOPMENT & HOMELESS ACCOMMODATION - GIS MAP OF THE DISTRICT**

A map has been produced to show us exactly where we currently have housing development sites and homeless accommodation in the District. This will really help us when identifying future potential locations for further accommodation such as the 'homeless pods' which have just arrived at Norway House.

Hard copy versions of the maps will be displayed in the Members Lounge for a two week period starting Monday 11<sup>th</sup> March. You can also access the map via the following link;

<http://efdc.maps.arcgis.com/apps/webappviewer/index.html?id=b5cca4387b7d4a49a33e9dd836bd2502>

The information shown on the map is broken down as follows:

- Housing development sites (existing, current on site and future sites)
- Homeless development sites (existing and current on site ie. the new pods which are due for handover 15 March)
- Young Single homeless accommodation

For the online version, if you click on the relevant 'dot' on the map, then click the forward arrow it will show you a summary of the accommodation available at that location.

(Further information: Susan Lewis Ext: 4508)

## **7. EPPING UPLAND PARISH COUNCIL**

Please note that Epping Upland Parish Council has a revised contact details;

Postal address - PO Box 12682 EPPING CM16 9FF

Email address - [eppinguplandpc@gmail.com](mailto:eppinguplandpc@gmail.com)

## **8. PRE-ELECTION PURDAH 25 MARCH 2019**

Guidelines and restrictions on decision making and publicity during the pre-election period

The following guidance is based on information prepared by the Local Government Association and updated for 2019. The restrictions apply largely to the Council and do not affect other campaign rules for candidates during elections. You can still issue your own publicity and talk directly with the media. However, what we (candidates and the Council) cannot do is use the resources of the Council to promote the profile of any candidate or party either directly or indirectly during the election period.

The local elections are due to take place on Thursday 2 May 2019. The associated restrictions on publicity during the pre-election period start on Monday 25 March 2019. These restrictions apply to all elections happening during this period.

From the start of the pre-election period ('Purdah'), the Council must comply with restrictions outlined in Section 2 of the Local Government Act 1986. In addition a Code of Recommended Practice on Local Authority Publicity published in 2011 makes clear that particular care should be taken in periods of heightened sensitivity, such as in the run up to an election. The Act defines publicity as "any communication, in whatever form, addressed to the public at large or to a section of the public."

Generally, the Act says that the Council should "not publish any material which, in whole, or in part, appears to be designed to affect public support for a political party." The Code of Practice recommends that authorities should generally not issue any publicity which seeks to influence voters and that publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute.

## **Decision making**

In relation to decision making within the Council, the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In the vast majority of cases, the pre-election period will have no impact on normal council business, including the approval of planning decisions.

### **What this means**

- The primary restriction is on proactive publicity by the Council which particularly relates to candidates and other politicians involved directly in the election.
- The Council can still issue media releases on factual matters provided that these do not identify individual councillors or groups of councillors.
- Councillors are still free to respond to enquiries received from the media in a personal capacity.
- Individual councillors can issue their own statements, write letters to the local newspaper(s) for publication, contact the media directly or say what they like in a personal capacity, but must not use council resources to do so.

It is still possible for the Council to issue statements on behalf of a councillor holding a key political or civic position provided it relates to important events which are outside the Council's control and can be shown to justify a member response. These occasions are likely to be rare and to be the exception, rather than the rule.

## **Imprint**

Councillors will also be familiar with another element of electoral campaign law – the use of the Imprint on campaign material. This is a long-standing practice whereby campaign material is clearly labelled as such with information about the promoter, candidate and the printer. However, the rise in the use of online and social media in recent years has led to some inadvertent breaches of this law.

The Electoral Commission has published some helpful guidance on the requirement for Imprints on all campaign material. In particular it says in relation to online media;

*“As good practice, we recommend that you should put an imprint on electronic material, such as websites and emails. The imprint should include the name and address of the promoter and the organisation on whose behalf it has been produced.*

*You should include an imprint unless the size or format of the election material would mean that the imprint is not legible.*

*Where it is impractical to place the full imprint on the election material you should consider how to provide some other means for the material to be associated with you.*

*Any posters that are available for download from a website should carry the full imprint.*

## **Crowdfunding**

*If you are using a crowdfunding website, you should ensure that it is clear on the web page who the money is being donated to. We recommend that you should put an imprint on the web page. You can find out more information on our [crowdfunding factsheet](#).*

### ***Tweeting and posting on social media sites***

*You should display your full imprint details prominently on your profile. You can include a shortened link to your imprint in your tweet or post.”*

The [Full Electoral Commission Factsheet](#) is available here.

(Further information: Tom Carne ext 4039)

## **9. GRANT AID FUNDING**

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

**Name of Group/Applicant:** CRY (Cardiac Risk in the Young)

**Nature of Application:** Cost of hosting a Cardiac Screening 2 day event in Epping Forest for 200 young people.

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

(Further information: Louis Walton ext 4096)

## **10. CHAIRMAN'S DIARY (Pages 39 - 40)**

Please see attached.



---

## LICENSING ACT 2003

---

None this week

---

## PLANNING

---

### 1. Appeals Lodged

EPF/1523/18 - 31 Chester Road Chigwell Essex IG7 6AH - Two storey rear extension – Householder appeal – Ian Ansell ext. 4481

EPF/1583/18 – 1 Buttercross Lane Epping Essex CM16 5AA - Demolish existing house and replace with 9 apartments – Written reps – Corey Isolda ext. 4380

EPF/2120/18 - Lindsey House 15 Lindsey Street Epping Essex CM16 6RB – Written reps – James Rogers ext. 4371

EPF/2935/18 - 37 Forest Edge Buckhurst Hill Essex IG9 5AE - Hip to gable and rear dormer with Juliet balcony loft conversion – Householder appeal – Marie-Clare Tovey ext. 4414

### 2. Forthcoming Planning Inquiries/Hearings -

12<sup>th</sup> March 2019 – 11 Crossfields Loughton Essex IG10 3 PY Erection of new dwelling and detached garage, following demolition of existing garage – Jonathan Doe ext. 4103

14<sup>th</sup> March 2019 – 12a Alderton Close Loughton Essex IG10 3HQ - Residential redevelopment to provide 4 x 3 bed houses – Ian Ansell ext. 4481

### 3. Enforcement Appeals

None this week

### 4. Appeal Decisions

EPF/0263/18 - 8 Whitehall Close Chigwell Essex IG7 6EQ -Proposed sub-division of rear gardens to 8 & 9 Whitehall Close (fronting Orchard Way) and erection of single storey two bed house – Dismissed

EPF/2654/18 - The Chequers Matching Green Matching Essex CM17 0PZ - Proposed rear extension to enclose existing outdoor dining area – Dismissed

EPF/3216/17 - Esperanza Nurseries Stapleford Road Stapleford Abbotts Essex RM4 1EJ -Outline application to demolish office, boiler house and two glasshouses, erect five dwelling houses, lay out access drive and turning head, amenity and parking areas, form meadow/paddock and alter vehicular access onto Stapleford Road – 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.

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank





# HIGHWAYS HIGHLIGHTS

## Highways Devolution Pilot with Parish and Town Councils gets underway

Since a launch event in mid-November, Cllr Kevin Bentley, Cabinet Member for Infrastructure and Deputy Leader, Essex County Council (ECC), is pleased to have created an exceptional opportunity to work collaboratively with local communities and promote engagement between two tiers of local government.

Each parish and town council plays a hugely important role within their local community. Together with the Essex Association of Local Councils (EALC), ECC is working with a number of parish and town councils to pilot a shift in power towards local communities. Lasting for 12 months, the pilot offers each participating parish and town council the option to support the delivery of highway services locally, such as grass cutting, weed control and minor footway repairs, in line with their own local priorities. Their involvement will seek to increase local satisfaction with delivery of these services, generate greater community pride in local areas and help focus resources where they will add most value, county-wide.



View devolution video

The pilot, which starts from 1 March 2019, will jointly give around 20 parish and town councils a chance to work with their communities to deliver its benefits and assess its challenges. An in-depth advisory briefing was held at EALC's offices at the beginning of February as the pilot picks up speed. We will publish a list of the participating parishes once all are signed up by March and as parish-led work gets under way we will report back, so watch this space.



## Comment Councillor Kevin Bentley

Deputy Leader, Essex County Council  
and Cabinet Member for Infrastructure

It's tremendous that our devolution pilot for Parish Councils is now underway. I am greatly committed to ensuring that decision making takes place as close to our residents as possible and this is a very good example. I will now be starting similar discussions with our District/Borough/City council colleagues where there are no parishes to ensure a lot more work can take place at the local level.

After the pilot it is my intention to roll this out across the county. I hope you find this electronic magazine helpful and please pass it on to as many people as possible.



## Today and Tomorrow - Essex Highways Conference looks to the the future

Wednesday 30 January saw all the key partners in Essex Highways convene at Stock Brook Country Club for a conference themed 'Today and Tomorrow'.

The day was led by Councillor Kevin Bentley, Essex County Council's Deputy Leader and Cabinet Member for Infrastructure, with Andrew Cook, Director, Highways and Transportation and Simon Butt, Operations Director for Essex Highways facilitating the event.

Attendees included a large number of County Members, plus many senior representatives from Ringway Jacobs and its shareholders, Eurovia and Jacobs. Presentations were followed

by discussions about the current and future focus of the service, including the challenges, options and opportunities that Essex has over the coming decades.

Speakers included Mike O'Neill, Managing Director, Ringway Jacobs describing our huge impact on Social Value; Andrew Cook considered the scale, scope and challenges facing Essex Highways.

Adam Lent from the New Local Government Network discussed future challenges facing local government; and Simon Wilson from the Future Highways Research Club looked at how we benchmark value for money.



The morning's main focus was on the current issues associated with delivering one of the UK's largest highway networks "today". The afternoon was given to exploring how road use will change and the future challenges of "tomorrow".

The day concluded with a panel discussion giving a chance for the audience to ask questions. Councillor Bentley closed by expressing the benefits from the day and his aspiration that there will be a follow-up event next year. Many of the attendees reported afterwards that they had found it beneficial to understand the innovation and technology being rolled out across Essex.



## Potholes, pavements and drains fixed in the month...

DISTRICT	COUNTY ROUTES	LOCAL ROADS	PAVEMENT DEFECTS FIXED	DRAINS CLEARED
BASILDON	22	53	173	5063
BRAINTREE	20	250	51	3046
BRENTWOOD	23	51	24	Completed Nov
CASTLE POINT	7	109	83	4592
CHELMSFORD	7	23	67	Started Feb
COLCHESTER	16	52	61	31
EPPING FOREST	28	89	104	212
HARLOW	6	99	160	3437
MALDON	22	18	18	23
ROCHFORD	9	34	135	Completed Dec
TENDRING	15	94	87	Completed July
UTTLESFORD	25	17	16	2907
<b>TOTALS</b>	<b>200</b>	<b>889</b>	<b>979</b>	<b>19311</b>



## Over 4000 potholes fixed

The good news is that, using the £2.5 million extra funding announced in May 2018, the additional crews employed have now fixed over 4,000 extra potholes since they started in late October.

Thank you again to all County Councillors who have logged locally-important potholes to be fixed. We are addressing these but some require planning and road closures because they are on busy or fast roads. We have requested that any remaining Member defects be sent over to us as soon as possible. In addition, some councillors have logged faults other than potholes, which may take more time for us to get around to.

## £700,000 extra for footways promised by Council Leader

Councillor Finch announced at full Council budget setting meeting in February that the Council is to invest a further £700,000 to maintain footways (pavements) in the new financial year. Plans are now being drawn up to use this money most efficiently, on top of existing planned footway spending, including local input from County Councillors.



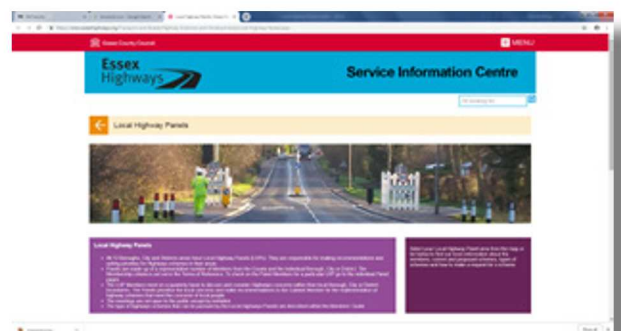
## Have we dodged snow for this winter?

Winter Service Manager Robbie Jamieson reports that our winter season arrived in earnest on Thursday 17 January and continued cold for nearly three weeks, with gritters out every night, sometimes twice or three times. Gritters have been out 32 times in the Blackwater domain around Maldon and 53 times in Three Valleys (west Essex) to date, overnight road surface temperatures occasionally down to -7C.

Salt barns at our depots are still almost full. We have been able to change decisions during the night as very local forecasts come in. Our forecasters suggest we are in a milder spell, perhaps until mid March. Winter Service is scheduled to finish in April - depending on the weather!

## Local Highway Panels Members Guides, keep up to date!

Did you know you can click on your area on the [Local Highway Panel web pages](#) to see all the Guides, including the latest updates: Winter, Quiet Lanes and Rangers Service. Guides are constantly being updated.



Missed an issue? **Highways Highlights** back issues can be found here

This page is intentionally left blank

# Agenda Item 10

<b>Date</b>	<b>Event</b>	<b>Venue</b>	<b>Attending</b>
Friday 15 March	Epping Forest Civic Awards	Waltham Abbey Marriott Hotel	Chairman of Council
Friday 22 March	Chair's Charity Civic Dinner	Harlow Rugby Club	Chairman of Council
Tuesday 25 & 26 March	MOTIV8	Epping Forest College	Chairman of Council
Friday 29 March	Southend on Sea Civic lunch	Porters, Southend	Chairman of Council
Saturday 30 March	Essex Army Cadets Presentation	Merville Barracks, Colchester	Chairman of Council
Saturday 30 March	Great Dunmow Town Council Jazz Night	Foakes Hall, Dunmow	Chairman of Council
Monday 8 April	Declaration Ceremony of the new High Sheriff	Country Hall, Chelmsford	Chairman of Council
Wednesday 24 April	Jack Petchey 'Speak Out' Challenge	Roding Valley High School	Chairman of Council
Sunday 28 April	National Scout Service & Parade	Windsor Castle	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