



## **EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE**

### **NOTICE OF MEETING**

**Place:** Civic Offices, High Street,  
Epping

**Date:** Monday, 16th March, 2020

**Room:** Council Chamber

**Time:** 7.30 pm

**Democratic Services Officer:** V. Messenger  
Tel: (01992) 564243 Email:  
democraticservices@eppingforestdc.gov.uk

#### **Members:**

##### **District Council Representatives:**

Councillors R Bassett (Chairman), C C Pond (Vice-Chairman), H Kane, J Lea, R Morgan, B Rolfe, M Sartin and J H Whitehouse

##### **Local Council Representatives:**

Clerks and Chairmen/Members of Parish and Town Councils

##### **County Council Representatives:**

Members for the following divisions:

North Weald and Nazeing:	Councillor A Jackson
Loughton Central:	Councillor C C Pond
Ongar and Rural:	Councillor M McEwen
Epping and Theydon Bois:	Councillor C Whitbread
Buckhurst Hill and Loughton South:	Councillor V Metcalfe
Chigwell and Loughton Broadway:	Councillor G Mohindra
Waltham Abbey:	Councillor R Gadsby

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**PLEASE NOTE THE START DATE OF THE MEETING  
COFFEE/TEA WILL BE AVAILABLE FOR MEMBERS OF THE COMMITTEE FROM  
7.00 P.M IN THE MEMBERS ROOM**

#### **1. WEBCASTING INTRODUCTION**

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking. The Chairman will read the following webcasting announcement:

"I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of repeated viewing and copies of the recording could be made available for those that request it.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if any member of the public wishes to avoid this they should move to the upper public gallery".

**2. APOLOGIES FOR ABSENCE**

To report any apologies for absence for the meeting.

Members, county councillors, and town/parish council representatives are reminded to sign the attendance register, in order to ensure that the minutes of the meeting accurately reflect attendance.

**3. MINUTES OF PREVIOUS MEETING (Pages 5 - 14)**

To confirm the minutes of the meeting of the Committee held on 16 September 2019 and any matters arising therefrom.

**4. ISSUES RAISED BY LOCAL COUNCILS**

To discuss issues raised by local councils in respect of the following matters. A relevant officer will be present at the meeting.

**(a) Unauthorised traveller encampments (Min no 23(d) – 16.09.19)**

- (1) To receive a presentation from the Essex Police Gypsy, Traveller and Rural Engagement Team.
- (2) A response will also be provided by the Council's Neighbourhood and Environment Officer.

**(b) Street cleaning services**

**(c) Fly-tipping**

**(d) Planning enforcement**

**(e) Highway Rangers**

For information: Essex County Council gave a private briefing to District councillors on 18 July 2017, which included details of the Highways Rangers Service. This presentation was also published in the Local Councils' Liaison Committee agenda of 11 September 2017 and can be found at the link below:

<https://rds.eppingforestdc.gov.uk/documents/g9089/Public%20reports%20pack%2011th-Sep-2017%2019.30%20Local%20Councils%20Liaison%20Committee.pdf?T=10>

**(f) Finger posts (Min no 2018/2019 16(e) – 11.03.19)**

**(g) Code of Conduct investigations**

**5. TERMS OF REFERENCE (Pages 15 - 16)**

(Epping Forest District Council) The draft Terms of Reference (attached) were considered at the last meeting in September 2019 and circulated to all local councils for consultation on 11 October 2019 and 6 January 2020. The local councils that responded were satisfied with this draft.

Members are therefore asked to agree the Terms of Reference.

**6. EPPING FOREST COMMUNITY CHAMPIONS PROJECT**

(Epping Forest District Council) To receive a presentation from the Community Culture and Wellbeing Team, which will report on the progress and development of the Epping Forest Community Champions project.

**7. DIGITAL BUDDIES**

(Epping Forest District Council) To receive a verbal update from the Member Contact and Digital Inclusion Team Manager.

**8. EPPING FOREST DISTRICT LOCAL PLAN - PROGRESS**

(Epping Forest District Council) To provide a verbal report on the current position of the new Local Plan for the Epping Forest District.

**9. ANY OTHER BUSINESS**

**10. DATES OF FUTURE MEETINGS**

To note that future meetings of the Committee will be held at 7.30pm on:

- 7 September 2020; and
- 15 March 2021