
COUNCIL

BULLETIN

Issue Number 14/2019
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Compiled, designed and produced by
Customer Services Directorate - Governance

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Epping Forest District Council
www.eppingforestdc.gov.uk



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	Hemnal Street Offices.
TBN	To be noted	HH	Homefield House
TBC	To be confirmed	ESC	Epping Sports Centre

Other venues are shown in full.

Week One: 15 April 2019 – 21 April 2019

Monday 15 April	6.00pm	Candidate and Agent Information Evening		CC
Tuesday 16 April	7.30pm	Overview and Scrutiny Committee		CC
Wednesday 17 April	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee South Area Planning Sub-Committee South		CR1 CC
Thursday 18 April	7.00pm	Asset Management and Economic Development Cabinet Committee		CC
Friday 19 April				
Saturday 20 April				
Sunday 21 April				

Week Two: 22 April 2019 – 28 April 2019

Monday 22 April				
Tuesday 23 April				
Wednesday 24 April		Licensing Committee - Cancelled		
Thursday 25 April	7.30pm	Council		CC
Friday 26 April				
Saturday 27 April				
Sunday 28 April				

Week Three: 29 April 2019 – 5 May 2019

Monday 29 April				
Tuesday 30 April				
Wednesday 1 May				
Thursday 2 May		Elections		
Friday 3 May				
Saturday 4 May				
Sunday 5 May				

Week Four: 6 May 2019 – 12 May 2019

Monday 6 May				
Tuesday 7 May				
Wednesday 8 May	5.00pm 6.30pm 7.30pm	New and Re-elected Member Welcome and Induction Briefing – Area Plans Sub-Committee East Area Planning Sub-Committee East		CR1 CR1 CC
Thursday 9 May	7.00pm	Appointments Panel		CR1
Friday 10 May	9.30am 11.15am 1.30pm 3.00pm	Member Training – How the Council Works Member Training – Code of Conduct Member Training – Data Protection Member Training - Planning		CR1 CR1 CR1 CR1
Saturday 11 May				
Sunday 12 May				

PART B - ESSENTIAL INFORMATION

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

PART C - GENERAL INFORMATION

1. FINANCE MANAGER AND S151 OFFICER

Peter Maddock, our Finance Manager and S151 Officer is leaving us on 12 April. I've no doubt that after many years of service, Members and Officers are united in wishing him happiness in the future and thanking him for his hard work.

Tina Stankley will be replacing Peter as the interim Finance Manager and S151 Officer.

2. PCC UPDATE (Pages 15 - 18)

Please see attached.

3. PROSECUTION FOR FLYTIPPING

Fly tipping of a mattress in Oakley Court, Loughton lead to a Neil Smith, of The Croft, Loughton paying £942 in fines and costs.

Evidence gathered by the Council's Environment & Neighbourhood team led to a prosecution in Chelmsford Magistrates Court on 4th April 2019 against Mr Neil Smith of The Croft Loughton Essex who pleaded guilty to the offence of depositing controlled waste in Oakley Court Loughton without having a waste management permit (flytipping).

Mr Smith admitted to flytipping a mattress on the grass area adjacent to the bin store that services the properties in Oakley Court on 21st December 2017.

The Magistrates agreed that it was a negligent act and Mr Smith was ordered to pay a fine of £320. He was also ordered to pay a contribution towards the Council's prosecution costs of £600 together with a Victim Surcharge £32

(Further information: Michael Richardson ext 4422)

4. CRIME AMBASSADOR TRAINING

EFDC will be hosting Hate Crime Ambassador Training delivered by Essex Police for Officers shortly.

Would Members interested in attending a similar session aimed at Councillors kindly advise Caroline Wiggins cwiggins@eppingforestdc.gov.uk If there is sufficient interest Caroline will be happy to arrange a session.

A brief outline is included below;

Hate Crime Ambassador Training:

This training aims to help the participant identify and support victims of Hate Crime by giving the participant in-depth knowledge of:

- What Hate Crime is
- Different categories of Hate Crime
- How to report Hate Crime
- Support available for Hate Crime
- Scenario Discussion

Participants will receive comprehensive Essex Police training by a Hate Crime Officer. A short knowledge check is to be completed following this and a certificate will be provided.

(Further information: Caroline ext 4122)

5. RIVER RODING STRATEGY - CONSTRUCTION OF NEW FLOOD STORAGE AREA AT SHONKS MILL, STANFORD RIVERS/STAPLEFORD TAWNEY

On 17th October 2011 a report was presented to the Safer, Cleaner, Greener Scrutiny Panel about a consultation being carried out by the Environment Agency (EA) on managing flood risk in the River Roding Catchment. The Council objected to the proposed strategy due to the potentially detrimental effects, in terms of flood risk on some residents, properties, land and ordinary watercourses within the district.

On 1st August 2014 the EA notified the Council that it was adopting the recommendations of the strategy and implementing the preferred options. The recommendations included the construction of a new flood storage area (FSA) at Shonks Mill, Stanford Rivers/Stapleford Tawney. During heavy rainfall, the FSA will temporarily hold back large volumes of flood water, approximately the same quantity as 400 Olympic swimming pools. In dry weather conditions of the FSA will remain as rural landscape. The FSA, a statutory reservoir due to its size, will include an earth embankment across the river and floodplain, behind which the water will be stored when the river levels reach a certain height. This will reduce the amount of water flowing downstream and reduce flood impacts to Woodford and surrounding areas.

The project is now in the implementation stage. The EA has recently met with officers of the Council and Brentwood Borough Council. Pre-planning applications have been submitted to both Councils who will jointly be working on them. The EA intend to:

- hold a community drop-in, after the May elections, to engage with the residents of the surrounding area place;
- send briefings to local Councillors; and
- contact individual properties that may be affected by the creation of the FSA.

A further update will be given to the next Neighbourhoods Select Committee.

Further information on this project is available at: <https://consult.environment-agency.gov.uk/hnl/the-river-roding-project-information-page/> . Alternatively, please contact Susan Stranders, on ex 4197, Trevor Baker on ex 4048 (Engineering, Drainage and Water Team) or Ian Ansell on ex 4481 (Development Control)

6. CIVIC OFFICE CAR PARK REVIEW (Pages 19 - 24)

Following completion of the Civic Offices staff car parking survey back in February, the results have now been analysed. We are now in the position to give 60 extra members of staff access to our car parks at the Civic Offices site in Epping.

This, alongside introduction of a new parking policy, is going to change the way we all use the car parks on the Epping site.

The 60 extra members of staff will have access from Wednesday 10 April 2019, spaces will be available on a first come first served basis.

You may have noticed that extra white bays and blue numbered bays for double-parking have been drawn in the car parks. There are various rules associated with these bays, so please make yourself familiar with the new policy.

Please find attached a copy of the all staff email sent to all staff on 8 April 2019 and the new policy for your information.

7. STATUTORY STATEMENT OF ACCOUNTS 2018/19 - DECLARATION OF RELATED PARTY TRANSACTIONS (Pages 25 - 28)

As members of Epping Forest District Council during the financial year 2018/19, all councillors have a duty to declare any related party transactions that may have occurred between them and the Council during the period from 1 April 2018 to 31 March 2019. As in previous years, officers of the Democratic Services Section will seek the signing of your respective declaration at forthcoming meetings that you attend. A guidance note prepared by the Chief Finance Officer to assist members in completing the relevant declaration, is attached.

(Further information: Stephen Tautz ext 4180)

8. INVITE FROM COUNCILLOR HELEN KANE TO A PRESENTATION ON THE SWITCH DIGITAL INCLUSION PROJECT (AHEAD OF FULL COUNCIL ON 25 APRIL)

I would like to invite Members to a presentation that will introduce you to the Switch Digital Inclusion Project. The presentation will take place prior to Full Council on Tuesday 25th April between 6:30 and 7:15 in the Council Chamber. The presentation will be delivered by Officers and Citizens Online, an Independent Digital Skills Charity, who are working with us on this project.

This is an opportunity for Members to find out about the project which aims to increase digital skills in the community and ensure the switch to online doesn't exclude people. There is also an opportunity to find out about the Digital Leadership and Inclusion Workshops which Members will soon be invited to.

Any Members who cannot make the presentation on the 25th and would like to find out about the project or upcoming workshops, please contact Louis in the Customer Team.

Please can I ask that you contact Louis and let him know if you would like to attend.

lwalton@eppingforestdc.gov.uk

EXT: 2067

I look forward to seeing you on the evening of the 25th.

Kind regards

Councillor H. Kane
Portfolio Holder for Customer

9. CHAIRMAN'S DIARY (Pages 29 - 30)

Please see attached.

LICENSING ACT 2003

Please be advised that the Licensing Unit has received the following applications for New Premises Licence made under the Licensing Act 2003 for the premises below:

Applicant name: The Skillet Ltd

Address of Premises: The Skillet, 154 High Road, Loughton, Essex, IG10 4BE

Brief details of the natures of the application: New premises licence application for a café by the name of The Skillet. The application is for the following:

Sale of Alcohol – Monday to Thursday 11:00 – 17:00, Friday 11:00 – 23:30, Saturday to Sunday 11:00 – 17:00

Late Night Refreshment – Only required on Friday 23:00 – 23:30

Hours Premises Are Open To The Public- Monday to Thursday 11:00 – 17:00, Friday 11:00 – 23:30, Saturday to Sunday 11:00 – 17:00

Consultation Period From: 03/04/2019 to 30/04/2019

Officer in charge: Mrs Handan Ibrahim

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	Sarah Moran 01992 564270
Licensing Compliance Officer	Debbie Houghton 01992 564336
Licensing Compliance Officer	Handan Ibrahim 01992 564153
Licensing Compliance Officer	Denise Bastick 01992 564334
Licensing Compliance Officer	Joanne Owen 01992 56 4721
Licensing Officer	Jane Mullinger 01992 564461

PLANNING

1. Appeals Lodged

None this week

2. Forthcoming Planning Inquiries/Hearings -

None this week

3. Enforcement Appeals

None this week

4. Appeal Decisions

EPF/0162/17 – 11 Crossfield Loughton Essex IG10 3PY - Erection of new dwelling and detached garage, following demolition of existing garage – Dismissed

EPF/2307/18 – 31 St Johns Court Buckhurst Hill Essex IG9 5SP - Retention of raised decking area, with addition of obscure glazed screens to sides – 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.