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# **COUNCIL**

# ***BULLETIN***

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**Issue Number 14/2019**  
**Friday, 12 April 2019**



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

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Compiled, designed and produced by  
Customer Services Directorate - Governance

Contact: Kim Partridge  
Telephone: 01992 564443

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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>	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

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Other venues are shown in full.

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### Week One: 15 April 2019 – 21 April 2019

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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				

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### Week Two: 22 April 2019 – 28 April 2019

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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				

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## PART B - ESSENTIAL INFORMATION

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### **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

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## **PART C - GENERAL INFORMATION**

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### **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 4<sup>th</sup> 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 21<sup>st</sup> 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](mailto: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 17<sup>th</sup> 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 1<sup>st</sup> 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 25<sup>th</sup> 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 25<sup>th</sup> 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](mailto:lwalton@eppingforestdc.gov.uk)



EXT: 2067

I look forward to seeing you on the evening of the 25<sup>th</sup>.

Kind regards

Councillor H. Kane  
Portfolio Holder for Customer

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

Please see attached.

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## LICENSING ACT 2003

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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

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## PLANNING

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**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

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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
Compliance Officer	Shannon Murphy	01992 564217

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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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Cllr Chris Whitbread,  
Leader,  
Epping Forest District Council,  
Civic Offices,  
High Street,  
Epping,  
CM16 4BZ

Kelvedon Park, London Road, Rivenhall,  
Witham CM8 3HB

Telephone: 01245 291600  
Fax: 01245 291601  
E-mail: [pfcc@essex.pnn.police.uk](mailto:pfcc@essex.pnn.police.uk)  
<http://www.essex.pfcc.police.uk>

Date: 25 March 2019  
Enquiries to:  
E-mail: [pfcc@essex.pnn.police.uk](mailto:pfcc@essex.pnn.police.uk)

Dear *Chris*,

Earlier this year I contacted you with details of a budget for Essex Police that would allow the Chief Constable to recruit more officers.

Today, I am pleased to be able to say that there are more police officers serving the county than this time last year and more on the way.

Essex Police has grown in the last year and now has a strength of 3062, full time equivalent (FTE) officers serving the people of Essex. The force aimed to reach 3,003 officers (this includes 3 officers funded by Epping Forest District Council) during the current financial year (2018/19), so the good news is that the Chief Constable and his team are ahead of plans and are seeing a range of good quality and enthusiastic people joining the force.

Further investment is continuing including plans to establish 23 dedicated teams in town centres working alongside Essex Police's existing Community Policing Teams (CPTs).

There are plans for further growth and during the forthcoming year Essex Police will bring officer numbers up to 3,218. This will see officer establishment having grown by 368 officers in total over 2018/19 and 2019/20.

Importantly, Essex Police is also growing its operational police staff by 32 people. They will provide essential and specialist capabilities such as securing civil injunctions against those causing serious harm.

People across the county have told me that they want more visible policing and that they are prepared to pay more for it. The phased expansion will get the Force near where it needs to be to deal with the level of demand we are experiencing.

The increase in officers will make a real difference to our towns and communities. Our vision for Essex is that safe and secure communities are the bedrock on which we build success and wellbeing for all. One of the priorities in my Police and Crime Plan is more local, visible and accessible policing. This boost in resource will deliver that for the people of Essex.

Leadership is an important element and the Town Centre Teams will be led by a sergeant with one in each of the 10 Community Policing Teams (CPTs). Building on local knowledge, they will be focussing on tackling violence, protecting the vulnerable, providing a better service to victims and of providing visibility by increasing local community engagement, working closely with local partners, businesses and retailers and reducing crime and antisocial behaviour.

The towns benefiting from a new team have been identified through careful analysis of calls for police service, reported crime and antisocial behaviour in each area along with the population of each town. This has enabled us to prioritise the areas where we know they will have the most impact on crime and disorder. With the 10 sergeants and 58 constables this will see 68 officers dedicated to these town centres. Plans are for the officers to be in place by summer 2019.

### Overall increase in officers in Essex

<b>2018/19 Investment for Additional Police Officers</b>	
Investment Area	Officers FTE
Local policing (includes Local Policing Teams and Community Policing Teams)	127
Operational Support Group	25
Cyber Security	1
<b>Total – Operational Policing</b>	<b>153</b>

<b>2019/20 Investment for Additional Police Officers and Staff</b>		
Investment Area	Officers FTE	Staff FTE
Town Centre Teams	68	0
Information Management	0	11
Gangs	19	11
Children/Young People	20	0
Business Crime	3	1
Roads Policing Unit	21	0
Crime & Public Protection	20	3
Local Policing Teams	50	0
Serious Crime	7	6
Gypsy, Traveller and Rural Engagement Team (GTRET)	7	0
<b>Total – Operational Policing</b>	<b>215</b>	<b>32</b>



## Increase in officers in Epping Forest

As a result of the extra funding in 2018/2019 and planned additional funding in 2019/2020, in the policing district which includes your area of Epping Forest there will be 31 extra officers. These have been allocated as detailed below:

- As a result of the 2018/2019 precept increase there are now an additional 10 officers in local policing in the Brentwood and Epping Forest District.
- Your council have also fully funded 3 officers.
- As a result of the 2019/2020 precept increase local policing in the Brentwood and Epping Forest District, which includes your area, will also benefit from a further increase of 14 officers.
- We will also be introducing Town Centre Teams, and in total the teams in Districts which include your area will have 6 PCs and 1 sergeant. 2 of these will be specifically for Loughton and another 2 will be specifically for Waltham Abbey. The table below contains the numbers of police constables and sergeants in each team.

District	Town	PCs	Sergeants
Epping and Brentwood	Loughton	2	1
	Brentwood	2	
	Waltham Abbey	2	

I would like to take this opportunity to thank you for your continued support in making our county a safer place.

Yours sincerely,



Roger Hirst

Police, Fire and Crime Commissioner for Essex

P.S. To help keep our communities engaged and informed about developments I have also recently started a regular public newsletter. If you would like to receive these, please sign up here: <https://www.essex.pfcc.police.uk/>



Dear all,

***Thank you to everyone that completed the Civic Offices staff car parking survey back in February. Following analysis of the results and monitoring of the car parks, we are now able to give 60 extra members of staff access to our car parks at the Civic Offices site in Epping.***

The 60 employees that completed the survey and registered their interest in having access to the car parks, will all now have access from Wednesday 10 April 2019.

Those that completed the survey and stated that they only required access on particular days due to flexible working arrangements or part-time working patterns - will have their security pass updated accordingly. Please be aware you will not have access for any other days outside of this.

Many of you will have seen the changes to the car parks themselves, with the introduction of new blue numbered bays – and with these changes, come new rules.

## **The new rules**

You may have already noticed that work has been done to maximise the potential use of our car parks. Blue and extra white parking bays have been drawn out.

Alongside these changes, a new set of rules need to be adhered to by **everyone using the council's car parks**.

- 1. Staff parking is prohibited anywhere other than a white or blue marked bay** – your vehicle must be parked in a marked bay only, with all four wheels inside the space.
- 2. Do not park in a blue bay when a white one is available** - spaces have been marked out to maximise the use of the car park, so please use the original white bays before you park in the blue bays.
- 3. Fill the blue parking bays in number order** - park in the lowest numbered blue bay available This will ensure all bays are used.
- 4. Display your contact details** - when blocking others in you must display your contact details on your dashboard and be available to move your car if you are contacted to do so. Visit our Superintendents for a display card.
- 5. Move your car in a timely manner** – if you've been asked to move your car because you are double parked, do so with haste and no undue delay.
- 6. Only park in disabled bays if you have a blue badge or special permission** – display your Blue Badge clearly on the dashboard. Exception will only be made with prior dispensation from the Superintendents.

Disabled bays and those for the messenger need the correct permissions. However, the bays marked 'leader' for example, may be used if empty.

## Co-operation, courtesy and safety

We need to work together to make this work and common sense must prevail.

If you are going to be in all day, use a space that can be blocked in. If you are asked to move your car, do so as quickly as possible and make sure your details are visible in case someone needs to contact you.

Please leave plenty of time to leave and enter the car parks. Be mindful of others without speeding, rushing or putting others at risk.

The number of Civic Offices-based staff who come to work by car exceeds the number of parking spaces available and as such, spaces are available on a first come first served basis.

## Warnings

Anyone breaking the rules will receive a warning from the Superintendents. A second warning may lead to **your car park access being revoked**. This applies to everyone using the car parks.

There is plenty more to read, so please familiarise yourself with the new [car parking policy available](#) on the intranet.

## The Travel Plan


Work on the wider Travel Plan is continuing. Progress and updates will be available by all staff email, on the intranet and in District Lines when we have new information to share.

In the meantime, please familiarise yourself with the [new parking policy](#) and the [parking policy intranet page](#) and happy parking!

Best Regards

**Georgina Blakemore**  
Chief Executive



 **Please consider the environment before printing this e-mail**  
Epping Forest District Council, Civic Offices, High Street, Epping, Essex CM16 4BZ

## EPPING FOREST DISTRICT COUNCIL

### CIVIC OFFICES – STAFF CAR PARKING POLICY

#### 1. BACKGROUND AND REASON FOR POLICY

Without being under any obligation to do so the Council provides car parking space for staff at the Civic Offices site.

The number of staff based at the Civic Offices who come to work by car exceeds the parking spaces available.

Therefore, it is necessary to have a Car Park Management Policy with the following objectives:

1. Specify and operate a priority allocation system giving precedence to staff who have to use a vehicle as part of their job.
2. Identify areas where double parking is permitted and regulate how this operates.
3. Manage enforcement procedure when infringements occur.

#### 2. CIVIC OFFICES SITE – DESCRIPTION

This Policy covers the following three staff car parks.

**Car park 1** - behind and under the main civic office building;

**Car park 2** - those spaces around the rear extension; and

**Car park 3** - the Paddock and the area behind the Black Lion public house.

#### 3. ALLOCATION AND MANAGEMENT POLICY

This allocation and management policy is managed by the Director of Business Support. The Policy will apply to permanent staff both full time and part time, if capacity exists then temporary staff may be allowed access.

#### 4. THE ALLOCATION CRITERIA:

##### First priority

- Essential users
- Staff Members with a disability or who require special assistance (a valid Disabled Badge must be displayed or dispensation agreed by Office Superintendent)
- Staff with special responsibilities requiring the use of a vehicle

##### Second priority

- High mileage casual users doing more than 1000 business miles per annum.

Staff based at offices other than the Civic Offices in Epping will not be given access to the car parks unless: there is an operational need for service delivery, require special assistance, have special responsibilities involving the use of a vehicle, have a proven medical case supported by a doctor's letter.

The previously issued circular yellow stickers are being withdrawn, any staff members who have these stickers on their vehicle windscreen are asked to remove them. There is no priority parking for cars with circular yellow stickers.

## **5. DEFINITION OF INFRINGEMENT**

The onus is on the driver to comply with this Policy and any infringement will result in enforcement action.

Failure to comply with the following will result in car park access being taken away.

### **i. PROHIBITED AREAS**

Staff parking is prohibited anywhere other than a marked bay coloured white or blue. The vehicle must be parked within a marked bay only. The outside of each tyre must be within the inside edge of the white lines depicting that parking bay.

### **ii DOUBLE PARKING**

Staff who have to double park shall do so only in a designated bay, marked in blue colour, parking wholly within the bay and must display on the dashboard a card bearing their extension number, mobile number if they are likely to be away from their desk, and promptly move their vehicle when requested to do so.

Where blue coloured bays are numbered staff must park in the lowest numbered bay first. This is to allow all the bays to be utilised.

### **iii. FAILURE TO DISPLAY NAME AND PHONE NUMBER ON DASHBOARD OF VEHICLE**

The driver must clearly display the correct card containing their name and phone number on the dashboard in full view so as to be seen from outside of the vehicle, before leaving the vehicle in the car park.

### **iv. FAILURE TO MOVE A VEHICLE IN A TIMELY MANNER WHEN ASKED TO DO SO**

The driver must be contactable on the phone number displayed on the dashboard and when requested to move their vehicle must do so in haste and without undue delay.

### **v. PARKED IN A BLUE COLOURED BAY WHEN THE WHITE COLOURED BAY IS EMPTY**

The driver must ensure that all white coloured bays are used for parking the vehicle prior to using the blue coloured bays, thus not blocking in an empty bay. Where the bays are numbered, the lower number bays are to be used first.

### **vi. PARKED IN A DISABLED BAY**

The driver must ensure that, when parking the vehicle in a marked disabled bay, a valid Blue Badge is clearly displayed on the dashboard, the only exception will be if a prior dispensation is obtained from Office Superintendents.

**vii. FAILURE TO OBSERVE THAT MOTORCYCLE BAYS ARE DESIGNATED FOR MOTORCYCLES ONLY**

Only motorcycles are permitted to park in the designated motorcycle bays.

**viii. FAILURE TO COMPLY WITH THE INSTRUCTION(S) OF THE OFFICE SUPERINTENDENT**

The driver is required to follow instructions, with regard to the infringements and policies contained within this document, of the Office Superintendent.

**ix. PARKING A VEHICLE IN A RESTRICTED AREA IN EITHER CAR PARKS 1, 2 OR 3**

The onus is on the driver to ensure a vehicle is not parked within a restricted area in either of the 3 car parks. An example of a restricted area is at the entrance/exit to the car parks, a hatched area, etc.

**x. FAILURE TO OBSERVE THE CORRECT USE OF AN ACCESS CONTROL BADGE**

A member of staff must not allow unauthorised access to any of the staff car parks by allowing a third party to use their access control badge. This is misuse of the badge. Only the Office Superintendent is allowed to let anyone in.

**xi. TO ABIDE BY THE CAR PARK RULES**

The onus is on the driver to ensure they abide by the car park rules when parking their vehicle

**6. INFORMATION**

Staff given access to the staff car parks must provide on request details of their car(s) make, colour and registration number. This will normally be obtained at the commencement of employment by the line manager. However, all subsequent changes of vehicle/additional vehicle used must be reported to the Office Superintendent.

**7. DUE CARE AND COOPERATION**

The intention of this policy is to enable as many of the Civic Office based staff to park on site as is possible. All staff are asked to be considerate to the varying requirements of other colleagues and avoid the need for enforcement action.

Those staff members who are likely to not leave office all day are encouraged to park in bays where they can be blocked in.

If all staff adhere to the policy then enforcement action will be avoided.

**8. ENFORCEMENT PROCEDURE**

Common sense approach to parking will enable maximum utilisation of car parking spaces. However, failure to comply with the Staff Car Parking Policy will result in enforcement action being taken.

**Step 1** – in the first instance an email Warning Notice will be issued to the member of staff by the Business Support Team on behalf of the Office Superintendent

**Step 2** – in the second instance a final email Warning Notice will be issued to the member of staff by the Business Support Team on behalf of the Office Superintendent.

**Step 2** – any subsequent infringement will result in access to Civic Offices Car Parks being removed

Any one who disputes an enforcement action can appeal to the Business Support and ICT Manager who will review the appeal in consultation with the Director of Business Support

#### 9. **REGULATION OF POLICY**

Regular checks will be carried out by the Office Superintendents.

Staff wishing to report infringements of the policy can do so in confidence by contacting the Office Superintendents, or their line manager to pass on to one of the above.

#### 10. **WARNING NOTICE**

The Business Support Team will issue Warning Notices on behalf of Office Superintendent and will keep a record of all infringements. The Warning Notices will be in the following written format and will be emailed to the member of staff.

Example:-

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>	<b>VRN</b>	<b>INFRINGEMENT</b>
08.03.2019	10:30	Car Park 1	AB12CDE	i



## **Guidance Notes for Members and Chief Officers on the requirement to declare Related Party Transactions**

### **Introduction**

The requirement for Members and Chief Officers (the Chief Executive and Directors) and Office Holders (the Monitoring Officer and Chief Finance Officer) to declare Related Party Transactions is fundamental to the presentation of the Councils published accounts. It is considered that the belief in the truth and fairness of the accounts can only be understood if the reader has knowledge of the related parties which the Council does business with.

The Council should be open and disclose transactions with such related parties to ensure that stakeholders are aware when related party transactions are taking place and of the values of such transactions. There is now a statutory requirement to complete a declaration of Related Party Transactions annually.

### **What you need to do**

Read the guidance below, amend if necessary and sign the declaration that is provided.

If you feel unable to complete the declaration and have any doubts at all over whether a transaction falls within the scope of the definitions set out below, please contact Tina Stankley, Finance Manager, or in her absence, John Bell, Principal Accountant.

### **What is a 'related party'?**

The principal issue in determining whether or not a person or an organisation is a related party is the possible degree of control that could be exerted by one party over the other. This can arise during a financial period where:

- one party potentially has direct or indirect control of the other party;
- one party could influence the financial and operational policies of the other party;  
or
- the parties are subject to common control or influence from the same source.

Put simply, the objective is to identify any transactions, which may have taken place as a result of the control or influence exercised by one party over another. The concern is that such transactions may not be, or may not be perceived to be, in the best interests of the Council.

### **Who are the related parties of a local authority?**

The Accounting Code of Practice identified the main related parties for a local authority. Of particular relevance to these notes is the inclusion of Members and Chief Officers of the Council. Other related parties include:

- Central Government
- local authorities and other bodies either precepting or levying demands on council tax; (Parish and Town Councils, Essex County Council, Essex Fire Authority and Essex Police Authority)
- any subsidiary and associated companies;
- any joint ventures and joint venture parties; and

- its pension fund

### **Are family, household and business interests affected?**

Yes. When considering who is a related party, regard is also taken of transactions involving members of the close family or same household of any individual listed.

In addition, if any individuals are associated with partnerships, companies, trusts or any entities in which they, or a member of their close family or the same household, have a major interest, transactions between the Council and that organisation should also be disclosed.

### **Examples of qualifying interests**

Examples of qualifying interests that might give rise to relevant transactions are:

- You own a company or have a major shareholding in a company that contracts with the Council.
- Your close relative or member of your household owns a company or has a major shareholding in a company that contracts with the Council.
- You hold a position of influence within a voluntary organisation that receives grants from or provides services for the Council.
- You, a close relative, or member of your household is in receipt of income from an organisation that relies upon funding from the Council e.g. a voluntary group.

No specific limit has been given for what constitutes a major shareholding but as a broad guideline, more than 20% of the total should be taken as coming within the scope of these requirements.

### **Examples of relevant transactions**

- Payments under contract for the purchase or sale of assets e.g. land transactions or equipment supplied to the Council.
- Payments under contract for the supply of services to the Council, e.g. printing or building contracts or the management of Council services
- Payments or loans to Chief Officers and Office Holders of an exceptional nature not covered by contracts of employment.

The requirement also extends to other transactions, of which some examples are;

- The provision of a guarantee in relation to a liability or obligation of a related party, e.g. a loan guarantee to a sports club in which a Member, Chief Officer or Office holder holds a position of influence
- The reduction or waiving of a charge for services, e.g. free use of facilities for particular individuals or groups in which a Member, Chief Officer or Office Holder holds a position of influence.

### **Are there any exceptions?**

Yes. Where transactions are common to all individuals, they need not be declared. For example, there is no need to declare payments **of council tax, rent or housing benefit**, which are transactions that would occur regardless of whether the individual was a related party to the authority.

This principle can be applied to cover any payment or benefit which arises under a circumstance for which there is a statutory scheme or for which the Council has established eligibility criteria, e.g.

- housing renovation grants; or
- planning consents;

### **Is what I declare likely to be disclosed in the Council's accounts?**

Generally, it must be assumed yes, though disclosure will not be required in the accounts when the dealings between the Council and related party are judged to be immaterial. However, in assessing the materiality, the Chief Finance Officer has to make that assessment not only in terms of the significance to the Council but also in relation to the related party. Consequently, a figure, whilst not being material to the Council's balance sheet, would be disclosed on the basis of its materiality to the finances of the individual concerned. If any disclosure becomes likely, a draft of the proposed disclosure note will be provided to the individual for comments prior to publication.

### **What form will the declaration take?**

Each year you will be asked to sign a form of declaration, which will be kept by the Chief Finance Officer. If you have related party transactions to disclose, the form asks for brief details of the transaction and the sums involved.

### **When do I have to sign by?**

By 23rd April 2019 in relation to transactions during the financial year 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.



# Agenda Item 9

<b>Date</b>	<b>Event</b>	<b>Venue</b>	<b>Attending</b>
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

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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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