
COUNCIL BULLETIN

Issue Number 22/2019
Friday, 7 June 2019

Epping Forest District Council
www.eppingforestdc.gov.uk

Compiled, designed and produced by
Customer Services Directorate - Governance

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Telephone: 01992 564443



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	Hemnall 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: 10 June 2019 – 16 June 2019

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

Week Two: 17 June 2019 – 23 June 2019

Monday 17 June	7.00pm	Joint Consultative Committee	CR1
Tuesday 18 June	7.00pm	Council Housebuilding Cabinet Committee	CC
Wednesday 19 June	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee West Area Planning Sub-Committee West	CR1 CC
Thursday 20 June	7.00pm	Finance and Performance Management Cabinet Committee	CC
Friday 21 June			
Saturday 22 June			
Sunday 23 June			

Week Three: 24 June 2019 – 30 Jun 2019

Monday 24 June	7.00pm	Member Training - Overview and Scrutiny	CR1
Tuesday 25 June	7.30pm	Stronger Place Select Committee	CC
Wednesday 26 June			
Thursday 27 June	7.00pm	Asset Management and Economic Development Cabinet Committee	CC
Friday 28 June			
Saturday 29 June			
Sunday 30 Jun			

Week Four: 1 July 2019 – 7 July 2019

Monday 1 July	7.00pm	Local Plan Cabinet Committee	CC
Tuesday 2 July	10.00am 7.00pm 7.30pm	Licensing Sub-Committee Epping Forest Youth Council Stronger Communities Select Committee	CC CC CC
Wednesday 3 July	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee South Area Planning Sub-Committee South	CR1 CC
Thursday 4 July	2.00pm	Member Training – Local Authority Finance and Budget Process	CR1
Friday 5 July			
Saturday 6 July			
Sunday 7 July			

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. CONSTITUTION WORKING GROUP EXTRA MEETING IN JUNE

An extra meeting of the Constitution Working Group has been organised to consider the Work Programme item for Gifts and Hospitality.

(Further information: Vivienne Messenger ext 4265)

2. INFORMAL CONSULTATION - FOOTPATH 29 EPPING DIVERSION, FOOTPATH 33 EPPING DIVERSION, AND FOOTPATH 10 EPPING EXTINGUISHMENT - EPPING FOREST DISTRICT (Pages 11 - 18)

Please see attached.

3. MEMBER CONTACT FORM GUIDANCE (Pages 19 - 34)

Please see attached.

4. CHAIRMAN'S DIARY (Pages 35 - 36)

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: Mr Mihai Valeriu Chesnoiu

Address of Premises: Turkwise Ltd 162 – 164 High Street Ongar Essex CM5 9JJ

Brief details of the natures of the application:

To Vary the hours of licensable activities by 1 hour to go till midnight

Live Music Friday to Saturday 18.00 – 00.00

Recorded Music Monday to Sunday 12.00 – 00.00

The Sale by Retail of Alcohol Monday to Sunday 12.00 – 00.00

The Opening Hours Monday to Sunday 12.00 – 00.00

Consultation Period From: 23rd May 2019 to 19th June 2019

Officer in charge: Debbie Houghton

Please ensure that any comments/objections are received by the Licensing team on or before the consultation end date.

Manager
Licensing Officer

Kim Tuckey 01992 564034
Debbie Houghton 01992 564336

PLANNING

1. Appeals Lodged

EPF/0360/19 – 2 Gladstone Road Buckhurst Hill Essex IG9 5SW - Proposed increase of height of an outbuilding – Appeal against non-determination -Ian Ansell ext.4481

2. Forthcoming Planning Inquiries/Hearings -

None this week

3. Enforcement Appeals

None this week

4. Appeal Decisions

None this week

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

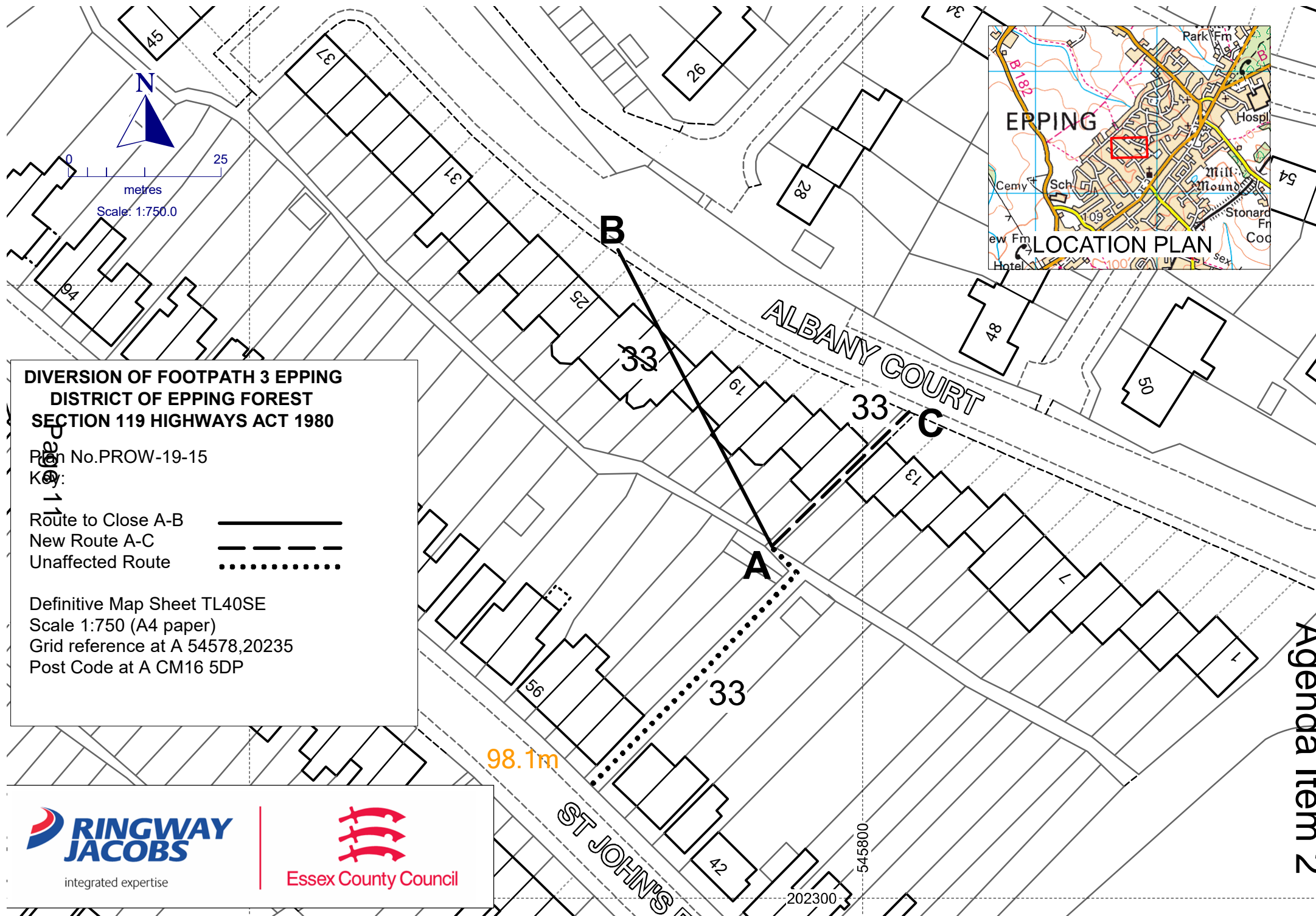
It is important to note, that when enforcement action has been authorised, this includes any subsequent action under Part VII of the Town and Country Planning Act 1990, including a prosecution or an injunction.

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

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.

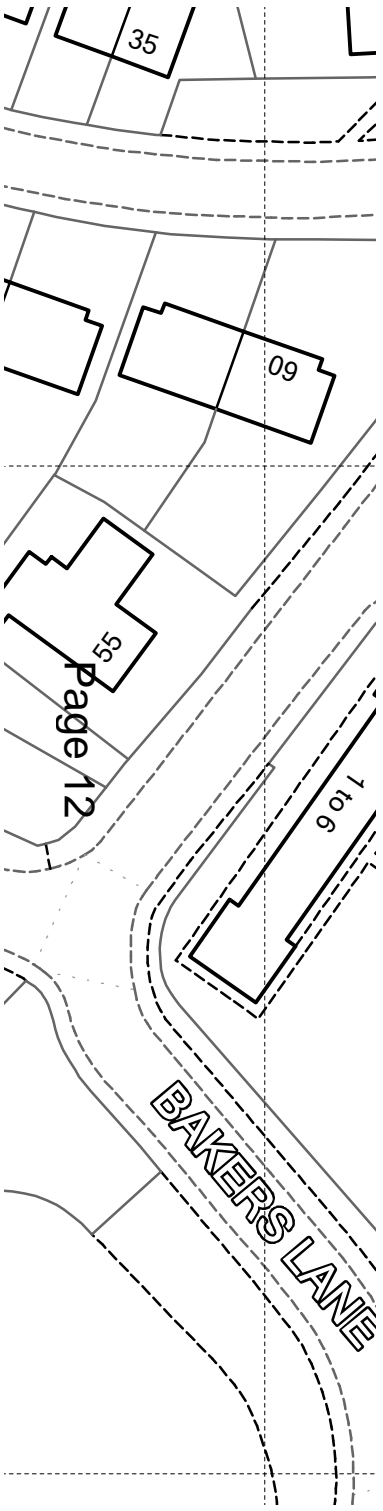


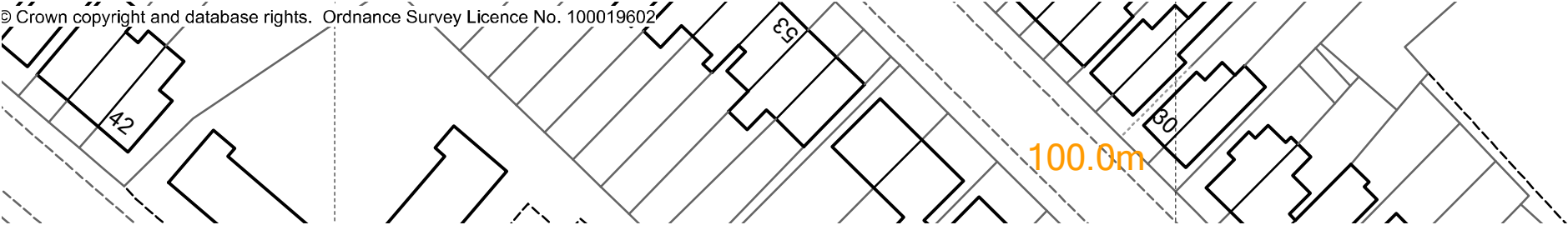
DIVERSION OF FOOTPATH 3 EPPING
DISTRICT OF EPPING FOREST
SECTION 119 HIGHWAYS ACT 1980

Plan No. PROW-19-15
Key:

Route to Close A-B	—————
New Route A-C	- - - - -
Unaffected Route

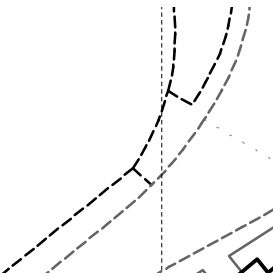
Definitive Map Sheet TL40SE
Scale 1:750 (A4 paper)
Grid reference at A 54578, 20235
Post Code at A CM16 5DP

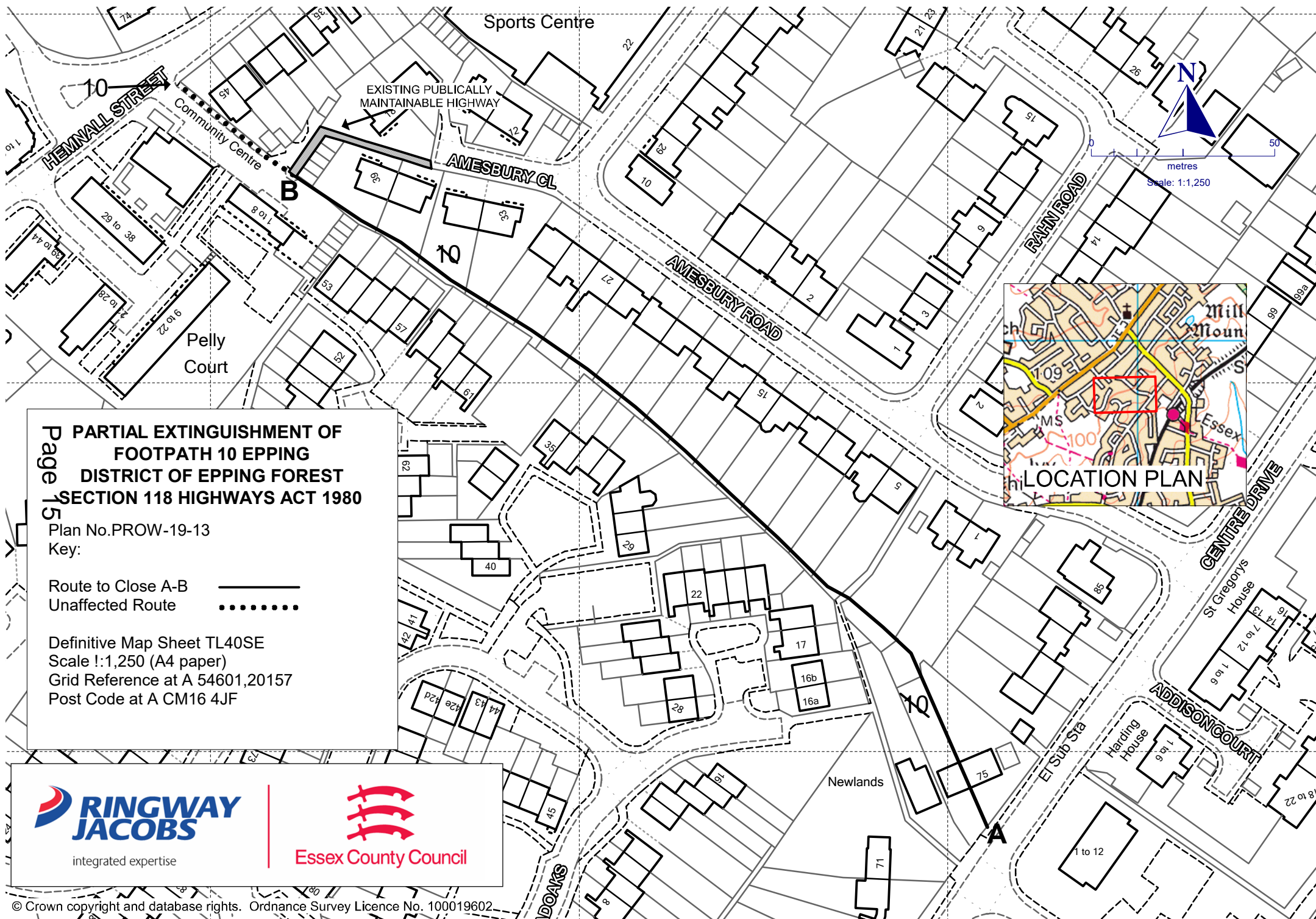




Car Park

Cottis





**PARTIAL EXTINGUISHMENT OF
FOOTPATH 10 EPPING
DISTRICT OF EPPING FOREST
SECTION 118 HIGHWAYS ACT 1980**

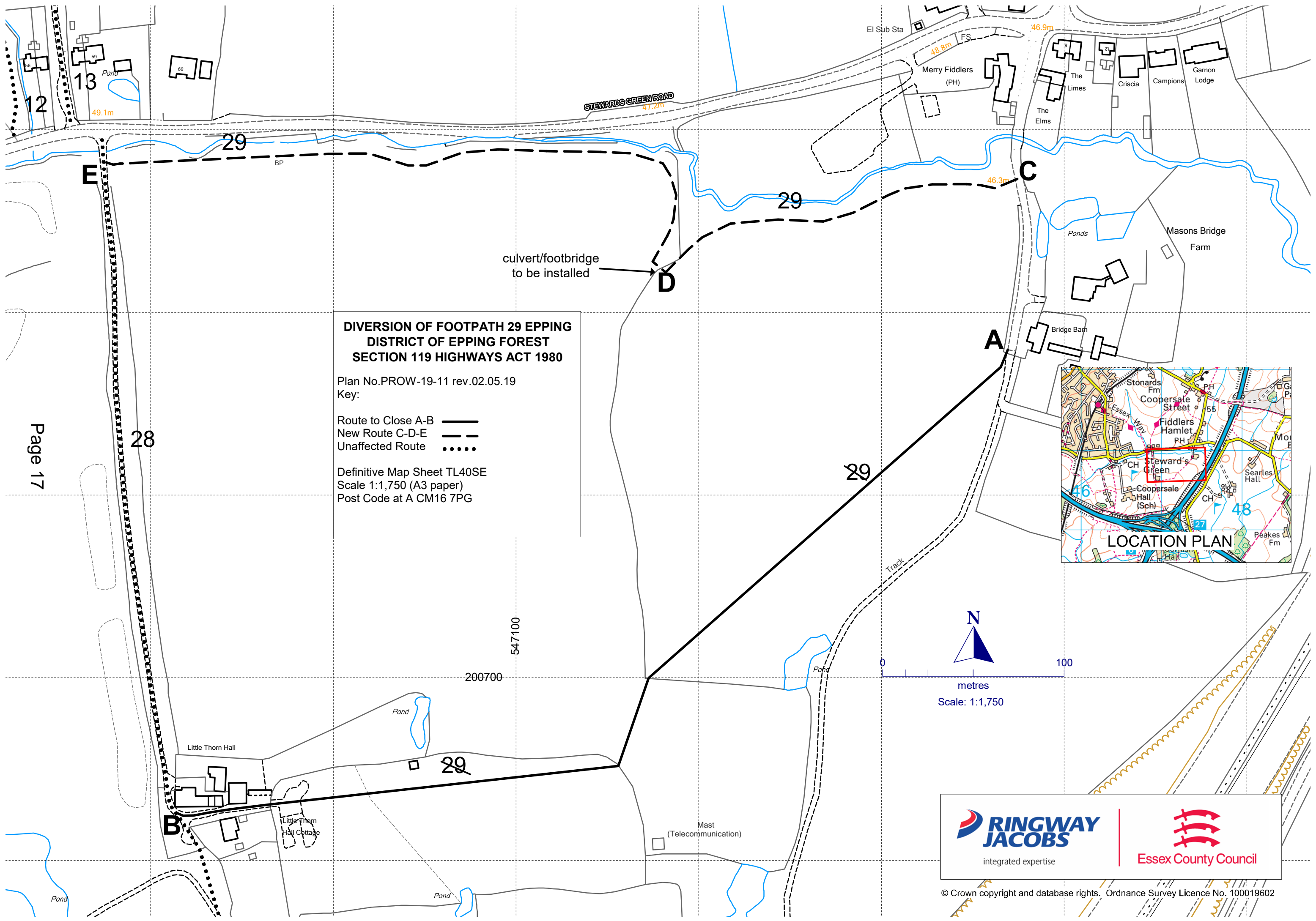
Plan No. PROW-19-13

Key:

Route to Close A-B ————
Unaffected Route

Definitive Map Sheet TL40SE
Scale 1:1,250 (A4 paper)
Grid Reference at A 54601,20157
Post Code at A CM16 4JF

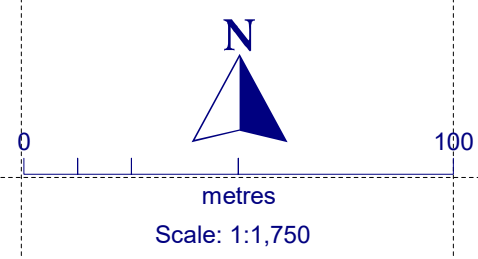
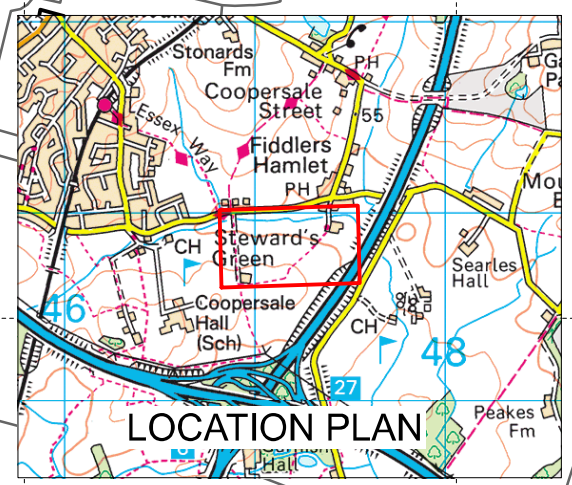
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**DIVERSION OF FOOTPATH 29 EPPING
DISTRICT OF EPPING FOREST
SECTION 119 HIGHWAYS ACT 1980**

Plan No. PROW-19-11 rev.02.05.19
Key:

Route to Close A-B ———
New Route C-D-E - - - - -
Unaffected Route
Definitive Map Sheet TL40SE
Scale 1:1,750 (A3 paper)
Post Code at A CM16 7PG





integrated expertise



Essex County Council

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MEMBER CONTACT DIGITAL FORM

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Welcome to the new digital
method for contacting Epping
Forest District Council.



Agenda Item 3



By using our new digital form, you will now be able to send your enquiry or offer an apology for not being able to attend a meeting, at any time convenient to you, rather than having to wait till the offices open to come and visit us.

This method of contacting us will also ensure that your enquiry is dealt with in a quick and efficient manner and that you receive a response as quickly as possible.

The form will be sent directly to our MemberContact@eppingforestdc.gov.uk email account, which is being continuously monitored throughout office hours. All apologies will automatically be sent directly to Democratic Services via email.

For you to be able to access this form, you will have an icon ready on your new iPad.

Click the icon to enter the form. The very first time you access it, you will be asked to set up an account with us (if you have not already done so).

To set up an account you will be asked to enter personal details such as:

- Full name including title
- Address
- Email address (this can be the cllrxx@Eppingforestdc.gov.uk email address)
- Telephone number

You will also be required to assign a password to these log in details.

By doing this you are then securely logged into the system, and your personal details such as your name and address will automatically pull through to the form, ensuring that you do not need to enter these each time you use it.

When we receive your enquiry form, it will be:

- allocated to an officer to deal with,
- that officer will then be expected to compile a reply to be sent to you as soon as possible.
- We will be monitoring the process, to ensure that you receive a speedy response, but if we do not receive one in the time frame allocated to the enquiry, the officer will be chased for the reply.

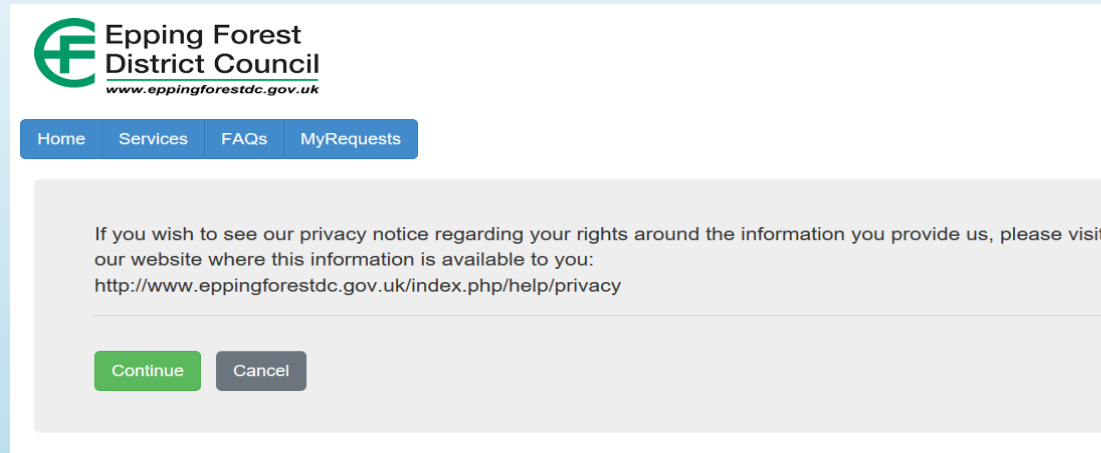
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have the option on the enquiry form to state whether an enquiry is “time critical” and please do choose this option if you require an urgent response, as it will be flagged up on our records as time critical.

The only exception to the above process is for Apologies for nonattendance at meetings, as these will automatically go to Democratic Services via email. However, we thought it was important to add this service to the form to enable you to send your apologies at any time you choose.

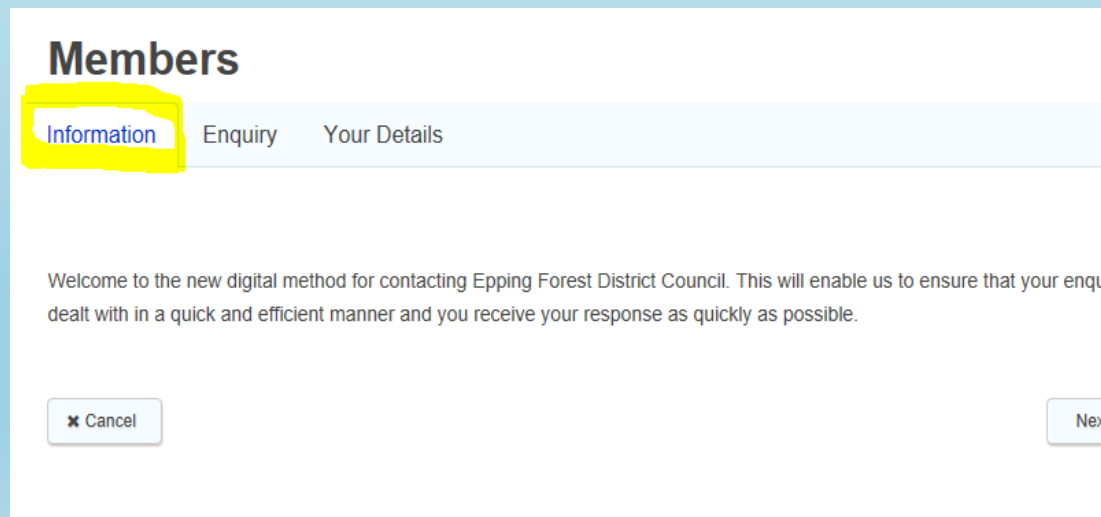
NOW FOR THE FORM ITSELF

When you first access the form, you will see that you have arrived at the DPR privacy page. Here you can see our privacy notice if you wish. If you don't wish to see this please press continue at the bottom of the page.

The next page (shown to the right) is simply a welcome to the form in this case. This is a standard form, so for other forms this will provide further information on how and when it should be used.



The screenshot shows the Epping Forest District Council website. At the top, there is a logo and the text "Epping Forest District Council" with the website address "www.eppingforestdc.gov.uk". Below this is a navigation bar with links for "Home", "Services", "FAQs", and "MyRequests". A grey box contains a privacy notice: "If you wish to see our privacy notice regarding your rights around the information you provide us, please visit our website where this information is available to you: http://www.eppingforestdc.gov.uk/index.php/help/privacy". At the bottom of this box are two buttons: "Continue" (green) and "Cancel" (grey).



The screenshot shows the "Members" page of the Epping Forest District Council website. The page has a header with the title "Members" and three tabs: "Information" (highlighted with a yellow box), "Enquiry", and "Your Details". Below the tabs, a welcome message reads: "Welcome to the new digital method for contacting Epping Forest District Council. This will enable us to ensure that your enquiry is dealt with in a quick and efficient manner and you receive your response as quickly as possible." At the bottom of the page, there are two buttons: "Cancel" (with a close icon) and "Next" (partially visible).

You can click straight into the next page

by either clicking on the “Enquiry” tab at the top of the page, or

by clicking the “next” button at the bottom right hand corner, it does not matter which one you select.

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Members

Information

Enquiry

Your Details

Welcome to the new digital method for contacting Epping Forest District Council. This will enable us to ensure that your enquiry is dealt with in a quick and efficient manner and you receive your response as quickly as possible.

✕ Cancel

Next >

In the Enquiry page

you will be asked to enter the details shown in the extract shown on the right

but please see the next pages for some explanations on what each section is asking for:

Members

[Information](#) [Enquiry](#) [Your Details](#)

Is your enquiry being raised on behalf of a resident of Epping Forest District Council? *

Please select the service you are making your enquiry about *

Have you spoken to anyone informally about this matter? *

Please provide a summary of your enquiry *

Please provide any other details in relation to this matter *

Please upload any relevant documents

Drop files here to upload -

Uploaded: 0/2

Is your enquiry time critical ? *

Please select the service you are making your enquiry about.

Simply click on the small arrow at the side of the field and then a drop down list becomes available for you to select from.

Please see the next page for if selecting Apologies for non attendance at meetings or ICT issues

Please select the service you are making your enquiry about *

Have you spoken to anyone informally about this matter? *

Please provide a summary of your enquiry *

Please provide any other details in relation to this matter *

Please upload any relevant documents

Is your enquiry time critical ? *

Select...	
Apologies for meeting attendance	
Council Tax and Business Rates	
Benefits	
Electoral services	
Environmental Health	
Housing	
Flooding and Drainage	
Leisure, Culture and Museums	
Car Parking	
Planning	
Bin collections and Recycling	
Green spaces	
Street Cleaning issues	
Community, Wellbeing and Crime	
Booking a course	
ICT	
General enquiries	
Breach of the localism Act	

Yes	No
-----	----

If you select “Apologies for meeting attendance” the form will shrink down the information you need to supply us with on the rest of the form

You will only be asked to let us know which meeting you are not able to attend and the date. You will then skip the rest of the pages below until you get to the Your Details part of this guide

For ICT issues, again the form will shrink down the details you need to provide us with. This will automatically raise a help desk ticket and ICT will respond to you as soon as possible.

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Members

[Information](#) [Enquiry](#) [Your Details](#)

Please select the service you are making your enquiry about *

Apologies for meeting attendance


Please provide us with details of the meeting you are unable to attend i.e. Date, time and meeting details *

Please upload any relevant documents

Drop files here to upload - [upload](#)

Uploaded: 0/2

[Previous](#) [Cancel](#) [Next](#)

 **Epping Forest District Council**
www.eppingforestdc.gov.uk

[Home](#) [Services](#) [FAQs](#) [MyRequests](#)

Members

[Information](#) [Enquiry](#) [Your Details](#)

Please select the service you are making your enquiry about *

ICT - Issues

Please describe your ICT issue *

Please upload any relevant documents

Drop files here to upload - [upload](#)

Uploaded: 0/2

[Previous](#) [Cancel](#) [Next](#)

Is your enquiry being raised on behalf of a resident of Epping Forest District Council?

If you select Yes – you will then be asked if you are able to share the details of the resident with us?

If you select Yes to sharing details of the resident – you will then be asked to provide us with these details.

Information

Enquiry

Your Details

Is your enquiry being raised on behalf of a resident of Epping Forest District Council? *

Yes

No

N/A

Are you able to share the details of the resident with us? *

Yes

No

Name of resident *

Postcode *

Address *

Select... ▼

Email of resident *

Phone number of resident *

Have you spoken to anyone informally about this matter?

This relates to whether you have spoken with a member of staff about this prior to completing this form?

you select Yes - you will be asked to advise us who you have spoken to and the date you spoke with them

Have you spoken to anyone informally about this matter? *

Yes

No

N/A

Name of person spoken to *

Date spoken to *

- **The next two areas are self explanatory**
 - **Please provide a summary of your explanation** – this will assist us in knowing which service your enquiry relates to.
 - **Please provide any other details in relation to this matter** – this is where you can give us a more in depth breakdown of your enquiry
- **The area where you are being asked to upload any relevant documents:**
 - is where you can upload photographs that relate to your enquiry if you have them.
 - Unfortunately, we can only allow two images to be uploaded here, as otherwise it makes the file size too large to send.
- **But you could always send more images or documents via email to the MemberContact@eppingforestdc.gov.uk email account.**
- **However please remember to quote the reference number you will have been allocated for the enquiry you are now submitting (you will receive this when you finish completing the form). Please place the reference number in the email subject bar, as this will assist us when attaching it to your submitted enquiry.**

Is your enquiry time critical?

If you select Yes

you will be asked to provide a date and time by which you need the response

Is your enquiry time critical? *

☒ Yes ☐ No

Please provide deadline date for your enquiry? *

When you have completed all the fields above you can move to the final page by clicking on the tab “**YOUR DETAILS**” at the top of the form, or the “Next” button at the bottom right hand corner.

PLEASE DON'T GIVE UP YOU ARE ALMOST THERE!!

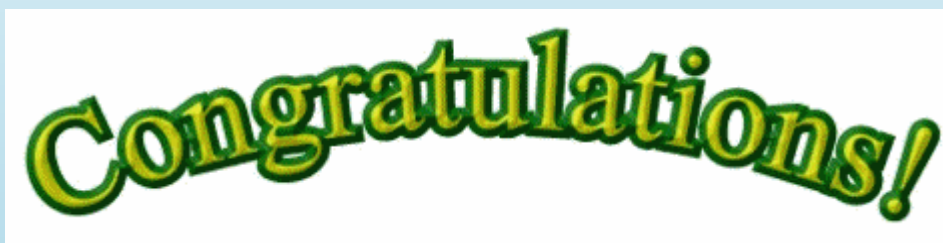


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Page should automatically have pulled through all your details from your “account log in” that you set up all that time ago 😊
To submit your enquiry form to us simply click on the “submit button” at the bottom right hand corner of the page.

- You will then be taken to a summary page – this simply displays a summary of your enquiry as you have entered it, please click on the continue button

YOU ARE NOW FINISHED!



[This Photo](#) by Unknown Author is licensed under [CC BY](#)

You will receive an email from us stating that we have received your enquiry, unless it is simply reporting non attendance at a meeting, when the enquiry will automatically go straight to Democratic Services.

Once we have allocated it to an officer to deal with, you will receive another email advising you of this fact and when you can expect to receive a response from us.

We do hope you enjoy using the new form, and that it saves you lots of time that you can use on other far more important things!

However if you need more help and support, please feel free to contact the following:

- Julie Barnard - Customer Services Development Specialist
- Telephone No:- 01992 564033 Email jbarnard@Eppingforestdc.gov.uk
- The Customer Contact Centre Team
- Telephone No:- 01992 564000 Email contactus@Eppingforestdc.gov.uk
- Kim Partridge – Member Support
- Tel no:- 01992 564443 Email kpartridge@Eppingforestdc.gov.uk or Membercontact@Eppingforestdc.gov.uk

Chairman's Events June

Date	Event	Venue	Attending
Thursday 13 June	Essex West Girlguiding Jack Petchey Awards	Queen's Theatre, Hornchurch	Chairman of Council
Saturday 15 June	Official Opening of	Waltham Abbey Leisure Centre	Chairman of Council
Saturday 15 June	LB of Enfield Annual Mayors Day	Capel Manor College	Chairman of Council
Thursday 20 June	Challenge & Enrichment Showcase Evening	Roding Valley High School	Chairman of Council
Sunday 23 June	Southend on Sea Annual Civic Service	St Margaret's o Antioch Church, Leigh on Sea	Vice Chairman of Council
Monday 24 June	Basildon BC Annual Civic Service	St Martin of Tours Church, Basildon	Vice Chairman of Council
Monday 24 June	Armed Forces Day		
Friday 28 June	eNgage 19	The Spotlight Theatre, Hoddesdon	Chairman of Council
Saturday 29 June	CRY Screen Event	Grange Farm	Chairman & Vice Chairman of Council
Saturday 29 June	Colchester Garrison Show	Abbey Field, Colchester	Chairman of Council
Saturday 29 June	Harlow Carnival	Market Square, Harlow	Chairman of Council
Monday 1 July	Grand Final Jack Petchey Speak Out Challenge	Cambridge Theatre, London	Chairman of Council
Friday 5 July	High Sheriff of Essex Garden Party	Maldon	Chairman of Council
Monday 8 May	Premier of We R Safe EF Youth Council Project	Civic Offices	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

Decision to be called-in:
Decision reference:
Portfolio:
Description of decision:
Reason for call-in

Members requesting call-in
(3 members of the Overview and Scrutiny Committee or 5 other members)

Members Name:	Signed:
Lead member:	
Office Use Only: Date Received:	

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