

---

# **COUNCIL**

# ***BULLETIN***

---

**Issue Number**  
**Friday, 14 June 2019**



---

Compiled, designed and produced by  
Member Services

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: 17 June 2019 – 23 June 2019**

---

Monday 17 June		<del>Joint Consultative Committee - Cancelled</del>	
Tuesday 18 June	7.00pm	Council Housebuilding Cabinet Committee	CC
Wednesday 19 June		<del>Area Planning Sub-Committee West - Cancelled</del>	
Thursday 20 June	7.00pm	Finance and Performance Management Cabinet Committee	CC
Friday 21 June			
Saturday 22 June			
Sunday 23 June			

---

**Week Two: 24 June 2019 – 30 Jun 2019**

---

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

---

### Week Three: 1 July 2019 – 7 July 2019

---

Monday 1 July		Local Plan Cabinet Committee - Cancelled	
Tuesday 2 July	10.00am 7.00pm 7.00pm	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 7.00pm	Member Training – Local Authority Finance and Budget Process Stronger Place Select Committee	CR1 CC
Friday 5 July			
Saturday 6 July			
Sunday 7 July			

---

### Week Four: 8 July 2019 – 14 July 2019

---

Monday 8 July			
Tuesday 9 July	10.00am 6.00pm 7.00pm	Licensing Sub-Committee Member Training – Code of Conduct (Repeat) Stronger Council Select Committee	CC CR1 CC
Wednesday 10 July	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee East Area Planning Sub-Committee East	CR1 CC
Thursday 11 July	7.00pm	Cabinet	CC
Friday 12 July			
Saturday 13 July			
Sunday 14 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. TASK AND FINISH PANEL**

At its meeting on 4 June 2019, the Overview and Scrutiny Committee agreed the establishment of a new Task and Finish Panel to support the forthcoming review of the Council's waste and recycling service. The establishment of a Task and Finish Panel in this regard is supported by the Contracts and Technical Services Portfolio Holder and the scope of the work of the Panel will be considered by the Committee at its meeting to be held on 16 July 2019. Members wishing to join the Task and Finish Panel should advise [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk) of such intention by 28 June 2019.

(Further information: Stephen Tautz ext 4180)

### **2. STRONGER PLACE SELECT COMMITTEE**

With the agreement of the Chairman, the meeting of the Stronger Place Select Committee due to be held on 10 December 2019 will now be held on 9 December 2019, to avoid a clash with the annual Chairman's Christmas Carol Concert.

(Further information: Steve Tautz ext 4180)

### **3. MEMBERS IPADS INSURANCE**

We have been asked for clarification on the insurance provision for the Members iPads.

Please be advised that all iPads are covered for theft and accidental damage under the Council's insurance policy. They are not covered for loss. Should you need to make a claim for theft you will need to provide a police crime reference.

The Council's policy has an excess of £100. This is payable by the Council. Due to this excess it is not cost effective to cover the Apple Pencils and so any issues with the Pencil will be discussed on an individual basis.

(Further information: Kim Partridge ext 4443)

### **4. MEETING CANCELLED - AREA PLANNING SUB-COMMITTEE WEST 19 JUNE 2019**

The next meeting of the Area Planning Sub-Committee West on 19 June 2019 at 7.30pm has been cancelled owing to lack of business.

(Further information: Vivienne Messenger ext 4265)

### **5. DEREK MACNAB - FORMER ACTING CHIEF EXECUTIVE**

The following communication has been received from Derek Macnab:

“I would like to thank Members for the generous and thoughtful gift on the occasion of my retirement. As I said at the Council’s annual general meeting, I have always been proud to work for Epping Forest District Council and wish you every success in the future.

## **6. DIGITAL LEADERSHIP & INCLUSION WORKSHOPS**

We are working with Citizens Online, a digital inclusion charity to; inform our digital strategy and improve digital skills provision throughout the district.

As part of this project, we are running an interactive workshop for Members on **Monday 8 July, at Theydon Bois Village Hall from 19.00 – 21.00** to;

1. Explore Digital Leadership as a concept and Digital Leader as a role.
2. Understand how digital inclusion sits at the heart of digital transformation.
3. Develop confidence and motivation in making a digital change in your organisation.
4. Explore what makes a good digital organisation.
5. Identify practical approaches and digital solutions to develop, maintain and embed organisational digital change.

For more information and to sign up, please click the link here:

<https://www.eventbrite.com/e/epping-forest-elected-members-digital-leadership-workshop-tickets-62968606798>

Alternatively, you can confirm your attendance by emailing Louis Walton in the Customer Team at [lwalton@eppingforestdc.gov.uk](mailto:lwalton@eppingforestdc.gov.uk)

Alongside this we are also running an interactive workshop for external organisations and Council Staff on **Monday 8 July, at Theydon Bois Village Hall from 15.00 – 17.00** to;

1. Share our report findings – look at what the priorities should be.
2. Explore which communities are the hardest to reach.
3. Look at the influencing factors that keep people offline or needing digital skills.
4. Explore the potential for collaboration and a joint action plan.
5. Have some fun with digital technology!

For more information and to sign up, please click the link here:

<https://www.eventbrite.com/e/epping-forest-digital-inclusion-report-launch-tickets-62813920126>

Feel free to forward this information to organisations that may be interested.

(Further information: Louis Walton ext 2067)

## **7. CONSTITUTION WORKING GROUP EXTRA MEETING IN JUNE**

An extra meeting of the Constitution Working Group has been organised for Wednesday 26 June to consider the Work Programme item for Gifts and Hospitality.

(Further information: Vivienne Messenger ext 4265)

**8. STRONGER PLACE SELECT COMMITTEE MEETING RESCHEDULED**

Please be advised that the Chairman has rescheduled the Stronger Place Select Committee meeting to Thursday 4 July at 7pm.

(Further information: Vivienne Messenger ext 4265)

**9. MEMBER TRAINING REMINDER - OVERVIEW AND SCRUTINY**

Please be reminded that the Member Training on Overview and Scrutiny is scheduled for 7.00pm on 24 June 2019.

The following Councillors are registered as attending;

Peter Bolton  
Les Burrows  
Steven Heather  
Cherry McCredie  
Richard Morgan

Would other Member who plan on attending kindly advise Kim Partridge,  
[kpartridge@eppingforestdc.gov.uk](mailto:kpartridge@eppingforestdc.gov.uk)

(Further information: Kim Partridge ext 4443)

**10. CHAIRMAN'S DIARY**

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: CK Entertainments Ltd

Address of Premises: 195-199 Cottis Lane Epping Essex CM16 4BL

Brief details of the natures of the application:

Nightclub and Garden Terrace

Live Music Thursday to Saturday 23.00 – 03.30, Sunday 23.00 – 00.30

Recorded Music Thursday to Saturday 23.00 – 03.30, Sunday 23.00 – 00.30

Performance of Dance Thursday to Saturday 23.00 – 03.30, Sunday 23.00 – 00.30

Anything of a Similar Description to that above Thursday to Saturday 23.00 – 03.30, Sunday 23.00 – 00.30

Late Night Refreshment Thursday to Saturday 23.00 – 03.30, Sunday 23.00 – 00.30, Monday to Wednesday 23.00 – 00.00,

The Sale by Retail of Alcohol, Thursday to Saturday 11.00 – 03.00, Sunday to Wednesday 11.00 – 00.00

Opening Times of the Premises, Thursday to Saturday 11.00 – 03.30, Sunday to Wednesday 11.00 – 00.30

Consultation Period From: 5<sup>th</sup> June 2019 to 2<sup>nd</sup> July 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

None this week

### 2. Forthcoming Planning Inquiries/Hearings -

None this week

### 3. Enforcement Appeals

None this week

### 4. Appeal Decisions

EPF/0908/19 – Barn adj, Great Notts Moreton Road Bobbingworth CM5 0LU - Proposed conversion of existing barn to form a single detached residential unit, retaining existing access and on-site car parking – Dismissed

EPF/1406/18 – 1 Mount End Mount End Road Theydon Mount Epping CM16 7PS - Demolition of barn and erection of two detached houses (Revised application to EPF/2248/17) – Dismissed

EPF/2120/18 – Lindsey House, 15 Lindsey Street Epping Essex CM16 6RB - Proposed change of use of care home (Use Class C2) to 6 flats (Use Class C3), including rear extensions and side extensions – Dismissed

EPF/2550/18 - Lillicroft Nurseries, Abridge Road Theydon Bois CM16 7NR - Demolition of detached bungalow and erection of replacement with pedestrian and vehicle access from the existing private access roadway within the site. (Revised application to EPF/2528/17) – 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

---

## **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.