
COUNCIL

BULLETIN

Issue Number 48/2019
Friday, 29 November 2019



Compiled, designed and produced by
Member Services

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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: 2 December 2019 – 8 December 2019

Monday 2 December			
Tuesday 3 December	10.00am 7.00pm	Licensing Sub-Committee Epping Forest Youth Council	CC CR2
Wednesday 4 December	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee West Area Planning Sub-Committee West	CR1 CC
Thursday 5 December			
Friday 6 December			
Saturday 7 December			
Sunday 8 December			

Week Two: 9 December 2019 – 15 December 2019

Monday 9 December	7.00pm	Stronger Place Select Committee	CC
Tuesday 10 December	7.00pm	Chairman's Christmas Carol Concert	TBA
Wednesday 11 December			
Thursday 12 December			
Friday 13 December			
Saturday 14 December			
Sunday 15 December			

Week Three: 16 December 2019 – 22 December 2019

Monday 16 December	7.00pm	Waste Management Task & Finish Panel	CC
Tuesday 17 December	7.30pm	Council	CC
Wednesday 18 December	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee South Area Planning Sub-Committee South	CR1 CC
Thursday 19 December	7.00pm	Council Housebuilding Cabinet Committee	CC
Friday 20 December			
Saturday 21 December			
Sunday 22 December			

Week Four: 23 December 2019 – 29 December 2019

Monday 23 December			
Tuesday 24 December		Civic Offices Close at Midday	
Wednesday 25 December		Civic Offices Closed	
Thursday 26 December		Civic Offices Closed	
Friday 27 December		Civic Offices Closed	
Saturday 28 December		Civic Offices Closed	
Sunday 29 December		Civic Offices Closed	

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?CIId=638&Info=1>

Queries concerning the Constitution should be addressed to the Democratic Services Manager

PART C - GENERAL INFORMATION

1. CORRECTION TO DAY / DATE - MEMBERS ACCOMMODATION - THE NEW WORLD

Designs are now being pulled together for the internal fitting out of the refurbished Civic Offices. It is proposed that a group of Members be established to have an input into the design of a new area for their use within the offices. The initial meeting of the Design Group will be on **Thursday 19th December** at 6.30pm. Should any Member wish to be part of this Design Group then can they please let Kim Partridge, kpartridge@eppingforestdc.gov.uk know by Friday 6th December.

2. LOUISE WARREN - MEMBER CONTACT AND DIGITAL INCLUSION TEAM MANAGER

Louise Warren has recently joined the council as Member Contact and Digital Inclusion Team Manager. She has had the pleasure of meeting some of you already but wanted to formally introduce herself to you all.

Louise says “My role is to guide and support Members through new digital changes including the recent introduction of the iPads to all Cllrs. I am really keen to hear from you all about what you enjoy about the iPads but also your frustrations and concerns so I can help and assist where possible, and if not take away and come back to you all with resolves. In regards to this I am making myself available between certain days and times during the week for anyone that does wish to come and talk to me face to face to be able to do so. I am based in room 2.18 so if you happen to be in the Civic Offices please do come and say Hello.

Monday 2nd December 10am – 11.30am / 2pm till 3pm

Wednesday 4th – 4.15pm till 5.15pm

Thursday 5th – 2pm till 3.30pm

Tuesday 7th January – 1pm till 2pm

Thursday 9th Jan – 9am till 10am

My direct email address is lwarren@eppingforestdc.gov.uk so please feel free contact me on here if needed to.

I will attending full council on Tuesday 17th December and will be in Committee Room 2 from 6pm till full council starts to also meet anyone or discuss any concerns around Digital that you may have too.”

3. AN OVERVIEW OF COMMUNITY PAYBACK AND THE WORK THAT COMMUNITY PAYBACK COMPLETE:

A Community Payback sentence aims to punish the offender for their offence and aims to ‘pay back’ to the community. When sentencing an offender a Court can award between 40 and 300 community payback (unpaid work) hours to be

completed by the offender. The very low risk service users (offenders) are often placed with non-profit or charitable organisations to complete their unpaid work hours on an individual placement, where the service user acts and is treated as a volunteer for the beneficiary and is supervised directly by the beneficiary where they complete administrative roles, customer service, and general maintenance including cleaning.

In addition to individual placements Community Payback run group placements where 8/10 service users provide the labour to complete a project or required work whilst under the supervision of a trained Community Payback Supervisor. Projects that can be completed include internal and external painting and decorating; grounds clearance, maintenance and conservation, including clearing paths, foliage and roughage, and mowing and strimming. Groups have a diverse skill set and depending on the skill set of the group attending we also build brick walls, lay patio's and install wooden fences. Other projects can be discussed. All work completed and the service users are monitored and supervised by the Community Payback Supervisor. We supply the labour, the tools and equipment, and if it is required you must supply and store any fuel and the required materials, for example, paint, paint brushes etc

You as the beneficiary detail the work that you want completed, myself or a colleague come and visit the site to complete a risk assessment and then book you in to complete the work. We will require that you meet the group on the day of attending and if you can give feedback to the supervisor during the day they will do their best to ensure your satisfaction in the completion of the project.

All work and placements are assessed for suitability and they must have welfare facilities, the service users that are to be placed in a particular placement are also assessed for suitability. We would remain in regular contact with you to ensure satisfaction and to monitor service user performance and approach.

Community payback already work with a variety of beneficiaries across the County, including schools (Holy Cross Primary, Harlow; Henham and Ugley Junior, Bishops Stortford), local council community projects (The Stow, Harlow; Staple Tye, Harlow), churches (St John's, Loughton; Radwinter Church, Radwinter), sheltered and supported housing schemes (Tylney Croft, Harlow; Halyday House, Harlow) and public parks and spaces (Epping Forest).

The advantages of placing Service Users with non profit organisations to complete their unpaid work is that in addition to 'paying back' to the community and the direct benefits to the organisations and community of having staffing resources that do not have to be funded, is that the service user gains work experience, training and employment skills. Sometimes service users remain as volunteers and organisations will provide references to future employers, increasing service user employability and reducing the likelihood of reoffending. Many times Service Users haven't had work experience or have been out of work for some time and so this is a great way to get back in to a work environment and it increases their confidence, often lacking when people have been out of work for a long period.

If you interested in Community Payback or require further information please contact Rebekah Drain rebekah.drain@probation.sodexogov.co.uk

4. ESSEX ENERGY SWITCH (Pages 13 - 18)

Please see attached.

5. CHAIRMAN'S DIARY (Pages 19 - 20)

Please see attached.

LICENSING ACT 2003

None this week

PLANNING

1. Appeals Lodged

EPF/0281/19 – 2 River Road Buckhurst Hill Essex IG9 5BS - Proposed new three storey dwelling in the land to the side of the existing dwelling – Written reps – Sukhdeep Jhooti ext. 4298

EPF/0953/19 – Manor Garage/Workshop, The Manor House, Gravel Lane, Chigwell, Essex IG7 6DQ - Prior approval for proposed change of use of a light industrial unit to one dwelling (Class C3) – Written reps (non-determination) – Mo Rahman ext. 4415

EPF/1035/19 – 23 Chapel Road Epping CM16 5DS - Proposed removal of existing extension and replacement enlarged extension to form attached new dwelling – Written reps – Sukhi Dhadwar ext. 4597

EPF/1288/19 – Tylers Green Stores, Vicarage Lane North Weald CM16 6ET - Proposed replacement outbuildings used for storage and erection of a 2 metre high fence around the plot – Written reps (Non determination) – Alastair Prince ext. 4462

EPF/1403/19 – 33 Amberley Road Buckhurst Hill Essex IG9 5QW - Proposed enlargement of front gable to no. 33 and enlargement of gable to the new approved dwelling (ref: EPF1426/17) adjacent to no. 33 Amberley Road – Written reps – Honey Kojouri ext. 4124

EPF/1487/19 – Brook House Barn Epping Lane Stapleford Tawney RM41ST - Proposed new boundary for the existing annexe with shared access, making it to a separate dwelling. Annexe with a single storey rear extension and a loft conversion. (Revised application to EPF/0346/19) – Written reps - Marie-Claire Tovey ext. 4414

EPF/3031/18 – Inzing Harlow Road Sheering Essex CM22 7NB - Demolition of existing dwelling and erection of replacement four bedroomed accommodation with associated landscaping and parking

2. Forthcoming Planning Inquiries/Hearings -

Hearing 3 December 2019 - EPF/0584/19 – Thistle Dew Hoe Lane Nazeing Essex EN9 2RN - Re-use of an agricultural workers dwelling as a residential dwelling at Thistle Dew, Hoe Lane, Nazeing, Essex EN9 2RN without complying with Condition 2 attached to planning permission Ref EPF/691/83 dated 05 January 1984

Hearing – 28 January 2020 – EPF/1649/17 - White Rose Curtis Mill Lane Stapleford Abbots Essex RM4 1HS - Material change in use of land to provide for stationing of caravans for residential occupation by Gypsy family with associated hardstanding, fencing/gate, septic tank, gas tank (retrospective) – Sukhdeep Jhooti ext. 4298

3. Enforcement Appeals

None this week

4. Appeal Decisions

None this week

5. Tree Preservation Orders

TPO/EPF/15/19 – Woodredon House, Woodredon Farm Lane, Waltham Abbey – Effective from 21/11/2019

6. S106 Agreements

None this week

7. Changes to Planning Systems

None this week

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.

Communications toolkit

Essex Energy Switch

3 December 2019 – 24 March 2020

1. Background

What is the Essex Energy Switch (EES)?

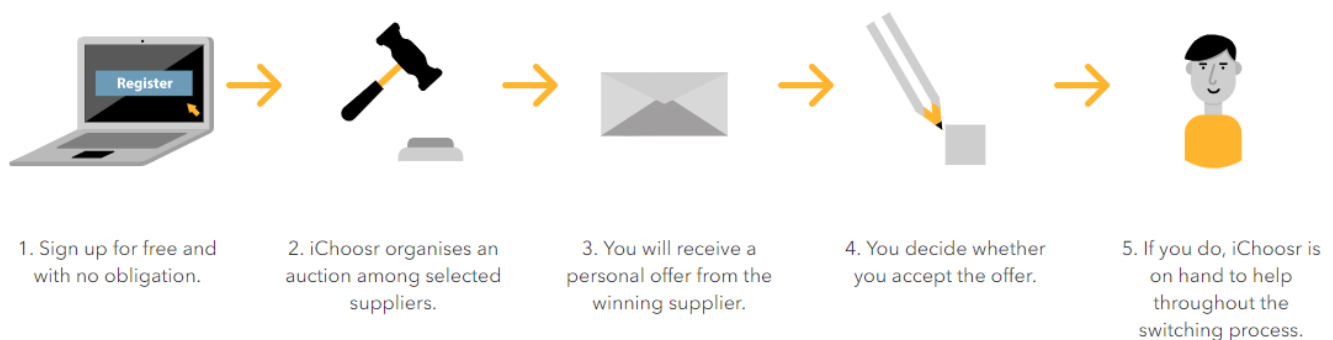
The EES is a county-wide collective energy switching campaign designed to help Essex residents cut their gas and electricity bills. The scheme is run in partnership with iChoosr, a national company, who manage the online registration, auction and offer. Essex County Council (ECC) is responsible for promoting the scheme each winter to Essex residents.

ECC recognises that some householders across Essex are struggling to pay for their energy supplies and this scheme is one way of addressing the issue. It demonstrates that local councils/authorities can make a positive difference to the lives of Essex residents and their communities. Essex as a county, including districts and boroughs, has had over 56,000 households register for the EES since the scheme launched in 2014.

In previous campaigns, partners have worked with ECC to help promote EES in their local area. It's important that this collaborative approach continues this year, to help more Essex residents benefit from cost effective energy.

How does the EES work?

The EES is a collective switching process. Collective switching occurs when a group of like-minded consumers band together to negotiate a better deal – the more people that register, the bigger the potential there is to save. The iChoosr approach to collective switching is less complex and less time consuming than 'going it alone' and it's all without any obligation.



2. Audience and insight

People who switched last year

Insight: The winter 2018/19 campaign showed 82% of registrants and 80% of switchers were 'previously engaged'.

People from lower-income households and/or in fuel poverty

Insight: Previous campaigns show that typically fuel poor areas tend to see higher numbers of registrations when part of a wider communications approach.

An analysis of national statistics from the Department for Business, Energy and Industrial Strategy (BEIS) has identified areas in Essex with the largest percentage of fuel poor households and this will help to inform targeting at a local level. District and borough specific data is available upon request.

Wider Essex residents – those who haven't registered/engaged

Insight: The winter 2017/18 switching campaign highlighted that 74% of switchers were aged between 50-79.

Council employees

Insight: The use of internal channels, platforms and EES employee ambassadors are an effective way to cascade information and share messaging amongst local council/authority employees, their friends and families.

3. Key messages

People who switched last year

- Don't forget to switch and keep your energy bills low
- Spread the word to friends and family and help more people see if they can save

People from lower-income households and/or in fuel poverty

- On average, people that choose to switch save £250 on their energy bills
- The more people that register, the bigger the potential saving
- Sign-up for free in five minutes – all you need is a recent gas and electricity bill

Wider Essex residents – those who haven't registered/engaged

- Do you want to see if you can save money on your energy bills?
- Sign-up today for a hassle-free way to lower your energy bill – all you need is a recent gas and electricity bill
- Our trusted supplier will manage the process and there is no obligation to switch
- The more people that register, the bigger the potential saving

Council employees

- See if you can save money on your energy bills by signing up today
- Spread the word to friends and family and help more people see if they can save
- The EES supports the council's commitment to being environmentally sustainable

4. Timings

The key dates for the winter campaign 2019/20 are:

3 December 2019 – Registration launch

11 February 2020 – Auction

25 February 2020 – Offers

24 March 2020 – Closure

5. What you can do to support the campaign

ECC will be launching an integrated campaign from Tuesday 3 December 2019, which will leverage targeted digital and above-the-line advertising. The channels will include:

- Paid advertising – social media, pay-per-click (PPC) and bus stop screens
- Earned media through press coverage and events
- Shared media through social media, print and e-newsletters and GP screens
- Owned channels through social media, e-newsletters, web content, internal communications and print media to libraries

As part of the campaign, ECC will be posting on Facebook and Twitter and directing residents to the iChoosr Essex landing page to register.

You can support the campaign by:

- **Sharing** our Facebook posts
- **Retweeting** our Tweets
- **Posting/localising** the sample social media content included in this pack on your own channels.

Be sure to include the relevant **Bitly link** below as it will help us to evaluate the campaign more effectively.

Districts and boroughs	Bitly link
Tendring	http://bit.ly/2D7oZLR
Colchester	http://bit.ly/2rflhfh
Braintree	http://bit.ly/2XEAVyg
Harlow	http://bit.ly/2pFMV5N
Chelmsford	http://bit.ly/2D9edVu
Brentwood	http://bit.ly/2D5U7v5
Epping Forest	http://bit.ly/2D3IEMC
Maldon	http://bit.ly/37uL98T
Rochford	http://bit.ly/2pKRb4a
Uttlesford	http://bit.ly/35p4vKz
Basildon	http://bit.ly/2sa1ek7
Castlepoint	http://bit.ly/2KZFJJt

CCGs	Bitly link
West Essex	http://bit.ly/2s8i3vL
Mid Essex	http://bit.ly/2XAhTZN
North East Essex	http://bit.ly/2OGADCW
Castle Point and Rochford	http://bit.ly/2Oc1Eim
Basildon and Brentwood	http://bit.ly/2OE2eoh

Please tag/signpost the below accounts on the relevant platform:

- **Facebook:** @essexcountycouncil
- **Twitter:** @Essex_CC

Sample social media content

Facebook and Twitter assets have been supplied in the accompanying email.

Facebook:

1. Introducing Essex Energy Switch – a scheme which aims to help you get a better deal on your gas and electricity bills. It's quick and easy to register and you could potentially save hundreds of pounds. Want to find out more? Click here – **[insert relevant Bitly link]**

2. Rather than switching energy providers as an individual customer, let's work together and save money. Essex Energy Switch aims to help as many residents as possible to switch providers and secure a better deal on their gas and electricity bills. Register your interest here – **[insert relevant Bitly link]**

3. Let us shed some light on switching energy providers – register for the Essex Energy Switch today and join the thousands of people already saving on their gas and electricity bills. It's free, easy and there's no obligation to switch. The more people that register, the bigger the potential benefit! Find out more here – **[insert relevant Bitly link]**

Twitter:

1. Here's a bright idea, register for Essex Energy Switch today and see how much money you can save on your energy bills. It's free, simple and there's no obligation to switch. Watt are you waiting for? Find out more here – **[insert relevant Bitly link]**

2. 'Can I switch energy suppliers even if I switched last year?' Of course, you can! Let Essex Energy Switch do all the hard work for you – simply register your interest and we'll do the rest. It's free and there's no obligation to switch. So watt are you waiting for? Register today – **[insert relevant Bitly link]**

3. Don't waste energy hunting around for the best gas and electricity deals, register for the Essex Energy Switch now and join the thousands of people already saving money on their bills. It's quick, easy and we do all the hard work for you! Find out more here – **[insert relevant Bitly link]**

4. Registering for the Essex Energy Switch is completely free and there is no obligation to switch; the more people that sign-up, the bigger the potential to save! Find out more here – **[insert relevant Bitly link]**

Print materials

We have produced an A4 poster and A5 leaflet, hard copies of which, can be sent upon request.

6. Media release

Below is a generic press release which the ECC communications team will adapt with local testimonials before distributing to relevant local media in each district/borough on 3 December 2019.

ECC will respond to any media enquiries or requests for interview and liaise with the relevant district/borough communication team as needed. If any partners receive a media enquiry, please email the ECC comms team – press.desk@essex.gov.uk.

Essex residents encouraged to sign-up and save with Essex Energy Switch

“The Essex Energy Switch is about local communities coming together and saving money on their gas and electricity bills – the more people that register, the bigger the potential saving per household.”

That's the message from Cllr Simon Walsh, Essex County Council's Cabinet Member for Environment, who is encouraging residents to register for the initiative and potentially save hundreds of pounds on their energy bills.

The registration window opens on 3 December 2019 and is available to anyone living in Essex.

Cllr Walsh, added, “Registering for the Energy Switch is quick, easy and helps you avoid searching for the best deals as all the hard work is done for you.

“Since the scheme launched in 2014, more than 16,000 people across the county have saved an average of £250 per household on their energy bills - more than £3.7million across the county overall.

“This is fantastic news and I’m pleased we can once again support efforts to help residents save money.”

Registration for the Essex Energy Switch is free and only takes five minutes. Once the registration window closes, energy companies will bid at an auction to see who can offer the lowest energy tariff.

Once the winning bidder has been selected, anyone who has registered will be contacted by them directly with more details and information on how to switch.

Anyone that registered or switched their energy supplier through the Essex Energy Switch last year, will need to register again this year.

Once registered, there is no obligation to switch providers. Registering can be done online at www.essex.gov.uk/energyswitch.

ENDS

Notes to editors:

- The Essex Energy Switch is managed by iChoosr, a national organisation which specialises in maximising the power of group buying.
- iChoosr can negotiate bespoke and market leading tariffs not available direct or via price comparison services

Agenda Item 5

Chairman's Events November/December

Date	Event	Venue	Attending
Sunday 1 December	Ongar & District Healthcare League of Friends Carol Service	St Martin's Church, Ongar	Vice Chairman
Sunday 1 December	Carol Service	Chigwell Riding Trust	Chairman
Thursday 5 December	St Clare Hospice 'Light up a Life '	Waltham Abbey Church	Vice Chairman
Thursday 5 December	Uttlesford Civic Carol Service	Thaxted parish Church	Chairman
Friday 6 December	Broxbourne Charity Event	Mayor's Parlour, Cheshunt	Chairman & Vice Chairman
Wednesday 11 December	Ongar Singers Christmas Concert	Budworth Hall, Ongar	Chairman
Saturday 14 December	Barking & Dagenham Charity Event	Dagenham & Redbridge Football Club	Vice Chairman
Monday 16 December	Southend on Sea Civic Carol Service	St Margaret's Church, Leigh on Sea	Chairman
Wednesday 18 December	'Light up a Life'	St Clare Hospice, Hastingwood	Chairman
Sunday 22 December	LB Havering Civic Carol Service	St Edward the Confessor Church, Romford	Chairman
Wednesday 25 December	Churches together in Epping - Christmas Dinner	Church of the Immaculate Conception, Epping	Chairman

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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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