
COUNCIL

BULLETIN

Issue Number 01/2020
Friday, 10 January 2020



Compiled, designed and produced by
Member Services

Contact: Kim Partridge
Telephone: 01992 564443

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: 13 January 2020 – 19 January 2020

Monday 13 January			
Tuesday 14 January	7.00pm	Stronger Council Select Committee	CC
Wednesday 15 January	5.00pm	Epping Forest Local Highway Panel Area Planning Sub-Committee West - Cancelled	CR2
Thursday 16 January	7.00pm	Asset Management and Economic Development Cabinet Committee	CC
Friday 17 January			
Saturday 18 January			
Sunday 19 January			

Week Two: 20 January 2020 – 26 January 2020

Monday 20 January			
Tuesday 21 January	6.00pm	Executive Briefing	CR2
Wednesday 22 January	7.30pm	District Development Management Committee	CC
Thursday 23 January	7.00pm	Finance and Performance Management Cabinet Committee	CC
Friday 24 January			
Saturday 25 January			
Sunday 26 January			

Week Three: 20 January 2020 – 26 January 2020

Monday 27 January	6.00pm 7.00pm	Member Training – Risk Management Audit and Governance Committee	CC CC
Tuesday 28 January	6.00pm 7.30pm	Member Briefing - Whipps Cross Hospital Redevelopment Masterplan Overview & Scrutiny Committee	CC CC
Wednesday 29 January	2.00pm 6.30pm 7.30pm	Waste Management Partnership Board Briefing - Area Planning Sub Committee South Area Planning Sub Committee South	CR1 CR1 CC
Thursday 30 January	7.00pm	Local Plan Cabinet Committee	CC
Friday 31 January			
Saturday 1 February			
Sunday 2 February			

Week Four: 3 February 2020 – 9 February 2020

Monday 3 February			
Tuesday 4 February	10.00am 7.00pm	Licensing Sub-Committee Stronger Communities Select Committee	CC CC
Wednesday 5 February	6.30pm 7.30pm	Briefing - Area Planning Sub Committee East Area Planning Sub Committee East	CR1 CC
Thursday 6 February	7.00pm	Cabinet	CC
Friday 7 February			
Saturday 8 February			
Sunday 9 February			

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. VETERANS MENTAL HEALTH AWARENESS TRAINING PROGRAMME

Epping Forest District Council have arranged for Diane Palmer from Changing Minds, Changing Lives to deliver Veterans Mental Health Awareness training. This training, which is funded by Essex County Council will be delivered in the new year.

The Course is aimed at EFDC staff, serving personnel, veteran's and their families, cadets, professionals or the interested general public.

Topics Covered Include:

- **What do our Armed Forces do for us?**
- **Military Language and Culture**
- **Physical and Psychological impact of Military Service**
- **Effect on families**
- **Services Available**

As a Council we are very aware that we have veterans living in our district but do not always have access to contacting them, therefore we would be grateful if you could please share details of the training to get the message out to as many people as possible.

Date: 21st January 2020

Location: North Weald Airfield

Session 1 11.00 - 1.00pm

Session 2 1:30pm - 3:30pm

I hope that this training sounds useful and again, please promote to anyone/groups that you feel may benefit from this training.

Spaces can be booked directly with myself - cstratton@eppingforestdc.gov.uk

(Further information: Carly Stratton ext 4096)

2. BRING YOUR OWN DEVICE REGISTRATION AND TRAINING

Please be reminded that all Councillors will need to use their EFDC email addresses by 1st February 2020. To make this transition easier we will be setting up Bring Your Own Device on your personal phones or tablet throughout January.

Please contact Kim Partridge or Louise Warren to book your 30 minute appointment.

(Further information Kim Partridge 4443 or Louise Warren ext 4308)

3. EFDC PARKING POLICY (Pages 15 - 18)

Please see attached the EFDC Parking Policy. Although the policy uses the term “staff” it is applicable to Councillors as well.

It is particularly important that paragraph 6 section ii and iii are noted.

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.

4. ROAD CLOSURES

Temporary Traffic Regulation Order of Broadoaks, Epping.

Please click on the following link <https://one.network/?tm=115852321> to find details of the intended closure of Broadoaks, due to commence on 23rd March 2020 for 5 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes micro surfacing.

Temporary Traffic Regulation Order of Centre Green, Epping.

Please click on the following link <https://one.network/?tm=115877534> to find details of the intended closure of Centre Green, due to commence on 22nd March 2020 for 6 days. The closure is required for the safety of the public and workforce while Essex County Council undertakes micro surfacing.

5. UPDATE ON RELEASE OF PLANNING PERMISSIONS BEING HELD IN ABEYANCE DUE TO THE EPPING FOREST SPECIAL AREA OF CONSERVATION

During September 2019 a review of planning records identified in excess of 100 planning applications that were being held in abeyance due to the impact of the development on the Epping Forest Special Areas of Conservation (EFSAC). The Council's latest position statement on the matter may be found here:

<http://www.efdclocalplan.org/wp-content/uploads/2019/10/ED101-EFDC-Epping-Forest-Special-Area-of-Conservation-Position-Statement-EFDC-October-2019.pdf>.

The review identified a number of development proposals which would result in a net reduction in Average Annual Daily Traffic (AADT) on roads through the EFSAC - essentially these are sites where an existing authorised use is being changed to another use which would result in less traffic through the forest. In addition a number of sites, due to their location or specific use characteristics, would not result in any additional traffic through the forest, whilst a further number of applications were found to benefit from an extant planning permission (granted before the SAC issue emerging in 2018) that could be lawfully implemented as a fall-back position, and/or where the new proposal would be an amendment that would not result in an additional impact on the integrity of the SAC.

Following the review and detail assessment of each individual case, and after updating Natural England on the proposed course of action, a number of planning permissions falling into the above categories were released in the weeks leading up to Christmas and during the first week of January 2020. A list of these applications is included below.

Decisions on the following 10 applications have already been issued:

- EPF/2092/18 – Taylor Piggeries, High Beech (7 houses);
- EPF/3431/18 – North Weald Air Field, Air Ambulance (new hangar);
- EPF/1342/18 – Spring Lodge, Ongar (1 house);
- EPF/0803/19 – Foster Street Farm, Hastingwood (10 houses);
- EPF/0617/19 – Utopia, Pecks Hill, Nazeing (2 houses) ;
- EPF/1440/18 – Millers Farm, Manor Road, Lambourne (1 house);
- EPF/1568/19 – The Orchards, Bournebridge Lane, Stapleford Abbots (1 house);
- EPF/0233/19 – Monkams Cottage, Claverhambury Road, Waltham Abbey 3 houses);
- EPF/1237/19 – The Yard Hill Farmhouse, Hamlet Hill, Roydon (2 houses);
- EPF/0883/19 – Silverdale Nursery, Hoe Lane, Nazeing (accommodation for 7 nursery workers).
- EPF/2372/18 – Tylers Cross Nursery (7 caravans for nursery workers);
- EPF/0494/19 – Rear of Taw Lodge, Epping Lane, Stapleford Tawney (2 cottages);

The list is being kept under constant review, and Members will be updated on progress.

6. MEETING CANCELLED - 15/01/2020, 19:30, AREA PLANNING SUB-COMMITTEE WEST

The Plans West Sub-Committee on 15 January 2020 has been cancelled as there are no items of business to consider.

(Further information: Rebecca Perrin ext 4532)

7. ECC BRIEFING OPPORTUNITIES (Pages 19 - 20)

Please see attached.

If you like to attend any session, please contact Sophie Crane, Essex County Council, Telephone: 03330134555 | email: sophie.crane@essex.gov.uk

8. CONSTITUTION WORKING GROUP

The next meeting of the Constitution Working Group will now be held at 19.00 on Thursday 9 April.

(Further information: Vivienne Messenger ext 4265)

9. WASTE MANAGEMENT TASK & FINISH PANEL

The next meeting has now been changed to Thursday 27 February 2019 and will start at 19.00.

(Further information: Vivienne Messenger ext 4265)

10. CHAIRMAN'S PROSECCO, PUDDING AND CHEESE EVENING (Pages 21 - 22)

Please see attached.

11. LOCAL ADULT SOCIAL CARE SERVICES

Essex County Council's Cabinet Member for Health and Adult Social Care, Councillor J. Spence, has confirmed that the Director of Adult Social Care will arrange for relevant officers of Essex County Council to attend the meeting of the Overview and Scrutiny Committee to be held on 28 January 2020. The overarching themes relating to the adult social care responsibilities of Essex County Council, as agreed at the meeting of the Committee held on 19 November 2019, have been notified to Councillor Spence as the focus of such external scrutiny. If members have any additional issues that they would like to raise with the Director of Adult Social Care at the meeting, please send written notification of such matters to democraticservices@eppingforestdc.gov.uk by 20 January 2020. In accordance with usual practice, notice of all questions and the scope of matters to be raised by members will be provided to Director of Adult Social Care in advance of the meeting.

(Further information: Steve Tautz ext 4180)

12. MEMBER TRAINING - RISK MANAGEMENT

Please be reminded that Member Training on Risk Management will take place on 27 January from 6 pm in the Council Chamber.

This session will take place immediately before Audit & Governance Committee meeting.

13. CONGRATULATIONS COUNCILLOR RICHARD MORGAN MBE

Congratulations to Councillor Richard Morgan who has been awarded an MBE Her Majesty, Queen Elizabeth's 2019 New Year's Honours list.

14. CHAIRMAN'S DIARY

None this week

LICENSING ACT 2003

None this week

PLANNING

1. Appeals Lodged

EPF/0997/18 Mays Wish Foster Street Hastingwood CM17 9HR - Change of use of the agricultural land to a B8 use and erection of a Marquee/ Storage Unit for a temporary period of 2 years.(Retrospective) – Caroline Brown – Written reps

EPF/3174/19 – Old Epping Laundry Site Bower Hill Epping Essex CM16 7AD - Demolition of existing buildings and the erection of 58 no. residential units split between four blocks, along with internal landscaping and associated car and cycle parking – Sukhi Dhadwar ext. 4597 – Hearing

2. Forthcoming Planning Inquiries/Hearings -

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

Inquiry – 11th – 14th February 2020 – EPF/1032/18 and LB/EPF/1036/18 - A new residential dwelling along with the demolition of derelict glasshouse structures and alterations to the historic garden wall – Caroline Brown ext. 4182

3. Enforcement Appeals

ENF/0418/18 – Tender Trap 85 Manor Road Chigwell IG7 5PQ - Mast with CCTV in garden within 2m of boundary no letter sent – Dismissed but varied.

4. Appeal Decisions

EPF/0584/19 – Thistle Dew Hoe Lane Nazeing 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 – Dismissed

EPF/0645/19 – 4 Theydon Hall Cottages Abridge Road Theydon Bois CM16 7NP - Proposed new drive from the main road – Dismissed

EPF/0944/19 – 26 Blackacre Road Theydon Bois CM16 - Loft conversion with additional accommodation at second floor level. Eaves and ridge raised – Allowed

EPF/3277/18 – Fairmead 48 Church Lane Loughton IG10 1PD - Removal of existing two storey garage/annexe and replace with an individually designed Arts and Crafts influenced home – Dismissed

EPF/3039/18 – The Ridings Manor Road Loughton Essex IG10 4RP - Demolition of a two storey 5-bedroom house and construction of two new two storey plus roof

accommodation apartment blocks of 7 units each, with associated basement car parking – Dismissed

5. Tree Preservation Orders

None this week

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.

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:-

DATE	TIME	LOCATION	VRN	INFRINGEMENT
08.03.2019	10:30	Car Park 1	AB12CDE	i

ECC will be holding Member briefings as follows:

Tuesday 14 January 2020, 1-2.30pm - Trading Standards

This session will cover:

- An outline of the Trading Standards Service structure, staffing levels and resources
- Operating model and approach to enforcement – including intelligence led enforcement
- An outline of the work of the service including: Animal health, welfare, disease prevention and control. Food standards and safety. Product safety. Underage sales/age restricted goods. Licensing. Safety of sports grounds. Fair trading – scams, doorstep crime. Recent/current investigations. Consultancy services. Buy With Confidence approved trader scheme
- EU Exit implications on TS service

Monday 20 January 2020, 1-2pm - Essex 2020: A year of science and creativity

Essex 2020 is a year-long, Essex-wide celebration of Science, Technology, Engineering, Arts and Mathematics (STEAM). Inspired by the prestigious British Science Festival, which comes to Essex in 2020 for the first time in its 189-year history, Essex 2020 will present a 12-month programme of STEAM-related activity.

This session will cover:

- Welcome and introductions by Cllr Madden, Cabinet Member for Essex 2020
- Presentation: What is Essex 2020 and how do you / community get involved? – Richard Freeman, always possible (Essex 2020 Programme Manager)
- Showcase of ECC teams involved in Essex 2020 in the County Hall Atrium – opportunity to ask questions and speak to those involved in Essex 2020.

We have some spaces available to offer District Councillors on a first come first served basis, if any members wish to attend please let me know – booking is essential so that we can plan for the sessions,

Kind regards

Sophie Crane
Senior Democratic Services Officer
Democracy and Transparency, Legal and Assurance
Corporate and Customer Services

Essex County Council
Telephone: 03330134555 | email: sophie.crane@essex.gov.uk | www.essex.gov.uk
Twitter: @ECC_DemSer

This page is intentionally left blank



The Chairman of Epping Forest District Council

Invites you to join him for a

Prosecco, Pudding and Cheese Evening

in aid of 'Young Carers' (part of 'Action for Family Carers')

on

Monday 27th January 2020

8pm at



The Cart Shed Restaurant

Weald Place, Duck Lane
Thornwood, Epping
Essex CM16 6NE

Come along and join William (the shotgun chef) and ourselves for an evening of indulgence. Try several of the 12 puddings on offer plus a cheese course, all accompanied by bubbles and port.

Ticket price £32 per person

Cheques payable to "Chairman`s Charity"
or by direct payment to Chairman`s Charity Account
Sort Code 60-07-39 Account No. 50045849

Please contact Pat Seager by email: pseager@eppingforestdc.gov.uk or by phone on 01992 564427 to confirm places or request any special dietary requirements.

or Cllr Richard Bassett on 07831 775178 email: richard.d.bassett@gmail.com

Please support this great charity and have a fun night!

This page is intentionally left blank

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:	

This page is intentionally left blank