
COUNCIL

BULLETIN

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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: 10 February 2020 – 16 February 2020

Monday 10 February			
Tuesday 11 February	7.00pm	Joint Consultative Committee - Cancelled Epping Forest Youth Council	CC
Wednesday 12 February	6.30pm 6.30pm 7.30pm	Green Infrastructure Workshop Briefing - Area Planning Sub Committee West Area Planning Sub Committee West	CR2 CR1 CC
Thursday 13 February			
Friday 14 February			
Saturday 15 February			
Sunday 16 February			

Week Two: 17 February 2020 – 23 February 2020

Monday 17 February			
Tuesday 18 February			
Wednesday 19 February			
Thursday 20 February			
Friday 21 February			
Saturday 22 February			
Sunday 23 February			

Week Three: 24 February 2020 – 1 March 2020

Monday 24 February	6.30pm	Cooperation for Sustainable Development Member Board	CR1
Tuesday 25 February	6.00pm 7.30pm	Member Briefing - Essex Police, Fire & Crime Commissioner Council	CC CC
Wednesday 26 February	6.30pm 7.30pm	Briefing - Area Planning Sub Committee South Area Planning Sub Committee South	CR1 CC
Thursday 27 February			
Friday 28 February			
Saturday 29 February			
Sunday 1 March			

Week Four: 2 March 2020 – 8 March 2020

Monday 2 March	7.00pm	Standards Committee	CR1
Tuesday 3 March	10.00am 7.00pm 7.00pm	Licensing Sub-Committee Waste Management Task & Finish Panel Epping Forest Youth Council	CC CR1 CC
Wednesday 4 March	6.30pm 7.30pm	Briefing - Area Planning Sub Committee East Area Planning Sub Committee East	CR1 CC
Thursday 5 March	7.00pm	Joint Meeting of Development Management Chairmen & Vice-Chairmen	CR1
Friday 6 March			
Saturday 7 March			
Sunday 8 March			

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. WASTE MGMT TASK & FINISH PANEL NOW 3 MARCH

Waste Management Task and Finish Panel – next meeting 3 March at 19.00

At the Chairman's request the next Panel meeting has been rescheduled for Tuesday 3 March at 19.00.

(Further information: Vivienne Messenger ext 4265)

2. MEMBERS P60S (Pages 13 - 14)

Please see attached instructions on how to download your P60s.

3. SLIDES FROM RISK MANAGEMENT TRAINING (Pages 15 - 28)

Please see attached.

4. CHANGES TO THE HOUSING MANAGEMENT TEAMS

The Housing Management Teams within the Housing and Property Service have recently undergone a restructure, which came into effect on 3 February 2020. The changes will help to manage the service more effectively.

Previously, tenants were allocated a specific Housing Management Officer at either the Civic Offices, the Broadway Office or the Limes Centre, depending on whether they live in the North or South of the district. The Housing Management function is no longer carried out in this way across the three offices. Instead, there are three separate teams dealing with matters as follows:

Rent issues – are now dealt with by the Income Recovery Team based at the Civic Offices. Responsibilities consist of rent collection, including rent arrears.

Estate and Land issues – which relate to estates and land acquired/held under Housing Act powers are now dealt with by the Estate and Land Team based at the Broadway Office in Loughton.

Responsibilities include: estate inspections, clearance of communal areas following Fire Risk Assessment, estate enhancements and tenancy audits. The team will also be responsible for day-to-day management of, regularisation and some enforcement action relating to the use and/or misuse of the Council's housing land.

Tenancy issues – are now dealt with by the Neighbourhoods Team based at the Limes Centre in Chigwell.

Responsibilities include: tenancy sustainment, tenancy breaches, succession cases, anti-social behaviour from council tenants, sign-up of tenancies (with effect from April), joint tenancy applications, and changes to tenancies.

Communication is currently taking place to inform tenants of these changes and to provide them with the new contact details.

If you would like any further information, please send your queries to MemberContact@eppingforestdc.gov.uk

5. HOME OFFICE CONSULTATION ON UNAUTHORISED ENCAMPMENTS

The Government are currently running a consultation on strengthening police powers to tackle unauthorised encampments The consultation deadline is 5 March 2020.

The link to the Consultation is below;

<https://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments>

6. ORGANISATION STRUCTURE (Pages 29 - 30)

Please see attached

7. QUALIS WORKSHOP ON 3RD FEBRUARY 2020 (Pages 31 - 56)

Please find attached for information, the presentation given on Monday 3 February's briefing, from the legal advisors Penningtons on the Council Group Companies

(Sacha Jevans ext 4229)

8. TRANSPORT STRATEGY CONSULTATION: GETTING AROUND THE GARDEN TOWN (Pages 57 - 60)

The Council is working closely with its partners through the Harlow and Gilston Garden Town project to develop a Transport Strategy to improve the way vehicles, cyclist and pedestrians move around the Garden Town. The Transport Strategy will shape the way the we approach transport related issues in the Garden Town. See attached Transport Strategy Briefing Note for further information on the Transport Strategy.

Through a series of events and an [online survey](#), the Harlow and Gilston Garden Town team are welcoming comments on the Transport Strategy for 6 weeks from **31 Jan through to 13 March 2020**. There will be an opportunity to speak to the Garden Town team and find out more about Getting Around in the Garden Town at the following consultation display dates:

Thursday 6 February 2020 : 10am – 4pm @ **Harvey Centre, Harlow**

Saturday 8 February 2020 : 10am – 4pm @ **Harvey Centre, Harlow**

Wednesday 4 March 2020: 1.30 – 7.30pm @ **Epping Forest District Council Civic Office**
There will also be a public exhibition display @ **Epping Forest District Council Civic Office** from **Monday 24 February to Friday 6 March**.

Further information is available on the Harlow and Gilston Garden Town website.
<http://harlowandgilstongardentown.co.uk/transport>

9. CAB QUIZ NIGHT 2020 (Pages 61 - 62)

Please see attached.

10. CHAIRMAN'S DIARY (Pages 63 - 64)

Please see attached.

LICENSING ACT 2003

None this week

PLANNING

1. Appeals Lodged

None this week

2. Forthcoming Planning Inquiries/Hearings -

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

Hearing – 8th and 9th July 2020 – EPF/3174/18 – Old Epping Laundry Site Bower Hill Epping 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

3. Enforcement Appeals

None this week

4. Appeal Decisions

EPF/1111/19 – Wyldingtree, 66 The Plain Epping Essex CM16 6TW - Demolition of existing chalet bungalow and construction of 2 x pairs of semi-detached houses with associated parking and gardens – Dismissed

EPF/2160/18 – Magnolia House Vicarage Lane Chigwell Essex IG7 6LZ - Certificate of Lawful Development for existing development: construction of hard surfaced driveway – Dismissed

ENF/0124/17 – 7 High Silver Loughton Essex IG10 4EL - Without planning permission the erection of a wall, pillars and gates over 1m high adjacent to a highway - 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.