



## **EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE**

### **NOTICE OF MEETING**

**Place:** Virtual Meeting on Zoom

**Date:** Monday, 7th September, 2020

**Time:** 7.00 pm

**Democratic Services Officer:**

V. Messenger

Tel: (01992) 564243 Email:

democraticservices@eppingforestdc.gov.uk

**Members:**

**District Council Representatives:**

Councillors H Kane (Chairman), C C Pond (Vice-Chairman), R Bassett, J Lea, R Morgan, B Rolfe, M Sartin, J Share-Bernia and J H Whitehouse

**Local Council Representatives:**

Clerks and Chairmen/Members of Parish and Town Councils

**County Council Representatives:**

Members for the following divisions:

North Weald and Nazeing:

Councillor A Jackson

Loughton Central:

Councillor C C Pond

Ongar and Rural:

Councillor M McEwen

Epping and Theydon Bois:

Councillor C Whitbread

Buckhurst Hill and Loughton South:

Councillor V Metcalfe

Chigwell and Loughton Broadway:

Councillor G Mohindra

Waltham Abbey:

Councillor R Gadsby

**PLEASE NOTE THE START DATE OF THE MEETING  
COFFEE/TEA WILL BE AVAILABLE FOR MEMBERS OF THE COMMITTEE FROM 7.00  
P.M IN THE MEMBERS ROOM**

#### **1. APPOINTMENT OF CHAIRMAN & VICE-CHAIRMAN**

- (1) To confirm the appointment of Councillor H Kane, as the Chairman of the Committee for the municipal year; and
- (2) To confirm the appointment of Councillor C C Pond as Vice-Chairman of the Committee for the municipal year, as he is the Essex Association of Local Councils Epping Forest Branch Chairman.

**2. WEBCASTING INTRODUCTION**

1. This virtual meeting is to be webcast. Members are reminded of the need to unmute before speaking.

2. The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

Therefore by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ensure that their video setting throughout the virtual meeting is turned off and set to audio only.

In the event that technical difficulties interrupt the virtual meeting that cannot be overcome, the Chairman may need to adjourn the meeting”.

**3. APOLOGIES FOR ABSENCE**

**4. MINUTES OF PREVIOUS MEETING (Pages 5 - 14)**

To confirm the minutes of the meeting held on 16 September 2019 and any matters arising therefrom.

**5. ISSUES RAISED BY LOCAL COUNCILS**

To discuss the following matters raised by the local councils. A relevant officer will be present at the meeting.

(a) **Unauthorised traveller encampments (Min no 23(d) – 16.09.19)**

(b) **Street cleaning services**

(c) **Fly-tipping**

(d) **Planning enforcement**

(e) **Highways Rangers**

(f) **Finger posts (Min no 2018/2019 16(e) – 11.03.19)**

(g) **Code of Conduct investigations**

**6. TERMS OF REFERENCE (Pages 15 - 16)**

(Epping Forest District Council) The draft Terms of Reference (attached) were considered at the last meeting in September 2019 and circulated to all local councils for consultation on 11 October 2019 and 6 January 2020. The local councils that responded were satisfied with this draft.

Members are therefore asked to agree the Terms of Reference.

**7. EPPING FOREST COMMUNITY CHAMPIONS PROJECT**

(Epping Forest District Council) To receive a presentation from the Community Culture and Wellbeing Team, which will report on the progress and development of the Epping Forest Community Champions project.

**8. DIGITAL BUDDIES**

(Epping Forest District Council) For information: As the new Member Contact and Digital Inclusion Team Manager will not be starting until later in September, it is anticipated that a verbal update on Digital Buddies' role in the community will be provided to Members at the next meeting in March 2021.

**9. EPPING FOREST DISTRICT LOCAL PLAN - PROGRESS**

(Epping Forest District Council) To provide a verbal report on the current position of the new Local Plan for the Epping Forest District.

**10. ANY OTHER BUSINESS**

**11. DATES OF FUTURE MEETINGS**

To note that the next meeting of the Committee will be held on 15 March 2021 at 19.30.