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# **COUNCIL**

# ***BULLETIN***

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*Issued Friday, 17 July 2020*

*Epping Forest District Council*  
[www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)

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Compiled, designed and produced by  
Member Services

Contact: Kim Partridge  
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## PART A - FORWARD DIARY

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### Key to abbreviations:

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<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>VM</b>	Virtual Meeting
<b>DPCC</b>	Debden Park Community Centre	<b>NWA</b>	North Weald Airfield

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Other venues are shown in full.

Currently meetings are subject to change, postponement or cancellation.

Many meetings will be held virtually but Democratic Services will advise arrangements for individual meetings.

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**Week One: 20 July 2020 – 26 July 2020**

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Monday 20 July	7.00pm	Cabinet	
Tuesday 21 July	10.00am 7.00pm	Waste Management Partnership Board Stronger Communities Select Committee	
Wednesday 22 July	7.00pm	District Development Management Committee	
Thursday 23 July		<del>Joint Meeting of Overview &amp; Scrutiny Chairmen &amp; Vice-Chairmen</del> - Postponed	
Friday 24 July			
Saturday 25 July			
Sunday 26 July			

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**Week Two: 27 July 2020 – 2 August 2020**

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Monday 27 July	7.00pm	Audit & Governance Committee	
Tuesday 28 July			
Wednesday 29 July	7.00pm	Area Planning Sub Committee South	
Thursday 30 July	7.00pm	Council	
Friday 31 July			
Saturday 1 August			
Sunday 2 August			

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**Week Three: 3 August 2020 – 9 August 2020**

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Monday 3 August			
Tuesday 4 August	10.00am	Licensing Sub-Committee	
Wednesday 5 August	7.00pm	Area Plans Sub-Committee East	
Thursday 6 August			
Friday 7 August			
Saturday 8 August			
Sunday 9 August			

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**Week Four: 10 August 2020 – 16 August 2020**

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Monday 10 August			
Tuesday 11 August			
Wednesday 12 August	7.00pm	Area Planning Sub Committee West	
Thursday 13 August			
Friday 14 August			
Saturday 15 August			
Sunday 16 August			

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## PART B - ESSENTIAL INFORMATION

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### **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

### **ECC Highways Portal**

Up to date details of all Highways work is available at:

<https://www.essexhighways.org/Transport-and-Roads.aspx>

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## **PART C - GENERAL INFORMATION**

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### **1. DECLARATION OF INTERESTS REVIEW (Pages 15 - 18)**

As we get back to normal can I ask that all Members check the DOI that we hold on file. You can find your current DOI on the EFDC website at <https://rds.eppingforestdc.gov.uk/mgMemberIndex.aspx?bcr=1>

The COVID 19 lock down has highlighted the impracticalities of processing wet signature Declaration of Interests form in the digital age. Following the legal advice of the Monitoring Officer I am pleased to advise the following amendments to the process.

You should now complete the Word document version of the form (see attached), typing your name instead of a formal signature. This can be done on your EFDC iPad. A copy of the Word document can be emailed to you on request.

The form should then be returned to Kim Partridge at [kpartridge@eppingforestdc.gov.uk](mailto:kpartridge@eppingforestdc.gov.uk)

### **2. COUNCIL OFFICES DEVELOPMENT**

We're writing to inform you of our building works project at the Council Office site at 323 High Street, Epping which will begin later this month and the steps we've taken to inform our residents.

This is an exciting time for the council and for our residents. Our plans for the redevelopment of our offices will kickstart a rejuvenation of Epping town centre, paving the way for new housing, bringing investment in jobs, the local economy and public services for the town and district.

This project offers us an excellent opportunity to support Epping, its businesses and the local community, which is important for our post Covid-19 recovery and our vision for the future.

#### **The existing site**

The council office site currently consists of two buildings, the Conder Office, built in the 1960s and the Civic Office, a grade II listed building constructed in the 1980s, recognisable for its yellow and blue features.

#### **What we plan to do**

The Civic Office will remain as it is externally. Internally we will modernise by reconfiguring the existing office space to create more collaborative and flexible workspaces, we will also create space for other public services and businesses.

## **The works**

At a meeting of Cabinet on 1 June, we awarded the main refurbishment contract to ISG Fit Out Ltd. ISG took over the site in June and works have begun, with an expected overall completion date of February 2021.

We intend to keep you informed every step of the way and we're working extremely closely with our contractor to ensure minimal disruption to our residents.

We have put specific measures in place to achieve this:

- We've designated routes in to and out of Epping for the supplier traffic - which will minimise the impact on our high street and areas of residential housing
- We will be making as little noise as possible. All work will take place within the building and will involve only minor construction activities
- We've nominated a single point of contact for our residents for any questions you might have
- We've created a sign-up form for email updates (details overleaf)
- Contractors will be on site from 8 am – 6 pm Monday to Friday and on some weekends

## **Keeping informed**

To keep things simple, we've set up one point of contact for all questions relating to this project, so please contact Michael Turnbull on [mturnbull@eppingforestdc.gov.uk](mailto:mturnbull@eppingforestdc.gov.uk) should you need to.

We've set up a page dedicated to this project on our website <https://www.eppingforestdc.gov.uk/your-council/council-offices-development/>, there you will find details of the latest news and FAQs.

We've also created a sign-up form for email updates <http://eepurl.com/g6zQjb>. So please feel free to pass on any of this information to your residents if you receive any questions.

Please also find attached a copy of the letter attached that was sent to nearby residents informing them of the works and details about how to get in touch.

We've contacted local Ward Members with this information separately and have published a press release which has also been sent to our local media contacts and shared on our social media channels. Any support you could give us to share these messages with your constituents would be most appreciated.

## **Business as usual**

Although our face to face reception remains closed to protect our staff and customers from COVID-19, our customer contact team are always here to support our residents. Please find a few quick details to share, should you get any questions about our services.

- [Pay, report, apply](#) and [book](#) services online
- Email us: [contactus@eppingforestdc.gov.uk](mailto:contactus@eppingforestdc.gov.uk)
- Call us: 01992 564000
- Find us on [Facebook](#) and [Twitter](#)
- [Find coronavirus information online](#)
- Coronavirus helpline - 01992 564088
- Make payments over the phone 01992 564600

- Consider setting up a direct debit for regular payments - it's quick, easy and secure, guidance on setting up is available on our website or you can call us for support on 01992 564000
- Whilst you cannot currently collect sacks from the Civic Offices, we have supplied [new high street outlets](#). This has been in place during lockdown and will continue. Arrangements have been made for sacks to be delivered to our most vulnerable residents.

We hope this helps to answer any initial questions you may have, but please do get in touch with Michael if you have any specific questions about this project.

(Further information Michael Turnbull 01992 564000 ext 2258)

### **3. STEPHANIE NEWTON COMPLETES HER EFDC FUNDED BUILDING SURVEYING DEGREE**

We are pleased to share a good news story. Stephanie Newton (Trainee Building Control Surveyor) has successfully completed a five year programme of part time study at Anglia Ruskin University funded by EFDC and awarded a first class honours degree in Building Surveying. Having previously gained some work-experience with EFDC while at school, Stephanie joined the Planning Support team in 2007 just after her sixteenth birthday. After seven years in the Planning Team, including some internal secondment, Stephanie moved to Building Control as a Technical Support Officer in 2014.

Recruitment of Building Control Surveyors is often challenging - private sector competition and a lack of new starters to the construction industry following the 'credit-crunch' left many authorities like EFDC considering investment in trainees. Building Control Surveyors are involved with assessing compliance of building work against an increasingly large scope of technical requirements set in the interest of health, safety, reduction in CO2 emissions, water efficiency and inclusive access. They are also relied upon for input with demolitions and in assessing dangerous buildings or structures to protect public safety.

(Further information: Paul Smith ext 4216)

### **4. LEADERSHIP TEAM NOTES REGARDING COVID UPDATES.**

- No longer a maximum number on the capacity at crematoriums, as long as people still comply with social distancing rules.
- Hospitality businesses will have to apply for a licence to put tables and chairs on the pavement outside their premises. There will be an online form which will include payment and T&Cs they must obey. Businesses will be able to use the pavement while their licence is pending.

#### **Test, track and trace:**

- EFDC will monitor certain workplace situations where data has shown hotspots/problems. This includes warehouse, restaurants and places of worship.



- A special database is being set up with the hotspots and areas of concern. These businesses will be supported with completing risk assessments, staff management and safety. It will be made clear that if they do not make the changes needed/put safety measures in place they will be forced to close.
- Test centre will be opening at North Weald Airfield. Carol Leach in Corp Comms is dealing with this.

#### **Commercial contracts**

- The leisure centres will not be reopening on 30 July

#### **Car parking:**

- Not seeing an increase yet in the all-day parking, suggesting that commuters are not back yet.
- Car parks are being monitored daily.
- Ticket enforcement is now back in place.
- Offering public parking at the civic offices will no longer happen. The logistics were too complicated.

#### **Housing**

- Waiting for more information about funding for support to housing and rough sleepers.
- Government have made an amendment to the Covid homelessness guidance which could have an impact on our homelessness demand.
- Housing Quality Network asked for nominations for residents who have gone above and beyond to help neighbours etc. Residents from Pelly Court, Epping who were nominated are finalists. They have been getting essential supplies for other residents and have set up a shop to help those who can't get out as much. They will attend a virtual ceremony in a couple of weeks.

#### **Housing Repairs:**

- Still unable to purchase certain materials, so cannot carry out all repairs needed. Likely that Travis Perkins will close their Epping store.

#### **Customer services:**

- Have noticed an increase in incoming calls across all services, not just the call centre, making it difficult for staff to manage.
- Comms do extra push to encourage people to look online instead of ringing.

#### **Finance**

- Financial impact of Covid so far means a £7M loss made up of higher costs and lower income, including council tax, car parks, leisure centre, business rates and rent.
- EFDC did receive £1.3M from the Government. It's also been reported Government will cover 75p to every £1 of lost income beyond the first 5%.
- Budget planning for future will start soon in next few months.

### **5. BUBBLE PICNIC (Pages 19 - 20)**

Please see attached.

**6. CHAIRMAN'S DIARY**

None this week

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## LICENSING ACT 2003

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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: John Reeder

Address of Premises: Theydon Bois Golf Club Theydon Road Theydon Bois Epping Essex CM16 4EH

Brief details of the natures of the application:

To enable alcohol to be consumed on the course by amending the existing plans, no change to the existing hours

Consultation Period From: 9<sup>th</sup> July 2020 to 5<sup>th</sup> August 2020

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

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## PLANNING

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None this week.

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## **PORTFOLIO HOLDER DECISIONS**

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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.