
COUNCIL BULLETIN

Issued Week Ending Friday, 31 July 2020

Epping Forest District Council
www.eppingforestdc.gov.uk

Compiled, designed and produced by
Member Services

Contact: Kim Partridge
Telephone: 01992 564443



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	Hemnall Street Offices.
TBN	To be noted	HH	Homefield House
TBC	To be confirmed	VM	Virtual Meeting
DPCC	Debden Park Community Centre	NWA	North Weald Airfield

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.

Week One: 3 August 2020 – 9 August 2020

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			

Week Two: 10 August 2020 – 16 August 2020

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			

Week Three: 17 August 2020 – 23 August 2020

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

Week Four: 24 August 2020 – 30 August 2020

Monday 24 August			
Tuesday 25 August	7.00pm	Joint Meeting of Overview and Scrutiny Chairman	
Wednesday 26 August	7.00pm	Area Planning Sub Committee South	
Thursday 27 August			
Friday 28 August			
Saturday 29 August			
Sunday 30 August			

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?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>

PART C - GENERAL INFORMATION

1. LOUISE WARREN

As of the 1st of August 2020 Louise Warren will be taking on a secondment in the People Team as Employment Practice and Equality Business Partner. As of the 1st of August please contact Will Defoe at wdefoe@eppingforestdc.gov.uk for any technical enquiries you would have contacted Louise for previously until the new manager is in role.

2. ANNUAL CANVASS OF ELECTORS 2020 (Pages 11 - 12)

Please see attached.

3. GRANT AID FUNDING

4. CHAIRMAN'S DIARY

None this week

LICENSING ACT 2003

Please be advised that the Licensing Unit has received the following applications for Street Trading Consent made under the Local Government Miscellaneous Act 1982 Part 3 for the premises below:

Applicant name: Smiths of Ongar TA Ltd

Address of Premises: Smith's Brassiere, Fyfield Road, Ongar, Essex, CM5 0AL

Brief details of the natures of the application:

New application for a Street Trading Consent to sell cooked and chilled seafood
Friday to Sunday 09.00 to 16.30pm

Consultation Period From: 23rd July 2020 – 12th 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

PLANNING

1. Appeals Lodged

EPF/0411/20 – 13 Spareleaze Hill Loughton IG10 1BS - Demolition of existing dwelling. Proposed 3 storey replacement dwelling with crown roof over, insert garage to front and rear flat roof dormer – Written reps – Muhammed Rahman ext. 4415

EPF/0490/20 – 8 Stanmore Way Loughton IG10 2SA - Proposed replacement of an existing house – Written reps – Muhammed Rahman ext. 4415

EPF/0842/20 – 179 Queens Road Buckhurst Hill IG9 5AZ - Proposed office building fronting Westbury Lane – Written reps – Natalie Price ext. 4718

EPF/2447/19 1 Buttercross Lane Epping CM16 5AA- Demolish existing house and replace with x6 no. apartments - Written reps – Sukhi Dhadwar ext. 4597

2. Forthcoming Planning Inquiries/Hearings -

EPF/1649/17 – White Rose Curtis Mill Lane Stapleford Abbots RM3 1HS – Re determination appeal by new Inspector- date to be arranged.

3. Enforcement Appeals

ENF/0351/18 Land next to Grove Cottages, 64 Ongar Road Lambourne, Romford RM4 1UJ - Formation of vehicular crossover, gated access to fields and erection of fencing over 1m high adjacent to the highway – Written reps – Clare Munday ext. 4114

ENF/0594/18 Land at Lodge Park, 64 Hoe Lane Lambourne RM4 1AU - Without planning permission the erection and installation of electronically operated sliding metal roller gates, supporting piers and brick walls adjacent to the highway all exceeding 1m in height – Written reps – Clare Munday ext. 4114

4. Appeal Decisions

None this week

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.

This page is intentionally left blank

ANNUAL CANVASS OF ELECTORS 2020

The Annual Canvass of Electors is changing.....

Why?

- (1) To make the process simpler for electors (especially if there are no changes to the details we already hold)
- (2) To encourage electors to “channel-shift” from paper to technology so only internet, phone or email response options will be listed as a means of responding on some communications. Previously, as a response was required, we had to include a business reply envelope with all stages of the canvass so electors could post the completed form back to us (which was costly), now we don’t.
- (3) To help cut Council costs - running an annual canvass is still the best way to capture changes to the register ready for publication in December but the new method will allow resources (both staffing and funding) to be targeted where needed (e.g. where changes to elector details need to be made). Printing and postage costs should also be reduced.

All properties will be sent an envelope addressed to “The Residents” at the end of this week. National data matching with DWP records and local data matching with other Council records has been done and properties have been assigned as either “matched” or “not matched”. Data matching is fully automated so we only know the outcome, not how the result is achieved.

Around 85% of properties in the District are “matched” properties. They will be sent an envelope with the additional wording:

“You must respond if there is a change to report”.

The form inside will be printed on **WHITE** paper. These households **DO NOT** need to respond if all the details are correct. This is quite different from previous canvasses where all properties had to respond even if the details on the form were correct. The message to these properties is:

**NO CHANGES TO THE DETAILS
NO RESPONSE NEEDED**

“Not matched” households (the remaining 15%) will be sent an envelope with the additional wording:

“Legally you need to respond to this letter”.

The form inside will be printed on **YELLOW** paper. Electors must do as instructed whether there are changes to the details or not. If they don’t respond, we must send a reminder and, if no response to that, a further follow up contact which will be by phone or email where possible.

Electors are encouraged to respond, where they need to, by using the internet to confirm details or log any changes to their details but if they don’t have internet access, there will be a phone number or email address for responses.

Electoral Services

01992 564411

elections@eppingforestdc.gov.uk

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