



EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE

NOTICE OF MEETING

Place: Virtual Meeting on Zoom **Date:** Monday, 14th March, 2022

Time: 7.00 pm

Democratic Services Officer: R. Perrin
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 C Whitbread
Loughton Central:	Councillor C Pond
Ongar and Rural:	Councillor J McIvor
Epping and Theydon Bois:	Councillor H Whitbread
Buckhurst Hill and Loughton South:	Councillor M Vance
Chigwell and Loughton Broadway:	Councillor L Scott
Waltham Abbey:	Councillor S Kane

PLEASE NOTE THE START TIME OF THE MEETING

1. 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”.

2. APOLOGIES FOR ABSENCE

EFDC Councillors - Please use the Members Portal webpage to report non-attendance at meetings https://eppingforestdc-self.achieveservice.com/service/Member_Contact to ensure your query is properly logged.

Alternatively, you can access the Members portal from the front page of the Council's website, at the bottom under 'Contact Us' <https://www.eppingforestdc.gov.uk/your-council/members-portal/>

Members, county councillors, and town/parish council representatives are reminded to amend their names on their zoom profiles, in order to ensure that the minutes of the meeting accurately reflect the attendance.

3. MINUTES OF PREVIOUS MEETING (Pages 5 - 22)

To confirm the minutes of the meeting of the Committee held on 27 September 2021 and any matters arising therefrom.

4. DEVELOPME HUB

(P Maginnis) This is a short presentation to demonstrate the DevelopMe Hub, an employability platform, which has been implemented by the West Essex Partnership (Epping, Harlow, Uttlesford). The platform has a range of employment, career, skills resources to assist our residents when looking for work, thinking about changing career and developing their skills.

5. EPPING FOREST DISTRICT LOCAL PLAN - PROGRESS

(Nigel Richardson) To report to the Committee on the current position of the new Local Plan for the Epping Forest District.

6. ISSUES RAISED BY LOCAL COUNCILS

To discuss the following matters raised by the local councils:

- i. **Sustainability in New Builds-** EFDC has a sustainability checklist that applications for both [major](#) and [minor](#) new developments should include. However, at Parish planning meetings we are seeing the majority of applications for new builds coming before us lacking this completed checklist. What procedures do planning officers have in place to remedy this lack of documentation going forward?
- ii. **Failure of planning applications to adhere to Essex Parking Standards-**

The SV Local Plan states the [Essex Parking Standards](#) (not policy T1) should be the starting point for all new planning applications until localised parking standards are adopted. No date has been given for any consultation on these localised standards so far. In the meantime, we are seeing planning applications recommended for approval that fail to comply with EPS with no explanation as to why officers consider these applications need not be policy compliant. What can be done to ensure non-compliant applications are refused in these situations?

- iii. **Failure of planning applications to meet Local Plan policy on affordable housing provision-** The government has published [clear principles](#) on how viability statements should be assessed, presented and considered in terms of decision making and transparency. Adhering to these guidelines assists in ensuring that developments are compliant with local affordable housing policy. Applications have come before us that do not adhere to either the government guidance or local policy. What can be done to ensure officers reject non-compliant viability statements and thus refuse applications that do not deliver 40% on site affordable housing rather than recommend approval for non-compliant proposals in these situations?
- iv. **Sustainability in New Builds** - EFDC has a sustainability checklist for newbuilds. What is the point if nothing is being done to ensure the carbon neutral by 2050 (amber) or by 2030 (green) standards are achieved in new builds rather than the bare legal minimum (red column) being acceptable? How are the proposals on the checklist being enforced e.g. who is checking what proportion of site waste is being recycled, whether sustainable heating methods promised are actually being installed?
- v. **Democratic representation in the planning process** - Permitted Development rights were amended in Aug 2020 to allow up to an additional two storeys on top of many buildings under PD rather than a full planning application being needed. This has led to applications for additional flats on top of existing flats being granted under prior approval by a single officer. These have not come to an Area Planning committee, even when a large number of objections were submitted. This seems undemocratic. The EFDC constitution allows for Prior Approval applications to be decided at committee at the discretion of the Chief Planning Officer so there is a process in place for such contentious and impactful decisions to be considered. What is being done to ensure this category of prior approvals for PD will be decided in future by committee rather than a single officer?
- vi. **Planning Enforcement Action** – Being a discretionary power of the Council, could it be explained how the Council decides when it appropriate and justifiable to investigate any breaches.

7. ANY OTHER BUSINESS

8. DATES OF FUTURE MEETINGS

To note that future meetings of the Committee will be held virtually at 7:00 pm on;

Monday 26 September 2022; and

Local Councils' Liaison Committee

Monday, 14 March 2022

Monday 20 February 2023.

EPPING FOREST DISTRICT LOCAL COUNCILS' LIAISON COMMITTEE MINUTES

Date: Monday, 27 September 2021 **Time:** 7.00 am - 8.31 pm

Place: Virtual Meeting on Zoom

Members Present:

Representing Epping Forest District Council:

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

Other Councillors:

Councillors

Representing Essex County Council:

County Councillors M Vance, H Whitbread, C Whitbread, S Kane and C C Pond

Representing Local Councils:

R Morgan (Sheering Parish Council), Cllr D Wixley (Loughton Town Council), A Belgrave (Chigwell Parish Council), Cllr E Burn (Theydon Bois Parish Council), S De Luca (North Weald Bassett Parish Council), Cllr C Feetham (Ongar Town Council), Jackman, A Jones (Stanford Rivers Parish Council), J Law (Waltham Abbey Town Council), B Rumsey (Epping Town Council), M Squire (Loughton Town Council), Cllr B Scruton (Epping Town Council), Cllr J Whybrow (Roydon Parish Council) and R Morgan (Matching Parish Council)

Apologies: Epping Forest District Council –

Councillors B Rolfe and M Sartin

Essex County Council –

Councillors L Scott

Parish/Town Councils: -

Abbess, Beauchamp and Berners Roding Parish Clerk (Abbess, Beauchamp and Berners Roding Parish Council), Buckhurst Hill Parish Clerk (Buckhurst Hill Parish Council), Epping Upland Parish Clerk (Epping Upland Parish Council) and Nazeing Parish Clerk (Nazeing Parish Council)

Officers Present: N Richardson (Service Director (Planning Services)), A Buckley (Communications Officer), T Carne (Corporate Communications Team Manager), V Messenger (Democratic Services Officer), R Perrin (Democratic and Electoral Services Officer), S Lewis (Customer Services Manager) and F Edmonds (Climate Change Officer)

By Invitation: Ian Tompkins Director of Corporate Services for the NHS West Essex Clinical Commissioning Group

6. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

7. MINUTES OF PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting of the Committee held on 8 July 2021 be taken as read and signed by the Chairman as a correct record.

8. WEST ESSEX CLINICAL COMMISSIONING GROUP

The Director of Corporate Services for the NHS West Essex Clinical Commissioning Group (CCG), Ian Tompkins gave an update on the following;

- Vaccination programme;
- Booster Phase;
- Vaccinations with Schools; and
- Publicity for the programme.

He advised that the vaccination programme had now been offered to all eligible age's groups for both first and second vaccinations. The take up for the vaccination in District for the older age groups had been good, although for various reasons the younger age groups were still trailing. In a bid to increase uptake, walk-in and mobile clinics were being provided at Loughton Leisure Centre, Waltham Abbey Leisure Centre and Chigwell.

The booster phase of the covid vaccinations would begin shortly and would coincide with the flu vaccination programme. It was noted that everyone over the age of 50 would start to be contacted by either their GP's or they would be able to register through the national NHS website to book their booster vaccination.

In additional, the School immunisation programme was being run through the Essex Partnership Universities Trust and the local schools, which was delivering the vaccination programme to pupils aged between 12-15.

He stated that further encouragement was needed, in particular for residents aged between 30-39 and the Council had continued to assist by publicising the programme to the community through a variety of media outlets.

The Committee asked the following questions:

- How would be the flu and covid booster vaccinations be administrated at the same time? Mr Tompkins advised that they could be given at the same time with a vaccination in each arm and this could be arranged through resident's GP Practices.
- Why were residents within Waltham Abbey having to travel to other areas to receive their vaccinations? Mr Tompkins advised that practices within the local area may not have the capacity to provide vaccinations as well as all the normal services. Therefore to ensure that residents were vaccinated they were sent to the nearest alternative venue.
- Would residents be contacted accordingly, to ensure that a 6-month period had occurred before their booster vaccination? Mr Tompkins advised that this was correct.
- Would residents need to go to the same location as before? No. Mr Tompkins advised that if their GP's contact them they would be able to visit their practice but if booked through the NHS website, a number of locations were provided, to ensure they were convenient.
- Would the younger age groups receive the Pfizer vaccine? Yes, anyone under 40 age bracket would be given either Pfizer or Moderna vaccine.
- Were there any figures available for the different age groups vaccinated for Epping Forest? Mr Tompkins gave the following information;

Age Group	Percentage received Vaccination
75-79	96.3%
55-59	90%
50-54	87.5%
40-49	79%
Below 40	60%*

* although certain age groups were still coming forward to receive their vaccination.

- When would be flu vaccination be available? Mr Tompkins advised that the all the organisational elements were in place and supplies were imminent.
- Would St Margert's GP Practice be used as a booster venue? Yes, primary network providers would be providing the booster programme.
- Were GP's being encouraged to have face to face appointments? Mr Tompkins advised that they were hopefully that services would begin to return to face to face appointments, although some patients did prefer telephone and video which would remain.

Finally, Mr Tompkins advised that following the fuel issues experience across the country, the CCG had activated their contingency plans to ensure services were maintained. He finished by advising that hospital were experiencing a higher demand for their services and there were a number of ways in which residents could contact the NHS for assistance such as GP practices, 101, Community Pharmacies and to note that staff that answered the telephones were also trained to triage patients to ensure they were referred to the most relevant service/person.

9. CLIMATE CHANGE ACTION PLAN CONSULTATION

The Climate Change Emergency Officer gave the Committee a presentation regarding the Climate Change Action Plan Consultation (attached). The consultation aimed to;

- gather views from a wider audience;
- promote the understanding of Climate Change;
- understand what resources were available; and
- spread awareness of the issues related to Climate Change, such as air quality.

Following the presentation, the Committee asked the following questions;

- Would Parish and Town Councils receive further information on the Consultation? The Climate Change Emergency Officer advised that this was the first stage and the presentation would be shared with Parish and Town Council's and attached to the minutes. It was noted that when the consultation was launched there would be publicity and communication with the relevant stakeholders.
- Would more publicity be given to benefits of recycling and what was manufactured from recycling products? The Climate Change Emergency Officer advised that the Plan contained information regarding waste but mainly focused on residents reducing the amount of waste they produced. The Chairman advised that previously the Council had produced some recycled items such as rulers, pencil cases, pencils and pencil sharpeners, which were distributed to school pupils when they attended school visit at the Civic Offices.
- How were the consultations taking place? The Climate Change Emergency Officer advised that there would be a mixture of an online survey's including a general one and targeted youth survey; a community question and answer session and general publicity through the Council media.
- Were there target for the reduction CO2 emissions? The Climate Change Emergency Officer advised that the Council was looking to finalise a figure following the consultation. Although to be inline with science based targets, the Council would need 50% less by 2030, although the Council aimed to get to net zero.
- What would be the financial implications? The Climate Change Emergency Officer advised there would probably be costs associated with reducing CO2 emissions but also future savings such as energy efficiency for the long term. Funding would also derive from grant funding and 106 Section contributions.
- Would the housing developments set out in the Local Plan, aim to be net zero? The Climate Change Emergency Officer advised the Council had released their sustainability guidance which gave developer's targets to consider. The Planning Services Director advised that further information regarding the Local Plan was available via this online link. <https://www.eppingforestdc.gov.uk/planning-and-building/planning-policy/>
- Do Biffa sort through the waste arising from street sweeping for recyclable items? The Climate Change Emergency Officer advised that she was not aware but would contact the waste department for a response.

* The following response was received from the Waste department after the meeting:

"Yes, glass and plastic bottles, food and drink cans, were separated where it was clearly available from the street cleansing operations from actual sweepings. Biffa had built separate compartments for recycling on their vehicles."

10. EPPING FOREST DISTRICT LOCAL PLAN

The Planning Services Director gave an update on the Local Plan. He advised that the consultation on the Main Modifications to the emerging Local Plan had closed Thursday 23 September 2021.

All of the consultation documentation had been available on the Council's website and in hard copy if required. Both, the District Members and Local Town and Parish had received online presentations and developer briefing sessions had been hosted on the Main Modifications. The next steps were for Council officers to produce a summary report, as requested by the Planning Inspector with full representations to be published

the Council's website. Following this, the Planning Inspector would then determine whether the Local Plan was sound and produce a report to outline her recommendations. Finally, if the Planning Inspector found the Local Plan sound, the Council would put forward a recommendation to Council to adopt the Local Plan.

It was noted that the summary would be completed within the next couple of weeks.

The Committee asked the following questions;

- When was it expected that the Local Plan would be adopted? The Planning Services Director advised that the summary representation would be completed in the next couple of weeks, with representations uploaded to the website and submitted to the Planning Inspector for determination. It was anticipated that a report would be submitted to Council in December 2021 or early January 2022.
- Is the Planning Inspector being replaced? The Planning Services Director advised that the Planning Inspector was due to go on maternity leave in November, although a more Senior Inspector who was familiar with EFDC Local Plan would be taking over.
- What happens if the Planning Inspector finds the Local Plan unsound? The Planning Services Director that it would delay the Local Plan, although officers were confident that the Local Plan would be sound.
- Would the Planning Inspector receive a copy of all the representations or just a summary? The Planning Services Director advised that any representation over 300 words had to be summarised by officers and all other representations under would be submitted as written. All copies of the full representations would be uploaded to the Council website and available for viewing by the public and Planning Inspector.

The Committee members commented on the amount of work they had put into making representations on behalf of their Parish and Town Council and had concerns about EFDC officers summarising their representations. The Planning Services Director clarified that the representations over 300 words would be summarised although there would not a restriction on the number of words for the summary.

- Would it be possible for the Town and Parish Councils to view the summary before it was submitted to the Planning Inspector? The Planning Services Director advised that the Planning Inspector had request the summaries and it would not be wise to delay the process any longer than necessary. He would speak to the relevant team, to see whether there was anyway in which the summaries could be viewed before they were submitted. County Councillor S Kane advised that all the full comments from Town and Parish Council would be available online and to the Planning Inspector as well as the summaries.

* The following information was received from the Planning Policy Team.

“Clarification in respect of collation of Local plan Main Modifications Representations

The Main Modifications Consultation on the emerging Epping Forest District Local Plan closed on 23 September 2021.

The appointed Local Plan Inspectors, as part of the continuing Examination process, will consider all representations made on the proposed Main Modifications and the evidence presented throughout the duration of the Examination. For the avoidance of doubt, the Council will provide complete and full copies of all duly made representations

on the Main Modifications to the Inspectors. This will include all supporting documents provided by representors.

Representations will have been redacted to remove any sensitive information (e.g. personal information, offensive and discriminative comments towards groups or individuals).

The Council will provide, in addition, for the Inspectors' reference:

A document with responses ordered by Main Modification, by supporting document and by 'other' in cases where no Main Modification or supporting document is specified. For the purposes of this document, the Council has agreed with the Inspectors that the Council will summarise responses to questions 6 and 7 where the response exceeds 300 words. Question 6 asks why do you consider the Main Modification and/or supporting document is not legally compliant or is unsound and Question 7 asks the representor to set out what change(s) are considered necessary to make the Main Modification and/or supporting document legally compliant or sound. As agreed with the Inspectors, within any representations to a Main Modification/ supporting document/ 'other' where a response to question 6 or 7 exceeds 300 words it will be summarised to no more than 300 words. Responses that are summarised for the purpose of this document will be clearly stated as such with 'Council Officer has summarised' at the beginning. The document will also make clear how the reader can access the full representations.

An Excel document ordered by Representor to see what Main Modifications/ supporting documents/ 'other' each representor has commented upon.

An Excel document ordered by Main Modification/ supporting document/ 'other' to see the totality of responses for example, to a particular Main Modification.

The above additional documents are to be provided to the Inspectors alongside all full representations to assist in the process of reviewing all representations made. The Inspector will consider all representations in full.

The full representations, as well as the additional 3 documents outlined above, will be available on the Local Plan Examination Website and therefore accessible to all.

The Council has shared this note with Inspector Phillips and she has agreed to its contents."

11. ANY OTHER BUSINESS

a) Breakdown in Communications

Raised by the Clerk for Stanford Parish Council

"For some time now, EFDC has been seemingly moving toward a more 'corporate' structure which has, over time, diminished the individual personal contacts and direct routes that Parish and Town Council's had into officers at EFDC, with the majority of queries now having to go through the same route and process as members of the public. The only other alternative is to raise the issue with directly with District Councillors for action. Whilst these new processes may be good from an 'organisational' standpoint for the District Council, it is proving to be both damaging and frustrating for members of the public and local councils, who in some cases have to wait months for a response – if they get one at all. This is contributing to a breakdown in the relationships that Parish and Town Councils have (had) with EFDC. Given as Parish and Town Council now seem to be taking on assisting members of the public who are exacerbated with trying to contact, or get action from, EFDC, I believe either a specific

Local Council Liaison Officer is employed at EFDC to deal directly with Parish enquires and queries, or alternatively Parish and Town Councils are provided with Officers names, their responsibilities, direct line phone numbers and email address for EFDC Officers to whom they can make direct contact to raise a query.”

Several Committee members concurred with the comments and commented that the Council seemed to be operating a more remote service, where responses were not being received. It was felt that a hotline should be provided to Town and Parish Councils as they were a different organisation that also communicated with many residents.

The Customer Services Manager advised that a new model of customer service had been introduced to take nontechnical queries away from technical officers, allowing them more time to deal with their specialist area. In addition to this, the Customer Contact Centre officers had created several online forms for residents to complete. These aimed to collate the correct information required for their query and reduce the time taken to provide a response.

She advised that there had been some resourcing issues with the Customer Contact Centre, and she had also reached out to EFDC Members for feedback. Once the information had been collated, she would be able to assess what the issues were and how to address them. She requested that any Parish and Town Clerks and Councillors with problems should email her with the details so they could be investigated. (slewis@eppingforestdc.gov.uk)

She advised that although there wasn't a budget for a Parish and Town Liaison Officer, she would be setting up future workgroups which Parish and Town Clerks were welcome to attend.

The Committee commented that sometimes, they just needed to speak to an officer quickly, to resolve a query rather than calling the contact centre to then be forwarded to the relevant officer. The Customer Services Manager advised that all of the Customer Contact Centre officers had been upskilled to deal with many issues and may be able to assist.

The Customer Services Manager advised that Members contact forms were logged, which allowed for the Customer Services Team to trace what had happened to queries; where they had been forwarded to; and that they were responded to within the SLA. It was hoped that a case management system would be introduced for all queries so that all queries could be traced from beginning to resolution.

The EFDC Customer & Partnership Services Portfolio Holder concluded that the Council was trying to streamline the process, to improve the service and acknowledged that there had been a number of technical and staffing difficulties with the service still in transition. He informed the Committee that by going through the Customer Contact centre, it would ensure that the query was passed onto the most relevant and available officer. Once the query had been allocated to an officer, the resident should receive an email to advise you who would be dealing with the query and then, if required the officer could be contacted directly. In conclusion he requested that everyone followed the contact procedures so that the Council could determine whether the issues were down to the process, technical or the officer.

12. DATES OF FUTURE MEETINGS

It was noted that the next meeting of the Committee would be held virtually on 14 March 2022.

CHAIRMAN

Climate Change Action Plan Consultation

Local Council Liaison Committee
27th September 2021

Agenda

- Why Climate Change?
- Aims of the Consultation
- Overview of the Climate Change Action Plan
- Parish and Town Council's Role
- Questions

Why Climate Change?

- Climate change is a recognised issue

Local effects of Climate Change

- Additional benefits of climate action

Aims of the consultation

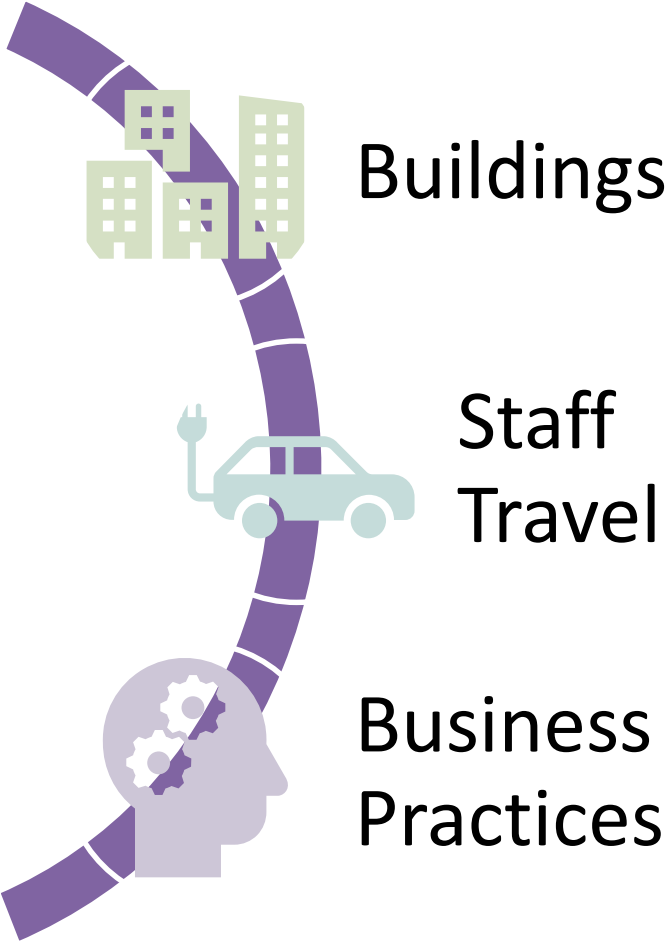
- Get views from a wide audience on the Climate Change Action Plan
- Promote understanding of and resources on climate change
- Spread awareness of related issues such as air quality

Climate Change Action Plan

The Climate Change Action Plan is being developed to:

- Drive down carbon emissions to address the Climate Emergency Declaration
- Implement the motion to do everything within our power to be Carbon Neutral by 2030
- To increase the share of journeys made by sustainable means
- Engage the whole District in taking climate action

Climate Change Action Plan



Climate Change Action Plan



Parish and Town Council Role

- Owners of buildings
- Owners of land
- Procurement
- Touch point with communities

Parish and Town Council Role

- Respond to the consultation
- Encourage others to respond
- Climate change webpages
- What can you do too?

Questions?

Page 28

Contact: Climatechange@eppingforestdc.gov.uk