
COUNCIL BULLETIN

Issue Number 27/2018
Friday, 6 July 2018

Epping Forest District Council
www.eppingforestdc.gov.uk

Compiled, designed and produced by
The Directorate of Governance - Democratic Services

Assistant Director – Governance and Performance
Management - Simon Hill (Ext. 4249)

This Bulletin is produced for District Councillors and Officers only.
The information contained herein should not be disclosed or used
to the disadvantage or the discredit of the Council or anyone else.



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		
TBC	To be confirmed		Meeting being filmed for subsequent viewing

Other venues are shown in full.

Week One: 9 July 2018 – 15 July 2018

Monday 9 July	7.30pm	Resources Select Committee		CR1
Tuesday 10 July	6.00pm	Member Training - Code of Conduct (Repeat)		CC
Wednesday 11 July		Area Planning Sub-Committee East - Cancelled		
Thursday 12 July				
Friday 13 July				
Saturday 14 July				
Sunday 15 July				

Week Two: 16 July 2018 – 22 July 2018

Monday 16 July	7.00pm	Joint Consultative Committee		CR1
Tuesday 17 July	7.00pm	Epping Forest Youth Council Cabinet - Cancelled		CR1
Wednesday 18 July	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee West Area Planning Sub-Committee West		CR1 CC
Thursday 19 July	5.30pm 7.30pm	Standards Committee Asset Management and Economic Development Cabinet Committee		CR1 CC
Friday 20 July				
Saturday 21 July				
Sunday 22 July				

Week Three: 23 July 2018 – 29 July 2018

Monday 23 July				
Tuesday 24 July	7.30pm	Overview and Scrutiny Committee		CC
Wednesday 25 July	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee South Area Planning Sub-Committee South		CR1 CC
Thursday 26 July	7.00pm	Finance and Performance Management Cabinet Committee		CC
Friday 27 July				
Saturday 28 July				
Sunday 29 July				

Week Four: 30 July 2018 – 8 July 2018

Monday 30 July	7.00pm	Audit & Governance Committee		CC
Tuesday 31 July	6.30pm 7.30pm	Chairman's Briefing - Council Council		CR1 CC
Wednesday 1 August	7.30pm	District Development Management Committee		CC
Thursday 2 August				
Friday 3 August				
Saturday 4 August				
Sunday 5 August				

PART B - GENERAL INFORMATION

1. CANCELLATION OF AREA PLANS EAST - 11 JULY 2018

Please note that with the Chairman's permission the meeting of the Area Plans Sub-Committee East's meeting to be held on Wednesday, 11 July 2018 has been cancelled due to lack of business.

(Further information: Adrian Hendry ext 4246)

2. CITIZENS ADVICE EPPING FOREST DISTRICT

The Chief Executive of Citizens Advice Epping Forest District will be attending the meeting of the Overview and Scrutiny Committee to be held on 24 July 2018.

If members have any specific questions that they would like to raise with Citizens Advice Epping Forest at the meeting, please send written notification of such matters to democraticservices@eppingforestdc.gov.uk by 16 July 2018.

In accordance with usual practice, notice of all questions and matters to be raised by members will be provided to the Chief Executive of Citizens Advice Epping Forest in advance of the meeting.

(Further information: Steve Tautz ext 4180)

3. CABINET MEETING - 17 JULY 2018

Please note that with the Leaders permission, the next Cabinet meeting scheduled for 17 July 2018 has been cancelled due to lack of business.

(Further information: Adrian Hendry ext 4246)

4. PROSECUTION FOR FAILING TO COMPLY WITH A NOTICE REQUIRING THE TIDYING UP OF FORMER ROYAL OBSERVER CORPS BUNKER SITE RODING VALLEY NATURE RESERVE CHIGWELL

At Chelmsford Magistrates Court on 28th June 2018 a prosecution was brought by Epping Forest District Council against Mr Raymond Sturgess of Stanford Court Waltham Abbey for failing to comply with a Notice served on him under Section 215 of the Town & Country Planning Act 1990 requiring him to remove building materials, waste, household items plastic items, plastic and card from the former Royal Observer Corps site which were adversely affecting the visual amenity of the area. The site is in the Roding Valley Nature Reserve adjacent to the M11 motorway and which had been bought by him in 2015

Mr Sturgess pleaded guilty to the offence of failing to comply with the Notice served on him on 13th February 2018 which required compliance by 16th March 2018.

The Magistrates fined Mr Sturgess £200 and ordered him to pay £200 towards the Council's prosecution costs together with the statutory victim surcharge of £30. (The fine had been reduced by one third due to Mr Sturgess pleading guilty at the first hearing and also taking into account his current financial situation. The maximum fine possible was £1,000)

In mitigation Mr Sturgess told the Magistrates that due to unforeseen circumstances of injuring his knee he had been unable to comply with the Notice. He stated he was renovating the underground bunker for use by his children but vandals had gained access to it last year. He also blamed fly tippers for the state of the land. He would be using a quantity of the wood on the land to construct a high fence around it and would hopefully be doing this in the next few weeks.

The Magistrate told Mr Sturgess that they did not accept everything he had told them and they thought he had had ample opportunity to comply with the Notice.

Future failure to comply with the Notice renders Mr Sturgess liable to further prosecution with a possible fine of up to £100 for every day from 28th June 2018 that he does not comply)

(Further information: Graeme Oakley ext 4012)

5. MEETING CANCELLATIONS (Pages 13 - 20)

The following meetings have been cancelled due to a current lack of business:

- Area Planning Sub-Committee East (11 July 2018); and
- Cabinet (17 July 2018).

The highlight report (May 2018) for the Transformation Programme that would have been made to the Cabinet on 17 July 2018, is attached to this edition of the Bulletin.

(Further information: Steve Tautz ext 4180)

6. MEMBERS' ROOM

Please note that the Members' Room will be in use from 8.30am to 1:30pm on 20 July 2018, for the official launch of the Epping Forest Community Safety Hub. The Members' Room will be unavailable during this period.

(Further information: Steve Tautz ext 4180)

7. POLICE FIRE AND CRIME COMMISSIONER (PFCC) PUBLIC MEETING

The next public meeting of the PFCC in the district is due to held on the 2nd August in the Council Chamber here at the Civic Offices. The meeting is due to start at 6pm and finish at 8.00pm.

(Further information: Caroline Wiggins ext 4122)

8. CHAIRMAN'S DIARY (Pages 21 - 22)

Please see attached.

LICENSING ACT 2003

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: Cem Yaman

Address of Premises: Zara Bar & Grill, 30 Barrington Green, Loughton, Essex, IG10 2BA

Brief details of the natures of the application: Application is for a Turkish Restaurant, asking for the following:

Late Night Refreshment Monday to Thursday 23:00-00:00, Friday to Saturday 23:00-00:00 (no late night refreshment for Sunday)

Supply of Alcohol Monday to Thursday 10:00-23:00, Friday to Saturday 10:00-23:30, Sunday 10:00-22:30 (both on and off the premises)

Hours premises will be open to the public Monday to Thursday 09:00-23:30, Friday to Saturday 09:00- 00:00, Sunday 09:00-23:00

Consultation Period From: Tuesday 3rd July 2018 to Monday 30th July 2018

Officer in charge: Mrs Handan Ibrahim

Applicant name Antonio Motisi

Address of Premises: Wing Shack, 240 High Road, Loughton, Essex, IG10 1HA

Brief details of the natures of the application:

Provision of recorded music: Monday to Sunday 12:00-23:00

Supply of Alcohol: Monday to Sunday 12:00-23:00

Hours Premises will be open to the public: Monday to Sunday 12:00-23:00

Consultation Period From: Tuesday 3RD July 2018- Monday 30TH July 2018

Officer in charge: Mrs Handan Ibrahim

Please ensure that any comments/objections are received by the Licensing team on or before the consultation end date.

Manager
Licensing Compliance Officer
Licensing Compliance Officer
Licensing Compliance Officer
Licensing Officer

Kim Tuckey 01992 564034
Sarah Moran 01992 564270
Handan Ibrahim 01992564153
Joanne Owen 01992 56 4721
Denise Bastick 01992 564334

GOVERNANCE DIRECTORATE - PLANNING

1. Appeals Lodged

EPF/0339/18 – 2 Gladstone Road Buckhurst Hill Essex IG9 5SW - Two storey and single storey side and rear extension – Householder – Ian Ansell ext.4481

EPF/0679/18 – 1 Ripley View Loughton Essex IG10 2PB - Extension of the existing garage to provide space for family gym and home office – Householder - David Baker ext. 4514

EPF/2785/17 – 26 Maypole Drive (land adj) Chigwell Essex IG7 6DE - Demolish existing structure and construct one bedroom, two storey dwelling house – Ian Ansell ext. 4514 – Written reps

EPF/3124/17 – 154 Princes Road Buckhurst Hill Essex IG9 5DJ - Two storey side extension to accommodate 1 bedroom self contained flat on ground floor and 1 studio flat on first floor with on-site parking and amenity space – Jonathan Doe ext. 4103 – Written reps

2. Forthcoming Planning Inquiries/Hearings -

31/07/2018 – EPF/3364/17 – 119 Theydon Park Road Theydon Bois Essex CM16 7LS – Sukhvinder Dhadwar

3. Enforcement Appeals

None this week

4. Appeal Decisions

EPF/3036/17 – 1 Woodbury Hill Loughton Essex IG10 1JB - Removal of further sections of roof above ground floor addition at the rear, and raising of the roof of part of ground floor back addition - representing revisions to previously approved scheme ref EPF/2744/16 – Allowed with conditions

5. Tree Preservation Orders

None this week

6. S106 Agreements

None this week

7. Changes to Planning Systems

None this week

PROPOSED PLANNING ENFORCEMENT ACTION

None this week

It is important to note, that when enforcement action has been authorised, this includes any subsequent action under Part VII of the Town and Country Planning Act 1990, including a prosecution or an injunction.

Principal Planning Enforcement Officer	Jerry Godden	01992 564498
Senior Enforcement Officer	Clare Munday	01992 564114
Planning Enforcement Officers	Sharon Hart	01992 564113
	Jim Gordon	01992 564530
	Zara Seelig	01992 564379
	Mick Mooney	01992 564713
Compliance Officer	Shannon Murphy	01992 564217

PART C - 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.

Report to the Cabinet

Report reference: C-???-2016/17

Date of meeting: XX June 2018



**Epping Forest
District Council**

Portfolio: Leader of the Council

Subject: Transformation Programme – May 2018 Highlight Report

Responsible Officer: David Bailey (01992 564105).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the Cabinet note the progress of Projects and Programmes for May 2018, alongside planned actions for June 2018.**

Executive Summary:

Regular highlight reports on the progress of the Transformation Programme are presented to the Cabinet. This is the highlight report for May 2018 and covers progress for all chartered projects of Medium and High Risk Potential, as well as key aspects of the Transformation Programme.

Overall, progress indicators for 'cost' and 'benefits' were Green for this period. The status indicator for 'time' is reported as Red to highlight that 9 actions (from a total of 101) are overdue on its deadline, when compared with planned timelines. Project and Programme Managers have actions in place to deal with any potential negative effects. Progress will be kept under review and it is anticipated that the status of the majority of these items will return to Green in the next report.

Reasons for Proposed Decisions:

To inform Cabinet of progress on the Transformation Programme, including workstreams, programmes and projects.

Other Options for Action:

No other options are available. Failure to monitor and review progress of the Transformation Programme and to consider corrective action where necessary, could have negative implications for the Council's reputation, and may mean the opportunities for improvement were lost.

Report:

- This is the May 2018 Highlight Report for the Transformation Programme. The format of the report has evolved in order to remain an effective tool for highlighting progress, slippage and remedial actions being taken.

2. The report covers progress for the 34 chartered 'live' projects with Medium or High Risk Potential, as well as progress on key aspects of the Transformation Programme.

3. The Cabinet is requested to review progress for May 2018, alongside actions scheduled for the next period and any remedial actions being undertaken.

4. The highlight report uses the RAG rating, based on Red, Amber and Green colours used in a traffic light system. The definitions of the RAG ratings are:

<i>Light</i>	<i>Definition</i>	<i>Action</i>
Red	<p>There are significant issues with the project, programme or workstream.</p> <p>The project requires corrective action to meet business objectives. The issue cannot be handled solely by the project manager or project team.</p> <p>One or more aspects of project viability – time, cost, scope – exceed tolerances set by the Transformation Programme Board.</p>	<p>The matter should be escalated to the project sponsor and Transformation Programme Board immediately.</p>
Amber	<p>A problem has a negative effect on project performance but can be dealt with by the project manager or project delivery team.</p> <p>Action is taken to resolve the problem or a decision made to watch the situation.</p> <p>One or more aspect of project viability – time, cost, scope – is at risk. However, the deviation from plan is within tolerances assigned to the project manager.</p>	<p>The Transformation Programme Board should be notified using a progress report or scheduled briefing with the sponsor.</p>
Green	<p>The project is performing to plan.</p> <p>All aspects of project viability are within tolerance. However, the project may be late or forecast to overspend (within tolerance).</p>	<p>No action needed.</p>

5. Overall, progress indicators for 'cost' and 'benefits' were Green for this period. The status indicator for 'time' is reported as Red to highlight that 9 actions (from a total of 101) are overdue when compared with planned timelines.

6. Project and Programme Managers have actions in place to deal with any potential negative effects. The deviation from plans for the majority is within tolerances, most often within one calendar month. It is anticipated that the status of the majority of these items will return to Green by the end of the next period and progress will be kept under review.

7. Appendix 1 contains the highlight report for May 2018. Any project closures are also noted.

Resource Implications:

Resource requirements for actions to achieve specific outcomes or benefits will have been

identified by the Transformation Programme Board and reflected in the budget for the year.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific outcomes or benefits will have been identified by the Transformation Programme Board.

Safer, Cleaner and Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner and Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

Consultation Undertaken:

Progress has been reviewed by the Transformation Programme Board.

Background Papers:

Progress submissions and relevant supporting documentation is held by the Programme Management Office (PMO).

Risk Management:

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

Equality Analysis

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an Appendix to this report.

Transformation Programme Highlight Report

<i>Report</i>	<i>Period</i>
29	May 2018

Approval

<i>Approved for submission to the Cabinet (Sponsoring Group), given by</i>	Transformation Programme Board	<i>Date</i>	08.06.2018
--	--------------------------------	-------------	------------

Distribution list

<i>Name</i>	<i>Job title</i>	<i>Directorate / Department</i>	<i>Organisation</i>
Membership	Transformation Programme Board	-	EFDC

Overall transformation programme progress and status

	<i>RAG status</i>		<i>Comment on overall progress and status and recommended actions</i>
	<i>This period</i>	<i>Last period</i>	
Time	Red	Amber	9 actions are overdue out of a total of 101 actions
Cost	Green	Green	
Delivery / outcome / output	Green	Green	
Benefits	Green	Green	

Accountabilities and information flow: Project closures

<i>Workstream / Project</i>	<i>Progress to report</i>	<i>Actions for next period</i>	<i>Due</i>	<i>Owner</i>
P112 Operating Partner for North Weald Airfield	Project closed 02-May-2018	N/A	-	Acting Chief Executive
P113 Epping Forest Shopping Park	Project closed 02-May-2018	N/A	-	Acting Chief Executive

Highlight: Overdue actions for this period and remedial actions for the next period

<i>Key Benefit</i>	<i>Actions Overdue</i>	<i>Planned Date</i>	<i>Remedial Actions</i>	<i>Due Date</i>	<i>Owner</i>
Workstream 1 – Customer Experience					
P004a – Corporate Communications - External					
<p>Increased customer awareness, recognition and understanding of EFDC services</p> <p>Improved communications for customers with disabilities and the elderly</p> <p>Increased staff awareness, recognition and understanding of EFDC services</p>	Completion of closure process	31-May-2018	<p>Project timeline reviewed by project manager and new timeline of actions proposed – change control report deferred by Transformation Programme Board (due to wider discussion re: prioritisation of PR communications plan)</p> <p>Project manager to review changes to project timeline with Transformation link officer - to consider any amendments to the proposed new timeline</p> <p>Report to be brought back to Transformation Programme Board to seek approval for new timeline changes</p>	30-Jun-2018	<p>Tom Carne, Public Relations Manager</p> <p>Derek Macnab, Acting Chief Executive</p>

<i>Key Benefit</i>	<i>Actions Overdue</i>	<i>Planned Date</i>	<i>Remedial Actions</i>	<i>Due Date</i>	<i>Owner</i>
P175 – Behavioural Insights					
TBC - broadly increased compliance with regulatory activity, increased levels of debt collection rates	Liaising with Social Engine	31-May-2018	New timeline to be devised for project actions with project manager and Transformation lead officer	30-Jun-2018	Robin Ray, Assistant Director – Private Housing & Communities Support
	Develop and create Risk Register	31-May-2018			
	Develop Communications Plan	31-May-2018			
	Develop and complete PID for TPB	31-May-2018			
<i>Key Benefit</i>	<i>Actions Overdue</i>	<i>Planned Date</i>	<i>Remedial Actions</i>	<i>Due Date</i>	<i>Owner</i>
Workstream 2 – Business Culture					
P008 – Museum Development Trust					
Potential for securing new and additional income for museum activities, exhibitions and events	Set up and launch Development Trust	31-May-2018	New timeline devised and change control item taken to the transformation Programme Board for approval	30-Jun-2018	Julie Chandler, Assistant Director – Community Services
A significant increase in income generation through the MHC service					Alan Hall, Director – Communities
Opportunities for greater inclusion of minority groups within the museum services, both as visitors, within					

<i>Key Benefit</i>	<i>Actions Overdue</i>	<i>Planned Date</i>	<i>Remedial Actions</i>	<i>Due Date</i>	<i>Owner</i>
volunteering and as staff It is anticipated that the amount of funding that can be raised through the Development Trust will far exceed the initial match funding					
P176 – Pay and Benefits Review					
Effective job evaluation, pay and rewards	Scope current arrangements against proposals with costings Produce Communication Plan TPB to agree Phase 1 and initiate Phase 2	31-May-2018 31-May-2018 31-May-2018	Project agreed to be placed on hold by Management Board. New timeline to be devised for project actions with project manager and Transformation lead officer	30-Jun-2018	Paula Maginnis, Assistant Director – HR Derek Macnab, Acting Chief Executive
Workstream 4 – Major Projects					
P114 – St John’s Road Development					
Income from business rates Plug gap in retail spend (there is leakage out of the district – highlighted in planning research). Economic development.	Completion	31-Mar-2018	Update required by project manager and/or sponsor	30-Jun-2018	Karim Pabani, Estates Manager Derek Macnab, Acting Chief Executive

<i>Key Benefit</i>	<i>Actions Overdue</i>	<i>Planned Date</i>	<i>Remedial Actions</i>	<i>Due Date</i>	<i>Owner</i>

Document control

<i>Version</i>	<i>Date</i>	<i>Status (draft, approved)</i>	<i>Author</i>	<i>Change description</i>
1.0	08.06.2018	May draft	Gareth Nicholas, Senior Project Improvement Officer	Draft and Report
2.0	08.06.2018	May draft	David Bailey, Head of Transformation	Amends
3.0	29.06.18	May draft	Gareth Nicholas, Senior Project Improvement Officer	Amends

*** End of Report ***

Agenda Item 8

Chairman's Events June

Date	Time	Event	Venue	Attending
Tuesday 10 July	7.15pm	Epping Forest Schools & Clubs Achievement Awards	Sir James Hawkey Hall, Woodford Green	Chairman of Council
Friday 20 July	7.00pm	ECC Chairman's reception	Chelmsford City Racecourse	Chairman of Council

This page is intentionally left blank