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# **COUNCIL**

# **BULLETIN**

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**Issue Number 28/2018**  
**Friday, 13 July 2018**



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Compiled, designed and produced by  
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Telephone: 01992 564000

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



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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>	Hemnal Street Offices.
<b>TBN</b>	To be noted		
<b>TBC</b>	To be confirmed		Meeting being filmed for subsequent viewing

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Other venues are shown in full.

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### Week One: 16 July 2018 – 22 July 2018

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Monday 16 July	7.00pm	Joint Consultative Committee		CR1
Tuesday 17 July	7.00pm	Epping Forest Youth Council Cabinet - Cancelled		CR1
Wednesday 18 July		<del>Area Planning Sub-Committee West - Cancelled</del>		
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				

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### Week Two: 23 July 2018 – 29 July 2018

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Monday 23 July	2.00pm	Licensing Sub-Committee		CC
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				

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**Week Three: 30 July 2018 – 8 July 2018**

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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				

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**Week Four: 6 August 2018 – 12 August 2018**

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Monday 6 August				
Tuesday 7 August	10.00am	Licensing Sub-Committee		CC
Wednesday 8 August	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee East Area Planning Sub-Committee East		CR1 CC
Thursday 9 August				
Friday 10 August				
Saturday 11 August				
Sunday 12 August				

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## **PART B - GENERAL INFORMATION**

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- 1. NORTH ESSEX PARKING PARTNERSHIP - NOTICE OF DECISIONS: DRAFT MINUTES OF MEETING 21.06.18 (Pages 17 - 26)**

Please see attached.

- 2. THE NORTH ESSEX PARKING PARTNERSHIP E-BRIEF NEWSLETTER**

The North Essex Parking Partnership E-brief newsletter is available [here](#).

- 3. A414 CHELMSFORD TO HARLOW ROUTE BASED IMPROVEMENTS (Pages 27 - 28)**

Please see attached.

- 4. EPPING FOREST COLLEGE RESPONSE LETTER (Pages 29 - 30)**

Please see attached.

- 5. PLANNING APPLICATIONS AFFECTED BY EPPING FOREST SPECIAL AREA OF CONSERVATION (SAC) - INTERIM POSITION**

### *What is the Epping Forest Special Area of Conservation (SAC)?*

This note has been produced to provide an overview of the current planning context in relation to Epping Forest Special Area of Conservation (SAC), and implications for the determination of planning applications at the current time.

Epping Forest covers a large area of land within the District and much of the Forest is designated as a Special Area of Conservation (SAC). Biodiversity features within, or associated with, these designations enjoy a high level of protection under UK and EU Law and UK planning policy. Epping Forest SAC is considered a 'European Site' and as such an assessment, known as a Habitats Regulation Assessment (HRA), is required for any development plan or proposal to ascertain whether it will have a likely significant effect on the site.

### *What is the Council's role with regards to the SAC?*

The Council has a duty as the 'competent authority' under the Habitats Regulations to protect the Epping Forest SAC from the effects of development (both individually and cumulatively). Two specific issues in particular have been identified that could have a likely significant effect on Epping Forest SAC. These being:

1. The result of increased visitors to the Forest arising from new development.
2. The result of damage to the health of the flora, including trees and potentially the heathland habitats, from air pollution generated by vehicles.

As part of the work required to produce the Mitigation Strategy, a visitor survey was undertaken to identify a recreational zone of influence and to identify the distance the majority of visitors will travel to visit Epping Forest SAC. This report identified that 75% of visitors travelled up to 6.2km to the SAC. Therefore in this interim period a zone of influence of 6.2km is being used to determine whether residential applications will have a recreational impact on Epping Forest SAC.

Unlike the findings of the visitor survey the potential impacts from air pollution applies to developments of all types in all locations within the District. Therefore in this interim period all residential and employment proposals within Epping Forest District will likely have an air pollution impact on Epping Forest SAC.

*How are the Council addressing these impacts?*

The Council is currently liaising with Natural England and the Conservators of Epping Forest and other authorities affected in order to agree a Mitigation Strategy to mitigate the above effects. The measures required have not yet been established but need to be agreed and in place prior to the determination of relevant planning applications.

The Council and partner organisations continue to make good progress in the production of the Joint Strategy, however in the meantime there are implications for the determination of planning applications in the District.

*What are the implications of the SAC at the current time?*

Due to the above, at the current time the Council **cannot grant planning permission** on any planning applications resulting in additional residential development which are within 6.2km of Epping Forest SAC and all proposals that result in additional residential and/or employment development within the entire District likely to have an air pollution impact on Epping Forest SAC (when considered alone and in combination with other plans/projects), until such a time that an appropriate financial contribution to mitigate against the adverse impact that it will have on the Epping Forest SAC has been agreed.

*Are there any exceptions to the above?*

The only exceptions to the above are:

1. For developments outside of the 6.2km zone of influence (i.e. where there is no risk of recreational pressure) and where an Air Quality Assessment has been submitted providing full justification that the development will not result in any increase in air pollution or that the impacts from air pollution would be adequately mitigated. All submitted information would need to be agreed by Natural England prior to determining an application.
2. For any developments whereby the applicants have agreed to enter into a legal agreement to pay a financial contribution towards appropriate mitigation measures. At the current time the monetary figure has not yet been determined and therefore the Council can only resolve to grant planning permission subject to a legal agreement. It will not be possible to finalise the legal agreement or issue a decision

notice until the mitigation strategy and the financial contributions required have been agreed.

*What are the next steps?*

The Council recognises the need to significantly boost the supply of housing in the District, and recognises the potential difficulties posed by this matter. However the Council must carefully consider the Habitat Regulations in its role as competent authority in determining planning applications.

The Council and partner organisations continue to work proactively to progress the production of a Joint Strategy and to facilitate the delivery of housing in accordance with the emerging Local Plan, and once the Joint Mitigation Strategy is agreed it will be put in place as soon as possible.

(Further information: Nigel Richardson ext 4110)

**6. AGENDA AND MINUTES FOR ESSEX POLICE, FIRE AND CRIME PANEL**

Members may wish to know that the agenda for the next meeting and the minutes of the last meeting of the Essex Police, Fire and Crime Panel can be obtained online at:

<https://cmis.essexcc.gov.uk/essexcmis5/CalendarofMeetings/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/3881/Committee/127/Default.aspx>

(Further information: Adrian Hendry ext 4246)

**7. CHAIRMAN'S DIARY (Pages 31 - 32)**

Please see attached.

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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: Lucas Campbell

Address of Premises: Palm Bay Caribbean, 25 The Broadway, Debden, Essex IG10 3SP

Brief details of the natures of the application: New premises licence application. The application is for the following:

**The provision of live music** (unamplified) – Friday and Saturday 19:00 to 23:00

**Late night refreshment** – Monday to Sunday 19:00 to 23:00

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

**Hours Premises Are Open To The Public**- Monday to Sunday 10:00-23:00

Consultation Period From: 5/07/2018 to 1/08/2018

Officer in charge: Mrs Denise Bastick

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

Manager  
Licensing Compliance Officer  
Licensing Officer

Kim Tuckey 01992 564034  
Sarah Moran 01992 564270  
Debbie Houghton 01992 564336  
Handan Ibrahim 01992 564153  
Denise Bastick 01992 564334  
Joanne Owen 01992 56 4721  
Jane Mullinger 01992 564461

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## GOVERNANCE DIRECTORATE - PLANNING

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### 1. Appeals Lodged

EPF/1064/17 – Braeside Junior School, 82 Palmerston Road Buckhurst Hill Essex IG9 5LG - New three-storey classroom building and link element with associated alterations, parking and boundary treatments – Ian Ansell ext. 4481 – Written reps

EPF/0200/18 – 1 Stradbroke Drive, Chigwell Essex IG7 5QU - Erection of a 5 bedroom detached two storey dwelling with two rear dormer windows at roof level. (Same proposal as previously refused application EPF/1123/17) – David Baker ext. 4514 – 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/1782/17 – Marydel Copt Green Waltham Abbey Essex EN9 3TB - Demolition of existing bungalow. Construction of 3 bed detached house and 2 x 3 bed semi-detached houses – Allowed with conditions

EPf/3197/17 – 69 Farm Hill Road Waltham Abbey Essex EN9 1NG - Demolition of existing bungalow. Construction of 3 storey block of 7 flats. Re-submission of refused application: EPF/2596/16 – Dismissed

### 5. Tree Preservation Orders

TPO/EPF/01/18 – Duke of Wellington Public House, High Road, Epping – Not confirmed – 10<sup>th</sup> July 2018

### 6. S106 Agreements

None this week

### 7. Changes to Planning Systems

None this week

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## PROPOSED PLANNING ENFORCEMENT ACTION

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Officer: Sharon Hart

ENF/0661/16

Area Plans Sub/Parish: West/Roydon

Date Investigation Started: 02/12/2016 PL/267727

Site Address: 1b Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/0665/16

Area Plans Sub/Parish: West/Roydon

Date Investigation Started: 02/12/2016 PL/26726

Site Address: 21a Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/0656/16

Area Plans Sub/Parish: West/Roydon

Date Investigation Started: 02/12/2016 PL/26728

Site Address: 49 Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/0666/16

Area Plans Sub/Parish:

West/Roydon

Date Investigation Started: 02/12/2016

PL/18507

Site Address: 25 & 26 Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/0662/16

Area Plans Sub/Parish:

West/Roydon

Date Investigation Started: 02/12/2016

PL/17994

Site Address: 5 & 6 Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/064/16

Area Plans Sub/Parish:

West/Roydon

Date Investigation Started: 02/12/2016

PL/8978

Site Address: 10 Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/0657/16

Area Plans Sub/Parish:

West/Roydon

Date Investigation Started: 02/12/2016

PL/3743

Site Address: 32B & C Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/

Area Plans Sub/Parish:

West/Roydon

Date Investigation Started: 11/4/2017

PL/18083

Site Address: 7 Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/0189/17

Area Plans Sub/Parish:

West/Roydon

Date Investigation Started: 11/4/2017

PL/16957

Site Address: 11 Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/0190/18

Area Plans Sub/Parish:

West/Roydon

Date Investigation Started: 11/4/2017

PL/000000

Site Address: 29 Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/0191/17

Area Plans Sub/Parish:

West/Roydon

Date Investigation Started: 11/4/2017

PL/15157

Site Address: 30 Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/

Area Plans Sub/Parish:

West/Roydon

Date Investigation Started: 11/4/2017

PL/13416

Site Address: 32 Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/ Area Plans Sub/Parish: West/Roydon

Date Investigation Started: 11/4/2017 PL/3624

Site Address: 33&34 (aka 18&19) Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

ENF/ Area Plans Sub/Parish: West/Roydon

Date Investigation Started: 11/4/2017 PL/18506

Site Address: 39 Roydon Lodge Chalet Estate, Roydon CM19 5EF

Breach of Planning Control: Without planning permission a change of use of the land from a recreational leisure plot to use as a residential traveller site. The siting of static caravans, touring caravans, cess pit and hardstanding.

Intended Action: To issue an Enforcement Notice requiring the cessation of residential use and removal of all unauthorised development.

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

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## **PART C - 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.

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# **NOTICE OF DECISIONS**

## **DRAFT MINUTES OF THE MEETING 21 JUNE 2018**

### **The North Essex Parking Partnership Joint Committee for On-Street Parking**

**Braintree District Council  
Colchester Borough Council  
Epping Forest District Council  
Essex County Council  
Harlow District Council  
Tendring District Council  
Uttlesford District Council**

Notification of the decision(s) taken (DRAFT minutes) was given to Client Officers from all Parking Partnership Councils on 2 July 2018. District Council Members should be notified of the decision(s) taken by 9am on 3 July 2018.

The decision notice for this decision(s) will be published at County Hall and a request for call-in must be made between 9am Tuesday 3 July 2018 and 5pm Thursday 5 July 2018.

The decision(s) may be implemented from 5pm Thursday 5 July 2018, unless 'called in'.

**Please note the scrutiny of a decision taken by the North Essex Parking Partnership is undertaken by Essex County Council's Place, Services and Economic Growth Committee.**

**A request for a decision to be scrutinised may be made by:**

- (a) Any Member of the relevant Overview and Scrutiny Committee;**
- (b) Any Member of the Council who has the support of a further three Members of the Council; or**
- (c) With the agreement of the chairman of the relevant Overview and Scrutiny Committee, any Member of the Council who represents a Division which is particularly affected by the decision in question.**

**A decision is called-in if during the period stated in the notice of decisions [on the expiry of three clear working days after publication] a valid written call-in notice is received which specifies the reasons for the call-in.**

**The Chairman and Members of the Place, Services and Economic Growth Committee can be found on the Essex County Council website, or [here](#).**

**The call-in procedure shall not apply where the decision or action taken by the Joint Committee is certified by the Joint Committee as urgent.**

**NORTH ESSEX PARKING PARTNERSHIP  
JOINT COMMITTEE FOR ON-STREET PARKING**

**21 June 2018 at 1.00pm  
Grand Jury Room, Town Hall, Colchester Borough Council**

Members Present:

Councillor Richard Van Dulken (Braintree District Council)  
Councillor Sam Kane (Epping Forest District Council)  
Councillor Mike Lilley (Colchester Borough Council)  
Councillor Fred Nicholls (Tendring District Council)  
Councillor Danny Purton (Harlow District Council)

Substitutions:

Councillor Susan Barker for Councillor Howard Ryles (Uttlesford District Council)

Apologies:

Councillor Robert Mitchell (Essex County Council)

Also Present:

Michael Adamson (Parking Partnership)  
Jonathan Baker (Colchester Borough Council)  
Lou Belgrove (Parking Partnership)  
Yogesh Bhagalia (Uttlesford District Council)  
Richard Block (Colchester Borough Council)  
Emma Day (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Qasim Durrani (Epping Forest District Council)  
Paul Partridge (Braintree District Council)  
Miroslav Sihelsky (Harlow Council)  
Ian Taylor (Tendring District Council)  
Richard Walker (Parking Partnership)

**1. Appointment of Chairman**

*RESOLVED* that Councillor Robert Mitchell (Essex County Council) be appointed Chairman of the North Essex Parking Partnership Joint Committee for the ensuing municipal year.

**2. Appointment of Deputy Chairman**

*RESOLVED* that Councillor Danny Purton (Harlow Council) be appointed Deputy Chairman of the North Essex Parking Partnership Joint Committee for the ensuing municipal year.

### **3. Declaration of Interests**

Councillor Barker, declared a non-pecuniary interest, in respect of being a member of Essex County Council.

### **4. Minutes**

*RESOLVED* that the minutes of the On-Street and Off-Street meetings held on 22 March were confirmed as a correct record.

### **5. Technical Team**

Trevor Degville, Parking Partnership, introduced the Technical Team report, which requested the Committee to consider traffic order scheme 10075, Audley Court, Saffron Walden, for approval and to approve a change to the NEPP Traffic Regulation Orders General Policy.

Trevor Degville provided a summary of the report, and highlighted that the Traffic Regulation Order 10075 in Audley Court, Saffron Walden would count as one of Uttlesford District Councils six schemes permitted for each partner authorities every year. Trevor Degville also informed the Committee that it is proposed the current North Essex Parking Partnership Traffic Regulation Order (TRO) General Policy be changed to incorporate any future reviews as one of the partner authority's prioritised schemes.

Trevor Degville explained to members that the second recommendation in the report, to approve amendments to Catons Lane in Saffron Walden residents permit scheme, had been amended to recommend that it be deferred until the October meeting.

The member from Uttlesford District Council supported the amendment to the recommendation to enable more time to analyse the impacts of the scheme and that she would hold further discussions with the Parish Council regarding whether a formal petition requesting a review is likely to be submitted.

*RESOLVED* that;

- a) Traffic Regulation Order 10075 Audley Court, Saffron Walden be approved.
- b) Amendments to Catons Lane, Saffron Walden, residents permit scheme be deferred until the October meeting.
- c) The change to the NEPP Traffic Regulation Orders General Policy to ensure that any further reviews agreed are counted as one of the relevant councils allotted prioritised proposals be agreed.

### **6. Proposals for funding to implement 3PR schools project**

Emma Day, Parking Partnership, introduced the proposals for funding to implement 3PR schools project report. The report requests that the Committee agree to £50,000 funding to be set aside to enable the implementation of the 3PR schools project across all districts and boroughs enforced by the North Essex Parking Partnership.

Richard Walker, Parking Partnership, Group Manager, highlighted that now the partnership is financially self-sustaining, it is possible for these proposals to be looked at in full.

Emma Day explained that the report sets out the different types of packages that can be offered to schools and the criteria that will have to be met for a school to be considered. Miss Day highlighted that to date four schools have already made contact regarding the 3PR scheme, two of which had funding in place, and two which did not. The funding, as set out in the report would provide the opportunity for this to be rolled out across the districts and tackle issues that traditional parking measures cannot address.

Members of the Committee thanked the officers for the work on this. In response to a query regarding the location of the schools that had already applied, Emma Day confirmed that two were in the Colchester Borough Council area, one within the Epping Forest District Council area and one further school in the Uttlesford District Council area.

A member of the Committee suggested that the local authority and other partners be made aware when schemes may launch so that everyone is aware and that press coverage will be achieved. Emma Day confirmed that further investigative work outside the schools is required prior to the launch of a 3PR zone and discussions are underway with headteachers to arrange this. In terms of informing partners in the local area about the schemes, conversations will be held with local Parish Councils in advance of a scheme launching.

In response to a question regarding the components in the packages, Emma Day confirmed that there are two different 3PR set up packages, which cost on average £500 each. Further items can be provided at cost to schools. The report also suggests a third package for those schools which would not be feasible for full 3PR zone. In addition, Emma Day outlined that there may be future scope for sponsorship on the 3PR schemes.

*RESOLVED* that £50,000 funding be set aside to enable the implementation of the 3PR schools project across all Districts and Boroughs enforced by the North Essex Parking Partnership

## **7. Annual Governance Review and Internal Audit**

Hayley McGrath, Corporate Governance Manager, Colchester Borough Council, introduced the Annual Governance Review and Internal Audit Report. The report requests the Joint Committee note the annual governance review of the North Essex Parking Partnership and review and comment on the Internal Audit report.

Hayley McGrath provided the Committee with a summary of the report and highlighted that whilst it is no longer a requirement to do so, it is good practice to review the governance arrangements and provide assurance to partner authorities on the internal control arrangements of the North Essex Parking Partnership. Hayley McGrath confirmed that internal audit review forms a significant part of this review.

Hayley McGrath also informed members that many of the systems used by the NEPP are Colchester Borough Council systems, and are therefore subject to CBC controls and review processes. Hayley McGrath confirmed that Colchester Borough Council produced an annual governance statement, which indicated an effective system of control was in operation during 2017/18.

With regards to areas of concern, Hayley McGrath stated that five level two recommendations were identified through internal audit, and all the recommendations have been accepted. A substantial level of assurance was given, highlighting that systems of internal control are adequate.

Hayley McGrath stated that for the audit of 2018/19, additional testing will be undertaken. The testing will relate to the 2018/19 Key Performance Indicators, such as parking ticket issue rates and number of cancellations, which will provide management reassurance.

Richard Walker highlighted that, in relation to a 2017/18 audit recommendation, the full 2016/17 Annual Report was to be shown to Committee members following the conclusion of the meeting and the full 2017/18 Annual report would be brought to the next meeting.

A member of the Committee questioned the reasoning behind the timeliness of reconciliation. Lou Belgrove, Parking Partnership, explained the stages behind cash collection and reconciliation for the NEPP. This was the result of a delay in the provision of some paperwork back from the contractor, which then requires NEPP management sign off. This issue has now been resolved as team leaders are now able to provide the required second sign off.

Following on from a query about input and consultation into the audit plan, Hayley McGrath suggested that she could attend a future Joint Committee or Client Officer meeting to ensure feedback is provided from Partner Authorities and not just the NEPP management or Colchester Borough Council.

*RESOLVED* that;

- a) The Annual Governance Review of the North Essex Parking Partnership be noted.
- b) The Joint Committee reviewed and commented on the internal audit report for the North Essex Parking Partnership.

## **8. Annual Review of Risk Management**

Hayley McGrath, Corporate Governance Manager, Colchester Borough Council, introduced the Annual Review of Risk Management report. The report requests that the Committee endorse the Risk Management Strategy for 2018/19 and review and comment on the risk register for the North Essex Parking Partnership.

Hayley McGrath informed Committee members that risk management looks forward to see what issues may interrupt service delivery. Whilst there is no requirement to have a formal risk register, it is best practice to consider those risks going forward and to have a risk management strategy for the financial year. Hayley McGrath

highlighted that there are two types of risk, operational which is managed by the service and strategic risk which is owned by the Committee. The risk register provides reassurance that risk is being recognised and managed.

Hayley McGrath informed the Committee that appendix two contained a number of amendments following review and discussions with client officers. The highest strategic risk is the potential future financial challenges and the highest operational risks relate to the possibility of an officer or member of the public being seriously injured or an interruption in the IT service. Hayley McGrath confirmed that there are currently three risks that sit above the risk tolerance line.

A member of the Committee raised a query regarding whether the Partnership could suggest to central government that the level of parking fine be increased. This is because there has been no recent inflation uplift and, whilst the NEPP finances are in good shape, it does provide a high proportion of the income for the partnership. Richard Walker confirmed that, with the exception of the most serious contravention, parking fines had not increased since decriminalised parking started. Mr Walker stated that the Department for Transport were resolute that they would not want parking fines to change, however Scotland, Wales and London can change the charge level. It was also highlighted that in some areas receiving a parking fine is now similar to, or less than, the cost of a day's parking. Mr Walker highlighted that there are a few areas of discussion required with the DfT, including the statutory guidance that was removed.

A member of the Committee also highlighted the impact of potential changes to blue badge criteria, which could increase circulation by up to 40% and result in an increase the requirement of disabled parking spaces. Committee members acknowledged this and suggested that further information be provided when the government has formally responded about the consultation results.

In response to a query about the highest scoring strategic risk, Hayley McGrath informed the Committee that the scoring had evolved over time as a result of discussions with the Committee. The scoring of three for probability, represents a 25-50% likelihood. With regard to the impact score of five, this would equate to a financial impact of over £100,000, which could be caused by significant staff sickness, a Traffic Regulation Order judicial review or a prolonged period of bad weather.

*RESOLVED* that;

- a) The Risk Management Strategy for 2018/19 be endorsed
- b) The Joint Committee reviewed and commented on the risk register for the North Essex Parking Partnership

## **9. Finance Report (On and Off Street)**

Lou Belgrove, NEPP Business Manager, introduced the Financial report, which contains both On-Street and Off-Street information. The report requests that the Committee approve the financial positions at the end of 2017/18 and note the distribution of the Off-Street Parking Reserve.

Lou Belgrove provided the Committee with a summary of the report, which detailed the On-Street and Off-Street accounts at the end of the 2017/18 financial year, and detailed Off-Street parking reserve at the end of the year and will be divided proportionally amongst the Off-Street partners.

*RESOLVED* that:

- a) The financial positions at the end of 2017/18 be approved.
- b) The distribution of the Off-Street parking reserve be noted.

## **10. NEPP Annual Report Data 2017/18**

Richard Walker, NEPP Group Manager, presented the NEPP Annual Report Data 2017/18. The report requests that the Committee note the details as set out in the appendix.

Richard Walker explained that this report provides the information from the 2017/18 financial year that will be uploaded to the datashare service in connection with transparency arrangements. The report provides information on the number of Penalty Charge Notices (PCN's) issued as well as previous years' information. The data provided includes those that are outlined in statutory guidance, as well as other information which is deemed useful.

Richard Walker explained that going forward, the aim is to report information more frequently and up to date than currently provided. The NEPP provide a quarterly e-briefing which provides performance indicators. Further discussions on providing up to date data is taking place with regional partners. Richard walker also confirmed that the NEPP is working with other authorities to improve the presentation, style and content of the reports and the full Annual report will be brought to the next meeting.

In response to a question regarding the increase in tickets issued, Richard Walker highlighted that this follows successes in terms of recruitment and the number of tickets issued is within the standard deviation of what is expected.

A member of the Panel suggested that the budget surplus could be used to purchase another ParkSafe car. Lou Belgrove confirmed that the NEPP had intended to have a fleet of three ParkSafe cars, however they are not currently fully satisfied with the car in its current state and are trying to refine the process to make it more fluid and increase the number of tickets produced. It was suggested that information on the tickets issued by the ParkSafe car be split between those outside of schools and those issued as bus stops.

*RESOLVED* that the NEPP Annual Report data for 2017/18 be noted.

## **11. NEPP Operational Report**

Lou Belgrove, Parking Partnership Business Manager, presented the NEPP Operational Report. The report requests that the Committee note the contents of the report.

Lou Belgrove highlighted that the report contains operational information on both the

On-Street and Off-Street elements of the North Essex Parking Partnership. This is to allow members to continue to discuss and review elements of the Off-Street account, following the closure of the Off-Street Committee. Lou Belgrove informed the Committee that the report contains details on the link between the community parking report and MiPermit.

In response from a question regarding why Harlow Council had a decrease in PCN's issued, yet all other areas had an increase, Lou Belgrove confirmed that there had been a difficulty in recruiting Civil Enforcement Officers in the west. There had also been issues with machines in the area too. Lou Belgrove confirmed that this issue was picked up in the client officer meeting in May and is being looked at.

*RESOLVED* that the NEPP Operational Report be noted.

## **12. Forward Plan 2018-19**

Jonathan Baker, Democratic Services Officer, Colchester Borough Council, introduced the Forward Plan 2018-19. The report requests that the North Essex Parking Partnership Joint Committee Forward Plan for 2018-19 be noted.

Jonathan Baker informed the Committee that the next meeting of the Joint Committee would be taking place at Braintree District Council on 4 October. Members were reminded that this meeting has the approval, rejection or deferral of Traffic Regulation Orders on the agenda.

Jonathan Baker highlighted a number of items that had been raised during the meeting that the Committee requested to be included on the forward plan. This included an update on footway and obstructive parking. Richard Walker confirmed that a short report would be brought back to the October meeting outlining the immediate measures and the next steps.

Committee members also requested that the terms of reference be reviewed to bring it in line with the recent changes to the Committee including the closure of the Off-Street Committee and extension of the Partnership arrangements. Jonathan Baker suggested that this be brought back to the next meeting of the Partnership in October.

For the December meeting, Jonathan Baker informed the Committee that a residents and commuter parking report had been scheduled. The Committee also agreed that reports on the TRO policy, allocation of NEPP financial surplus and the ParkSafe car be brought to the December meeting.

With regard to the potential changes to disabled parking criteria, this would be brought to the Committee following the formal response to the consultation feedback from the Government.

*RESOLVED* that;

- a) An update on footway and obstructive parking and a review of the terms of reference be brought to the October Joint Committee meeting.
- b) Reports regarding the TRO Policy, Allocation of NEPP financial surplus,

ParkSafe Car and Residents and Commuter Parking reports be brought to the December Joint Committee meeting.

- c) The North Essex Parking Partnership Joint Committee Forward Plan 2018-19 be noted.

Epping Forest District Council  
Civic Offices  
323 High Street  
Epping  
Essex  
CM16 4BZ

Our Ref: B355302A/RBS/Event/003  
Date: 09<sup>th</sup> July 2018

## A414 Chelmsford to Harlow Route Based Improvements

Dear Sir/Madam,

The A414 Chelmsford to Harlow Route Based Strategy is a package of schemes designed to increase safety and highway capacity and encourage the use of sustainable transport along this key east-west route in Essex. Planned improvements include carriageway widening, roundabout improvements and bus and safety improvements. Four packages of improvements are being considered as part of the route based strategy:

- **Four Wantz Roundabout Improvements** – including increasing the number of lanes on the southern, eastern and western arms on the approach to the roundabout; upgrading a zebra crossing to a signal-controlled Toucan crossing; and associated changes to footways, including the introduction of a shared footway-cycleway
- **Widford Roundabout Improvements** – including introduction of an additional lane on the western approach of the roundabout, redesign and relocation of approach signs and amendments to road markings
- **Bus and Safety Schemes**- including upgrading bus stop facilities, footway connections, signage, road markings and consistency of traffic islands at various locations.

For further information on the A414 Chelmsford to Harlow Route Based Improvements, please visit the page on the Essex County Council website:

<http://www.essexhighways.org/highway-schemes-and-developments/major-schemes/a414-chelmsford-to-harlow-route-improvements.aspx>

## Public Information Event - Four Wantz Roundabout Improvements

In order to allow residents to comment and ask questions on the proposals we will be holding a **public information event** on **Friday 20 July, at Budworth Hall**. Given that the most

significant works are proposed at Four Wantz Roundabout, the event will focus on providing information about these improvements, though information will also be available about the other schemes. If you would like to know more you are welcome to attend at any time between 1pm and 8pm. Further information will be available and members of the project team will be on hand to answer any questions you might have.

If you have any questions or if you would like to discuss anything in more detail we would be very happy to meet with you over the coming weeks. Please contact Ian Thompson ([ian.thompson2@jacobs.com](mailto:ian.thompson2@jacobs.com)) on 0207 9391317.



Head of Transportation, Planning and Development

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Derek Macnab  
Acting Chief Executive  
Epping Forest District Council

By email

19 June 2018

Dear Mr Macnab

Thank you for taking the time to respond to the consultation for the proposed merger of Epping Forest College and New City College. The public consultation period has now closed and all comments have been carefully considered. In response to some of the key points you raised, we would like to take this opportunity to note the following:

- We share your concerns about local reputation of the college and agree that this has been successfully challenged by the current management. Under our proposals, Epping Forest remains a college and will continue to maintain a local focus concentrating on the needs of local students and local businesses.
- It has been known since early 2017 that the college will need to merge in order to maintain provision within Epping Forest. The college's first proposal (to merge with Barnet and Southgate) failed largely because we did not believe that the proposals as submitted by Barnet and Southgate reflected our local needs.
- Before selecting New City College as our preferred partner, three colleges were interviewed (including Herts Regional College, which you specify in your letter). From that selection process, Epping Forest College governors unanimously agreed that New City College should be selected.
- The college will continue to deliver a curriculum from its current campus, that meets the needs of the local community and employers, making sure that our communities are equipped with the skills and qualifications they need to progress and succeed in their careers. Being part of a wider group will allow curriculum growth including the development of specialisms and enhanced opportunities for staff's professional development. While EFC students should not notice change in their day-to-day college experience, the merger will allow increased investment into their teaching and learning environment.
- Unfortunately, the timetable for merger is not within the control of the college. As you know, Epping Forest College, due to its financial situation, is in "administered status". In addition, the college has had to borrow money from our funding body in order to remain solvent. A merger for Epping Forest College was recommended by the college's Structure and Prospects Appraisal led by the Further Education Commissioner of which key stakeholders, including colleagues at EFDC, were aware. It was also noted in the Greater Essex Further Education Area-based Review, published in August 2017. The Department for Education has given a clear mandate for merger by 1 August 2018. Epping Forest College has been carefully exploring merger partners through this period.

Contd./

- Regarding your point about the potential merger with Havering colleges, as part of the preparation for merger, both Epping Forest and the Havering colleges need to carry out legal due diligence on NCC. The scrutiny covered by due diligence relating to college mergers is the same in all cases and rather than either engage two legal firms or the same firm twice to carry out the same work, it makes sense from a financial perspective to engage a firm to do this for both Epping Forest and the Havering Colleges. We can assure you that the due diligence process has been undertaken robustly.
- We can reassure EFDC that developments planned for other campuses in the New City College Group are being financed through existing assets and financial management of the group and do not need to be financed or underpinned by Epping Forest College assets as is suggested in your letter.
- We recognise that substantial capital would be received as a result of the sale of EFC land (at this stage the proposed sale relates only to the "middle site" and not the open land). It should be noted that there is a substantial loan outstanding and we also have to repay the ESFA loan, and capital investment is required for the Epping Forest campus in order to complete some of the work that has had to be postponed because of insufficient funding. We are aware of the wish of the council for a sports and well-being centre. We believe that sport is an area of delivery that can be developed at Epping Forest and that an appropriate centre attached to the college will be both attractive to the local community and for students. This can be explored as a positive outcome from the merger and we plan to review our options later this year and discuss with the council the best way to achieve your and our aspirations for the use of the site.
- We recognise that governance will be different post-merger and we will ensure that a close link remains between the college and its local community. It is important that the college continues to work with partners and to prepare students for the career opportunities of the Epping Forest District and local region.
- We believe that the college should develop its curriculum and build local support to make it the first choice in post-16 provision. We fully recognise the importance of developing and maintaining a course offer relevant to local needs. That is one of our priorities. At the moment, for example, the college is not allowed to deliver any new apprenticeships but, with the merger, we will again have this opportunity and it has been identified as a key priority for us. We recognise the value of the local employer links that EFDC has and we wish to play an active part in ensuring that the college can support the needs of employers across the area.

We hope that this response does provide the reassurances that you seek. We welcome your wish to work with us in a constructive way. Whilst we fully understand the concerns of the council in relation to the timescale, it has been necessary for us to act quickly to ensure the future of Epping Forest College.

Thank you once again for your detailed response to our consultation.

Yours sincerely,



Martin Rosner  
Chair of Governors, Epping Forest College



Meena Chavda  
Chair of Governors, New City College

# Agenda Item 7

## Chairman's Events June

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Venue</b>	<b>Attending</b>
Friday 20 July	7.00pm	ECC Chairman's reception	Chelmsford City Racecourse	Chairman of Council

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