
COUNCIL

BULLETIN

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Epping Forest District Council
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Compiled, designed and produced by
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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	Hemnal Street Offices.
TBN	To be noted		
TBC	To be confirmed		Meeting being filmed for subsequent viewing

Other venues are shown in full.

Week One: 5 November 2018 – 11 November 2018

Monday 5 November				
Tuesday 6 November	10.00am 7.00pm 7.00pm	Licensing Sub-Committee Epping Forest Youth Council Equalities		CC CC CR1
Wednesday 7 November	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee East Area Planning Sub-Committee East		CR1 CC
Thursday 8 November	7.00pm	Cabinet		CC
Friday 9 November				
Saturday 10 November				
Sunday 11 November				

Week Two: 12 November 2018 – 18 November 2018

Monday 12 November				
Tuesday 13 November	7.00pm	Communities Select Committee		CR1
Wednesday 14 November	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee West Area Planning Sub-Committee West		CR1 CC
Thursday 15 November	7.00pm	Finance and Performance Management Cabinet Committee		CC
Friday 16 November				
Saturday 17 November				
Sunday 18 November				

Week Three: 19 November 2018 – 25 November 2018

Monday 19 November				
Tuesday 20 November	7.30pm	Neighbourhoods Select Committee		CC
Wednesday 21 November	6.30pm 7.30pm	Briefing – Area Plans Sub-Committee South Area Planning Sub-Committee South		CR1 CC
Thursday 22 November	7.30pm	Local Plan Cabinet Committee		CC
Friday 23 November				
Saturday 24 November				
Sunday 25 November				

Week Four: 26 November 2018 – 2 December 2018

Monday 26 November	7.00pm	Audit and Governance Committee		CC
Tuesday 27 November	7.15pm	Governance Select Committee		CR1
Wednesday 28 November	7.30pm	District Development Management Committee		CC
Thursday 29 November				
Friday 30 November				
Saturday 1 December				
Sunday 2 December				

PART B - GENERAL INFORMATION

1. RURAL CRIME ADVICE DAY - 14 NOVEMBER 2018 (Pages 13 - 14)

Please see attached.

2. DWP- HOUSING DELIVERY DIVISION: A LETTER FROM SARAH NEWTON MINISTER FOR DISABLED PEOPLE, HEALTH & WORK (Pages 15 - 16)

Please see attached.

3. OVERVIEW & SCRUTINY SELECT COMMITTEE FRAMEWORK - REVIEW

At its meeting on 29 October 2018, the Overview and Scrutiny Committee considered the proposed establishment of a new overview and scrutiny framework, based on a structure of two cross-service select committees, from the commencement of the 2019/20 municipal year.

The review of the select committee framework was initiated by the implementation of the Council's People Strategy, which has progressed as far as the appointment of new Strategic Directors and Service Directors. The Council's new senior management structure comprises eight new service directorates covering the operations of the authority and the Leader of the Council intends to realign the responsibilities of the Cabinet during the current municipal year to reflect the new structure. As a result, it has therefore been considered appropriate to also review the alignment of the overview and scrutiny framework.

The review of the select committee framework was considered at a joint meeting of the Overview and Scrutiny Chairmen and Vice-Chairmen held on 3 September 2018. However, the Committee has deferred further consideration of this matter to its next meeting, to allow appropriate consultation on the restructure of the framework to be undertaken with all members.

The joint meeting of the Overview and Scrutiny Chairmen and Vice-Chairmen considered that it was important that any future select committee framework continued reflect the management structure of the Council and cover the whole range of its business, whilst also achieving efficiencies and maintaining the effectiveness of the Council's scrutiny activity. The option favoured by the joint meeting for the future select committee framework, was for the establishment of two new select committees:

Communities & Neighbourhoods Select Committee

- Housing and Property Services;
- Community and Partnership Services;
- Contract and Technical Services; and
- Planning Services.

Governance & Resources Select Committee

- Governance and Member Services;
- Business Support Services;
- Customer Services; and
- Commercial and Regulatory Services.

In reviewing the select committee framework, the joint meeting considered areas of concern likely to arise from a reduction in the current number of select committees, including:

- (a) the potential increase in workload for each committee;
- (b) a perceived lack of balance in the workload of each committee;
- (c) the reduction in member involvement if no increase be made in the number of members appointed to each select committee; and
- (d) the likelihood of reduced opportunities for member development in terms of chairmanship skills and experience.

The joint meeting considered that some of these concerns could be addressed through the development of achievable work programmes for each select committee and that the recommended option would provide clear scope to the scrutiny activities of each committee whilst continuing to provide for relevant scrutiny activity to also occur by way of the creation of task and finish panels (as necessary). It is intended that a Strategic Director would be designated for each proposed select committee and that management of the workload of each committee and the achievement of work programme priorities would be the responsibility of the respective chairman in liaison with the Strategic Director.

The development of focused and achievable annual work programmes for each select committee, informed by relevant service aims and priorities, would be a key feature of the new framework. A more robust approach to the development of work programmes might include linking them to the corporate objectives, business plans and services of the Council, whilst also being informed by member and community priorities. Work programmes must also be realistic, flexible and retain spare capacity so that additional matters can be addressed, taking into account the capacity (including officer capacity) to achieve work programmes, whilst focussing on matters where scrutiny can make a difference.

The joint meeting considered that the Cabinet should be encouraged to utilise the overview and scrutiny framework for policy development and pre-decision scrutiny. The consideration of proposed policy and decisions before they are made provides an important means to influence such matters and to challenge assumptions that may have been made as the policy or decision is developed. Scrutiny can bring a different perspective to the policy and decision-making process and looking at a decision before it is made can be a more effective means of scrutiny than looking at a decision after it is made (through the call-in process), when the opportunity to influence and change the decision was limited. Members also considered that the Overview and Scrutiny Committee should be encouraged to utilise its existing opportunity for the review of the Cabinet's forward plan of key decisions at each meeting, to proactively review specific executive decisions to be taken over the period of the forward plan.

The joint meeting considered that items for information should not be included in the work programmes or business as usual activity of the select committees, as such matters can be more appropriately delivered by way of member briefings etc. The joint meeting also suggested that the Constitution Working Group should be asked to consider the application of requirements for members to make reports to the Council about the business of external organisations subject of member representation, in order that such matters do not unnecessarily congest the work programmes of the select committees.

It was not intended that the proposed new select committees would meet at any greater frequency than the current framework, or that any increase be made in the number of members appointed to each committee (subject to the overall political composition of the Council) in accordance with pro-rata provisions. Although this approach would result in a reduction in the number of members appointed to select committees, the Constitution allows any member to attend meetings of such bodies. The joint meeting accepted that a reduction in the number of select committees would provide reduced opportunities for member development in terms of chairmanship skills and experience, but wished to encourage the use of existing opportunities for the establishment of task and finish panels to support the delivery of work programme activity.

The joint meeting requested that the current induction and on-going training arrangements for members in respect of the Council's overview and scrutiny function, be reviewed as appropriate, to reflect any new select committee framework. It is also intended that the operation of any new select committee framework would be reviewed during the 2020/21 municipal year, after a year of operation.

The views of members are therefore sought on the following:

- (1) The establishment of two new cross-service select committees and the proposed responsibilities of each select committee;
- (2) The development of balanced and achievable annual work programmes for each select committee, drawing on Portfolio Holder and service delivery aims and objectives and relevant member and community priorities etc.;
- (3) The use of existing arrangements for the establishment of task and finish panels to facilitate the delivery of work programme activity by the select committees and provide opportunities for member development in terms of chairmanship skills and experience.
- (4) The number of members appointed to each proposed select committee (subject to pro-rata requirements) and the frequency of meetings of the select committees;
- (5) The use by the Cabinet of the overview and scrutiny framework for policy development and pre-decision scrutiny activity;
- (6) The use by the Overview and Scrutiny Committee of its existing opportunity for the review of the forward plan of executive key decisions;
- (7) The current application of requirements for members to report to meetings of the Council on the business of external organisations;

- (8) The current induction and on-going training arrangements for members in respect of the Council's overview and scrutiny function; and
- (9) Any other matters relevant to the establishment of a new overview and scrutiny framework.

Members are asked to provide comments and responses to the above issues to democraticservices@eppingforestdc.gov.uk by 30 November 2018. The full report considered by the Overview and Scrutiny Committee on 29 October 2018 is available at:

<https://rds.eppingforestdc.gov.uk/documents/s88640/Overview%20Scrutiny%20Select%20Committee%20Framework%20-%20Review.pdf>

(Further information: Steve Tautz ext 4180)

4. ESSEX POLICE CRIME PREVENTION STRATEGY (Pages 17 - 18)

Please see attached.

5. CHAIRMAN'S DIARY (Pages 19 - 20)

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: Punch Partnership PTL

Address of Premises: The Merry Fiddlers, 4 Fiddlers Hamlet, Epping, Essex, CM16 7PY

Brief details of the natures of the application:

Full Variation for a change of plans to the premises, and to be able to open earlier for non licensable activities at 06.00am Monday to Sunday to allow for the sale of tea/coffee/breakfast

Consultation Period From: 30th October 2018 to 27th November 2018

Officer in charge: Debbie Houghton

Applicant name: Address of Premises: Shell UK OIL Ltd, Shell Halfmoon, 24 – 36 High Street, Epping, Essex, CM16 4AE

Brief details of the natures of the application:

Application is for the Sale of Alcohol from a shop on a petrol forecourt, for off sales only.

Monday to Sunday 07.00 – 23.00pm

Consultation Period From: 26th October 2018 to 22nd November 2018

Officer in charge: Debbie Houghton

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

Manager
Licensing Officer

Kim Tuckey 01992 564034
Debbie Houghton 01992 564336

PLANNING

1. Appeals Lodged

EPF/1214/18 – Tymba, 10 Fernside, Buckhurst Hill Essex IG9 5TY - Two storey front and rear extensions, loft conversion with 3 front dormers and raised patio area to rear – Householder appeal – Muhammed Rahman ext. 4415

EPF/1382/18 – 17 Lindsey Street Epping Essex CM16 6RB – Single storey rear extension – Householder appeal – Caroline Brown ext. 4182

2. Forthcoming Planning Inquiries/Hearings -

25th – 28th February 2019 - EPF/2499/17 – 13 -15A Alderton Hill Loughton Essex IG10 3JD - Demolition of houses at 13, 15 and 15a, Alderton Hill, and the erection of linked blocks of elderly persons apartments, with integrated care facilities (Use Class C2) with supporting amenity facilities, landscaping, 64 car spaces in undercroft parking at the rear and south side of the block, and associated ground works -

3. Enforcement Appeals

None this week

4. Appeal Decisions

EPF/2097/17 – Land adj, ~Cobmead Honey Lane Waltham Abbey Essex EN9 3BA - Residential development of 6 no. detached dwellings and associated infrastructure – Withdrawn

5. Tree Preservation Orders

TPO/EPF/02/18 – 12 & 16 Oak Lodge Avenue, Chigwell – confirmed without modification – 24th October 2018.

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
	Shannon Murphy	01992 564217
Compliance Officer		

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.