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# **COUNCIL**

# **BULLETIN**

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**Issue Number 44/2018**  
**Friday, 2 November 2018**

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

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

Assistant Director – Governance - Simon Hill  
Telephone: 01992 564000

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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: 5 November 2018 – 11 November 2018

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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				

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## Week Two: 12 November 2018 – 18 November 2018

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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				

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**Week Three: 19 November 2018 – 25 November 2018**

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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				

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**Week Four: 26 November 2018 – 2 December 2018**

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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				

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## **PART B - GENERAL INFORMATION**

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### **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](mailto: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.



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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: 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: 30<sup>th</sup> October 2018 to 27<sup>th</sup> 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: 26<sup>th</sup> October 2018 to 22<sup>nd</sup> 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

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## PLANNING

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### 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 -

25<sup>th</sup> – 28<sup>th</sup> 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 – 24<sup>th</sup> October 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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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		

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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.



**ESSEX  
POLICE**

Protecting and serving Essex

# RURAL CRIME ADVICE DAY

## A DATE FOR YOUR DIARY

14 Wednesday

Essex Police Rural Crime Advice Day  
10am to 3pm  
Wednesday, 14th November 2018

Slamseys Farm,  
Blackley Lane,  
Great Notley,  
Braintree,  
CM77 7QW

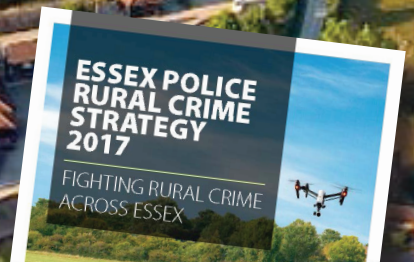
Visit the many exhibitors showcasing crime prevention products, gain crime prevention advice & information from Essex Police and the exhibitors.

Includes relevant policing departments, partners, farming organisations, security products, CCTV, access control, equine advice, drones and much more.

**FREE ENTRY AND PARKING ON SITE**

For further information dial Essex Police on 101 and ask for your local Essex Watch Liaison Officer

Find out more at: [essex.police.uk/rural](http://essex.police.uk/rural)



**ONE YEAR ON**



**ESSEX  
POLICE**

Protecting and serving Essex

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Department  
for Work &  
Pensions

Minister for Disabled People, Health  
and Work  
4<sup>th</sup> Floor  
Caxton House  
Tothill Street  
LONDON  
SW1H 9DA

[www.dwp.gov.uk](http://www.dwp.gov.uk)

Dear Councillor,

26 October 2018

## **Purple Tuesday**

I am writing to ask for your support to promote a new day dedicated to accessible shopping in the run up to Christmas 2018. '**Purple Tuesday**' will take place on **Tuesday 13 November**. The aim is to enable and encourage retailers across the country, and online to introduce new measures to make the shopping experience more inclusive and accessible for disabled customers. The initiative is being co-ordinated by the disability organisation Purple and has been endorsed by the government.

We have already received pledges of support from leading brands including Argos, Asda, Sainsbury's, Barclays, the British Retail Consortium, Contacta and Marks & Spencer. Owners of some of the UK's busiest shopping destinations such as Bluewater in Essex, Birmingham Bullring and Drake Circus shopping centre in Plymouth will also be part of the day.

Why do we need a Purple Tuesday? We know that some disabled shoppers can be worried by overcrowding in shops, and they will walk away from a shop that is not accessible, or the customer service is poor.

We need to improve the disabled customer experience not only because it is the right thing to do but because there is a commercial reason for making sure that shops, and restaurants, pubs and clubs are inclusive and accessible. Estimates put the spending power of disabled people and their families (the 'Purple Pound') at £249bn.

Disabled People are vital contributors to the economy and businesses need to understand that they don't just lose the custom of the disabled person if don't cater for disabled customers. They will also lose their families, and their friends as well. Can any high street afford to ignore the purple pound?

I would ask you to join with me and work with your local council, retailers, BID and town centre managers to take up the Purple Tuesday challenge and help make Tuesday 13 November an accessible and inclusive success. You can find more information about Purple Tuesday at <https://purpletuesday.org.uk/>.

*Yours sincerely,  
Sarah Newton*

**Sarah Newton MP**

**Minister for Disabled People, Health & Work**



**From:** Dawn Woollcott 42008069 [<mailto:Dawn.Woollcott@essex.pnn.police.uk>]

**Sent:** 29 October 2018 17:17

**Subject:** Essex Police Crime Prevention Strategy

**Join the Police, Fire and Crime Commissioner for Essex and the Chief Constable of Essex**

**Police**

**to celebrate the launch of the**

## **Essex Police Crime Prevention Strategy**

**Taking place on Monday 12<sup>th</sup> November 2018**

**at The Essex Barn, Channels, CM3 3PT**

**The event is open 1.00pm – 3.45pm**

*There will be information about the new strategy, stands showcasing crime prevention companies and the work of some of our partners, and an opportunity to network.*

It is not essential to RSVP, however it would be helpful for us to have an idea of expected numbers in advance; to advise on attendance, or if you have any queries about the event, please contact [\*\*suzanne.harris@essex.pnn.police.uk\*\*](mailto:suzanne.harris@essex.pnn.police.uk)

Dawn Woollcott  
Communities and Engagement Coordinator  
Local Policing Support Unit  
Ext 130072  
Mobile 07887365533  
[dawn.woollcott@essex.pnn.police.uk](mailto:dawn.woollcott@essex.pnn.police.uk)



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# Agenda Item 5

## Chairman's Events November

<b>Date</b>	<b>Event</b>	<b>Venue</b>	<b>Attending</b>
Friday 2 November	Redbridge Mayors Appeal Event	Sir James Hawkey Hall, Woodford	Chairman of Council
Saturday 3 November	East Herts Charity Event	Sawbidge worth Memorial Hall	Chairman of Council
Monday 5 November	Waltham Abbey Youth 2000 AGM	Brooker Road, Waltham Abbey	Chairman of Council
Saturday 10 November	Remembrance Tribute WW1 Dance Production	Epping Forest District Museum	Vice Chairman of Council
Sunday 11 November	Remembrance Sunday		
Thursday 15 November	CiF Judging	Civic Offices	Chairman of Council
Saturday 17 November	Official opening	Waltham Abbey Leisure Centre	Chairman of Council
Tuesday 27 November	Bishop of Chelmsford Book Launch	Chelmsford Cathedral	Chairman of Council
Thursday 29 November	Business Networking Event	Civic Offices	Chairman of Council

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## EPPING FOREST DISTRICT COUNCIL

### Notification of Call-In of Portfolio Holder Decision under Paragraphs 45-52 of Article 6 (Overview & Scrutiny) of the Constitution

*This form must be signed and completed and the original returned to the Proper Officer in person no later than the fifth working day following the publication of the decision to be called-in*

<b>Decision to be called-in:</b>
<b>Decision reference:</b>
<b>Portfolio:</b>
<b>Description of decision:</b>
<b>Reason for call-in</b>

**Members requesting call-in**  
(3 members of the Overview and Scrutiny Committee or 5 other members)

<b>Members Name:</b>	<b>Signed:</b>
<b>Lead member:</b>	
<b>Office Use Only: Date Received:</b>	

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