

# **EPHING FOREST DISTRICT LOCAL COUNCILS' LIAISON COMMITTEE MINUTES**

**Date:** Thursday, 6 March 2014 **Time:** 7.30 - 9.10 pm

**Place:** Council Chamber, Civic  
Offices, High Street, Epping

**Members  
Present:**

**Representing Epping Forest District Council:**

Councillor(s): Mrs M Sartin (Chairman), K Angold-Stephens, A Boyce  
and Mrs J H Whitehouse

**Other Councillors:**

Councillor(s):

**Representing Essex County Council:**

County Councillor(s): M McEwen, Mrs V Metcalfe, C Pond and  
J M Whitehouse

**Representing Local Councils:**

R Balcombe (Fyfield Parish Council), Councillor Mrs N Bridge  
(Fyfield Parish Council), Mrs K Canning (Chigwell Parish Council),  
Mrs V Evans (Epping Upland Parish Council), Councillor B Miller  
(Epping Upland Parish Council), Mr Patel (Buckhurst Hill Parish  
Council), Mrs D Borton (Nazeing Parish Council), Councillor E Borton  
(Nazeing Parish Council), J Brown (Stapleford Abbotts Parish  
Council), Mrs G Castle (Nazeing Parish Council), R Northwood  
(Sheering Parish Council), Mrs K Richmond (Waltham Abbey Town  
Council), R E Russell (Stapleford Abbotts Parish Council), Shaw  
(Epping Town Council (Clerk)), Mrs E K Walsh (Loughton Town  
Council), N Wilkinson (Roydon Parish Council) and Mrs S Jackman  
(Ongar Town Council)(Vice Chairman)

**Apologies:**

**Epping Forest District Council –**

Councillor(s): B Rolfe

**Essex County Council –**

Councillor(s): J Knapman

**Parish/Town Councils: -**

Councillor L Wagland, Ms A Busch (Moreton Bobbingworth & The  
Lavers Parish Council), Mrs S De Luca (Stanford Rivers Parish  
Council), Mrs A Jones (Moreton, Bobbingworth & The Lavers Parish  
Council), Mrs S De Luca (North Weald Bassett Parish Council),  
Cllr S Weston (Loughton TC) and Councillor R Morgan (Matching  
Parish Council)

**Officers Present:** D Macnab (Director of Neighbourhoods), J Preston (Director of Planning and Economic Development), P Charman (Joint Emergency Planning Officer), P Millward (Business Manager), A Hendry (Democratic Services Officer) and R Perrin (Democratic Services Assistant)

**By Invitation:**

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## **19. DECLARATIONS OF INTEREST**

(a) Pursuant to the Council's Code of Member Conduct, Councillor C Pond declared a interest in the following item of the agenda item 6 (2) Collection of Rubbish and Recycling from community/Village Hall) by virtue of being the Chairman of Lopping Hall Trust. The Councillor had determined that his interest was not pecuniary and he would remain in the meeting.

## **20. MINUTES**

### **RESOLVED:**

That the minutes of the last meeting of the committee be agreed subject to an amendment under "Members present" "Representing Local Councils" – Mr A Shaw (Epping Town Council) had not been recorded.

## **21. ESSEX COUNTY COUNCIL HIGHWAYS**

The committee had invited County Councillor Bass, Portfolio Holder for Transportation and Highways, to attend the previous three meetings, to discuss the general condition of the highways in particularly potholes. However Councillor Bass had sent his apologies and advised that he would attend the next meeting on 10 July 2014.

### **RESOLVED:**

That the Essex County Councillor Portfolio Holder for Transportation and Highways be invited to the next meeting of the committee.

## **22. NORTH ESSEX PARKING PARTNERSHIP**

At the last meeting of the committee, members had asked for a representative from North Essex Parking Partnership (NEPP) to attend. However Mr R Walker, NEPP Group Manager had sent his apologies due to a clash of engagements. The Chairman advised that a 'Frequently Asked Question' fact sheet regarding NEPP had been attached to the agenda and that if any further questions were required, they should be directed to the Assistant Director (Technical), Qasim (Kim) Durrani and he would pass over the question to the NEPP before the next meeting.

Members requested that Mr Walker attend the next meeting. County Councillor Pond requested information on enforcement in the District on Sundays and evenings owing to the parking issues caused at these times.

### **RESOLVED:**

1. That a representative from the North Essex Partnership be invited to attend the next committee meeting; and

2. That Parish/Town representatives direct any questions for NEPP through the Assistant Director (Technical), Qasim (Kim) Durrani, for the next meeting on 10 July 2014.

## **23. CHILDREN SERVICES AT ESSEX COUNTY COUNCIL**

The committee had invited the Head of Youth Services, Mr M O'Brien to attend the meeting to give an update on service provision following the recent consultation. However Mr O'Brien was unable to attend the meeting.

The Deputy Chief Executive, Derek Macnab gave a brief update advising that around 5000 responses to the consultation had been received, which had resulted in the ECC Portfolio Holder for Families and Children tapering the reduction of the budget for Youth Provisions from 5.4 million to just over 2 million within a three year period. The buildings used to support these facilities would not be closing either, although the services that were provided by ECC would now have to be supported by third parties/voluntary section.

County Councillor Metcalfe advised that ECC would still be supporting the Princess Trust, Duke of Edinburgh Award and national schemes and there would be around a 20% reduction in staff.

## **24. ISSUES RAISED BY LOCAL COUNCILS**

### **1. Road Closures**

The Deputy Chief Executive, Derek Macnab advised that EFDC had taken on the powers under the Town Police Clauses Act 1847, to provide local means of road closures for temporary events. These powers would be coming into effect on 1 April 2014, with the exception of the Debden Broadway event in June 2014. The road closures would be subject to a fee of £170.00 and further consideration to the charging of the fee for a charitable event would be considered by the Licensing Committee.

The Chairman of the Licensing Committee, Councillor K Angold-Stephens advised the Parish and Town Councils that a report would be considered at the next meeting of the Licensing Committee on 9 April 2014 regarding concessions and that all applications would be judged on merit and whether they were for primarily for charity or commercial purposes.

### **2. Collection of Rubbish and Recycling from Community/village Halls**

The Deputy Chief Executive advised that the Council currently provided Community/Village Halls with an 180-litre residual waste bin and recycling facilities free of charge, although any activities that were commercially run within the halls would have to pay for the removal of the waste. The Council was currently procuring a new waste contract and as part of the procurement, a commercial waste collection service would be included.

Councillor Angold-Stephen advised that most village/community halls were used for both purposes. The Deputy Chief Executive, acknowledge this and advised that ECC used a RAPP formula and waste officers to formulate costs for the collections.

County Councillor Pond enquired whether the recycling from Community/Village halls, commercial or not benefited the District Council recycling figures and therefore should be collected for free, as previously agreed. The Deputy Chief Executive advised that he would enquire into whether the recycling collections were free.

### **3. Progress on the Draft Local Plan**

The Director of Planning and Economic Development, John Preston advised that he had an update from the previous meeting regarding the weekly planning list and missing/delayed notice. He advised that due to a member of staff being absent, there had been a delay in the list being placed on to the website and service; however this had returned to normal.

The Director of Planning and Economic advised that the Portfolio Holder for Planning, Councillor Bassett had been attending various meetings concerning the local plan and the duty to co-operate in conjunction with the many neighbours and strategic issues in the District. Currently, the District Members were considering the population projections for the evidence base, the Strategy Housing Market Assessment (SHMA) required updating and the Objectively Assessed Housing Need required agreeing. These elements needed careful consideration to prevent the local plan being found unsound. The time table for the Local Development Scheme was currently out of date and required updating.

The Director of Planning and Economic advised that the Community Infrastructure Levy (CIL) was an alternative to section 106 agreements, which could provide a standard tariff rather than a case by case basis, although authorities had to have an adopted plan in place before they could have a CIL. The CIL was there to provide a top up to infrastructure, and what with the economic fluctuations and the Government changing the contributions, the District Council would have to consider the net cost of the CIL compared to the current Section 106 section agreements.

### **25. SUPPORTING PARISH COUNCILS IN THE USE OF ELECTRONIC PLANNING INFORMATION**

The Service Business Manager, Peter Millward presented a report regarding the transmission of electronic planning information to Town and Parish Councils and the difficulties being experienced by Planning and Economic Development in printing and distributing paper copies of plans and documents received electronically. From the 1 October 2014, the District Council would no longer routinely print and distribute electronic planning applications to Parish/Town Councils. A budget of £4,000 had been set aside to assist the Parish/Town Councils, so that they could view the electronic applications at their meetings, with the continuation of paper applications being distributed as normal.

The Service Business Manager advised that there was an indication that electronic planning applications would increase in 2014-15 to over 60% and with the Planning Portal promoting the Smarter Planning Initiative to encourage local authorities, planning professionals and their agents to move towards paperless planning, there would be further costs involved if the District Council continued to supply paper copies of the electronic plans. He also advised that there would be a request to improve the quality of applications submitted and that Planning Officers may reject applications that were substandard.

The committee felt that training for Clerks and users would be useful and there were concerns over the broadband signal in rural areas. The Service Business Manager advised that a training programme for users could be provided and the Parish/Town councils could visit the District Council for training on the planning website.

The clerk from Loughton Town Council, Enid Walsh advised that they had been chosen along with Ongar Town Council to pilot the scheme due to the amount of applications

they receive weekly. The problems that occurred were with the quality of the applications and how they were viewed on the website. The Service Business Manager advised that he would take back the comments, to the Assistant Director of Planning and the i planning user group.

**Resolved:**

1. That the current ratio of electronic planning applications received by Epping Forest District Council was over 40% (as compared to the national average of 75%). It was expected that the percentage of electronic applications would increase in 2014 - 2015 to over 60%. This means that the costs of copying, printing and distributing of paper copies of electronic planning applications received by Epping Forest District Council was no longer sustainable be noted;
2. That from 1<sup>st</sup> October 2014 no further paper copies of plans received electronically would be able to be distributed to Parish/Town Councils be noted;
3. That Planning and Economic Development intend to fund the provision of a limited amount of small projectors. This was to assist the smaller Parish Councils to support them to be able to present Planning Applications electronically and was subject to a maximum value of £4 000 be noted; and
4. That any equipment purchased for Parish Councils would form a grant to the Parish Councils concerned and that specifically Epping Forest District Council would not be responsible for the maintenance and/or replacement of any equipment provided. In some cases due to limited funding available, Planning and Economic Development may ask some Parish Councils to share projector equipment be noted.

**26. TOUR DE FRANCE**

The Deputy Chief Executive, Derek Macnab and the Emergency Planning Officer, Peter Charman reported on the local arrangements and implications for Town and Parish Councils regarding stage 3 of the Tour de France.

The Tour would be entering the District in Willigale, through Fyfield, Moreton, North Weald, Epping, Waltham Abbey, Loughton and Buckhurst Hill. The whole event would be delivered by Innovision Ltd with Essex Steering Groups supplying local knowledge to the organisers. Epping would be in particular, a main attraction to the public, as the High Street would form part of a sprint, which could amount to crowds of 20,000. The road closures through the District would be from 8 a.m. to 4.30 pm north of the Talbot roundabout and 9 a.m. to 4.30 pm south, which would result in a significant disruption to normal activities, including the cancellation of Epping Market, local businesses, delayed postal deliveries and collections, residents, schools and parking issues for spectators. With schools and public transport greatly affected, schools had been advised to close. Also key factors to consider were maintaining critical services such as GP's, dentists, pharmacies, hospital, carers and care homes, meal on wheels, medical home visits, emergency access which all required planning ahead, talking to customers and notification to the relevant bodies. The key issues were to get the message out as early as possible to all residents and users of the District.

The Deputy Chief Executive advised that it was about thinking beyond the day and creating legacy. There was nothing stopping Town and Parish Councils creating events to celebrate the Tour coming through the District.

The Clerk from Loughton, Enid Walsh advised that if any Town/Parish Councils were going to hold celebration events before or around the Tour, could they advise the District Council as resources would be stretched at this time.

The Deputy Chief executive advised that the Council would look at requests submitted to open up of farmers' fields to be used as parking alongside the route, as this was a one off day event.

The Clerk Epping Upland, Val Evans advised that there were land locked properties within Epping Upland Parish that didn't seem to appear on the map and that Peter Charman should be notified.

Town and Parishes Councils were asked to contact various members of staff below regarding any issues;

- Derek Macnab – Policy Issues 01992 564050
- Tom Carne – Communications 01992 564039
- James Warrick – Legacy Issues 01992 564350
- Peter Charman – Event/Contingency planning 01992 564176

## **27. LOCAL HIGHWAYS PANEL**

The Chairman of the Local Highways Panel, County Council J Knapman had sent his apologies for the meeting. He had sent an update from the recent Highways panel meeting on the 27 February 2014, advising that he would update each of the Town and Parish Councils of each of the proposals for Highways improvements in their area immediately after the next meeting at the end of April, when decisions had been made on a number of schemes which had now been appraised and required financing. If there were any new schemes Parish and Town Councils wished to be considered for the 2014/15 spending, then they needed to be submitted in the first week of April 2014.

## **28. ANY OTHER BUSINESS**

### **a) World War 1 Ceremony**

The Deputy Chief Executive advised that a working group had been set up to commemorate the 100<sup>th</sup> Anniversary of World War 1. A number of events would be taking place of the next four years to mark events throughout the four period of the war. The events would be of a local nature and would look at the how the District helped out in the war. The Deputy Chief Executive asked that Town and Parish Councils consider how they would like to get involved.

### **b) Retiring Chairman**

The Vice-Chairman, Sheila Jackson thanked the Chairman, Councillor M Sartin for her year as Chairman of LCLC.

### **c) John Preston**

The Director Planning and Economic Development, J Preston advised that he would be leaving the Council at the end of March 2014, after 24 ½ years of service.

## **29. DATES OF FUTURE MEETINGS**

The following meetings dates of the committee were noted;

- (a) Thursday 10 July 2014, Civic Offices, Epping at 7:30 p.m.;
- (b) Thursday 20 November 2014, Civic Offices, Epping at 7:30p.m.; and
- (c) Thursday 26 March 2015, Civic Offices, Epping at 7:30 p.m.

**CHAIRMAN**

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**7 JULY 2014: STAGE 3**

Sector 4b – Epping Forest District

# Agenda

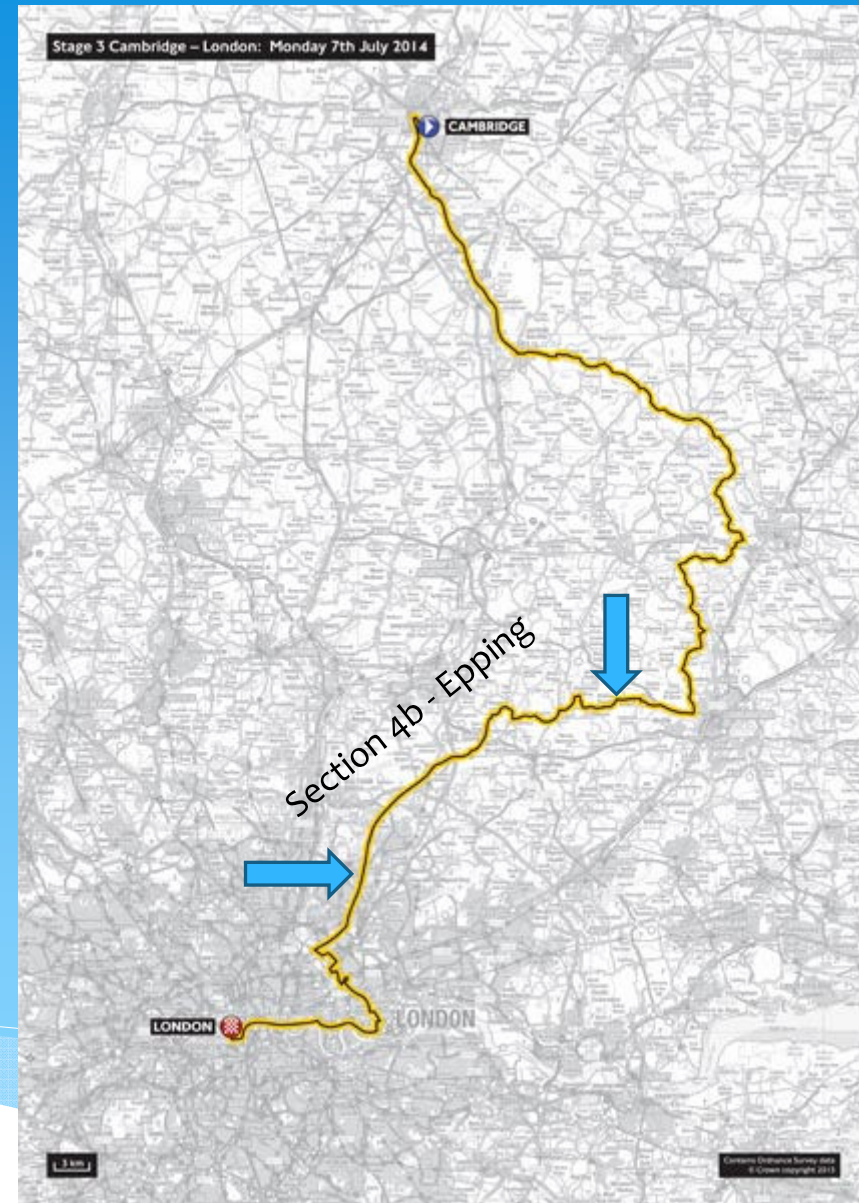
- Tour route, key facts & latest timings
- Event governance – who is doing what
- The ‘sprint’ section in Epping
- Key issues
- Making the most of the event
- Questions?

# Tour Route & facts

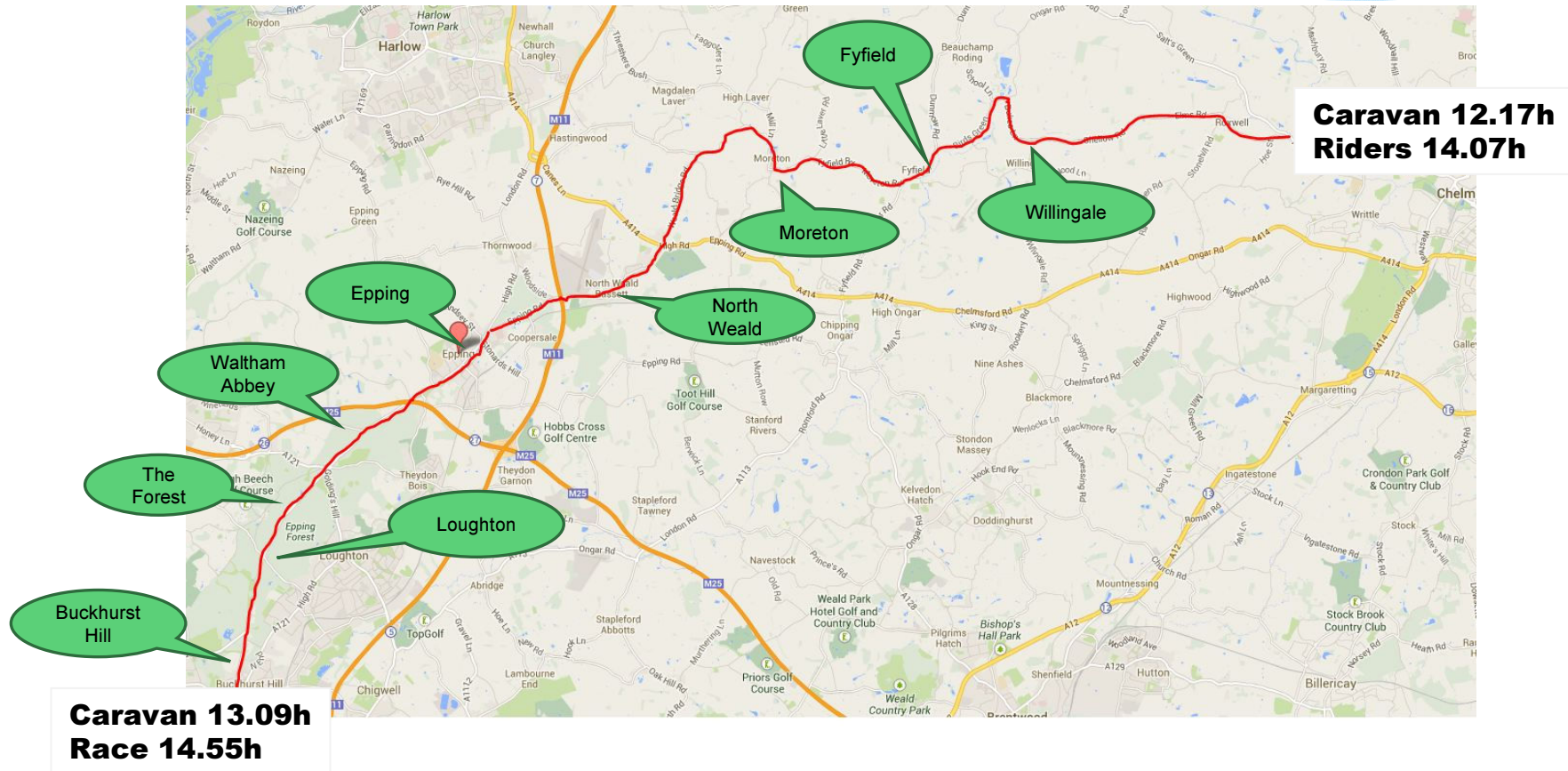


- Largest annual sporting event
- 15 million spectators
- 2.2 billion viewers
- 3000km in 22 days
- 6000 people, 2400 vehicle movements
- Caravanne Publicitaire – 230 vehicles, 1 hour to pass any point

## Day 3 – Cambridge to London



# Sector 4b – Epping District





# Organisation/governance 1

- TDF2014 Ltd – Cllr Ann Naylor ECC rep
- National TdF Steering Group – Jason Fergus/Liz Burr ECC
- Innovision Ltd contracted by TfL to deliver;
  - Crowd & traffic management
  - Health & safety en route
  - Wayfinding and signage
  - Licenses and approvals
  - Event command & control
  - Radio comms
  - Barriers, fences and haybales



# Organisation/governance 2

- Essex TdF Steering Group – Derek Macnab/James Warwick/Peter Charman
- Various sub groups including
  - Crowd & Visitor Dynamics - PC
  - Highways & Transport - PC
  - Communications - TC
  - Sector planning/Safety Advisory -PC
  - Legacy planning – JW
- Local Authority Planning Group (Parishes/Towns/Partners)

# LA Roles & Responsibilities

- Support the organisers with local knowledge
- Raise local awareness
- Co-ordinate peripheral 'celebration' events
- Street cleaning (additionality funded by TdF)
- Contingency/emergency planning for 'public' areas





# What can we expect?



# Sprint section – Epping High Street



- Sprint specialists reach upwards of 45kph
- Sponsors barriers/signs and temporary structures
- Finish point opposite the drinking fountain
- Predicted crowds of 20,000
- Massive TV and media interest
- Street furniture will be replaced late May



# Key issue – Road closure

- Total road closure from 9am until 4.30pm South of the Talbot - 8am North
- Significant disruption well beyond route
- Cancellation of Epping Market
- Disruption to 'normal' activities
- Traffic orders in place. Contractors will (re)move vehicles
- Blue lights access points only



# Key Issue – general disruption

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- Disrupted public transport
- 'Landlocked' households & businesses
- Potential for traffic delays
- Impact on postal services
- Impact on local businesses
- Delayed deliveries & collections
- Spectators parking issues

**disruption**

# Key issue - schools

- School & public transport greatly affected
- Schools advised to close
- Business Continuity issue for staff and businesses
- School staff and parents across County impacted
- Potential disruption to exams



# Key issue – Business Continuity

- Maintaining critical services
- Home/remote working
- Employee spectating
- Planning ahead;
  - Deliveries
  - Meetings
  - Customer access
  - Speak to customers!

Don't forget  
contractors!



# Key Issues – Health & social care

- St Margarets Hospital
- GP's, Dentists, Pharmacies etc
- Carers and care homes
- Meals on wheels
- Voluntary sector
- Medical Home visits
- Emergency access



# Key Issue – getting the message out

- Early and persistent advice to plan ahead
- The Forester & Parish newsletters
- Parked vehicle leafleting on route
- Advanced road signage
- Direct mail to landlocked households/premises (3200)
- Business & community networks
- Direct leafleting of key areas
- Social media
- General media





# Key Issue - Maximising the benefit

- Think beyond the one day – host a village/towns festival?
- Encourage tourists to come early & stay late - promote attractions/accommodation etc
- Target the cycling fans – both UK & overseas
- Use the media focus on the sprint
- Develop long term sport/health campaigns
- Plan legacy benefits – tourism/events/cycle trails etc



# Contacts

- Derek Macnab – policy issues  
01992 564050
- Tom Carne – communications  
01992 564039
- James Warwick – legacy issues  
01992 564350
- Peter Charman – event/contingency planning  
01992 564176



# Questions?

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