

---

# **COUNCIL**

# ***BULLETIN***

---

**Issue Number 14/20**  
**Friday, 10 April 2020**



---

Compiled, designed and produced by  
Member Services

Contact: Kim Partridge  
Telephone: 01992 564443

---

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



---

## PART A - FORWARD DIARY

---

### Key to abbreviations:

---

<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>HH</b>	Homefield House
<b>TBC</b>	To be confirmed	<b>ESC</b>	Epping Sports Centre

---

Other venues are shown in full.

---

**Week One: 13 April 2020 – 19 April 2020**

---

Monday 13 April			
Tuesday 14 April		<del>Stronger Council Select Committee</del> - Postponed	
Wednesday 15 April		<del>Local High Streets Task &amp; Finish Panel</del> - Postponed	
Thursday 16 April		<del>Local Plan Cabinet Committee</del> - Cancelled	
Friday 17 April			
Saturday 18 April			
Sunday 19 April			

---

**Week Two: 20 April 2020 – 26 April 2020**

---

Monday 20 April			
Tuesday 21 April		<del>Stronger Communities Select Committee</del> - Postponed	
Wednesday 22 April	2.00pm	Waste Management Partnership Board <del>Area Planning Sub Committee South</del> Postponed	Former CE office
Thursday 23 April	7.00pm	Cabinet	CC
Friday 24 April			
Saturday 25 April			
Sunday 26 April			

---

**Week Three: 27 April 2020 – 3 May 2020**

---

Monday 27 April	7.00pm	Joint Consultative Committee	CR1
Tuesday 28 April		<del>Off Street Car Parking Contract Monitoring - Postponed</del> <del>Finance and Performance Management Cabinet Committee - Cancelled</del>	
Wednesday 29 April	6.30pm 7.30pm	Briefing - Area Planning Sub Committee East Area Planning Sub Committee East	CR1 CC
Thursday 31 April			
Friday 1 May			
Saturday 2 May			
Sunday 3 May			

---

**Week Four: 4 May 2020 – 10 May 2020**

---

Monday 4 May			
Tuesday 5 May	7.00pm	Epping Forest Youth Council	CC
Wednesday 6 May			
Thursday 7 May			
Friday 8 May			
Saturday 9 May			
Sunday 10 May			

---

## PART B - ESSENTIAL INFORMATION

---

### **Committee Management System**

The members' extranet facility for the Modern.Gov system is available at:

<https://eppingforestextranet.moderngov.co.uk/extranet>

Members may wish to save this link on their computer or mobile devices. Queries concerning login and password details for the extranet should be addressed to the Democratic Services Manager.

### **Constitution**

The Council's Constitution is available at:

<https://rds.eppingforestdc.gov.uk/ieListMeetings.aspx?CIId=638&Info=1>

Queries concerning the Constitution should be addressed to the Democratic Services Manager

### **ECC Highways Portal**

Up to date details of all Highways work is available at:

<https://www.essexhighways.org/Transport-and-Roads.aspx>

---

## **PART C - GENERAL INFORMATION**

---

### **1. COVID 19 LEADERSHIP UPDATE**

We will be updating Members with key information from the Leadership team each week. Should you require further information please contact MemberContact in the usual way.

- Latest EFDC Staffing Position
  - 59 people in isolation of whom 20 show Covid-19 symptoms.
  - 32 people returned to work.
  - 427 remotely connected users.
  - 16.5% load on ICT connectivity
- ICT van redeployed from equipment delivery to Cat B food delivery.
- Virtual meeting of Cabinet on 15 April to held in MS Teams and Public I Webcaster.
- Business Grants – cheques being sent out – about £1million by end of Thursday.
- Revs and Bens and Contact Centre OK at moment
- Council Tax income down only marginally on this period last year. Further comparisons to be done in coming weeks.
- Potential upsurge in Cat B calls anticipated in coming days. However, Cat B experience where letters have gone out in Brentwood and Basildon not producing very large number of calls.
- Still awaiting Operation Shield Cat B text out. Cat B are decided by NHS records held on the residents health, the GP surgeries will be sending these text messages out.
- Have received Cat A names – of 272 residents 103 have special dietary requirements. EFDC distribution hub at Epping Sports centre supplied by wholesalers. Only able to provide standard food packages. Cat A are residents that have been identified as Extremely Vulnerable by the NHS records held.
- Contact between repairs staff and tenants kept to minimum – using mobile phones and asking tenants to stay in other rooms while urgent repairs carried out. Repairs staff taking vehicles home and receiving job allocations at home.
- As a public service – EFDC cannot furlough staff – expected to continue pay.
- Two cases of coronavirus identified in Council sheltered housing schemes – one resident passed away in hospital.
- Communal areas of sheltered schemes to be closed.
- Police traffic orders to close access to parts of Epping Forest inc High Beach over Bank Holiday.

- Bank Holiday refuse and recycling arrangements to be advertised on website.

## **2. REGULATORY SERVICE UPDATE**

Members are advised of the following changes to service provision within the Regulatory Service that have been brought about as a result of the Coronavirus emergency:

### Business and Corporate Team: responsibility for food safety, health and safety and public health

Routine food safety and health and safety inspections have been put on hold as the Team now concentrate on ensuring that businesses comply with the new Coronavirus Regulations, that require the closure of premises and businesses and restrictions on movement and gatherings. Environmental Health officers, Licensing Team and Police are working closely to share information and support each other. An Essex-wide protocol has been developed between the Police and Local Authorities to ensure good communication and a consistent enforcement approach.

The Team are communicating with businesses by telephone and email, answering enquiries that arise and carrying out proactive and reactionary checks to ensure compliance.

The Council has powers to serve prohibition notices, issue fixed penalty notices (FPN) and prosecute if necessary and procedures and notices are prepared for use. However, in accordance with Government guidelines, a proportionate and graduated approach to enforcement is being adopted and officers will be encouraging and persuading businesses to comply in the first instance. If a business continues to breach enforcement action will be taken. At the time of drafting this article, it has not been necessary to issue any prohibition notices or FPN.

### Licensing Act

As a result of the Covid-19 outbreak and the escalated requirements to avoid personal contact wherever possible, the Licensing Team continue to take enquiries and deal with all Licensing Act applications, but no inspections to premises are being carried out.

The Team are working closely with the Police and Environmental Health Officers to ensure that the Licensed trade comply with the requirements imposed by covid-19.

The licensed trade has been contacted by email to reinforce the rules and expectations during this emergency. This is followed by further communication and liaison with the police and EHOs where information is received or allegations made, about breaches of the Regulations, including the prohibition of sale of alcohol as part of a takeaway service where there is no off-sale licence.

Licensing Officers are not directly involved in the enforcement of the Coronavirus Regulations, but officers are making it clear to businesses that failure to comply with the Regulations could potentially lead to revocation of their licence.

## Taxi Licensing

The following service for the Taxi trade has been suspended until further notice:

- Thursday taxi plate and badge pickup
- Processing of new Taxi Licence Applications
- The Taxi Knowledge Test
- Temporary and Permanent Vehicle Transfers, except Emergency Transfers
- All other taxi appointments that involve face to face contact.

The Taxi Renewal service is suspended for the time being. However, in order that drivers can continue to trade, after their existing licence has expired, Temporary Paper Licences are being issued and posted out as required. These must be displayed in the vehicle; they must be visible to passengers, and available as proof of legitimacy if challenged by police or others.

The driver will not be charged for this period but will be required to carry out a basic on- line DBS check at their own cost, which will be followed up by an enhanced DBS check when the normal service resumes. The Council's MOT and vehicle check service continues to be available to the Taxi trade as part of the renewal process.

Emergency Temporary Vehicle Transfers will continue to be processed

A letter has been sent out to all licenced drivers and operators advising of the revised service, which also included information around hygiene measures to protect personal safety and prevent spread of infection.

## Animal Welfare Licensing

New applications will not be processed for the time being as no on-site inspections are being carried out by officers.

Licence renewals will be processed but new licences will not be issued until an on-site inspection can be carried out. In the meantime, no fee will be charged, and a confirmation letter will be sent to relevant businesses advising that the existing licence remains valid until further notice.

## Residential Team

### Grants

In light of the current situation with Covid 19 and the fact that most of our residents using the Grants Service are in the high-risk category, no visits relating to Disabled Facilities Grants, Decent Homes and Small Works Repayable assistance are being undertaken. Stannah, our preferred contractor for stairlifts are suspending operations for the time being as are most other contactors.

Changes in procedures have been put in place so that grant works that have finished or are due to finish on site, can be processed and the contractor paid.



New clients are being informed that we are not able to visit for the time being, however, application forms can be completed over the telephone and posted to them for signature and return with any supporting evidence that is needed. These applications will be considered as soon as business can resume to normality.

### Private Sector Housing Enforcement

The Private Sector Housing Team continue to take enquiries from landlords and tenants in the private sector concerning property and tenancy related matters.

Generally, EHOs are not carrying out property inspections, and where possible, they are making judgements and decisions based on video and photographic evidence. However, their approach to inspection and subsequent action will be considered in accordance with new guidance issued by the MHCLG, and taking account of the severity of the issues and hazards; the risk to the tenant and their vulnerability; whether the tenant is self-isolating; and the enforcement options available.

(Further information: Sally Devine [sdevine@eppingforestdc.gov.uk](mailto:sdevine@eppingforestdc.gov.uk))

### **3. LOCAL AUTHORITIES, POLICE CORONAVIRUS FLEXIBILITY REG 2020 (Pages 13 - 22)**

Please see attached details of the Local Authorities, Police Coronavirus Flexibility Reg 2020 which came into force on 4 April 2020.

### **4. BUS SERVICE 13 UPDATE (Pages 23 - 24)**

Please see attached.

### **5. CHAIRMAN'S DIARY**

None this week

---

## LICENSING ACT 2003

---

None this week

---

## PLANNING

---

### 1. Appeals Lodged

EPF/2200/19 The Cottage Epping Long Green Epping Uplands Epping CM16 6QN - Demolition of an existing single storey side extension, erection of a single storey side/rear extension and erection of a 2- storey side and rear extension with refurbishment. (Revised application to EPF/1273/19) Caroline Brown ext. 4182 – Householder appeal

### 2. Forthcoming Planning Inquiries/Hearings -

Hearing – 8<sup>th</sup> and 9<sup>th</sup> July 2020 – EPF/3174/18 – Old Epping Laundry Site Bower Hill Epping CM16 7AD - Demolition of existing buildings and the erection of 58 no. residential units split between four blocks, along with internal landscaping and associated car and cycle – Sukhi Dhadwar ext. 4597

### 3. Enforcement Appeals

None this week

### 4. Appeal Decisions

EPF/0997/19 – Mays Wish Foster Street Hastingwood CM17 9HR - Change of use of the agricultural land to a B8 use and erection of a Marquee/ Storage Unit for a temporary period of 2 years.(Retrospective) – Dismissed

EPF/1865/19 – 47 Oak Lodge Avenue Chigwell IG7 5JA - Dormer extension to the rear and a new gable roof in order to convert existing loft space (65 sq m) into habitable living space – Allowed with conditions.

### 5. Tree Preservation Orders

None this week

### 6. S106 Agreements

None this week

### 7. Changes to Planning Systems

None this week

---

## **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.