



EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE

NOTICE OF MEETING

Place: Council Chamber - Civic Offices **Date:** Thursday 21st November 2024

Room: Council Chamber **Time:** 7.00 pm

Democratic Services Officer: T Larsen, Tel: (01992) 564243 Email: democraticservices@eppingforestdc.gov.uk

Members:

District Council Representatives:

Councillors R Bassett, J Lea, R Morgan, D Sunger and J H Whitehouse

Local Council Representatives:

Clerks and Chairmen/Members of Parish and Town Councils

County Council Representatives:

Members for the following divisions:

North Weald and Nazeing:	Councillor C Whitbread
Loughton Central:	Councillor C C Pond
Ongar and Rural:	Councillor J McIvor
Epping and Theydon Bois:	Councillor H Whitbread
Buckhurst Hill and Loughton South:	Councillor M Vance
Chigwell and Loughton Broadway:	Councillor L Scott
Waltham Abbey:	Councillor S Kane

PLEASE NOTE THE START TIME OF THE MEETING

1. WEBCASTING INTRODUCTION

"I would like to remind everyone that this meeting will be filmed live, and uploaded to the internet and will be capable of repeated viewing.

Therefore, by participating in this meeting, you are consenting to being filmed and to the possible use of those images and sound recordings.

If any public speakers on MS Teams do not wish to have their image captured, they should ensure that their video setting throughout the meeting is turned off and set to audio only.

Members and public speakers are reminded to turn on their microphones before speaking and turn them off when they have finished".

2. APPOINTMENT OF CHAIRMAN & VICE-CHAIRMAN

- (1) To confirm the appointment of District Councillor Les Burrows as the Chairman of the Committee for the municipal year; and
- (2) To appoint a Vice-Chairman of the Committee for the municipal year.

3. APOLOGIES FOR ABSENCE

EFDC Councillors - Please use the Members Portal webpage to report non-attendance at meetings https://eppingforestdc-self.achieveservice.com/service/Member_Contact to ensure your query is properly logged.

Alternatively, you can access the Members portal from the front page of the Council's website, at the bottom under 'Contact Us' <https://www.eppingforestdc.gov.uk/your-council/members-portal/>

Members, county councillors, and town/parish council representatives are reminded to sign the attendance register, in order to ensure that the minutes of the meeting accurately reflect attendance.

4. MINUTES OF PREVIOUS MEETING (Pages 5 - 9)

To confirm the minutes of the meeting of the Committee held on 1st February 2024 and any matters arising therefrom.

5. ISSUES RAISED BY LOCAL COUNCILS (Pages 10 - 11)

To discuss the following matters raised by the local councils:

- 1 (i) Can EFDC clarify what an 'outside body' means in relation to the Local Council Liaison committee, given that the committee is managed by EFDC Officers, and chaired by an elected representative of EFDC?
- (ii) Will EFDC commit to providing an updated Parish and Town Council Charter, setting out how it sees the relationship between these layers of local government, and how communication between these two bodies works (from both political and practical perspectives)?
- (iii) Parish and Town Council Clerks would like an improved mechanism by which they can contact officers at EFDC to resolve problems, issues, or ask questions. Will EFDC commit to:
 - a. providing a dedicated Parish / Town Council contact at EFDC responsible for dealing with Parish Council issues on a day-to-day basis; and

- b. providing an electronic list of direct contact details for officers and heads of departments at EFDC and their responsibilities?
 - (iv) Will the Leader of the Council agree to meet with Parish and Town Council Clerks at least three times per year, to discuss issues or concerns of an operational nature?
 - (v) What measures will EFDC put in place to improve communication between the District and Parish / Town Councils, and ensure this contact is maintained?
 - (vi) By what methods will EFDC accept questions to be placed on the Local Council Liaison Committee agenda (Individual Councils? Individual Councillors? One nominated person? Etc).
- 2 Can EFDC to provide an overview of the changes to planning system implemented at EFDC, and the relevant processes that go with these changes?
- 3 What is EFDCs response regarding written representations at appeal and personnel provided for Information Hearings?

6. EPPING FOREST DISTRICT COUNCIL'S REVIEW OF POLLING PLACES AND STATIONS COMPLETED - JANUARY 2025

(Epping Forest District Council) Local authorities are required to review their polling districts and polling places for UK parliamentary constituencies at least once every five years.

Epping Forest District Council's compulsory five-year review is due to be completed by the end of January 2025. Having conducted the review and a public consultation the findings and proposals will be presented which will be submitted to Full Council in December for approval.

7. NEW PLANNING COMMITTEES AT EFDC - PROCEDURES AND PROTOCOLS (Pages 12 - 14)

(Epping Forest District Council) Update on the new Planning Committees and overview of its procedures and protocol.

8. ANY OTHER BUSINESS

9. DATES OF FUTURE MEETINGS

To note that the next meeting of the Committee will be held on 20th March 2025 at 7.30pm.