This leaflet gives advice about our planning Committees. It explains how they are run and how you can take part.
INTRODUCTION

At Epping Forest District Council we encourage members of the public to be involved in the planning process. We already have procedures to let people know what is planned, including newspaper advertisements and site notices for certain proposals.

Our planning meetings are also webcast over the internet and are available for viewing for six months after the meetings. If you want any further details contact Tom Carne on 01992 564039.

The Council has three Area Sub-Committees to look at planning applications. At these committee meetings there is the opportunity for people to speak at the meetings when applications which affect them are being considered.

This leaflet explains how you can take part in the meeting.

FAQ’s

Are the meetings open to the public?
Yes all our meetings are open for you to attend. Only in special circumstances are the public excluded.

When and where is the meeting?
Details of the location, date and time of the meeting are shown at the top of the front page of the agenda along with the details of the contact officer and members of the Sub-Committee.

These are available from our website: www.eppingforestdc.gov.uk/committees

Can I speak?
If you wish to speak you must register with Democratic Services by 4.00 p.m. on the day before the meeting. Ring 01992 564243 shown on the top of the front page of the agenda. Speaking to a Planning Officer will not register you to speak; you must register with Democratic Service. Speakers are not permitted on Planning Enforcement or legal issues.

Who can speak?
Four classes of speakers are allowed:

a) One objector (maybe on behalf of a group);

b) the local Parish or Town Council;

c) one representative of any other authority consulted on the application or as a statutory consultee; and

d) the Applicant or his/her agent.

What can I say?
You will be allowed to have your say about the application but you must
must bear in mind that you are limited to three minutes and if you are not present by the time your item is considered, the Sub-Committee will determine the application in your absence.

Can I give the Councillors more information about my application or my objection?

**Yes you can but it must not be presented at the meeting.** If you wish to send further information to Councillors, their contact details can be obtained through Democratic Services or our website: www.eppingforestdc.gov.uk/councillors. Any information sent to Councillors should be copied to the Planning Officer dealing with your application.

**Attending Area Committee Meetings**

You may be one of the people who have a right to speak. However, you may merely wish to observe the meeting. If so, all you need to do is turn up or tune into our webcasts.

It is a good idea to arrive a few minutes early to collect any papers. This might enable you to have a word with your Local Councillor or the Committee Officer before the formal meeting starts if you so wish.

Details of dates, times and the venues of the three Area Committees are set out on the back pages of this leaflet.

**ITEMS FOR DISCUSSION**

**The agenda**

The agenda for each meeting contains reports of officers on planning applications to be considered at each meeting together with recommendations for the grant or refusal of permission.

Agendas are available from the Council Offices and our Information Centres 5 working days before the meeting.

They will also be available at the meeting and on-line at www.eppingforestdc.gov.uk/committees.

Advice about the agenda can be obtained by calling Democratic Services. Details are shown on the website and the front cover of the agenda.

**WHO's WHO?**

**The Chairman**

The Chairman controls the meeting to ensure that it is properly run. The Chairman will be the person who calls you to speak and directs the discussion by members of the Sub-Committee and ensures that decisions are made on each application.
A Councillor should listen to you and explain the best way to deal with the matter. However, Councillors will have personal views on the issue concerned and do not have to put across the views of any one individual resident. A Councillor will also be mindful of Officers' advice when deciding planning applications.

WHAT HAPPENS AT THE MEETING?

• First the item will be introduced.
• Then an objector, the town or parish representatives, a statutory consultee and the applicant (in that order) will each have up to three minutes to put their views to the Area Sub-Committee.
• Having ‘made their case’, representatives cannot speak again on that item, unless asked a question by the Chairman or a Councillor or the application is put back to another meeting.
• People can only speak at the meeting. Written documents or photographs will not be accepted at the meeting.
• Following the speeches, the item will be discussed by the
Councillors who are members of the Area Sub-Committee.

Then they make their decision.

**HOW MATTERS ARE DECIDED**

All items are decided by a simple majority vote of the District Councillors, including the Chairman, serving on the Area Sub-Committee after the end of the discussion on each item. As well as his or her ordinary vote, the Chairman has a ‘casting vote’ to use if voting is equal between those for and against an item.

When assessing an application at a Sub-Committee, Councillors have the authority to agree or overturn an Officer’s recommendation; they can also defer it to another meeting pending further information. Councillors also have the authority to add, remove or amend conditions suggested in the officer’s report.

As well as the above, Councillors can, if they deem it appropriate, refer an application to the parent planning committee, the District Development Management Committee. This would be with a recommendation from the Sub-Committee to either grant or refuse.

**WHAT HAPPENS TO THE DECISION?**

Notification of the decisions taken by the Sub-Committee is sent out by Planning Services after the meeting. Some applications may
be deferred for further information or a site visit. Others, with wider implications, may be referred to the District Development Management Committee, a main committee of the council which meets at the Civic Offices in Epping and looks at more major planning items.

**Areas covered by Area Sub Committees**

Anyone who has a right to speak at the first meeting will have a further right to speak when the item is reconsidered, whether by the Area Sub Committee or District Development Management Committee. However, you need to register to speak on each occasion. You can read the minutes of the meeting about ten days later at council offices, local information offices and on the website.

**Alternative Venues**

Occasionally it is necessary to change the venue for one of the Sub-Committee meetings. Should this be the case, publication of the change of venue(s) will be given at the earliest opportunity.

**How To Get To Area Sub Committee East, West and South Meetings**

Epping Forest District Council, Civic Offices, Epping

The Civic Offices are situated at the northern end of the High Street (B1393) in Epping. Some car parking is available within the Civic Offices site. Additional car parking provision can be found at the Bakers Lane car parks, which are signposted from the High Street and are free of charge from 6.00 p.m. onwards.

**Area Sub-Committee South**

**Areas covered:**

(Buckhurst Hill, Chigwell and Loughton.)

Meetings are held on Wednesdays at 7.30 p.m. **in the Civic Offices, High Street, Epping on:**

- 29 May 2019
- 03 July 2019
- 31 July 2019
- 28 August 2019
- 25 September 2019
- 23 October 2019
- 20 November 2019
- 18 December 2019
- 29 January 2020
- 26 February 2020
- 25 March 2020
- 22 April 2020
Area Sub-Committee
East
Areas covered:

(Abbess Beauchamp and Berners Roding, Fyfield, Hastingwood, High Ongar, Matching, Moreton, Bobbingworth and The Lavers, Ongar, Sheering, Stanford Rivers, Stapleford Abbotts, Stapleford Tawney, Theydon Gannon, Theydon Mount and Willingale.)

(Epping, Lambourne, North Weald and Theydon Bois.)

Meetings are held on Wednesdays at 7.30 p.m. at the Civic Offices, High Street, Epping on:

12 June 2019
10 July 2019
07 August 2019
04 September 2019
02 October 2019
30 October 2019
27 November 2019
11 December 2019
08 January 2020
05 February 2020
04 March 2020
01 April 2020
29 April 2020

Area Sub-Committee
West
Areas covered:

(Broadley Common, Epping Upland, Nazeing, Roydon and Waltham Abbey.)

Meetings are held on Wednesdays at 7.30 p.m. at the Civic Offices, High Street, Epping on:

19 June 2019
17 July 2019
14 August 2019
11 September 2019
09 October 2019
06 November 2019
04 December 2019
15 January 2020
12 February 2020
11 March 2020
08 April 2020
13 May 2020
HOW TO CONTACT US

If you have any comments on planning applications please make them in writing to:

Service Director Planning
Epping Forest District Council
Civic Offices
High Street
Epping
Essex
CM16 4BZ

but for planning queries about your Area Committee please telephone the Duty Planner on 01992 564000.

To register your wish to speak at your Area Committee
contact Democratic Services on: 01992 564243.

Email us at: democraticservices@eppingforestdc.gov.uk