



NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the **EPPING FOREST DISTRICT COUNCIL** to be held in the **COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING** at 7.30 pm on **Thursday, 26 May 2016** for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'Glen Chipp'.

Glen Chipp
Chief Executive

**Democratic Services
Officer:**

Council Secretary: Simon Hill
Tel: 01992 564249 Email:
democraticservices@eppingforestdc.gov.uk

WEBCASTING/FILMING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The meeting may also be otherwise filmed by third parties with the Chairman's permission.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area or otherwise indicate to the Chairman before the start of the meeting.

If you have any queries regarding this, please contact the Public Relations Manager on 01992 564039.

BUSINESS

1. WEBCASTING INTRODUCTION

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.
2. The Assistant Director of Governance and Performance Management will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery.”

2. DISTRICT COUNCIL ELECTIONS - 5 MAY 2016

The Chairman to welcome the following newly elected and re-elected Members of the Council following the elections held 5 May 2016.

Councillor	Ward
Simon Heap	Buckhurst Hill East
Gavin Chambers	Buckhurst Hill West
Brian Sandler	Chigwell Row
John Knapman	Chigwell Village
Jon Whitehouse	Epping Hemnall
Holly Whitbread	Epping Lindsey and Thornwood Common
Alan Lion	Grange Hill
Maggie McEwen	High Ongar, Willingale and the Rodings
Debra Roberts	Loughton Alderton
Leon Girling	Loughton Broadway
David Wixley	Loughton Fairmead
Amy Beales	Loughton Forest
Roger Baldwin	Loughton Forest
Rose Brooks	Loughton Roding
Caroline Pond	Loughton St John's
Judy Jennings	Loughton St Mary's
Tony Boyce	Morton and Fyfield
Heather Brady	Passingford
John Philip	Theydon Bois
Glynis Shiell	Waltham Abbey Honey Lane
Jeane Lea	Waltham Abbey North East
Helen Kane	Waltham Abbey South West

The Chairman to present declaration of acceptance of office certificates to the 7 newly elected members, Councillors R Baldwin, A Beales, R Brooks, S Heap, J Jennings, D Roberts and H Whitbread.

3. ELECTION OF CHAIRMAN

To elect a Chairman of the Council for the municipal year 2016/17.

The new Chairman will then make a declaration of acceptance of office.

4. APPOINTMENT OF VICE-CHAIRMAN (Pages 7 - 8)

To appoint a member to be a Vice-Chairman of the Council for the municipal year 2016/17. (Nomination form attached). The new Vice-Chairman will then make a declaration of acceptance of office.

5. MINUTES (Pages 9 - 16)

To approve as a correct record and sign the minutes of the meeting held on 26 April 2016. (attached)

6. DECLARATIONS OF INTEREST

(Chief Executive) To declare interests in any item on the agenda.

7. ANNOUNCEMENTS

(a) **Apologies for Absence**

(b) **Chairman's Announcements**

(c) **Members not seeking Re-election or Not Re-election**

To note that;

(i) Tony Church, James Hart, H Mann and Tracey Thomas did not seek re-election on 5 May 2016; and

(ii) Neville Wright was not re-elected on 5 May 2016.

Members, who had achieved a certain period of service, have been asked to attend the meeting to receive a Long Service Award in recognition of their service to the Council. Both James Hart who represented the Loughton Forest Ward for 12 years and Mrs Angold-Stephens on behalf Ken Angold-Stephens who represented the Loughton Roding Ward for 12 years have been invited to the Annual Council.

8. REPORT OF THE APPOINTMENT PANEL

Report to follow regarding:

(a) Notice of Constitution of Political Groups, Group Leaders and Deputies;

(b) Appointments made by the Leader to the Cabinet, Cabinet Committees and Outside Organisations carrying out Executive Functions;

(c) Membership, Chairmanship and Vice-Chairmanship of Committees, Sub-Committees and Panels (Non-Executive Bodies);

(d) Appointments to Outside Organisations carrying out Council, regulatory or non-

Cabinet Functions.

The Council will need to vote on (c) and (d) where the number of nominations exceeds the number of places available.

9. SCHEME OF DELEGATIONS - DELEGATED BY OR ON BEHALF OF THE COUNCIL

Recommendation:

To note the scheme of delegation which are the responsibility of the Council to determine.

The Constitution requires that the scheme of delegation should be agreed at the Annual meeting. There had been no further additions or amendments made to the scheme of delegation since the adoption of the Council's new Constitution on the 26 April 2016. Details of the delegation can be found contained within that Constitution.

10. COUNCIL MEETING DATES FOR 2016/17

Recommendation:

That during 2016/17 ordinary meetings of the Council be held on the following dates;

26 July 2016;
27 September 2016;
1 November 2016;
20 December 2016;
21 February 2017;
23 February 2017 (reserve date for Budget meeting);
25 April 2017; and
25 May 2017.

It is a requirement of the Constitution that a programme of ordinary meetings of the Council be approved at the annual meeting of the Council.

An Extraordinary meeting will be held 6 June 2016 to consider the planning applications at the Royal Gun Powder Mill, Waltham Abbey, which had been referred from District Development Management Committee on 20 April 2016.

11. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the

information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers: Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers. **Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

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Background Papers: Article 17 of the Constitution (Access to Information) define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

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