



### 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](mailto: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):

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 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.

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.

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## NOMINATION FORM FOR VICE-CHAIRMAN OF THE COUNCIL 2016/2017

**Nominee: Councillor David Stallan**

We the undersigned hereby nominate the above named Councillor for the position of Vice-Chairman of the Council for 2016/2017.

<b>Councillor/Group</b>	<b>Signature</b>
Councillor Grigg - Conservative	Councillor Grigg
Councillor Whitbread - Conservative	Councillor Whitbread
Councillor Hughes – Conservative	Councillor Hughes
Councillor S Kane - Conservative	Councillor S Kane
Councillor H Kane - Conservative	Councillor H Kane
Councillor Stavrou - Conservative	Councillor Stavrou
Councillor Lea -Conservative	Councillor Lea
Councillor Chana - Conservative	Councillor Chana
Councillor Webster - Conservative	Councillor Webster
Councillor Knapman - Conservative	Councillor Knapman
Councillor Girling - LRA	Councillor Girling
Councillor Keska - Conservative	Councillor Keska
Councillor Waller - Conservative	Councillor Waller
Councillor Morgan - Independent	Councillor Morgan
Councillor Breare-Hall - Conservative	Councillor Breare-Hall
Councillor Wixley - LRA	Councillor Wixley
Councillor Chambers - Conservative	Councillor Chambers
Councillor Avey - Conservative	Councillor Avey
Councillor Mohindra – Conservative	Councillor Mohindra
Councillor Bedford – Conservative	Councillor Bedford
Councillor Sartin – Conservative	Councillor Sartin
Councillor Jones – Conservative	Councillor Jones
Councillor Patel – Conservative	Councillor Patel

Councillor Brady – Conservative	Councillor Brady
Councillor Lion – Conservative	Councillor Lion
Councillor Shiell – Conservative	Councillor Shiell
Councillor Mitchell - Conservative	Councillor Mitchell
Councillor Boyce – Conservative	Councillor Boyce
Councillor Murray – Independent	Councillor Murray

The nomination form must be signed by not less than 15 District Councillors.



## EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

- Committee:** Council **Date:** 26 April 2016
- Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 8.35 pm
- Members Present:** Councillors E Webster (Chairman), J Lea (Vice-Chairman), N Avey, N Bedford, A Boyce, H Brady, W Breare-Hall, R Butler, G Chambers, K Chana, T Church, D Dorrell, L Girling, A Grigg, J Hart, L Hughes, R Jennings, S Jones, H Kane, S Kane, H Kauffman, P Keska, J Knapman, A Lion, M McEwen, L Mead, A Mitchell, G Mohindra, R Morgan, S Murray, S Neville, A Patel, J Philip, C P Pond, C C Pond, M Sartin, G Shiell, D Stallan, S Stavrou, B Surtees, G Waller, C Whitbread, J H Whitehouse, J M Whitehouse and D Wixley
- Apologies:** Councillors R Bassett, R Gadsby, Y Knight, H Mann, C Roberts, B Rolfe, B Sandler, L Wagland and S Watson
- Officers Present:** G Chipp (Chief Executive), D Macnab (Deputy Chief Executive and Director of Neighbourhoods), C O'Boyle (Director of Governance), R Palmer (Director of Resources), S G Hill (Assistant Director (Governance & Performance Management)), R Perrin (Democratic Services Officer), S Kits (Social Media and Customer Services Officer), A Hendry (Senior Democratic Services Officer) and P Seager (Chairman's Secretary)
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### 1. **WEBCASTING INTRODUCTION**

The Assistant Director of Governance and Performance Management reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

### 2. **MINUTES**

#### **RESOLVED:**

That the minutes of the meeting held on 18 February 2016 be taken as read and signed by the Chairman as a correct record.

### 3. **STANDARDS COMMITTEE INDEPENDENT PERSON - ROGER PRATT AND DISTRICT COUNCILLOR K ANGOLD-STEPHEN**

It was with much sadness that the Chairman informed the Council of the deaths of Roger Pratt and Councillor K Angold-Stephen.

Roger Pratt had served as the Independent Person on the Standards Committee since 2012 and was an active participant in Voluntary work in Loughton.

Ken Angold-Stephens had served as a Loughton Residents Association District Councillor and Loughton Town Councillor representing the Loughton Roding Ward since 2004. In his role as a District Councillor he served as Chairman and Vice-Chairman on various Council Committee's which included Licensing, Overview and Scrutiny, Task and Finish Panel on Register of Development Proposals, The Pitt Review Task and Finish Panel, Senior Recruitment Task and Finish Panel, Overview

and Scrutiny Review Task and Finish Panel, Review of Chief Executive Appointment Task and Finish Panel and the Scrutiny Review Task and Finish Panel. He became the Vice Chairman in 2010/11 and the Chairman of the Council 2011/12 and had been a Loughton Town Council Mayor in 2009/10. He was a well respected Member of the Council and a Governor at Staples Road Primary School.

Members paid tribute to the memory of the Standards Committee Independent Person, Roger Pratt and Councillor K Angold-Stephens and stood for a minute's silence in their memory.

#### **4. DECLARATIONS OF INTEREST**

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

#### **5. ANNOUNCEMENTS**

(a) Announcements by the Chairman of the Council

(i) Flowers

The Chairman advised Members that she would be sending this evenings flowers to Jill Angold-Stephens and her family.

(ii) Extraordinary Council Meeting

The Chairman advised that an Extraordinary Council meeting had been arranged for Monday 6 June 2016 at 7.30 pm, Civic Offices to consider the planning applications at the Royal Gunpowder Mill, Powder Mill Lane/Beaulieu Drive, Waltham Abbey which had been referred from District Development Management Committee on 20 April 2016.

(iii) Councillor J M Whitehouse

The Chairman congratulated Councillor J M Whitehouse for recently running the London Marathon in under 3 hours.

#### **6. COUNCILLOR S WESTON - RESIGNATION**

The Council noted that Councillor S Weston had resigned on 23 March 2016. Following that notification and a public notice of the vacancy, a request for an election to fill the vacancy had been received, nominations had been made and the election would take place at the same time as the other elections on 5 May 2016.

#### **7. PUBLIC QUESTIONS (IF ANY)**

The Council noted that there were no public questions for this meeting.

#### **8. QUESTIONS BY MEMBERS UNDER NOTICE**

The Council noted that there were no questions under notice for this meeting.

**9. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET****(a) The Leader of the Council**

The Leader advised that he had attended a number of meetings representing the interests of the authority and highlighted the on going conversations across Greater Essex with regards to devolution. There were a number of authorities who were much keener to pursue an agreement with Central Government. Given that an elected Mayor now seemed to be a requirement for devolution, it seemed clearer that he could not recommend this to the Council or support it, without knowing the cost of bureaucracy involved.

He had been delighted to attend the re-opening of the Museum in Waltham Abbey and thanked the staff for securing the external funding and successfully managing the construction project. The museum was now open and he recommended that all Members should visit.

He had attended a duty to co-operate meeting with Councillors R Bassett and J Philip for the Local Plan and other meetings for outstanding items, so that the Council could deliver a successful Local Plan. The Leader had met with the Local MP, Eleanor Laing to discuss the Green Belt Review and the Settlement Capacity work that had been undertaken and her involvement continued.

Other issues that had been raised through the duty to co-operate meeting were the concerns about the Princess Alexandra Hospital (PAH) and it's future. He thanked Councillor G Mohindra for being a Champion for health care in the District, who continued to work hard, so that the Districts voice was heard and made sure that PAH got the urgent funding required.

Progress continued with the Council's Transformation Project, and the Leader had attended one of the staff briefings. He advised that it had been useful to hear staff views on what was going on and assured Members that Transformation was high on the Council's agenda, to deliver a service that was suitable for the 21<sup>st</sup> Century.

**(b) Leisure and Community Wellbeing**

Councillor H Kane advised that the highlight of the year for Leisure and Wellbeing had been the re-opening of the Museum in Waltham Abbey. She appreciated and congratulated the team of Officers for their diligence and dedication to the project and was very proud. The Officers had also produced a short clip on YouTube called 'Museum on the Move' for a Museum competition around the world, which had already progressed to round two.

Councillor M Sartin advised that the next opportunity to vote for the short clip was Monday 2 May 2016.

**10. QUESTIONS BY MEMBERS WITHOUT NOTICE****(a) Buckhurst Hill Parking Review – Briar Close**

Councillor G Chambers asked the Safer, Cleaner and Transport Portfolio Holder whether he could suggest a cost effective solution to an error made on the Buckhurst Hill Parking Review in Briar Close, where the changes had made access to the residential properties almost impossible for emergency and refuse collection vehicles?

Councillor G Waller advised that the Buckhurst Hill Parking Review had been completed quite effectively, although he had recognised that there were some issues which had not been dealt with satisfactorily. He had been aware that a few adjustments were required and he would gladly meet with Councillor G Chamber in Briar Close to discuss the issue.

(b) Council Drones

Councillor M Sartin asked the Governance and Development Management Portfolio Holder about the Council's purchase of drones and whether he could assure Members that;

- they would be used in a responsible manner;
- they would assist officers in their work; and
- there would be policy and training in place before they were used?

Councillor J Philip gave his assurance that the Council's aim was to use the drones in a completely responsible manner and there would be a policy document and operation manual on how they were to be used by mid May 2016 and the end of May 2016 respectively. In addition, the two members of staff that would be operating the drones would be required to sit an exam for the necessary qualifications and obtain an aviation permit. The drones had been brought to assist the Council with aerial photographs, enforcement concerns and Council owned property inspections; saving money for the residents, whilst being in accordance with the law and the Council's policies.

(c) Crime Statics

Councillor S Murray asked the Portfolio Holder for Safer, Greener and Transport about the crime statics in Epping Forest and whether they had increased or decreased in 2015/16?

Councillor G Waller advised that the overall trend for Crime in Epping Forest was moving downwards, although there had been blips in the data. The Neighbourhoods Select Committee had received a report regarding an increase in March 2016, because of new types of crime being included in the data such as online fraud and domestic abuse. The trend had continued downwards.

(d) Local Plan Consultation

Councillor J M Whitehouse asked the Portfolio Holder for Planning Policy about the postponement of the draft Local Plan until autumn 2016 and whether the length of the new consultation would be the same?

The Leader advised that Councillor R Bassett would supply a fully written explanation to Councillor J M Whitehouse. However, the Leader advised that the deferment had been down to Highways England and the delay in the transport model for the new junction 7a on the M11, which would produce an autumn consultation period.

Furthermore, Councillor J M Whitehouse asked whether the information regarding the Green Belt Review and Settlement Capacity study could be published beforehand, as there would be a mass of information/data that residents would have to absorb, consider and respond to in a relatively short period of time.

The Leader advised that they were looking to get the Local Plan right for Epping Forest and although there would be a lot of evidence that was required for the next

stage, residents/Members should not look at any information in isolation because some very tough decisions would be required. He also advised that the consultations with residents would be statutory consultation periods, which would be completed properly.

(e) Parking Issues - The Broadway, Debden, Loughton

Councillor L Girling thanked the Portfolio Holder for Safer, Cleaner and Transport for meeting with him to see the dangerous parking problems in The Broadway, Loughton and requested an update on the emergency Traffic Regulation Order (TRO) for double yellows in this area and whether adequate enforcement would be available from North Essex Parking Partnership (NEPP).

Councillor G Waller advised that a temporary measure would be taken to install double yellow lines in The Broadway, in advance of the main Parking Review which would be carried out shortly with the more in depth consultation requirements. The works would be carried out shortly and he agreed that enforcement was required for the TRO to be effective and to ensure safety for local residents.

(f) Housing Appeals Panel

Councillor D Wixley asked the Housing Portfolio Holder whether applicants would be able to have the support of their local Councillors at any Housing Appeals Panel that would be held following the demise of the Housing Appeals Panel in the new Constitution.

Councillor D Stallan advised that following the discontinuation of the Housing Appeals Panel the decision would be delegated to Officers and therefore it may not be possible, although he would seek further clarification and answer Councillor D Wixley directly.

(g) Postal Delivery to Council Owned Flats

Councillor L Girling asked the Housing Portfolio Holder whether the Council had been made aware of changes to the times of deliveries and post by Royal Mail to the Council owned flats across the District and whether there was anything that EFDC could do about the matter.

Councillor D Stallan advised that the Council had a contract with the security systems and access to the Communal flats and was also surprised that Royal Mail had changed their delivery times without notice to residents or the Council. He would contact officers to find out further information.

## 11. MOTIONS

The Chairman reported that there were no motions to be considered at this meeting.

## 12. NEW COUNCIL CONSTITUTION AND ASSOCIATED MATTERS

The Chairman of the Constitutional Working Party, Councillor M McEwen presented a report on the new Council Constitution and associated matters.

### **Amendment moved by Councillor J Philip and Seconded by Councillor C Whitbread**

That an additional recommendation be added;

“That an additional paragraph be added to The Rules contained in Part 4 – Rules of the new Constitution under Rule V1 – Voting as follows:

**Quasi-judicial meetings – Voting**

If a Committee, Sub-Committee or Panel is acting in a quasi-judicial capacity, any member absent for any part of the hearing of evidence for the item of business shall not vote. This may also be subject to such a ruling by the Chairman of the meeting concerned.”

**Carried**

**RESOLVED:**

- (1) That the proposals for a merged Audit and Standards Committee not be adopted as part of the changes to the constitution;
- (2) That the position of the Audit and Governance Committee and Standards Committee be reviewed in two years' time;
- (3) That, the membership of the Audit and Governance Committee be increased to five members;
- (4) That the Standards Committee be convened to meet only when there was business to be transacted;
- (5) That the Remuneration Panel be asked to consider the appropriate level of remuneration for the Chairman of the Standards Committee and report back to the Council in due course;
- (6) That, the Housing Appeals and Reviews Panel be discontinued with immediate effect;
- (7) That responsibility for all Housing Appeals and Reviews currently within the scope of the Panel be delegated to the appropriate Assistant Director of Communities and, in the case of Homelessness Reviews, the Housing Options Manager as required, with the appropriate changes being made to the list of officer delegations contained within Part 3 of the revised Constitution;
- (8) That an additional recommendation be added to The Rules contained in Part 4 – Rules of the new Constitution under Rule V1 – Voting as follows:
  - (i) **Quasi-judicial meetings – Voting**

If a Committee, Sub-Committee or Panel is acting in a quasi-judicial capacity, any member absent for any part of the hearing of evidence for the item of business shall not vote. This may also be subject to such a ruling by the Chairman of the meeting concerned.”; and
- (9) That the New Constitution of the Council with the above decisions be adopted with immediate effect.

**13. OVERVIEW AND SCRUTINY**

(a) The Council received a written report from Councillor R Morgan, the Chairman of the Overview and Scrutiny Committee.

**14. CALL-IN AND URGENCY - TENANTS' DECORATION VOUCHERS**

The Council noted that the Chairman of the Council had agreed that the following decision be treated as a matter of urgency and not subject to call in;

(a) Waiver of Contract Standing Orders – Tenants' Decoration Vouchers

That the Council enter into a 12-month supplies contract with Wicks Building Supplies Ltd for the purchase of Tenants' decorating vouchers following the termination of the previous supply contract with Argos Business Solutions Ltd for a similar scheme through Homebase, based on a budget estimate of £45,000; and

That Contract Standing Order C5, Contracts exceeding £25,000 but not exceeding £50,000, be waived to allow the Council to enter into a contract without seeking competitive tenders, due to the urgency of being able to continue to provide a decorating voucher scheme for new tenants, until such time as a new supplies contract can be tendered.

**15. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS**

(a) No further updates from Council representatives on any other business of joint arrangements and external organisations were advised; and

(b) No requests were made for written reports to be made by representatives on joint arrangements and external organisations at the next meeting.

**CHAIRMAN**

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