



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 **Tuesday, 1 November 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

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

“The chairman 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. MINUTES (Pages 7 - 14)

To approve as a correct record and sign the minutes of the meeting held on 27 September 2016 (attached).

3. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

4. ANNOUNCEMENTS

- (a) Apologies for Absence
- (b) Chairman's Announcements

5. PUBLIC QUESTIONS (IF ANY)

To answer questions asked after notice in accordance with the provisions contained within Part 4 of the Council Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

- (a) to the Leader of the Council;
- (b) to any Portfolio Holder; or
- (c) to the Chairman of the Overview and Scrutiny Committee.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

6. QUESTIONS BY MEMBERS UNDER NOTICE

To answer questions asked after notice in accordance with the provisions contained within the Council Rules in Part 4 of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

- (a) to the Chairman of the Council;

- (b) to the Leader of the Council;
- (c) to any Member of the Cabinet; or
- (d) the Chairman of any Committee or Sub-Committee.

The Council Rules provide that answers to questions under notice may take the form of:

- (a) direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

Answers to questions falling within (a) and (b) above will be made available to the member asking the question one hour before the meeting. Answers to questions falling within (c) above will be circulated to all councillors.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

7. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 15 - 42)

To receive reports and any announcements from the Leader and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader;
- (b) Report of the Assets and Economic Development Portfolio Holder; (attached)
- (c) Report of the Environment Portfolio Holder; (attached)
- (d) Report of the Finance Portfolio Holder; (attached)
- (e) Report of the Governance and Development Management Portfolio Holder; (attached)
- (f) Report of the Housing Portfolio Holder; (attached)
- (g) Report of the Leisure and Community Services Portfolio Holder; (attached)
- (h) Report of the Planning Policy Portfolio Holder;
- (i) Report of the Safer, Greener and Transport Portfolio Holder; (attached) and
- (j) Report of the Technology and Support Services Portfolio Holder (attached).

8. QUESTIONS BY MEMBERS WITHOUT NOTICE

The Council Rules provide for questions by any member of the Council to the Leader or any Portfolio Holder, without notice on:

- (i) reports under the previous item; or

(ii) any other matter of a non operational character in relation to the powers and duties of the Council or which affects all or part of the District or some or all of its inhabitants.

Council Rules provide that answers to questions without notice may take the form of:

(a) direct oral answer from the Leader or, at the request of the Leader, from another member of the Cabinet;

(b) where the desired information is in a publication of the Council or other published work, a reference to that publication;

(c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner; or

(d) where the question relates to an operational matter, the Leader or a member of the Cabinet will request that a response be given direct to the questioner by the relevant Chief Officer.

In accordance with the Council Rules, a time limit of thirty minutes is set for questions. Any question not dealt with within the time available will receive a written reply. The Chairman may extend this period by up to a further 10 minutes at their discretion.

9. MOTIONS

To consider any motions, notice of which has been given under Council Rules.

Motions, if any, will follow if not received in time to be incorporated into the agenda.

Reports of the Cabinet

10. ANNUAL OUTTURN REPORT ON THE TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS 2015/16 (Pages 43 - 44)

(Finance Portfolio Holder) To consider the attached report.

11. OVERVIEW AND SCRUTINY

(a) For the Chairman of Overview and Scrutiny to answer any questions without notice asked in accordance with Council Rules.

12. CALL- IN AND URGENCY - COUNCIL HOUSEBUILDING - PHASE I TENDER (RECOVERY PACKAGE) (Pages 45 - 46)

To note the attached decision taken by the Chairman of the Council to waive the call-in provisions of the Overview and Scrutiny Rules.

13. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS (Pages 47 - 48)

(a) To receive the attached report from Councillor H Kane, as the Council's representatives for Royal Gunpowder Mills;

(b) To receive from Council representatives any other reports on the business of joint arrangements and external organisations and to receive answers to any questions on those bodies which may be put without notice; and

(c) To request written reports from representatives on joint arrangements and external organisations for future meetings.

14. 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 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.

This page is intentionally left blank

EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

Committee: Council **Date:** 27 September 2016

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 8.25 pm

Members Present: Councillors J Lea (Chairman), D Stallan (Vice-Chairman), N Avey, R Baldwin, R Bassett, A Beales, N Bedford, A Boyce, H Brady, R Brookes, R Butler, G Chambers, K Chana, D Dorrell, R Gadsby, L Girling, A Grigg, S Heap, R Jennings, J Jennings, H Kane, S Kane, H Kauffman, P Keska, J Knapman, Y Knight, M McEwen, L Mead, A Mitchell, G Mohindra, R Morgan, S Murray, S Neville, A Patel, J Philip, C P Pond, C C Pond, B Sandler, M Sartin, G Shiell, S Stavrou, B Surtees, G Waller, E Webster, C Whitbread, H Whitbread, J H Whitehouse, J M Whitehouse and D Wixley

Apologies: Councillors W Breare-Hall, L Hughes, S Jones, A Lion, C Roberts, D Roberts, B Rolfe, L Wagland and S Watson

Officers Present: D Macnab (Deputy Chief Executive and Director of Neighbourhoods), C O'Boyle (Director of Governance), R Palmer (Director of Resources), A Hall (Director of Communities), S G Hill (Assistant Director (Governance & Performance Management)), T Carne (Public Relations and Marketing Officer), A Hendry (Senior Democratic Services Officer) and R Perrin (Democratic Services Officer)

34. 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.

35. MINUTES

RESOLVED:

That the minutes of the Council meeting held on 27 July 2016 be taken as read and signed by the Chairman as a correct record subject to the following inclusion of Councillor G Mohindra's update on item 33. Joint Arrangements and External Organisations as the Health and Wellbeing Champion for West Essex.

"He had attended meetings with key stakeholders and important voluntary sectors about working together to gain a better understanding of individuals needs, efficiency savings and how best to work together. He would continue to update members on his role."

36. DECLARATIONS OF INTEREST

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

37. ANNOUNCEMENTS

- (a) Announcements by the Chairman of Council
- (i) Extraordinary Council Meeting

The Chairman advised that on Tuesday 18 October 2016, there would be an Extraordinary Council meeting to consider the draft Local Plan Consultation document. The meeting would start at 6.30 p.m. and refreshments would be made available in the Member's rooms beforehand.

- (ii) Chairman's Events

The Chairman advised that she had attended several events including the annual petanque match; an evening event hosted by Voluntary Action Epping Forest, laying a wreath for the Battle of Britain and attended a visit to Langston Road with Councillor A Grigg.

- (iii) Floral Display

The Chairman announced that she proposed to send the flowers from the meeting to King Harold Business and Enterprise Academy.

38. PUBLIC QUESTIONS (IF ANY)

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

39. FIRE ALARM

At this stage in the meeting the fire alarm sounded. The meeting was adjourned and the Council chamber was evacuated.

On returning to the chamber the Chairman thanked Members for taking part in the fire alarm testing.

40. QUESTIONS BY MEMBERS UNDER NOTICE**Local Council Tax Support****By Councillor S Neville to the Councillor G Mohindra, Finance Portfolio Holder**

"Can the Finance Portfolio Holder tell me with regard to Local Council Tax Support:

- (a) How many people applied for the exceptional hardship fund over each of the years 2013/14, 2014/15 and 2015/16;
- (b) How many people were successful in their applications over each of those years?
- (c) How much money was on offer for each of those three years?
- (d) How much was actually paid out?
- (e) How much money was saved in the last budget by reducing local council tax support; and

(f) How much would we have had to put up council tax to keep local council tax support at the 80% level last year?"

Response by Councillor G Mohindra, Portfolio Holder for Finance

"I would like to thank Cllr Neville for the question as it has highlighted Local Council Tax Support and in my Portfolio Holder report to Council I have invited Members to respond to the consultation on the Local Council Tax Support scheme for 2017/18. It is important in any debate about Local Council Tax Support to consider the effects of any changes in policy on both those who receive the support and those who pay for it. My response is as set out below –

(a) The number of applications received was, for 2013/14 85, for 2014/15 50 and for 2015/16 37.

(b) The number of successful applications was, for 2013/14 28, for 2014/15 19 and for 2015/16 17.

(c) An amount of £20,670 was on offer in each of the three years.

(d) The actual expenditure was, for 2013/14 £5,239.63, for 2014/15 £3,342.67 and for 2015/16 £3,369.72.

(e) The amount saved in the budget by reducing the level of local council tax support from 80% to 75% was £204,000 (as set out in the report of the previous Finance Portfolio Holder to Council on 15 December 2015).

(f) To have raised an additional £204,000 from council tax would have required an increase of £3.96 or 2.7% (for a band d property)."

Additional question by Councillor S Neville

Councillor S Neville thanked Councillor G Mohindra for his reply, although he had concerns by the lack of people successful in their application for the hardship fund and asked what sort of criteria, if any was used?

Response by Councillor G Mohindra

Councillor G Mohindra advised that only 1% of the working-age case load had applied and he urged all Members to make sure their residents knew about the application process. The Benefits team were very proactive in ensuring that the correct people were receiving the support available.

41. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET

(a) The Leader of the Council

The Leader advised that there had been a reduction in the number of meetings he had attended over the summer period, although Members had been heavily engaged in the development of the Draft Local Plan and attending the workshops, briefings and group meetings. The Leader reiterated the importance of the Cabinet meeting on 6 October 2016, the Extraordinary Council meeting on 18 October 2016 and the launch of the consultation on 31 October 2016.

The Leader advised that he had been engaging with many district leaders on a range of issues affecting the whole of Essex. The devolution deal had stalled somewhat

over the mayoral issue and the lack of clarity from the Government and although it was still being considered, the Council would not be able support the requirement for a mayor.

Furthermore he had attended a briefing by the newly elected Police Crime Commissioner, Roger Hirst, who advised that he was preparing a new Policing Plan for the County and highlighted the preparation he was making for a business case to bring together the governance arrangements of the Police and Fire Authorities. There would also be a police representative attending the Communities Select Committee to address the concerns of Members.

Finally the Council hosted the Locality Board, where the County Council Director of Place Services provided a presentation on the co-location of public services, which the Council had currently under review through its own Transformation Programme. Likewise progress on the Transformation project had been continuing steadily over the summer period.

(b) Planning Policy

Councillor J Philip advised that unfortunately the distribution of the Cabinet Agenda, which included the Consultation of the Draft Local Plan could not be handed to Members that evening but would be delivered by special delivery the following day.

(c) Leisure and Community Wellbeing

Councillor H Kane thanked her officers for successful securing £270,000 from the Arts Council England. The funding would provide services across Epping Forest, Broxbourne and Chelmsford Museums and they were one of only two Councils in Essex to have received the award, out of only 94 nationally.

42. QUESTIONS BY MEMBERS WITHOUT NOTICE

(a) Essex County Council (ECC) decision to stop accepting DIY recyclable Waste in the District

Councillor C C Pond asked the Environment Portfolio Holder about what pressure he would apply to ECC regarding the decision made to stop accepting DIY and construction waste from commercial type vehicles or towed trailers at Recycling Centres for Household Waste within the District. He advised that the decision had been subject to a call-in at ECC level and the Portfolio Holder for Environment and Waste, S Walsh had undertaken to review the decision in February 2017.

Councillor G Waller answered in the absence of Councillor W Breare-Hall. He advised that he had attended the last meeting of the Essex Waste Partnership Board, where ECC advised that their intention of the decision had been to stop businesses avoiding the waste charges by using the household recycling centres. Consequently, the decision would now prevent householders from turning up in commercial vehicles with their own personal DIY household recycling waste. Furthermore, the decision also had consequences of potentially increasing flying tipping because of the distance some householders would now have to travel to dispose of their waste. The nearest available centre that accepted this type of waste would now be in Harlow.

Councillor G Waller advised that the Portfolio Holder for Environment had raised his concerns about the lack of consultation that had taken place and welcomed the action of the call in by County Councillor C C Pond, although the decision had not been changed. Councillor G Waller advised that the situation would be monitored but

he felt that it would be hard to prove that the closures could be linked to the effect on flying tipping. The Council would do their best to impose fixed notice penalties and for the more serious offences, he hoped that the courts would impose the serious fines and that the Council would seek costs.

(b) Enforcement of ECC decision to stop accepting DIY Waste

Councillor R Gadsby advised that residents had already reported that trade vehicles were being turned away from the recycling centres within the District, when the actual date to stop accepting the waste should be 31 October 2016; and therefore was he aware of this?

Councillor G Waller thanked Councillor R Gadsby for notifying him and he would raise the issue with ECC. He advised that if any Members were aware of any incidences of flying tipping, could they report them to both Councillor W Breare-Hall and Councillor G Waller for monitoring purposes.

Councillor Webster advised Members that Waltham Abbey Town Council had written to ECC expressing their dissatisfaction at the decision. They also had advised the Lee Valley Park Authority and the Corporation of London.

(c) Public Transport

Councillor S Murray asked the Leader of Council, Councillor C Whitbread whether he;

- (i) welcomed the establishment of the Epping Transport Action Group (ETAG);
- (ii) shared their general policy that public transport in Epping Forest should be reliable, adequate and cheap as possible;
- (iii) shared Councillor S Murray concern regarding the decision by ECC to curtail the 167 bus route between Loughton and Debden and the effect it would have on the community; and
- (iv) would ensure that a Conservative Member attends that next meeting of the (ETAG).

Councillor C Whitbread advised that public transport was important to everyone and that it should be good value. He advised that a Conservative Member would attend the next meeting of ETAG and pressure, where possible would be applied to ECC.

Councillor S Murray advised that the next meeting of ETAG was on 12 October 2016.

(d) A Ban on Single use Items

Councillor S Neville asked the Safer, Cleaner and Transport Portfolio Holder, Councillor G Waller whether following the French Government's plan to ban single use plastic items, would he look into this Council following the same approach?

Councillor G Waller asked Councillor S Neville to forward him further information and he would have a look at it, although this Council had limited powers.

(e) Self Service Kiosks

Councillor J M Whitehouse asked the Finance Portfolio Holder, G Mohindra whether it could be possible for some assistance to be provided for the Self Service payment kiosks in Epping, once the floor walkers were removed at the end of October 2016.

Councillor G Mohindra advised that the Self Service Kiosks had been installed to save money, although he would ensure that the service would be monitored following the removal of the floor walkers and officers would be provided if required.

(f) Langston Retail Park

Councillor S Murray asked the Assets and Economic Development Portfolio Holder, Councillor A Grigg whether she was satisfied that the publically announced retailers for the Epping Forest Retail Park; whether she considered them a threat to retail activity in the Broadway; and that the Council was not damaging local businesses?

Councillor A Grigg advised that it was always going to be difficult to avoid competition and some conditions had been imposed, which had prevented a post office and pharmacy being included in the Langston Retail Park. A number of offers had been received and the Council would be considering them carefully, but it would be very hard for no competition to arise, although she did understand the local businesses concerns.

(g) Unauthorised Advertising Boards

Councillor D Wixley asked the Governance and Performance Development Portfolio Holder, Councillor R Bassett whether enforcement action would be taken against the people erecting the boards as well as the advertisers.

Councillor R Bassett advised that the Council was concerned by the company who were erecting the advertising boards, as unfortunately some of the advertisers were unaware that they were unauthorised. Consequently, the Council was warning the advertiser first and then taking action, if they persisted to use the boards, which would result in action being taken against both parties.

43. MOTIONS

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

44. KEY ACTION PLAN 2017/18

Mover: Councillor C Whitbread, Leader of the Council

Councillor C Whitbread submitted a report regrading the Corporate Plan Key Action Plan for 2017/18.

Report as first Moved **ADOPTED**

RESOLVED:

That the Corporate Plan Key Action Plan for 2017/18 be approved.

45. EQUALITY POLICY 2016

Mover: Councillor R Bassett, Governance and Performance Management

Councillor R Bassett submitted a report regarding the Council's Equality Policy 2016.

Report as first Moved **ADOPTED**

RESOLVED:

That the Council's Equality Policy 2016 be adopted.

46. STATUTORY STATEMENT OF ACCOUNTS 2015/16

Councillor J Knapman, Chairman of the Audit and Governance Committee.

Councillor J Knapman advised that the Statutory Statement of Accounts for 2015/16 had been considered by the Audit and Governance Committee and were recommended to Council.

Councillor G Mohindra, Finance Portfolio Holder.

Councillor G Mohindra submitted the report regarding the Statutory Statement of Accounts for 2015/16.

Report as first moved **ADOPTED**

RESOLVED:

That the Statutory Statement of Accounts for 2014/15 be adopted.

47. OVERVIEW AND SCRUTINY

The Council received a written report from Councillor M Sartin, the Chairman of the Overview and Scrutiny Committee.

48. CALL- IN AND URGENCY - PROCUREMENT OF CONSULTANTS TO SUPPORT THE DRAFT LOCAL PLAN

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) Procurement of Consultants to Support the Draft Local Plan

That the letting of the entire contract for the provision of technical support for the Draft Local Plan for a total sum of £366,272, and the publication of an appropriate Contract Award Notice in the Official Journal of the European Union, be agreed.

Councillor J M Whitehouse asked why this decision had come as a surprise and required the urgency?

Councillor J Philip advised that owing to a loss in planning policy officers and the urgent need to complete the site selection element for the consultation of the Draft Local Plan for the Cabinet Committee on the 6 October 2016, the formal tendering process had to be set aside for efficiency and the background knowledge that the consultants had gain through previous work.

Councillor R Morgan asked what the original budget had been and with this extra amount how much had it cost so far?

Councillor J Philip advised that he had not got the exact figures but it was significant since the Local Plan had begun in 2007. He would update Members on the figures through the Members Bulletin.

49. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS**(a) Update on the Health and Wellbeing Champion**

Councillor G Mohindra updated Members on his role as the Health and Wellbeing Champion. He advised that Health and Wellbeing was a key concern for local residents and the health economy was going through a period of change, with the increasing demands and pressure on resources. The Chief Executive and he had taken on the lead for this in West Essex, completing an extensive consultation programme with the many organisations that had been charged with funding and/or delivering services, the challenges faced and areas where performance could be improved. This had initially involved leaders from West Essex and had been expanded at the partners request to include Eastern Hertfordshire, who comprised of a major element of the local Health Economy. The Partners were clear that with the current challenges, more needed to be done to better coordinate and where possible integrate service planning and delivery with new joint opportunities to innovate. In order to lead this work, it had been proposed that a new executive and committee of elected Members would be established as a pilot programme to enable and test the effectiveness of this approach across the five district council areas in the Essex-Hertfordshire Boundary. A key role for this group was to also find new ways to better support the existing health and wellbeing partnership at local level and it had been anticipated that the structures would be in place and they would have met before Christmas.

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

CHAIRMAN

Report to the Council

Committee: Cabinet

Date: 1 November 2016

Subject: Assets and Economic Development

Portfolio Holder: Councillor A Grigg

Recommending:

That the report of the Assets and Economic Development Portfolio Holder be noted.

1. Town and Village Centres Opportunities Fund

The Town and Village Centres Opportunities Fund has been launched for 2016/17 and following the launch of the Fund, a number of bids and proposals have been received or discussed in draft outline and it is hoped that further publicity over the coming weeks and months will further widen its reach in terms of the organisations getting involved. The Economic Development Team is in contact with a number of partners in connection with the Fund, including a number of non-town partnership groups, with bids and proposals in the pipeline which will be reported to Members in due course.

2. Business Support

Broadband Business Breakfast

As reflected elsewhere in the report of the Technology and Support Services Portfolio Holder the Economic Development Officers hosted and supported a business breakfast to explore opportunities for businesses to grow through increased use of the fibre broadband capacity being built in the district. The event was positively received by attendees who represented local businesses, industry experts and key local stakeholders.

Low Carbon Across the South East (LoCASE)

LoCASE is a new EU funded project set up to help small or medium enterprise businesses across the South East Local Enterprise Partnership (SELEP) region to tackle and adapt to climate change, aiming to reduce business costs by cutting emissions and to promote the opportunities of the low carbon market. The scheme is not stalled by Brexit and the Economic Development Team has met with the Delivery Manager to discuss how we can work with them to help spread the word locally e.g. promoting in person when meeting local businesses and partners, inviting LoCASE to attend local business events, promoting in our Business Briefing, news updates and via EFDC social media etc. The Delivery Team is already engaging with a number of businesses in our district and at least two businesses are well advanced in their applications.

3. Visitor Economy

Accommodation Needs Study

Economic Development along with colleagues in Planning has commissioned Hotel Solutions to undertake a Visitor Accommodation Needs Assessment for the district. The first phase of this study took place in August 2016 with work informing the visitor accommodation policy in the draft Local Plan. Phase 2 of the study is currently being refined in light of the first stage findings and will hopefully commence in November 2016. This will provide more

evidence around the need and potential for the development of visitor accommodation with the District.

4. Asset Management and Major Projects

Good progress continues to be made in bringing forward the delivery of a number of major asset management projects. As Members will be aware, regular progress reports are made to my Asset Management Cabinet Committee regarding the Epping Forest Shopping Park. However, I can advise that the main construction contractor McLaughlin and Harvey, took possession of the site in early September and have completed their initial demolition works and started the construction of the retaining wall at the rear of the site and the excavations for surface water drainage. The Highways Works are also proceeding, and as previously reported will be phased to reduce disruption particularly at peak periods. Oakwood Hill Depot has been completed and the new MOT Station is fully operational. Further to receipt of approval of the Secretary of State with regard to the State Aid application, the St. John's Road, Epping, legal agreement is nearing completion."

Report to the Council

Committee: Cabinet

Date: 1 November 2016

Subject: Environment

Portfolio Holder: Councillor W Breare-Hall

Recommending:

That the report of the Environment Portfolio Holder be noted.

Flooding

The Engineering, Drainage & Water Team has applied for a grant available from ECC's Community Flood Improvement Fund -- <http://flood.essex.gov.uk/get-a-flood-grant/community-flood-improvement-fund/>. The grant application refers to a site in High Beach where the configuration of an existing headwall causes issues during heavy rainfall events and it is considered that improvement to the structure will reduce the likelihood of flooding occurring. The Fund is available to town and parish councils, district and boroughs, community groups etc. ECC are currently evaluating bids from across the county to see what offers the best value with the outcomes expected to be announced shortly. The fund is likely to continue for a number of years and hence bids are encouraged, with Officers from the Engineering, Drainage & Water Team happy to assist potential bidders with the application process, not to mention providing technical advice on what may offer the best engineering solutions to their issues.

Officers of the Engineering Drainage & Water Team, along with their consultant and ECC, recently presented to the Neighbourhoods Select Committee an overview of the Surface Water Management Plan (SWMP) for Loughton, Buckhurst Hill and Chigwell. The plan, which officers have worked with the consultant to produce, identifies the main risks of flooding from surface water in the plan area and complements innovative work undertaken by the team a number of years ago. Members were appraised of the purpose of the plan and its uses going forward, especially in respect of the emerging Local Plan, which the SWMP will link to and form part of the Evidence Base. Further studies for Critical Drainage Areas identified in the SWMP will be undertaken in the future. In the meantime, it was stressed that Officers of the EDW Team would continue to provide robust and up-to-date technical advice for new development proposals across the district ensuring that flood risk is managed and reduced through new development.

Unauthorised caravan encampments

A group of eight traveller caravans have moved onto EFDC land off Jessel Drive in Loughton, after previously occupying land owned by Loughton Town Council, adjacent to Rectory Lane. Before this the same group occupied private land in Waltham Abbey and EFDC land off Old Shire Lane in Waltham Abbey. Officers have obtained a court hearing date for Friday 14 October 2016 for possession of the land. There is a risk that the group will seek to camp on other land in the near vicinity. Officers will consider if further legal action can be taken if the group continue to camp illegally in the area.

JSJ Wood Recycling Ltd, Hoe Lane, Nazeing

The fire on the site was successfully extinguished by the fire service and all wood processing activities on the site have currently ceased. The most recent occupier appears to have vacated the site. Investigations are underway in tandem with the Environment Agency to try and confirm the owner's intentions for the site.

Officers are currently working on collating evidence to consider prosecution proceedings for a breach of the dust notice and other waste offences. The Environment Agency (EA) is leading on potential waste offence prosecutions based on evidence obtained by EFDC officers. The EA has already commenced proceedings regarding previous alleged waste offences.

Joint Working with Essex Trading Standards

The Public Health Team of EFDC joined Essex Trading Standards (ETS) on a joint visit to a food storage warehouse, 5 Star Foods International Ltd., in Stapleford Abbots. ETS had received information via the Food Standards Agency that a 'crushed pepper' product sold by the company contained 'ochratoxin A', which was above permitted levels. Ochratoxin A is produced by moulds and has the potential to affect human health. Officers from EFDC found that despite a pest control contract being in place the warehouse had a significant rodent problem and that some rice products contained active grain weevils. Significant amounts of food beyond the best before date was also onsite. Officers also found a small spice and rice packing operation onsite. Contaminated and out of date food is being disposed of at the operators cost. ETS and Environmental Health officers took further food items for sampling and analysis. The officers served three hygiene improvement notices.

Formal caution for failing to report an accident

A formal caution for failing to report a workplace accident was issued to M V Milk Ltd., of Stapleford Abbots. The accident occurred in 2014 and only came to light when the injured employee, who suffered a fractured ankle, contacted the Public Health Team in 2016. Officers were unaware of the business and visited and found a large office employing up to 10 people at the back of a residential property. Buildings had been erected without planning permission and there was no record of the company with business rates. Both relevant departments at EFDC are following up on these issues. Since the accident the company have employed external health and safety consultants and officers were satisfied with current arrangements. There was insufficient evidence to pursue the company for the accident and the company admitted failing to report despite their company policies at the time of the accident stating they would report. The company director accepted a formal caution on behalf of the company.

Waste Management

With the ECC Household Waste & Recycling Centres no longer accepting DIY and builders' waste, the Waste Management Team will be monitoring the location of the sites and surrounding areas to see if there is an increase in fly tipping of this type of material.

Arrangements have been made with Biffa locally to provide an emergency trade waste service to businesses or householders who have a problem with the disposal of DIY waste that in the past would have gone to the Household Waste and Recycling Centres.

The first cleansing using the new gum machine has been successfully completed. To ensure continuity of service Biffa has purchased a second machine to cover servicing and repairs when necessary.

The winners of the 'Clean for the Queen Campaign' poster competition came to an awards ceremony at the Civic Offices on the 6th October. The two winners, Mollie Dunn age 6 from Coopersale Hall School (winner of the infants school category), and Ava Griffith age 9 from Epping Primary School (winner of the junior school category) came to be given their prizes by the Chairman of the Council, with their parents and school teachers. Work is now taking place turning the winning designs into publicity livery for the sides of the waste vehicles.

As a part of joint working with Biffa, the Waste Management team are now carrying out joint Health & Safety inspections on Biffa's operations to further increase the focus on safe working practices.

We now have our first Waste Awareness Officer in post as a part of the DCLG funding bid to increase recycling and reduce contamination in flats. A full survey of all flats will take place to update records on the types of collection taking place, the containers used, space at the flat locations and access and egress issues. Once this is complete we will be carrying out waste analysis at some flats to ascertain the level of recycling materials in the waste stream and the contamination in the recycling stream.

Fly-tipping

Environment & Neighbourhood Officers recently interviewed a fly-tipping suspect who was arrested by the police after he failed to attend a formal interview under caution. Multiple vehicles registered to the suspect have been caught on CCTV being used to fly-tip waste in a remote rural location. The suspect appears to have obtained waste removal work through a Facebook account that has subsequently been removed. Investigations are ongoing.

Officers have issued the first Fixed Penalty Notice (FPN) to an alleged fly-tipping offender since this new penalty notice for fly-tipping offences was introduced earlier this year. A default level of £200 has been set by central government, with no reduction for early payment. Officers will consider offering a FPN as an alternative to prosecution proceedings for less significant fly-tipping incidents that appear to be a one off event. Normally a FPN for fly-tipping will only be offered if the alleged offender has been interviewed and admitted the offence.

This page is intentionally left blank

Report to the Council

Committee: Cabinet

Date: 1 November 2016

Subject: Finance

Portfolio Holder: Councillor G Mohindra

Recommending: That the report of the Finance Portfolio Holder be noted

Accountancy

Our last Council meeting saw the adoption of the Financial Statements for 2015/16 and that has allowed both officers and Members to now focus on the budget for 2017/18 and beyond. The budget process is being conducted with a higher level of uncertainty than usual, with details still awaited on key Government policies like New Homes Bonus and the disposal of high value voids. It is hoped that greater clarity will emerge in the Chancellor's Autumn Statement on 23 November. The indications from the Chancellor so far are that the pace of deficit reduction will be eased and additional funds will be spent on infrastructure. This is encouraging and I hope District Councils will be seen as the key delivery vehicles for boosting economic growth.

In accordance with the recommendation of the Finance Cabinet Committee, and the decision of Cabinet, an application to accept the Government's offer of a multi-year settlement was submitted before the deadline of 14 October. If a response is received before this meeting I will provide an oral update.

The next meeting of the Finance Cabinet Committee on 10 November will receive an update on the budget position and the progress on schemes that have received Invest to Save Funding. Following the top up to the fund earlier in the year there is still £219,000 available to support any new suggestions. Members are welcome to discuss any ideas on savings with myself or the Director of Resources as I am sure there are still good ideas out there that could help us achieve our savings targets.

Benefits

The performance of the Benefits Service at the end of quarter two is behind target but I remain confident that the key performance indicator targets will be achieved by the end of the year.

During the second quarter new claims were processed on average in 22.72 days, compared to a target of 22 days. Performance on processing changes of circumstance was also off target, with the figure of 7.62 days being above the target of 6 days. Processing times do tend to fluctuate between quarters, with the second quarter usually seeing a dip due to the holiday period. The performance on both indicators is very similar to last year and by the year end both had improved to meet the target level of performance.

Revenues

There is a mixed picture on the performance indicators for the Revenues Service at the end of the second quarter. At the end of September in-year Council Tax collection was at 52.65% which is above the target of 51.99%. This is slightly up on the figure of 52.54% at this time last year. However, the collection of non-domestic rates is below target at the end of September, with 53.25% achieved compared to the target of 53.46%. There has been an increase in arrears cases requiring action through the Magistrates Court. This is a concern as it seems to be part of a wider picture with reduced collections being reported across Essex, with some authorities down more than 1%.

On the night of 5 October there was a break in at the library in Waltham Abbey and the thieves made off with the Council's payment kiosk. The machine is regularly emptied so it contained very little money at the time of the theft. The payment kiosk was well used and its loss has created difficulties. I would like to thank the cashiers, the staff at the museum and at the library for working hard in providing temporary solutions to minimise the inconvenience to our residents. Different long term solutions are being evaluated as following this incident it is necessary to enhance the security around the payment kiosk.

Report to the Council

Committee: Cabinet

Date 1 November 2016

Subject: Governance and Development Management

Portfolio Holder: Councillor R Bassett

Recommending:

That the report of the Governance and Development Management Portfolio Holder be noted.

1. Development Management

Building Control

Building Control 2016/17 budget is £425,000 with year to date income of £274,952 (2015/16 £240,258).

Income is currently £57,342 ahead of budget which is a positive indicator considering at the halfway point through the year income equates to 65% of the annual budget.

This suggests that likely income will be at least £482,000 for the year.

Development Control

The current income of £520,289 compares favourably with the overall budget of £800,000 and shows DC income is £120,289 ahead of budget for the first six months of this financial year.

Actual income for the first six months of this year equates to 65% of the annual budget.

This indicates that DC should turnover at least £953,289 for the 2016/17 year.

General

Both DC and BC income are reflections of the current strong market conditions,

Costs are being carefully controlled and while it is clearly necessary to resource the services for which people are paying a fee, the trend for increased income in both areas is still continuing.

Ongoing work on reducing the use of paper and electronic working improving month by month is a key factor in reducing costs for DC & BC both in the short and longer term.

2. Electoral Services

Elections Canvass

Electoral Staff continue to make good progress with the Registration Canvass due to be published in December. It is very pleasing to note the efforts of our residents in adopting new technology by using automated means of replying to their Household registration forms.

Using such response methods means savings in postage and officer time (previously these forms were scanned into the system).

To date Elections have had 32,062 automated household responses. The breakdown of these is as follows: 16,682 by internet, 8,497 by phone and 6,883 by text. This represents 58.9% of all our properties that have used the automated service.

Report to the Council

Committee: Cabinet

Date: 1 November 2016

Subject: Housing

Portfolio Holder: Councillor S Stavrou

Recommending: That the report of the Housing Portfolio Holder be noted.

Review of approach to the provision of off-street parking schemes on housing estates

Since 2009, some 182 off street parking bays have been created on housing estates across the District where there has been the greatest need for off street parking, free of charge. This has been at a total cost of around £800,000 to date, split almost equally between the General Fund and the Housing Revenue Account (HRA). These schemes have generated very high resident satisfaction and have reduced the parking stresses in those streets.

However, as members are aware, the Council continues to face financial pressure and there continues to be a need to make savings within both the General Fund and the HRA in future years or, where possible, generate additional income.

At its last meeting, the Cabinet agreed that, for future off street parking schemes (with the exception of the schemes that have already agreed and committed), the Council will only provide off street parking where residents are prepared to pay to use the spaces, thereby generating an income to offset the high cost of constructing the bays. In addition, as is the case currently, following consultation exercises on proposed schemes the majority of the residents must be in favour of the proposal (and be prepared to state that they would be willing to pay to use the parking spaces).

The Cabinet agreed that charges for future off-street parking schemes will be either through renting dedicated parking spaces to residents, Residents Parking Zones or a Pay and Display tariff.

Where individual parking bays are to be rented, the spaces will be secured with a hinged lockable bollard, and the Cabinet agreed that an initial charge of £500 will be introduced for the first year of a new scheme being provided, to cover the cost of installing the lockable bollard, and £250 per annum thereafter. These charges will be reviewed annually.

It is unlikely that one approach will fit all situations. Therefore, an assessment will be made by officers and the most appropriate approach for each site will be determined by the Director of Communities, in consultation with me.

The Cabinet also agreed that, for the time being, only the schemes that are already committed will be constructed. Any new schemes will be added when the Cabinet next undertakes its annual review of off street parking in Autumn 2017.

Council Housebuilding Programme - Phase 1

In September, the Council Housebuilding Cabinet Committee agreed the appointment of P A Finlay & Co Ltd for the completion contract of the construction works at Phase 1 of the Council's Housebuilding Programme in Waltham Abbey in the negotiated contract sum of £2,674,000. This followed the Council's decision to formally determine the contract with the

previous contractor, Broadway Construction Ltd, as they were failing to regularly and diligently progress with the works.

When pricing for the completion contract, P A Finlay & Co Ltd went to great lengths to engage with the whole of the design team and sub-contractors used by the previous contractor, and many have emerged as the preferred specialists that P A Finlay & Co Ltd intend to appoint, which has a number of advantages for the Council. Indeed, this is a significant step towards them being able to offer guarantees and warranties for the works already completed by Broadway Construction Ltd, from which the Council will benefit.

Nevertheless, a number of provisional sums - amounting to around £171,000 – have still had to be estimated and added to the contract to offset a number of items that P A Finlay were unable to price, due to uncertainty with the works completed by Broadway Construction until the completion works commence.

The net difference of PA Finlay & Co Ltd completing the works, compared to the position if the total works were tendered now, is between an extra £753,000 and £860,000. Effectively, this represents the premium that the Council has had to pay for a new contractor to take over the work of another contractor, with all the difficulties, risks and new set-up costs that this always involves.

Review of the Epping Forest Careline Alarm Monitoring Service

The Council's Careline Service was introduced in June 1984. The service offers a twenty-four hour, 365 days per year, emergency alarm monitoring service to older and disabled people living within the District. The service currently monitors around 2,570 properties, including all of the Council sheltered housing schemes and private sector connections.

As the Careline Monitoring Centre has expanded in terms of the number of private sector connections, the management and operational aspects of the service have become more complex. In addition, there have been difficulties in recruiting staff, due to the nature of the work, the extensive training requirements and the salary level. This has led to additional pressures on existing staff that have had to cover, not only vacant posts, but also annual leave and sickness absences.

In 2011, the Careline Monitoring Service became accredited by the Telecare Services Association. The TSA is a nationally-recognised standards body for the delivery of technology-enabled care and support services in the UK. A new British Standard (BS8591) has recently been introduced which, in summary, states that there should be a minimum of two operators on duty in control centres at all times, whereas the Council's Control Centre only has one operator on duty during the "off peak" periods in the evenings and nights. All other Centres in Essex have either outsourced the service to a third party or have two Operators on duty at all times.

Although the Careline Service currently provides an excellent and reliable service to residents, with high levels of user satisfaction, it is considered important that a review of the future delivery of the Service is undertaken, to ensure its future resilience. The Communities Select Committee will therefore be undertaking a major review of the Careline monitoring service at its meeting on Monday 21 November 2016, which commences at 7pm in the two Committee Rooms, which all members are invited to attend.

The Committee will be asked to consider four main options for the future delivery of the service and to make recommendations to the Cabinet on a preferred option for early in the New Year.

Report to the Council

Committee: Cabinet

Date: 1 November 2016

Subject: Leisure & Community Services

Portfolio Holder: Councillor H Kane

Recommending: That the report of the Leisure and Community Services Portfolio Holder be noted.

Community Services

I am pleased to provide my monthly report to Council, which, as usual, contains several very interesting and innovative projects, which have been developed by our Community Services staff, for people of all ages in the Epping Forest District.

Community, Health and Wellbeing

Compass Club makes 'Best of West' Final:

I am delighted to advise members that our Primary School Compass Club project was a proud finalist at the recent 'Best of West Awards' 2016. The NHS West Essex CCG received over 100 nominations for this year's awards and the Compass Club was ecstatic to make the finals, having been nominated for Best Team/Project.

Chief Officer at NHS West Essex CCG, Deborah Fielding, said: "The Best of West Awards celebrates the exceptional work being done in West Essex to keep people well. The finalists for these awards come from all sectors of the community, demonstrating the commitment and enthusiasm local people have to deliver the best health and care services".

The Compass Club is run in various primary schools across the district and operates as a 10 week project, working with children in Years 3 & 4 with Special Educational Needs. The project uses a mix of theory work and physical activity to help the children with their confidence, social skills and behaviour management. Now in its second year, it has been delivered to 148 children in 12 of the district's Primary Schools. The project is currently free for schools and is funded by the Epping Forest Schools' Local Delivery Group.

Active Epping Forest Engagement Event – 19th October:

Working in conjunction with colleagues from Essex County Council Active Essex team, our staff organised an Active Epping Forest Engagement event in October, which was held at Loughton Cricket Club and was opened by the star guest, former British 100m record holder, Commonwealth gold medal winner and Olympian, Montell Douglas.

The aim of the event was to give people of all ages and abilities with an interest in health and wellbeing, the opportunity to have their say on the development of sport, physical activity and leisure in the Epping Forest District.

The key priority for Active Epping Forest is to try and encourage more people in the district to become more active and the attendees had some very good ideas on how this could be

done. The plan is to have a constituted group that is independent and representative of the local population, who will be able to drive forward Active Epping Forest and to shape the development of local sport, physical activity and leisure provision by applying for funding, delivering new projects locally, and sharing good practice.

Epping Forest Youth Council Elections:

We have already started the election of our new cohort of Youth Councillors and the deadline for nominations closed on Friday 14th October. All nine secondary schools within the district, were visited our Community Services staff and received promotional assemblies/lunch time visits, to highlight the benefits and rewards for being a member of the Epping Forest Youth Council.

The actual Youth Council elections are currently taking place and will finish on Friday 11th November. These have been organised and are being delivered with support of the Democratic services team, to provide the young people with the full voting experience including candidate booklets, ballot papers and polling booths. The election results will be declared on 16th November 2016.

The successful candidates will then undertake a programme of induction and training during November, so that they can take handover from our existing Youth Councillors, who have done such an excellent job.

MiLife Emotional Health and Wellbeing Project for young people:

I was looking forward to attending the first roll out, of a fantastic new mental health project that was piloted at Epping St Johns School in October.

The MiLife Project has been developed as a result of Epping Forest Youth Councillors highlighting the very real concerns of young people with regard to mental health. Using the Youth Council project budget that was agreed by Cabinet following the Task and Finish Review of Youth Engagement in the District, Community Services and the Youth Council have developed MiLife in partnership with NELFT (North East London Foundation Trust) health organisation.

Utilising the local skills of the Red Balloon Family and the professional expertise from NELFT, the MiLife project provides hour-long workshops for young people in years 7 – 11. Workshops are delivered through theatre performance, videos and practical demonstrations, which focus on real life scenarios and testimonials from local young people. The students from St John's were informed about different aspects of mental health, how everyone is different and the importance of positive mental health and being given the strategies to cope. It was essential that the young people were left with the confidence and knowledge of how to get help if they need it and they were therefore provided with details of safe and confidential contacts.

The professionalism of the workshop and performances and the powerful and positive messages that it gave to young people and the feedback that our staff have received from the professional advisors, on the way MiLife has been developed, has been tremendous.

The need for this type of support work which was identified by our Youth Council through their Youth Conference, was completely validated through the number of young people who asked for further information and support. This is an issue which is not unique to Epping Forest, but endemic across the country.

Following the pilot, additional workshops will be delivered within the school and a website has been developed for students, parents and teachers to go to for information – www.milife.org.uk.

The plan is for MiLife to be delivered in all of our state secondary schools in the district.

Grant Aid notifications

As Members are aware, the Council awards grants to voluntary and community organisations to support them in provision of a range of community services, from sports and social clubs, to charities and support organisations. These are identified as making a valuable contribution to the social and physical wellbeing of our residents and include major national charities and other smaller entities which enrich the tapestry of community activities that make our district such an enjoyable place to live.

From the last cohort of applications, the following groups have been approved for receiving grant aid:

- Hertfordshire Boat Rescue, which will receive funds to assist them with insurance costs for their rescue boats and equipment. This is an invaluable service, run by volunteers, in terms of emergency water rescue and training in water safety;
- Hastingwood Village Hall, which will receive funds towards refurbishment works. The hall provides much needed facilities within a rural location; and,
- Ongar and Villages Voluntary Care Association, which recently received funds to support its core costs. This organisation supports older people living independently, by arranging transport to take them to medical appointments.

Museum, Heritage and Culture (MHC)

King Harold 950 Festival £15k HLF grant approved

Our MHC team were successful in securing funding as part of a partnership application, for a grant of £14,900 from the Heritage Lottery Fund, to deliver a range of events and activities to commemorate the 950th anniversary of the Battle the of Hastings and the death of King Harold II.

The celebrations around the battle of Hastings and King Harold have been taking place all over the country and began in September in Waltham Abbey, with the opening of the new exhibition, *Harold II: the Life, legend and legacy of England's last Anglo Saxon king* at the museum until 21st December. The exhibition features a major loan from the British Library of a group of important medieval manuscripts from Waltham Abbey (this loan was made possible by the new security arrangements at the museum). The exhibition has also been supported with material from the British Museum and Bayeux in France, as well as Chelmsford and Saffron Walden Museums. Other Festival events included King Harold Day, the annual community event, held in the Abbey Gardens and on the 12th November the Museum Service has organised a major day school to be held at Waltham Abbey Town Hall, which will explore current research on King Harold and his links to Waltham Abbey.

Meridian Line Mosaic

Members may be aware that we have a Meridian Line that runs through Sun Street in Waltham Abbey. Our MHC staff have been working with Waltham Abbey Town Partnership and Waltham Abbey Town Council, on the commissioning of a new mosaic, which will be

installed in Sun Street, to mark the position of the Meridian line and the plans to celebrate this magnificent project.

Lowewood Museum

As reported previously, MHC was successful with an application to the Heritage Lottery Fund to develop an exhibition on the subject of the nationally important story of the Pulham's of Broxbourne. Working with B3Living, this project includes work to improve the care of the Pulham factory scheduled monument. The exhibition and a range of related events will take place early in 2017.

We have a special '*Storybook*' exhibition in situ at Lowewood Museum, which is part of the 2016 Literary Anniversary. Linked to the exhibition, our Cultural Engagement officers led '*Storybook*' readings with various groups, working in partnership with care homes: B3 Living (Waltham Cross), Sherrell House (Chigwell), Hanover Court, (Waltham Abbey) and with Epping Youth Theatre.

Workshops were also run in September with older participants to generate material for the exhibition. Participants read out loud to camera from books by authors featured in the exhibition. The resulting films will be accessible on an interactive video screen in a story corner, encouraging visitors to enjoy being read some classic favourite stories.

The exhibition explores a range of much loved authors and runs until 23rd December.

Museum Redevelopment Project Award Nominations

The major refurbishment and extension of our Museum, has attracted a national profile in building and design circles, where it has been nominated for a range of awards including an Architect's Journal Retrofit Award.

The Awards evening which was held in September, saw Epping Forest District Museum pitched amongst some very big players in the museum world, with work undertaken by architects Hawkins Brown, up against other shortlisted entries including the Victoria and Albert Museum. The District Museum was shortlisted in the Visitor Centres, Libraries and Museums Category, alongside projects at the V&A, Wellcome Collection and Gagosian Gallery. The Wellcome Collection was presented with the overall award in this particular category, but we and our architects, were delighted to be shortlisted with such a range of high profile museums.

The following evening saw another nomination for work undertaken at the museum, in the National Construction Manager of the Year Awards. The building contractor for the museum, Coniston Ltd., was a finalist in the New Build & Refurbishment £0-3 million category. Peter Griffiths, Coniston's construction manager on the Epping Forest District Museum project, was delighted to take home the silver award in this category, which featured eight other finalists.

Arts Council England Grant for the Arts £15k Award Approved

Our Cultural Team has been successful in securing a grant of £15,000 to support a multi-arts project for Epping Forest District in 2017, which will involve people from a range of age groups and abilities across the district.

The project, which is entitled '*Paths Unseen*', will see the development of new poems and associated illustrations produced by a range of media, that will be inspired by stories from the Epping Forest District. The project will include work with The Ongar Academy, with 100

pupils aged 13-14; 100 post 16 Epping Forest College students and 2 local adult writers' groups, in a programme of artist-led workshops on writing poetic work, performing poetic work and illustration. This will build to a public sharing of the work created, by an exhibition at the Museum, with supporting public programmes.

Paths Unseen will be led by local artists Keely Mills (Performance Poetry) and illustrator Jeff Winter, who will work with our stakeholder groups to encourage engagement in local heritage themes through their creativity. Keely Mills is a passionate advocate of poetry as a performative art form that can appeal to anyone and encourages all ages to discover their own poetic voice, sharing their work through performance. By working with Keely Mills, we aim to discover and tell some new stories about the Epping Forest District and encourage wider participation in local history and the arts.

Active Assemblies

Our Active Assemblies programme, which encourages Primary School children to be active, goes from strength to strength and is bringing a new income to the Council, through teacher training programmes delivered to Primary Schools outside of the district. This is the first step towards rolling the Active Assemblies project out to 'the rest of Essex' and other neighbouring boroughs. The training enables teachers to deliver the assemblies themselves supported by a resource pack with full filmed dance routines loaded onto a USB flash drive created by EFDC. In this way the teachers can use the toolkit to suit the needs of their pupils and adapt to the classroom as well as delivering in an assembly.

There is still the option for any school, education authority or health provider to buy in our officer or a trained dance artist to deliver the project and we will be targeting other regions of Essex to purchase this programme and deliver more training to teachers.

Leisure Management

I can report that all three shortlisted companies returned tenders for the new Leisure Management Contract. Currently, these are being evaluated to identify the Council's preferred partner on the basis of cost and quality. A key factor of the new contract, which is being offered for 20 years, is to design, build, operate and manage a new Leisure Centre to replace Waltham Abbey Swimming Pool. The proposed location for the new facility is at Hillhouse, Ninefields, Waltham Abbey, as part of the partnership scheme with NHS England and Essex County Council. The outline planning provision for the new facilities is due to be considered by District Development Management Committee at the end of November. It is planned to take a report to Cabinet and Council in December to award the new Leisure Management Contract. If a successful appointment is made, the new contract is due to start from the 1st April 2017.

This page is intentionally left blank

Report to the Council

Committee: Cabinet

Date: 1 November 2016

Subject: Technology and Support Services

Portfolio Holder: Councillor A Lion

Recommending:

That the report of the Technology and Support Services Portfolio Holder be noted.

Support Services

Transformation Projects

I would like to inform Members that under transformation, a fundamental review of the Reprographics function is being carried out considering the reduction of printed documents. The Reprographics Review has already proposed changes to its budget process and will take effect from the new financial year. The changes will place the budget in the same position as other support budgets and reduce inefficiencies due to paperwork and recording lists. In addition to this change Officers are undertaking a wide ranging review looking at service requirements, staffing structures, equipment and will explore all internal and external options for service delivery.

A group of Officers from across the Council, led by the Resources Directorate, are reviewing the authority's post handling and scanning process. One of the aims of the project is to recognise and reduce areas of duplication and inefficiency. One of the benefits of the project is to support and enable flexible and home working by enabling staff to access their correspondence electronically.

A project has been started to consider scanning post at the first point of entry into the Council to reduce the need for paper storage and enable access via our electronic records document management system.

Much work is still required on progressing both projects and I will update Members on progress as appropriate.

Sickness Absence

I am pleased to report that there has been an improvement in the average number of days taken by Officers due to sickness absence. Comparing this year's Q1 and Q2 figures with last year, there has been an improvement of an average of just under 1 day per employee (0.9 days). The cumulative totals are 2.98 average days (2016/17) against 3.88 days (2015/16).

Facilities

We are pleased to report that the PV Solar panels that were installed on the roof of the Civic Offices are on target for not only saving the environment, but in the first eight months has generated an income of £3,897.87.

Cleaning has been carried out to the front of the Civic Offices, which has removed all the dirt and moss from the stonework, making the area more presentable and safer to walk on in the wet.

A number of initial proposals are being drawn up for the new Reception area at the Civic Offices. The preferred layout including costs will be put forward for Members consideration.

The new electrical control panel is currently being installed. It allows selected areas such as the Computer Suite 2, the Conder Building and the Main Building to be isolated independently. This work requires electrical shutdowns, which are being carried out at weekends for minimum disruption to staff.

Technology

The Networks section within ICT will start process mapping the implementation stage of the SIP (Session Initiation Protocol) project on 13 November 2016 in conjunction with our telecommunications partners, Solar Communications. SIP enables voice services over the internet and through our telephone system. This project will give the Council the ability to route inbound and outbound calls over the Internet and improve flexibility and resilience compared to our current connections.

Works have started in the replacement programme of obsolete PCs. The new service use lower costs Thin Client Terminals, this conversion costs £50 compared to £150 to purchase a new terminal. The conversion project has reduced the amount of funding requested for terminal replacement in the 2017 ICT Capital Requirements.

The Multi-Functional Devices (MFD) to replace individual printers, are undergoing software installation and initial testing, with a view to rollout in November.

Installation has begun of the software for the Planning Mobile working system. The initial go live is planned to give Building Control the capacity to access key data and record site inspections while on site using Android Tablets. Later releases will add access to documents, with a similar capability for Development Management to follow in the future.

We have successfully recruited to the vacant Network Analyst post, which means the Networks section is now fully staffed. However, there is now a resultant vacancy in the Gazetteer Team.

GIS & Gazetteer

We are currently liaising with the Principal Landscape Officer on a public engagement project around the Green Infrastructure Framework using our mapping solutions. This project would include interactive maps for residents to commit to Green projects and monitor progress.

The Councils UAV (Unmanned Aerial Vehicle) Operations Manual has been signed off by the CAA (Civil Aviation Authority). This is a comprehensive 40 page document that covers all aspects of our use and safety of the UAV. Our Lead Officers, Andrew Gardener and Dan Chapman, deserve credit for the production of the manual to CAA standards.

The team are aiming (weather permitting) to complete the practical exam by Friday 28 October. Following that staff will be fully qualified and will just need to apply for a CAA Permission for Commercial Operations license.

The Councils internal web mapping systems (Intranet Mapping Systems) have allowed us to quickly and easily disseminate and analyse contractor data related to the Local Plan. This is

a direct benefit of our ESRI mapping solutions, and something that would have taken considerable time in our previous systems now takes minutes.

Superfast Broadband High Speed Internet

The Rural Challenge Project continues to make progress across the district. In excess of 140km of ultrafast fibre broadband network has now been built with over 1800 customer pots installed at the edge of premises. Cabinets in Bobbingworth, Fyfield, Norton Heath, Abbess Roding and Toot Hill are now live with a further four cabinets in the build phase.

A successful Broadband Business Breakfast was held in September at Mulberry House, High Ongar which attracted a number of businesses from across the district and introduced them to a number of key internet service providers. Businesses were encouraged to explore opportunities to utilise the fibre broadband networks to grow their business. Positive feedback was received from both attending businesses and attending speakers and it is hoped that a number of useful introductions were made and productive business engagements took place.

Officers are working with Essex County Council on a Smart Place initiative. As part of the wider Smart Essex programme we will be seeking to transform how internet based services are offered across the district. In conjunction with Economic Development a Smart Place workshop involving companies across the district is being planned for December.

This page is intentionally left blank

Report to the Council

Committee: Cabinet

Date: 1 November 2016

Subject: Safer, Greener and Transport

Portfolio Holder: Councillor G Waller

Recommending:

That the report of the Safer, greener and Transport Portfolio Holder be noted.

Community Safety and Safeguarding

Attendance by Essex Police District Commander for Brentwood and Epping Forest at the next Communities Select Committee Meeting

At its next meeting on 8 November 2016, taking place at 7.00 pm in the Council Chamber, the Communities Select Committee will be receiving a presentation from Essex Police District Commander for Brentwood and Epping Forest, Chief Inspector Denise Morrissey, on the policing of the Epping Forest District and current local policing issues and concerns.

Following the presentation, members will have an opportunity to ask the District Commander questions about policing the District. At its last meeting, members of the Select Committee agreed the areas and issues that they would like to discuss with the District Commander. As requested by the Committee, CI Morrissey has been given advance notice of the matters that the Committee wishes to discuss, in order to give her sufficient time to prepare her responses and to therefore make the discussion and any possible outcomes useful and meaningful.

At the same meeting, the Select Committee will also be considering and discussing the Epping Forest District Community Safety Partnership's Annual Report.

I know that the Chairman of the Select Committee has extended an invitation to all members with an interest in policing in the District to attend the Select Committee meeting, and I encourage them to do so.

Safeguarding

Our Safeguarding team had an extremely busy September, with a further increase in the number of concerns identified across the Council. Many of these were complex in nature, requiring a significant amount of time in liaison with internal colleagues as well as Social Care and Mental Health workers.

A particular increase has been seen in the number of cases relating to 'cuckooing' involving drugs. This is where perpetrators prey on vulnerable adults and often use coercive tactics to obtain access to their homes, where they take up residence to carry out drug dealing and other criminal activity. In most cases, cuckooing is identified through anti-social behaviour complaints, where neighbours report issues of noise and disturbance late at night and frequent visits to a property.

There has also been a significant increase in hoarding cases, several of which have been Council tenants, as opposed to owner occupiers or people living in private rented

accommodation. Staff have found the recently adopted Southend, Essex and Thurrock (SET) Multi Agency Hoarding Guidance Assessment tools helpful in grading the level of problems uncovered and this has helped the team secure support from Essex Social Care, including payment for cleaning and clearance of properties.

Cases relating to poor mental health are also on the increase and a pilot mental health training session led by Essex MIND was provided for staff in October, to see whether this would be helpful for all Council staff who deal with these issues on a daily basis.

We have found that recently it has been necessary actively to challenge social workers dealing with some of our local safeguarding cases; this has included an issue regarding decisions taken for an elderly lady with dementia, who was deemed to have 'capacity', when it was identified by several of our staff that this was not the case. Following the challenge, Essex County Council agreed to host a professionals' meeting, at which, a consensus was reached that the lady did not have mental capacity and would need to have a Deprivation of Liberty Standards assessment undertaken.

A further challenge was successful in respect of the need to re-open a child neglect case. However, this took several months of sustained pressure from the Safeguarding team.

Sadly, we have found that there appears to be an increase in alcohol misuse amongst our older population, which is often mistaken for dementia/mental health problems and can be time consuming and difficult to address. Isolation and resultant depression can be a key factor in alcohol misuse amongst the elderly and there are significant gaps in service provision to support people in these circumstances. It is hoped that the Council's Action Plan from the Impact of Ageing Population Study, will go some way to addressing these local issues.

On a positive note, the introduction of a new safeguarding system for the Council's repairs teams has been very successful. All teams now undertake a 'Tool Box' training session (provided in-house), which is a mini-safeguarding overview, focussing on issues such as hoarding, neglect and domestic abuse. If staff witness anything that they are worried about whilst working in a tenant's property, they will complete a report card and refer this to their line manager, who will undertake a work inspection visit, which provides an opportunity to assess whether a concern needs to be formally reported.

This new process has given repairs staff the confidence to report concerns, whereas previously they were worried about repercussions.

Safeguarding statistics for September 2016.

Total no. of concerns received by the Safeguarding team for this period:35

No. of children-only concerns (where children were victims):10

No. of adult-only concerns (where adults were victims):22

No. of concerns that involved both (adult and children were victims): 3

Total no. of children involved:25

Total no. of adults involved:25

No. of new cases referred to Essex Social Care:15

No. of new cases referred to Police 0

No. of multi-agency referrals made (eg. to Police and Essex Social Care): 0

Updates (sent to agencies where victim/perp already known/on-going):	2
Referral to Mental Health Service:	0
Referred to MARAC:	1
Referral to other external agencies (eg. Family Mosaic; CQC; GP)	2
Not referred (doesn't meet threshold/not safeguarding):	15

Categories

Welfare concerns:	4	Physical Abuse:	0
Domestic Abuse:	6	Self Neglect/Hoarding:	7
Mental Health/Mental Capacity:	6	Homeless:	3
Neglect:	3	Substance Misuse:	1
Emotional/Psychological Abuse:	0	Exploitation/cuckooing:	3
Financial Abuse:	1	CSE:	0
Sexual Abuse:	0	Organisational:	1
Modern Slavery/trafficking:	0	Noise	2

CCTV

A wide range of CCTV work has been undertaken across the district, including new installations and repairs, as forecast within the CCTV Strategy presented to Cabinet earlier in the year. The following provides an overview of this:

Ongar: New CCTV systems have been installed in Basons car park and Pleasance car park. These will be commissioned and operational by the end of October.

Traps Hill, Loughton: Installation of a new camera system begins on 24 October.

Oakwood Hill, Loughton: The CCTV work at Oakwood Hill depot is now complete. This is a 24 camera system, some of which has been transferred over from Langston Road. A new HD camera has also been placed in the MOT hanger for VOSA. CCTV designs have been submitted for car parks in Oakwood Hill Industrial Estate.

Waltham Abbey: New CCTV designs have been submitted for car parks at Abbey Gardens in Waltham Abbey on behalf of Lea Valley Regional Park Authority. Townmead facility has had a 4 camera CCTV upgrade; this has been completed and now protects the rear of the facility.

Pelly Court, Epping: A new CCTV system increasing the number of cameras from 16 to 19 is being installed at Pelly Court and commenced on 17 October.

Limes Avenue Estate, Chigwell: The complete CCTV and ANPR system design is now complete for Green Block and Limes Avenue junction, and an invitation to tender was sent out in the week commencing 17 October. It is anticipated that work will be completed by January 2017. This has been a sizable and complicated piece of work that has taken almost a year to develop.

Other Successes

- Mobile CCTV has captured strong evidence of a serial fly poster scheme and this is being further investigated by the Neighbourhoods Enforcement team.
- Covert CCTV has captured strong evidence of a serial fly-tipper, which has led to the arrest of one male, who has been interviewed under caution, carried out at Harlow Police Station, prior to prosecution.
- CCTV evidence has assisted with the prosecution by police for a criminal damage and attempted burglary offence. The male offender was given a compensation order and jailed for 4 weeks.

- CCTV has captured numerous offences by one individual and an arrest has been made. The Magistrates Court have referred the case to the Crown Court, due to the seriousness of the charges, which include theft of a motor vehicle, dangerous driving and no driving licence.

Airwaves Radio: An application has been made to Ofcom for a TEA2 licence to enable an Airwave radio to be located in the CCTV room. This will give the Council direct contact with police on the ground when dealing with incidents.

Pilot CCTV: The team is piloting a new 4 in 1 mobile CCTV camera from Rapid Vision Ltd. If successful, this will provide multiple camera coverage of a single area at a moment's notice.

Collaborative working with Essex County Council: EFDC are now working in partnership with Essex Highways with regard to sharing use of highways street furniture to support temporary CCTV. This has been a major breakthrough, and could lead to more success in tackling ASB and crime hotspots at short notice. A closure order at Prescott Green, Loughton is the first use made under this agreement.

Body Worn Cameras (BWC): A new policy is being drafted for the introduction of BWC to be used for land drainage officers as an initial area within the Council.

Essex Region CCTV Group: The Council's CCTV Officer has been voted as chair of this newly formed CCTV group. The group is made up of CCTV managers from across local authorities in Essex and Redbridge and will meet quarterly to discuss best practice and joint approaches to effective cost saving and use of CCT, with partner agencies. It is hoped that the group will also develop its own social media content.

New CCTV Assistant Officer: Terri Anne Gill joined the CCTV operations team in October, as the new career grade CCTV Assistant, agreed as part of the Council's CCTV Strategy 2015-2022. Her role will be to assist with day to day CCTV operations and administration.

Trees and Landscape

Members taking an interest in this year's Stirling Prize for architecture may not be aware of a connection between one of the shortlisted entries and pro bono work by the Council's tree specialist, Chris Neilan. Trafalgar House in Southwark is part of a major redevelopment of the Heygate estate, at Elephant and Castle. The design of the whole redevelopment prioritized the retention of trees, originally largely hidden behind the tower block housing, as a way of distinguishing the development, increasing its value and promoting sales. A key method of achieving that was to value all the trees at the outset, using Chris Neilan's CAVAT tree valuation method. This valuation has then been used throughout the process to ensure that trees were protected, and where this proved impossible, to set the level of compensatory tree planting in the wider area.

This initiative by one of the Council's senior officers is now widely adopted and having a beneficial effect far beyond our boundaries.

Countrycare

Since the last report Countrycare has appointed a new Countryside Assistant, Jo Garrad, and she is settling in well.

In September seven volunteer days were organised on our Local Nature Reserves and there was also a day cutting and raking the Ongar Community Orchard. The work parties continue to be well attended.

The team and a small group of volunteers spent two days coppicing hazel at Belhus Woods, a site managed by the Woodland Trust. Instead of payment, Countrycare took away the harvested stakes and binders for its own use over the winter for hedge laying on our sites.

Kevin Mason led a Lifewalk in Moreton, taking in Bobbingworth Nature Reserve, which was very much enjoyed by the 24 people who attended.

Abigail Oldham and Nicola Ceconi ran a Mammal Morning event in partnership with the Essex Wildlife Trust, and 17 people, including four children, attended the event that started at 7.30am on Chigwell Meadows. Small mammals were caught overnight in traps and released in the morning after they had been identified. Three wood mice, a bank vole and a shrew were found. After breakfast, the group were given owl pellets to dissect to identify the bones and analyse what species of small mammal they were from. The owl pellets were collected from the outside area of the control tower at North Weald Airfield where a tawny owl perches and drops its pellets.

Voting starts on 31 October in Tesco, Epping for the Tesco Bags of Help grant. Members are encouraged to vote for Countrycare's project to improve Nazeing Triangle Local Nature Reserve.

Car Parking

Council Car Parks

When approving the Car Parking Strategy, the Cabinet agreed to improve and enhance the Council's car parks, including upgrading of the CCTV systems and replacement of older lighting systems with new LED lighting. I am pleased to inform members that CCTV systems have now been upgraded in the Basons Lane and Pleasance car parks in Ongar.

The project to replace older lighting systems with new improved and efficient LED lighting has been slow to start due to staffing resource pressures. However, a new LED lighting design has been completed for the Traps Hill Car Park in Loughton and the installation work will commence shortly.

I can also inform members that a facility for chip and pin payments in all our car parks has now been put into effect.

I opened tenders for the provision of off-street parking enforcement and cash collection on 21 October 2016. The tenders are being evaluated, and the successful bidder will deliver off street parking enforcement across the District from 1 April 2017. I shall be reporting at the December Cabinet on the outcome of the tender assessment process.

Loughton Broadway Parking Review

I met with ward members on 3 October along with officers from the Council and from North Essex Parking Partnership (NEPP) to discuss the final proposals for on-street parking restrictions in the Langston Road area. Members are in agreement that a small number of sites will have restrictions implemented in the first phase to address parking stress in the area. The wider area review will then commence.

TRO (Traffic Regulation Order) schemes

At the Joint Committee meeting of NEPP on 20 October, Councillor Richard Bassett, substituting on my behalf, nominated schemes for on-street parking control measures in several locations throughout the District.

This page is intentionally left blank

Report to the Council

Committee: Cabinet **Date:** 1 November 2016

Subject: Treasury Management Strategy Statement & Investment Strategy 2016/17 – 2018/19.

Portfolio Holder: Councillor G Mohindra - Finance

Recommending:

(1) That the following changes to the Council's Treasury Management Strategy Statement and Investment Strategy be approved:

- (a) an increase in the group limit for Local Authorities from £20million to £25million;**
 - (b) an increase in the group limit for Money Market Funds from £15million to £20million; and**
 - (c) an increase in the limit for NatWest (the Council's banker) from £2.5million to £5million.**
-

1. The Annual Outturn report on the Treasury Management and Prudential Indicators for 2015/16 was considered by the Finance & Performance Management Cabinet Committee on 15 September 2016 and the Audit & Governance Committee on 19 September 2016.

2. Both Committees noted that the Council had continued to finance its capital programme through internal resources. The combined balances on Capital Receipts and the Major Repairs Reserve at the end of the year were broadly similar to the anticipated closing balances, which meant that the Council still had adequate resources going forward to finance its medium-term capital programme. The Council had procured no new borrowing and did not breach any of the Treasury Prudential Indicators during the year.

3. In constructing the Treasury Management Strategy Statement and Investment Strategy for 2016/17 to 2018/19, some very prudent restrictions had been applied to some classes of investments. It had become evident that these restrictions were too prudent and caused operational difficulties in managing the Council's cash flow. Some minor changes had been proposed to the following classes of investments:

- (a) an increase in the group limit for Local Authorities from £20million to £25million;**
- (b) an increase in the group limit for Money Market Funds from £15million to £20million; and**

(c) an increase in the limit for the Council's banker, NatWest Plc, from £2.5million to £5million.

4. These changes, if agreed, would ease the operational difficulties without adding significantly to the risk profile of the Council's investments.

5. If the current limits were maintained than the Council would spend more time than was necessary managing its cash flow and undertaking transfers between accounts that were not really necessary. The main operational difficulty was trying to contain the balance on the NatWest account below the current limit of £2.5million, and increasing this limit to £5million would reduce the work needed to manage the cash flow. The Council's Treasury Management consultants, Arlingclose, had no objections provided the money was only left overnight and no fixed term deposits were made with NatWest. The Council had no fixed term deposits with NatWest and did not intend to start doing so.

6. We recommend as set out at the commencement of this report.

Report to the Council

Portfolio: Housing

Date: 1 November 2016

Subject: Overview and Scrutiny Rule 53 (Call-In and Urgency)

1. COUNCIL HOUSEBUILDING PROGRAMME - PHASE I TENDER (RECOVERY PACKAGE)

Recommending:

To note that the Chairman of Council agreed that the following decision of the Council Housebuilding Cabinet Committee (22 September 2016) be treated as a matter of urgency and not be subject to the call-in provisions of the Constitution, in accordance with Overview and Scrutiny Rule 53 (Call-In and Urgency):

(a) That P. A. Finlay and Company Limited be awarded the Design and Build Contract for the recovery phase of the construction works making up Phase 1 of the Council's Housebuilding Programme in Waltham Abbey, in the negotiated contract sum of £2,674,335.10; and

(b) That a contingency sum be set aside for any unforeseen matters that might materialise once works had commenced on site.

1.1 At its meeting on 22 September 2016, The Council Housebuilding Cabinet Committee had been advised that the Council had formally determined the contract for Phase 1 of the Council Housebuilding programme with Broadway Construction Limited, following concerns expressed by the Council over a period of time. From 1 June 2016, the Council had assumed over responsibility for the sites comprising Phase 1 of the programme.

1.2 A full audit of the work completed on site up to the date of the contract determination had been undertaken and a new tender package had been prepared under the direction of the Council's Development Agent. With the previous informal agreement of the Cabinet, informal discussions had taken place with known local companies that might be able to complete the contract works. As a result, P. A. Finlay and Company Limited had emerged as the only contractor that expressed an interest in taking over the contract, having also successfully completed refurbishment and conversion works on behalf of the Council at Marden Close.

1.3 Negotiations had therefore commenced with P. A. Finlay and Company Limited based on a design and build contract, whose proposed programme to complete the works had been evaluated by Pellings LLP. In the opinion of Pellings, P. A. Finlay and Company Limited had provided a submission that was competitive and reasonable in relation to the prevailing market conditions, which represented value for money for the Council.

1.4 The Chairman of Council had agreed to waive the call-in procedure set out in the Constitution, as any delay likely to be caused by the call-in process would seriously prejudice the Council's interests, as statutory utility quotations would expire during the call-in period, resulting in a contract price increase and further delay in the completion of the Phase 1 works.

This page is intentionally left blank

Waltham Abbey Royal Gunpowder Mills – Board Meeting and AGM- 17/09/2016

Report by Councillor Helen Kane

The meeting took place on the 17th of September 2016 in the Walton House meeting room at 11.00am.

The Chairman – John Bowles started the meeting stating that at 12.00 noon the meeting would be interrupted for the AGM and then return to the main agenda.

The main report from the Chief Officer, Stella Morris, was a plan of activities for the year 2017 and of course the measures and plans after the Council meeting regarding the rejection of the planning application with PGL.

It is apparent that the site needs to be sustainable, so the Operating Group, which was a result of the recent Group meetings, has the major role in improving relationship and communication and putting fresh ideas for events and plans for the site.

The maintenance of the site and the buildings and the existence of Asbestos were also mentioned, along with the importance of having the Mills open only during events as there are many inappropriate places for the public and not enough staff to safeguard the number of visitors. Asbestos has been discussed in many times and there are two surveys in existence, although the original owner is responsible for the de-contamination of the site. So the board members are looking into this, just in case it is not their entire responsibility- but this is a topic for future item for discussion.

VE celebrations event is coming back but profitability is very hard to estimate in the current climate. From the financial report it is evident that a lot more planning is needed. The Railway was also mentioned – inspectors have advised for training for looking after the rails and installation of toilets.

The AGM took place, where John Bowles is remaining as Chairman for the time being – but as he declared he would like to resign in the New Year. Martin Ives was elected Vice Chairman – working closely with the Chairman will give him an inside picture of the involvement and the responsibilities for taking the Chair in the new Year. The rest of the board members were re-elected.

After that the Board went in private session.

This page is intentionally left blank