



CONSTITUTION WORKING GROUP **Monday, 3rd December, 2018**

Place: Civic Offices, High Street, Epping

Room: Committee Room 2

Time: 7.00 pm

Democratic Officer **Services** V. Messenger Tel: (01992) 564243
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors M McEwen (Chairman), M Sartin (Vice-Chairman), D Dorrell, S Heap, L Hughes, S Jones, J Philip, C C Pond, C P Pond, J Share-Bernia and J H Whitehouse

MEMBERS ARE REMINDED TO BRING THEIR COPIES OF THE EXISTING CONSTITUTION DOCUMENT WITH THEM TO THE MEETINGS – FURTHER COPIES CAN BE SUPPLIED ON REQUEST.

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS

To report the appointment of any substitute members for the meeting.

3. NOTES OF PREVIOUS MEETING (Pages 3 - 12)

To agree the notes of the meeting of the Working Group held on 25 June 2018.

4. TERMS OF REFERENCE & WORK PROGRAMME (Pages 13 - 16)

To review the terms of reference and progress with the achievement of the current work programme for the Working Group.

5. CONSTITUTION - REVISIONS & AMENDMENTS

To note that the following revisions or amendments have been made to the Constitution since the previous meeting of the Working Group, pursuant to the authority delegated to the Service Director (Governance and Member Services).

6. PLANNING PROCESS REVIEW (Pages 17 - 22)

To consider the report (attached).

7. PETITION SCHEME (Pages 23 - 32)

To consider the report and the revised version of the Petition Scheme (attached).

8. APPOINTMENT OF HONORARY ALDERMEN AND ALDERWOMEN (Pages 33 - 42)

To consider the report and proposed scheme (attached).

9. DATE OF NEXT MEETING

To note that the next meeting of the Working Group will be held at 7pm on 28 March 2019.