

EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

Committee: Council **Date:** 21 April 2015
Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.31 - 10.20 pm

Members Present: Councillors A Boyce (Chairman), K Adams, K Angold-Stephens, R Bassett, Mrs H Brady, R Butler, D Dorrell, L Girling, R Glozier, P Gode, Mrs A Grigg, J Hart, R Jennings, Mrs S Jones, Mrs H Kane, P Keska, J Knapman, Ms Y Knight, J Lea, A Lion, L Mead, A Mitchell MBE, G Mohindra, R Morgan, S Murray, S Neville, J Philip, Mrs C P Pond, C C Pond, C Roberts, B Sandler, Mrs M Sartin, Mrs G Shiell, D Stallan, B Surtees, Mrs T Thomas, G Waller, Ms S Watson, A Watts, S Weston, C Whitbread, Mrs J H Whitehouse, J M Whitehouse, D Wixley and N Wright

Apologies: Councillors Mrs E Webster (Vice-Chairman), W Breare-Hall, G Chambers, K Chana, T Church, Mrs R Gadsby, H Kauffman, Mrs M McEwen, H Mann, B Rolfe, Ms S Stavrou and Mrs L Wagland

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

97. 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.

98. ELECTION OF VICE-CHAIRMAN

In the absence of the Vice-Chairman, the Chairman proposed Councillor B Rolfe for the role of Vice-Chairman for this meeting.

RESOLVED:

(1) That Councillor B Rolfe be elected Vice-Chairman for the duration of the meeting.

99. MINUTES

RESOLVED:

That the minutes of the Council meeting held on 17 February 2015 be taken as read and signed by the Chairman as a correct record.

100. FORMER COUNCILLOR R WILMOT AND FORMER CHIEF EXECUTIVE MR BROKESHIRE

The Chairman informed the Council of the death of Former Councillor R Wilmot and former Chief Executive Mr P D Brokenshire.

The Council stood for a minute's silence in tribute to the memory of former District Councillor R Wilmot and the first former Chief Executive for Epping Forest District Council Mr P D Brokenshire.

Members were informed that Bob Wilmot had been a District Councillor for eight years representing the St Johns Ward from 1996 to 2004 and a Loughton Town Councillor from 1996 to 2004.

Members were informed that Mr P D Brokenshire was the first Chief Executive of Epping Forest district Council and piloted the authority through the difficult process of combining the four predecessor Councils under the Local Government reorganisation in 1973/74.

Members paid tribute to the memory of Bob Wilmot.

101. DECLARATIONS OF INTEREST

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

102. ANNOUNCEMENTS**(a) Presentation of Quality Councils Accreditation**

The Chairman presented Loughton Town Council and Ongar Town Council with the Quality Councils Accreditation from the National Association of Local Councils (NALC). The Chairman of NALC Councillor K Browse and the Chairman of Essex Accreditation Panel, Mr P Davey advised that Loughton and Ongar Town Councils were at the forefront of best practice achieving excellence in governance, community leadership and council development.

(b) Presentation of High Sheriff's Award

The Chairman presented Youth Councillors Chloe, Doncho and Fatemeh with the High Sheriff Shield Award acknowledging the valuable work the Epping Youth Council are doing in their community, contributing to crime reduction, community safety and anti bullying.

(c) Announcements by the Chairman

The Chairman reported that he had attended many events in and around the District including the RAF Cadets Awards in Chelmsford, the Chairman of Essex County Council Awards where Councillor J H Whitehouse collected an award for the Re-use Charity in Epping, events at Rochford, Southend, a trip on the Maldon Barge and a tour around the Southend Airport.

(d) Announcements by the Leader of the Council and Portfolio Holders

There were no announcements under this heading.

(e) Florals Display

The Chairman advised that he intended the flowers from tonight's meeting to be sent to Frank Bretton House, Ongar.

103. PUBLIC QUESTIONS (IF ANY)

The Council noted that there were no public questions to be considered at this meeting.

104. QUESTIONS BY MEMBERS UNDER NOTICE

The Council noted that there were no Members questions made with notice to be considered at this meeting.

105. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET

The Council received written reports from Members of the Cabinet.

The Chairman invited the Leader to provide an oral report and other Members of the Cabinet to give an oral update.

(a) The Leader of the Council

The Leader of the Council advised that he had attended further meetings with Leaders and Chief Executives in Essex concerning a request to the Secretary of State regarding devolution of powers to the County. The Leader advised that he had not signed this letter and he felt the Council needed to be provided with more information on combined authorities before the Council committed to any proposals and he wanted to allow Members the opportunity to debate the idea.

The Leader advised that he had also attended the One Epping Forest Health Summit held at Zinc Arts in Ongar and had attended numerous meetings regarding the duty to co-operate. He also had attended the South East Enterprise Local Partnership (SEELP), to ensure that Epping Forest did not miss out on any external future funding for infrastructure and investment.

(b) Governance and Development Management Portfolio Holder

Councillor J Philip advised that a Judicial Review taken out by Lea Valley Regional Park Authority against the Council had been rejected on all three counts and they had been refused further appeals with costs awarded to the Council, although they had been capped at £10,000.

(c) Planning Policy Portfolio Holder

Councillor R Bassett advised that the London Borough of Enfield had submitted a North East Enfield Area Action Plan for Examination which had excluded reference to a Northern Gateway Access Road (NGAR) in the District to Junction 26 of the M25. He wanted to thank Members and Colleagues from Loughton and Waltham Abbey Town Councils for additional information included in the Councils objects and advised that the hearing would be held on the 28 April 2015 and Councillor Bassett would be attending.

106. QUESTIONS BY MEMBERS WITHOUT NOTICE**(a) Parking Problems – Millbank Avenue Ongar**

Councillor B Surtees asked the Portfolio Holder for Housing whether he was aware of the poor state of a piece of land that was believed to be owned by the Council's Housing department at Millbank Avenue, Ongar; and the extreme difficulties the residents had in securing parking near their homes? Would he consider action to meet the tidy land policy by working in conjunction with the local residents and Ward Councillor to resolve the issue which could include the provision of parking bays?

Councillor Stallan advised that he had spoken with Officers and there had been complaints registered over the last two years with the latest in March 2015. He advised that there were a number of options available which included doing nothing, installing parking restrictions, installing parking bays and legal action against offenders. He advised that the Housing Scrutiny Committee had looked into a Parking Policy for the District but a blanket approach was thought to be unpopular. Councillor Stallan suggested that the Off Street Parking Programme, which required support from local residents, could be an option although he was unable to guarantee where it would be prioritised in the programme and would be put forward in the 2016/17 programme due to the 2015/16 programme already being set.

(b) House building Programme - Burton Road, Loughton

Councillor Knapman asked the Portfolio Holder for Housing about the Burton Road, Loughton Housing project that had been refused planning permission by Plans South and what the costs were associated with the delaying the applications?

Councillor Stallan advised that the Housing Building Programme had been accelerated because of the necessity to use One for One receipts. Were the programme to be delayed the Council would need to pay back £328,843 plus interest at an increased rate back to the Department of Communities and Local Government. There was also a further risk of £500,000 from the Affordable Housing Grant, if phase two of the House Building Programme was to be delayed for any longer, which included the Burton Road Development.

(c) Police and PCSO's

Councillor Murray asked the Leader of Council whether:

- (a) he was aware of a Parliamentary Election in Epping Forest at the moment;
- (b) he was aware that a Parliament candidate had claimed at least twice on a leaflet that the number of Police had increase on the streets of District; and
- (c) that the Police Crime Commissioner and everyone else knew that the number of Police and PCSO has gone down in Epping Forest?

Councillor Whitbread advised that everyone was aware of the forth coming election and advised that the District had a good record on law and order.

Councillor Waller advised that he was not aware of the claims and would not like to comment until he had seen the leaflet. He advised that the police service like all other public services had been under pressure and that the number of officers on the streets may not be as high as it had been in the past, although he advised that the

Chief Constable had redeployed officers and the level of crime and disorder had continued to decrease in District.

(d) Essex Design Guide

Councillor C C Pond asked the Portfolio Holder for Planning Policy whether he would ensure that the new Essex Design Guide issued on the 1 April 2015, be adopted by EFDC Officers as supplementary planning guidance so that it could be used for the determination and appeals process?

Councillor R Bassett advised that Officers would be taking guidance from the Essex Design Guide into account.

(e) NGAR

Councillor A Watts asked the Portfolio Holder for Planning Policy whether he had seen the document produced by Enfield Council which echoed the lack of support for a Northern Gateway Access Road (NGAR) and what a good example of a duty to cooperate with Members, Town Councils and District Council officers this had been.

Councillor R Bassett advised that he had only glanced at the document, although he would be going through it in detail and checking it with officers. He advised that the work and pressure applied to Enfield Council had paid off and that people with common aims could work together and provide sound evidence and he would be attending the hearing to reconfirm the Councils view.

(f) Post Office Site Loughton

Councillor K Angold-Stephens asked the Portfolio Holder for Asset and Economic Development whether she would have meaningful discussions with the Restore Church in Loughton in relation to their aspirations and the sale of the Post Office site at Broadway.

Councillor A Grigg advised that Mr King had been in contact with her regarding a meeting, although due to her re-standing at the election she felt that the discussion should be arranged after this period and she would offer Mr King dates to meet. She also advised that as far as she was aware there had been no further discussions with other interested parties.

(g) Waltham Abbey Study

Councillor J M Whitehouse asked the Portfolio Holder for Assets and Economic Development why the District Council had spent time and money on Waltham Abbey reports that were allowed to be created in isolation to the Local Plan and that any information arising from the reports should be published and shared with the wider community?

Councillor A Grigg advised that there had been a change in precedence and the Local Plan had taken priority, although the reports would be used at a later stage. There was a wish to create an Economic Development Strategy and the reports on issues and opportunities facing Towns would be continued after the Local Plan and should be used to inform the Local Plan.

107. MOTIONS**(a) Recycling and the Council's Green Credentials**

Moved by Councillor Waller and Seconded by Councillor Philip

“This Council welcomes the recent publication by the Department for Environment, Food & Rural Affairs of local authority recycling statistics, demonstrating that Epping Forest District Council has the tenth highest recycling rate for local authorities in England; congratulates the District's residents on their unremitting commitment to recycling, which greatly contributes to this achievement; notes with approval this demonstration of the Council's strong green credentials; and pledges to continue its efforts to be one of the most environmentally friendly local authorities in the country.”

Motion as first moved ADOPTED

RESOLVED:

That the Council;

- (1) welcomes the recent publication by the Department for Environment, Food & Rural Affairs of local authority recycling statistics, demonstrating that Epping Forest District Council has the tenth highest recycling rate for local authorities in England;
- (2) congratulates the District's residents on their unremitting commitment to recycling, which greatly contributes to this achievement;
- (3) demonstration of the Council's strong green credentials be noted; and
- (4) pledges to continue its efforts to be one of the most environmentally friendly local authorities in the country.

108. MEMBERS' ALLOWANCES SCHEME - REVIEW

Mr Stephen Lye, a member of the Remuneration Panel presented a report following a review by the Panel of the following aspects of the Members' Allowances Scheme:

- (a) Basic Allowance;
- (b) Special Responsibility Allowances;
- (c) the Allowance for the Chairman of the Constitution Working Group;
- (d) an Allowance for the Independent Persons on the Standards Committee;

Report as first moved **ADOPTED**

RESOLVED:

Basic Allowance

- (1) That no change be made to the amount of Basic Allowance of £4,300 per Member per annum;

(2) That in formulating future budgets, the Council would consider increasing further the level of implementation of the Basic Allowance to achieve the full Basic Allowance;

Special Responsibility Allowances

(3) That no changes be made to the Special Responsibility Allowances;

(4) That the Chairman of the Constitution Working Group be paid a Special Responsibility Allowance of £2,150 for 2015/16;

(5) That the application of the Special responsibility Allowance for the Chairman of the Constitution Working Group for 2016/17 and beyond, be reviewed by the Remuneration Panel during 2015/16; and

Revised Scheme and Guidance

(6) That the Members' Allowances Scheme and Guidance Note for 2015/16 attached be adopted and implemented with effect from 28 May 2015.

109. WASTE MANAGEMENT PARTNERSHIP BOARD 2015

Mover: Councillor Whitbread, the Leader of Council

Councillor Whitbread presented a report on the re-establishment of the Waste Management Partnership Board to monitor the Waste Management Contract with Biffa Municipal Limited and the approval of membership.

Report as first moved **ADOPTED**

RESOLVED:

(1) That the Waste Management Partnership Board be re-established from 2015/16; and

(2) That the Membership for the Board be approved to include the following;

- (a) The Environment Portfolio Holder (as Chairman)
- (b) The Finance Portfolio Holder
- (c) The Director of Neighbourhoods
- (d) The assistant Director of Neighbourhoods (Technical); and
- (e) The Council's representative under the Contract.

110. CORPORATE PLAN 2015-20

Mover: Councillor Whitbread, Leader of the Council

Councillor Whitbread presented a report on the Council's Corporate Plan 2015-20 and Key Action Plan for 2015/16.

Amendment moved by Councillor K Angold-Stephens and Seconded by Councillor D Wixley.

To include the wording 'and are available to those without a computer.' in the third paragraph of Partnership Case Studies on page 11 of the Corporate Plan 2015-20.

Carried

RESOLVED:

- (1) That the Corporate Plan 2015-20 and Key Action Plan for 2015/16 attached as appendix 1 be adopted.

111. OVERVIEW AND SCRUTINY

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

112. OVERVIEW & SCRUTINY PANEL FRAMEWORK**Mover: Councillor K Angold-Stephens, Chairman of the Overview & Scrutiny Review Task and Finish Panel**

Councillor K Angold-Stephens presented a report on a review of the existing framework of the Council's scrutiny panels.

Report as first moved **ADOPTED**

RESOLVED:

- (1) That the establishment of a new overview and scrutiny framework, based on a structure of four 'select committees', be introduced with effect from the commencement of the 2015/16 municipal year;
- (2) That the number of members appointed to the select committees remain unchanged from the current scrutiny panel framework, and that eleven councillors be appointed to membership of each select committee by the Overview and Scrutiny, in accordance with pro-rata provisions;
- (3) That, as a result of the implementation of the new select committee framework, the existing Constitution and Member Services Scrutiny Panel be disbanded with immediate effect, and be re-established as a new 'Constitution Working Group' for 2015/16;
- (4) That the Appointments Panel be recommended that to ensure continuity during the on-going review of the Council's constitution, existing members of the Constitution and Member Services Scrutiny Panel be appointed (where possible) to the Constitution Working Group for 2015/16 at the annual Council meeting on 28 May 2015, and that the total number of members appointed to the Working Group remain at eleven in accordance with pro-rata provisions;
- (5) That the proposed terms of reference of the Constitution Working Group be agreed, and the Working Group report directly to the Council in connection with the achievement of its work programme related to the review of the constitution;
- (6) That, on the recommendation of the independent Member Remuneration Panel, a Special Responsibility Allowance of £2,150 be applied to the position of the Chairman of the Constitution Working Group for 2015/16 in accordance with the Council's Member Remuneration and Expenses Scheme; and

(7) That the Director of Governance be authorised to undertake any consequential amendments to the Council's constitution necessary for the implementation of the select committee framework and the Constitution Working Group, including the removal of provisions relating to the existing scrutiny panel structure as required.

113. REVIEW OF OPERATION OF PLANNING COMMITTEES AND TERMS OF REFERENCE

Mover: Councillor M Sartin Chairman of Constitution & Members Services

Councillor M Sartin submitted a report of the Constitution & Members Services Panel regarding the review of operational arrangements for the Planning Committees and changes to the Terms of Reference.

Councillors C C Pond, S Weston, L Mead and B Jennings stood and requested a recorded vote.

There voted for the recommendation: (28) namely: Councillors R Bassett, H Brady, K Chana, T Church, D Dorrell, R Glozier, A Grigg, J Hart, S Jones, H Kane, P Keska, J Knapman, Y Knight, J Lea, A Lion, A Mitchell, G Mohindra, R Morgan, J Philip, B Sandler, M Sartin, G Shiell, D Stallan, G Waller, S Watson, A Watts, C Whitbread, N Wright.

There voted against the recommendation: (16) namely: K Adams, K Angold-Stephens, P Gode, B Jennings, L Mead, S Murray, S Neville, C C Pond, C P Pond, C Roberts, B Surtees, T Thomas, S Weston, J H Whitehouse, J M Whitehouse and D Wixley.

There abstained from voting: (3) namely: A Boyce, R Butler and B Rolfe

Report as first moved **ADOPTED**

RESOLVED:

- (1) That the attached revised Article (Appendix 2) on the operation and arrangements for planning committees be adopted;
- (2) That the District Development Control Committee be renamed District Development Management Committee;
- (3) That the revised Article be included in the Council's Constitution with immediate effect subject to a review during 2016.

114. AMENDMENTS TO THE COUNCIL'S COMPLAINTS SCHEME

Mover: Councillor M Sartin Chairman of Constitution & Members Services

Councillor M Sartin submitted a report on amendments to the Council's Complaints Scheme.

Report as first moved **ADOPTED**

RESOLVED

- (1) That Step 4, Review of Complaints by the Member Complaints Panel be discontinued;
- (2) That the provisions relating to the Complaints Panel contained within the Constitution be removed; and
- (3) That the Appointments Panel be advised that nominations to the Complaints Panel would no longer be required.

115. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

The Chairman informed members that there were no reports to be considered on the business of joint arrangements and external organisations.

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

116. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting for the items of business set out below on the grounds that they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

<u>Agenda Item No</u>	<u>Subject</u>	<u>Exempt Information Paragraph Number</u>
20	Epping Forest Shopping Park – Progress Report	3

117. EPPING FOREST SHOPPING PARK - PROGRESS REPORT

Mover: Councillor A Grigg, Assets and Economic Development Portfolio Holder

Councillor A Grigg submitted a report on a supplementary Capital estimate for ongoing consultants' legal costs and payments to statutory undertakers whilst the negotiations with Polofind Limited on the Epping Forest Shopping Park were concluded.

Report as first moved ADOPTED

RESOLVED:

- (1) That the supplementary Capital estimate of £600,000 to cover ongoing consultants' legal costs and payments to statutory undertakers be approved.

CHAIRMAN



Working for our future

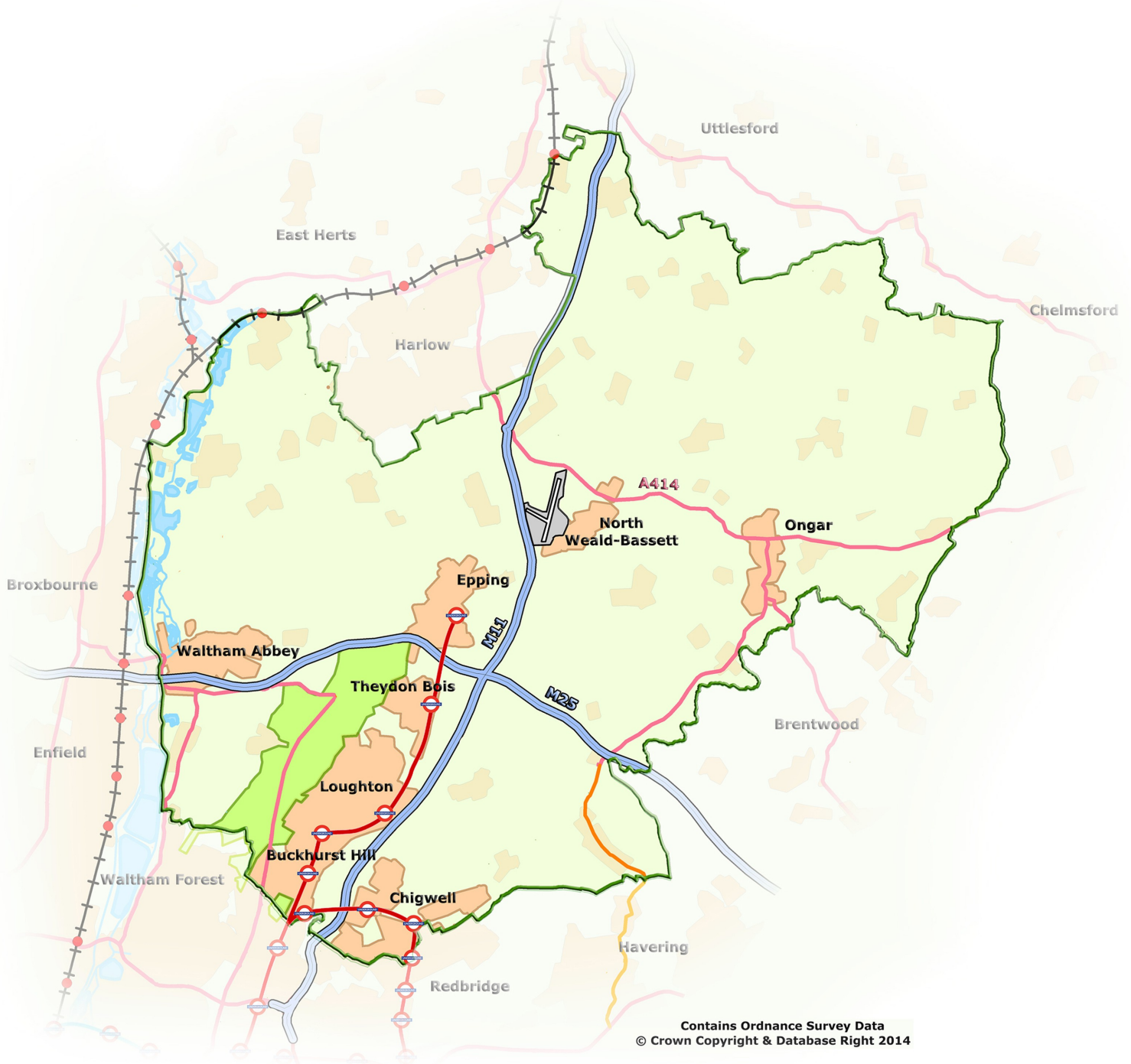
A corporate plan for Epping Forest District Council
2015 - 2020



**Epping Forest
District Council**

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Epping Forest - a district full of character. We want it to continue to be great place to live, work, play, study and do business.



Introduction

Welcome to Epping Forest District Council's Corporate Plan 2015 - 2020. This document sets out a framework for Council policy and decision making over that five year period. It helps the Council to carry out its responsibilities in an ordered and logical way.

This Plan does four things:

1. It sets out **a vision** of where the Council wishes the district to be in five years.
2. It outlines **key aims and objectives** for the Council which are designed to ensure that the vision becomes a reality.
3. It **informs the local community** about what the Council wants to achieve, allowing Council Tax payers and others who live or work in the district to monitor progress and judge how successful the Council is in meeting local needs.
4. It indicates for its **partners in service provision** the path which the Council intends to take.

What does the Plan contain?

Section 1 (pp4-5)

District overview and vision

Epping Forest District profile as at 2015, highlighting important issues to be addressed over the five years of the Plan and beyond. A summary of the Council vision for the district in 2020.

Section 2 (pp6-9)

Strategic Aims and Key Objectives

The Council's three fundamental aims to achieve its vision, and the key objectives which support them - addressing the issues affecting the district and service delivery.

Section 3 (pp10-11)

Reporting the Council's Performance and Partnership Working

With information and hyperlinks to performance information about the Council and its partnerships with other organisations.

Our district

Epping Forest District in Essex takes its name from the forest which runs from its southern boundaries northwards. The district shares boundaries with Greater London and Hertfordshire.

The three main settlements of Buckhurst Hill, Chigwell and Loughton contain more than half the district's population of approximately of 124,700 people. However, this southern area amounts to only five percent of the district. The remaining 95 percent is made up largely of separate market towns, villages and hamlets in attractive countryside. Most of the district is designated within the protective status of the Metropolitan Green Belt.

Services are provided at three levels by Essex County Council, Epping Forest District Council and local Town and Parish Councils.

District Council services include:

- housing
- street cleansing
- waste collection and recycling
- sports and recreation
- planning applications for homes and business
- voter registration
- benefit administration
- council tax and business rate collection
- environmental health

County Council services include:

- education
- social care
- highways and transportation

Parish and Town Council services include:

- allotments
- burial grounds and cemeteries
- public halls
- playgrounds and sports grounds

Forecasts suggest that the population of the district could rise significantly from the current 124,700 over the next twenty years.

A key factor in this estimated growth is that life expectancy in the district is higher than the national average and rising. Projections indicate that by 2020 over 55 percent of the district's population will be 60 years+.

Although the population of the district is fairly affluent there are some areas of deprivation with children living in poverty. Nearly a quarter of the district's adult population and almost a fifth of children in school year six are classified as being obese.

Unemployment is generally low. Many residents commute to jobs in London. The district is well connected by eight London Underground stations and a National Rail station. The M25 and M11 provide good road links including a fast route to Stansted Airport. Local employment opportunities centre on distribution, hotels, restaurants, banks and finance and public services.

Whilst crime and fear of crime remain a cause of local concern, in comparison with many other places, the district is a safe place to live and work.

Our vision

We want to make best use of existing infrastructure to meet the district's need for development in the most sustainable locations with the least possible impact on our natural and historic environment.

We want to keep the individual character, identity and separateness of our towns and villages by protecting the Green Belt.

We want new homes to meet the needs of local people while also supporting economic development. The scale of development should be appropriate to the size of our towns and villages, bringing vitality and other benefits to our communities.

We want to maintain and protect access to our open and natural spaces including Epping Forest, The Lea Valley Regional Park and the countryside.

We want more and better cultural, community and recreational facilities.

We want to keep our strong links with London whilst also developing a more sustainable local economy including increased leisure and tourism, aviation, research and development, food production and the building industry.

We want to build relationships with our partners to develop initiatives and service improvements with reduced costs, greater efficiency and better value for money.

We want to design and build our services around the needs of our ageing population and residents living in deprivation.

We want a low Council Tax.

We want to embrace modern technology and innovation as we strive to improve the quality and efficiency of our services.



Our strategic aims and key objectives

The Council has identified three key strategic aims in achieving its vision for the district over the course of the five-year plan.

Objectives have also been identified as key to achieving the three aims of the Plan. An Action Plan setting out specific activities and target dates will be set out each year to deliver the objectives. Progress will be monitored quarterly.

The aims and objectives are the Council's top strategic priorities which we want to address over the lifetime of the Plan. Therefore they are not a full list of all the things the Council does. The Council provides many services which will continue to be provided throughout the life of the Plan and beyond. The aims and objectives provide a framework within which we can develop our detailed service plans and allocate our resources over the five year period.

Aim 1 - To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep the Council Tax low.

(a) Budgets - Our Objective

To ensure that the Council's Medium Term Financial Strategy meets the Council's financial and service requirements for any forward five year period, whilst minimising any reliance on Government funding.

Concern about the national budget deficit and borrowing will continue to influence the Council's financial planning. We expect further reductions in Government funding over the five-year period which will continue to challenge our financial planning and local service delivery.

The Council will therefore continue to review its services to find ways of reducing costs and achieving better value for money.

All budgets relating to 'statutory' services (those which must be provided by the Council) and 'discretionary' services (which the Council is not required by law to provide) will be reviewed critically each year.

Whilst the Council's primary aim is to provide residents with good quality services, we also aim to keep Council Tax levels as low as possible and deal with financial pressures by managing our budgets with care.

(b) Property Assets - Our Objective

To continue reviewing and developing the Council's own property and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:

- the Epping Forest Shopping Park, Loughton
- the Council House Building Programme
- St John's Redevelopment Scheme, Epping
- North Weald Airfield

The Council owns land including a wide-ranging and significant number of residential, commercial, industrial and operational properties.

The Council will continue to explore new ways of using its land and assets to generate more capital receipts and income to support the delivery of services to our residents.

In so doing, the Council will give our own council house building and economic development schemes added impetus. With the key sites listed

above in mind, the Council's investment will boost the local economy of the district at the same time.

(c) Joint Working - Our Objective

To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.

Working with our partners including other councils, we will seek new opportunities for cost savings and improved value for money by providing services across more than one district. Activities likely to be suitable for this approach are highlighted in the Plan.

Aim 2 - To ensure that the Council has a sound and approved Local Plan and commences its delivery.

(a) The Local Plan - Our Objective

To undertake consultation with local residents and work with neighbouring Councils, and to publish a sound Local Plan which meets the needs of our communities whilst minimising the impact on the district's Green Belt.

We plan to achieve the right balance between the employment, housing and leisure needs of our residents while protecting the special character of our district and the Green Belt in particular. We will do this by producing a Local Plan to ensure new development with all necessary



Our strategic aims and key objectives.....continued

infrastructure in the most suitable and sustainable locations.

(b) Economic Development Strategy - Our Objective

To increase opportunities for sustainable economic development and new local employment in the district.

The promotion of sustainable economic development, employment and support for local business is a key issue for the Council. Key objectives put forward relate to local town centres, business partnerships and young peoples' apprenticeship schemes.

(c) Leisure & Cultural Strategy - Our Objective

To deliver the Council's new Leisure and Cultural Strategy, in order to maximise participation and value for money in leisure and cultural services for local residents and visitors.

Proposals to develop cultural and recreational facilities in the district are included in the Plan. Key objectives highlight both new facilities and existing establishments that are to be enhanced and expanded. These proposals link with the review of the Council's property assets. They also improve local employment prospects and recognise the importance of partnerships in delivering some new facilities.

Aim 3 - To ensure that the Council adopts a modern approach to the delivery of its services and that they are efficient, effective and fit for purpose.

This aim focuses on the Council's ways of working and our responsiveness to the needs of the local people.



(a) Customer Contact - Our Objective

To have efficient arrangements in place to enable customers to easily contact the Council in a variety of convenient ways, and in most cases have their service needs met effectively on first contact.

The possibilities opened up by the use of new technology are among the issues under review as the Council focuses on the ways of improving the ways we contact and communicate with our residents.

(b) Modernising Council Operations - Our Objective

To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access.

Our key initiatives include the Council's focus on information technology to support our working practices. Key projects have been identified to ensure the Council's IT infrastructure is upgraded to ensure it meets future demands.

Other proposals deal with the way in which the Council operates as an organisation. The Council will examine where information technology can be used to cut costs, improve efficiency, allow more flexible working patterns, release office space and provide a wider range of information to the public through our website.

(c) District Demographic Profile - Our Objective

To ensure that the Council understands the effects of an ageing population and works with other agencies to make appropriate plans and arrangements to respond to this need.

The Council already has research data drawing attention to the age profile of our local population and on areas of social deprivation. The average age of residents is increasing but the implications of this for Council services are not fully understood.



The photo is reproduced courtesy of Tunstall, supplier of telecare equipment to EFDC

Our performance

To ensure the Council remains on target, it is essential to monitor the progress of our aims and objectives. Performance monitoring allows the Council to see problems as they arise and intervene to bring us back on track. We monitor our performance against our Key Action Plan and publish progress reports every three months.

Residents and councillors can keep track of the Council's performance. Various monitoring reports are published online. These are regularly updated working documents for staff and councillors responsible for the key actions in the Plan.

Performance information will be made available via our website and can be accessed using the following links:

[See the latest quarterly Key Action Plan performance report.](#)

[See how we are performing against our key performance indicators.](#)

[Read the Council's Directorate Business Plans.](#)



Our partners

The Council works in partnership with many other agencies. These include Essex County Council, the Health Service, the Police, Essex Fire and Rescue, Parish and Town Councils, voluntary organisations and the private sector.

Working to reduce costs and deliver services efficiently and effectively on a wider basis, this Plan stresses the importance of seeking and reviewing opportunities for partnerships. Working with our partners, the Council can utilise the co-ordinated strengths and expertise of each organisation for the benefit of our own community as well as the wider area of West Essex with which we have particularly good links.

Partnership Case Studies:

1) Herts and Essex Housing Options Consortium

Applicants for council housing apply through the 'Choice Based Lettings Scheme' which we operate in partnership with five other councils and an agency. The partnership approach reduces costs in several ways.

Sub-contracting the management of the housing register allows home-seekers to apply online. Homelessness applications and annual renewals can be managed more efficiently. Partners share experience, ideas and best practice.

Vacated properties (including homes let by housing associations) are advertised online every fortnight and are available to those without a computer. Each property listing includes location, type (e.g. house, flat, bungalow etc.), rent, service charge, Council Tax band and landlord.

Home-seekers can make an application by 'expressing interest' on up to three properties by phone, text, email or website. The Council then makes an offer according to the rules of the Housing Allocations Scheme. Usually this means the applicant with the highest priority band registered for the longest time.

Each property list includes general information about the allocation of previous properties. This helps prospective applicants understand how the scheme works and their chances of a successful bid for different types of property. It includes information on the number of people expressing an interest, their priority bandings and the length of time they have been registered while waiting for housing.

2) Epping Forest Community Safety Partnership

Epping Forest Community Safety Partnership is led and administered by Epping Forest District Council. Its primary role is to reduce crime within the district, through the identification of key priorities and the delivery of targeted projects. The well-established partnership includes eleven local agencies with an interest in the district - including councils, the emergency services, probation agencies and the voluntary sector.

Partnership working has resulted in a number of successful outcomes. Essex Police and Crime Commissioner funding for a Crime Analyst with two other partnerships in Essex provides tracking and co-ordination of essential data on criminal trends. Other initiatives include the 'Crucial Crew' and the 'Essex Fire Break Project', both of which encourage young people to think about the way they conduct themselves within society.

Please tell us if you would like this information provided in large print or another format.

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**Epping Forest
District Council**

www.eppingforestdc.gov.uk

Article 10

District Development Management Committee and Area Plans Subcommittees.

The Council will establish the following Committees which shall be appointed by the Council at its annual meeting.

Membership

- (1) The following shall be the non-executive committees of the Council, consisting of the number of members set out below:

Committee or Subcommittee	Number of Councillors	Membership
District Development Management Committee	15	15 members of the Council appointed by the Council at its Annual meeting, subject to pro rata requirements and including those members appointed as Chairman of each Area Planning Subcommittee. Members to be appointed on the basis of aptitude, interest and planning experience
Area Plans Subcommittee South	25 members (Max)	All District Wards in the Parishes of Buckhurst Hill, Chigwell and Loughton. – subject to (3) below and quorum requirements set out in the Council rules
Area Plans Subcommittee East	19 members	District Wards of Chipping Ongar, Greensted and Marden Ash; Epping Hemnall; Epping Lindsey and Thornwood Common; Hastingwood, Matching and Sheering Village; High Ongar; Willingale and The Rodings; Lambourne; Lower Sheering; Moreton and Fyfield; North Weald Bassett; ; Passingford; Shelley and Theydon Bois.
Area Plans Subcommittee West	14 members	All District Wards in the Parish of Waltham Abbey together with the District Wards of Lower Nazeing; Broadley Common, Epping Upland and Nazeing and Roydon.

- (2) Members of the Council appointed to each Area Plans Subcommittee shall be drawn solely from those representing wards within the area for which the Subcommittee is responsible shown in column three above. Seats on each Subcommittee shall be allocated to all Councillors representing electoral wards in the areas concerned. The

requirement for the appointment of Subcommittees from all members of the Council shall not apply to the Area Plans Subcommittees.

- (3) The Area Plans Subcommittee (South) shall comprise a maximum of 25 Councillors, being the total number representing wards in the area for which the Sub Committee is responsible. At the Annual Council meeting, the Council shall determine the membership of that Subcommittee on the basis of the number of Councillors who sign a written notice stating that they wish to serve on the Subcommittee for the ensuing year. Any Councillor who does not sign a notice shall be deemed not to be a member of the Subcommittee for the year in question. Councillors may not retract a signed notice or seek to join the Subcommittee by signing a notice until the next Annual Council meeting.
- (4) A member of the executive may serve on an Area Plans Subcommittee if otherwise eligible to do so as a Councillor.

Responsibility for functions:

The Committee and Subcommittees the subject of this Article have responsibility for determining matters which have been delegated by the Council and the Executive shown in Part 3 of this Constitution, showing those which are the responsibility of the Executive and those which are not Executive functions and any limitations on delegation.

Terms of Reference:

District Development Management Committee

- (1) To determine:
 - (a) Any development proposals which affect more than one Area Plans Subcommittee;
 - (b) Any 'large scale' application¹ (as defined within guidance issued by the Department for Communities and Local Government (DCLG));
 - (c) Any 'major' application² (as defined within guidance issued by the DCLG) where the Council is the land owner.
 - (d) Any application referred by an Area Plans Subcommittee by resolution, by a minority of members of an Area Plans Subcommittee in accordance with the Council's Rules or where the Subcommittee is unable to determine the application.
- (e) To determine any recommendation of an Area Plans Subcommittee which relates to potential decisions liable to give rise to claims for costs or compensation, including

¹ 'Large-scale major development' means development involving any one or more of the following;

- (a) The provision of dwellinghouses where (i) The number of dwellinghouses to be provided is 200 or more: or (ii) The development is to be carried out on a site having an area of 4 hectares or more where the number of dwellinghouses is not known (normally an Outline application) or
- (b) The provision of a commercial building or buildings where the floor space to be created by the development is 10,000 square metres or more: or
- (c) Commercial development carried out on a site having an area of 2 hectares or more.

² 'major development' means development involving any one or more of the following;

- (a) The provision of dwellinghouses where (i) The number of dwellinghouses to be provided is 10 or more up to 199: or (ii) The development is to be carried out on a site having an area of 0.5 hectares or more but just less than 4 hectares where the number of dwellinghouses is not known (normally an Outline application)..
- (b) The provision of a commercial building or buildings where the floor space to be created by the development is 1,000 square metres or more up to 9,999 square metres: or
- (c) Commercial development carried out on a site having an area of one hectare but less than 2 hectares.

development management matters and enforcement of planning requirements (including recommendations of no action) but excluding works on preserved trees.

- (f) Any planning application or other planning matter submitted by, or on behalf of, a Councillor of the Authority (and/or a spouse or partner thereof).

Area Plans Subcommittees:

- (1) To consider all applications (except as may be delegated to the Assistant Director Governance – Development Management or fall to the District Development Management Committee to determine as set out above) received for development within the respective Subcommittee area and, except as detailed below, to make decisions on behalf of the district planning authority thereon.
- (2) Subject to the prior approval of the Chairman of the Subcommittee, to consider informal proposals for development and to give guidance to Assistant Director Governance – Development Management.
- (3) To consider planning applications made by other authorities which are considered by the Assistant Director Governance – Development Management to require member response.
- (4) To consider and make recommendations to the District Development Management Committee on applications for development within the respective Subcommittee Area where:
 - (i) the Subcommittee's proposed decision is a substantial departure from
 - (a) the Council's approved policy framework; or
 - (b) the development or other approved plan for the area; or
 - (c) it would be required to be referred to the Secretary of State for approval as required by current government circular or directive
 - (ii) the refusal of consent may involve the payment of compensation; or
 - (iii) the District Development Management Committee have previously considered the application or type of development and has so requested; or
 - (iv) the Subcommittee wish, for any reason, to refer the application to the District Development Management Committee for decision by resolution.
- (5) Applications made by officers of the Council defined in Appendix A of the Planning Services Scheme of Delegation which are required to be determined by a subcommittee.
- (6) Where an application is objected to by a Councillor in a purely personal capacity.

Public Participation at District Development Management Committee and Area Plans Subcommittees on Planning Matters

- (1) There shall be afforded to those classes of persons specified in the rules for participation at Appendix 1 to this Article an opportunity, on request, to make oral representations to any Area Plans Subcommittee (or in appropriate circumstances,

the District Development Management Committee) meeting concerning any planning application or related matter before that Subcommittee for determination.

- (2) The procedure for dealing with requests to address an Area Plans Sub-Committee or the District Development Management Committee shall be as prescribed from time to time by the Council and as set out in Appendix 1.

Site Visits

- (1) Formal Site visits may be undertaken of any potential development site subject to application where there is a substantial benefit to the decision-making process. Such a visit may be approved by the Subcommittee at the meeting where they are being asked to determine the matter or in advance on the recommendation of Assistant Director Governance – Development Management in consultation with the Chairman of the Subcommittee.
- (2) Formal Site visits will be undertaken following the guidance at Appendix 2 to this Article.

**RULES FOR PARTICIPATION ON PLANNING MATTERS AT COUNCIL,
AREA PLANS SUB AND DISTRICT DEVELOPMENT MANAGEMENT COMMITTEE
MEETINGS**

1. The following persons shall be able, on request, to address the appropriate Area Plans Subcommittee and/or District Development Management Committee on any planning application or related matter within its terms of reference and included on any agenda, for a period of three minutes:
 - (a) one objector;
 - (b) one representative of any relevant Parish or Town Council for the purpose of explaining the views of that Council on the matter in question;
 - (c) one representative of any other authority consulted on the application or as a statutory consultee where they have so requested; and
 - (d) the applicant (or one nominated agent or representative);

In the case of planning applications which have a District wide significance, it shall be permissible for the Chairman of an Area Plans Subcommittee or the District Development Management Committee, to allow any Parish or Town Council to comment on such an application.

2. For the purposes of this Standing Order the definition of "planning application or any related matter" shall not include any existing or proposed enforcement act under the Planning Acts.
3. The Chairman of the Committee or Subcommittee may allow additional speakers in exceptional circumstances
4. Persons wishing to address the Committee or Subcommittee are required to register with Democratic Services by 4.00 pm on the day before the meeting. The Chairman may make changes or additions to speakers after that time at their discretion.
5. Persons addressing an Area Plans Subcommittee shall be allowed no more than three minutes to present their case. At the discretion of the Chairman, speakers may clarify matters relating to their presentation and answer questions from Subcommittee members.
6. Written submissions and photographic or similar material will not be considered by an Area Plans Subcommittee or District Development Management Committee. Any written submissions received after the agenda is produced will be verbally summarised and reported to the Committee.
7. The right to address the Committees is extended to both the Area Planning Subcommittees and the District Development Management Committee (but not to Council). Having previously made representations at an Area Subcommittee does not preclude any applicant, objector or parish/town council representative from speaking again when the matter is reconsidered.

Guidance for Members at Site Visits

Formal site visits may be requested by any planning committee. These can be requested either before a planning meeting or resolved at the meeting concerned. However, these consume resources and delay determination of an application. It is good practice to consider site visits only where there is a substantial benefit to the decision-making process, e.g. when the impact of the proposed development is difficult to visualise from prior inspection from a public place, or from the plans and the supporting material; or it is particularly contentious.

It is recognised that Councillors are subject to lobbying on specific applications. In such cases, it is essential that care is taken to maintain the Council's and its members' integrity so as to protect the credibility of the planning process.

Councillors are asked to bear in mind the following guidance when undertaking planning site visits so as to avoid the perception of pre-determination.

- Site visits should be undertaken at an agreed predetermined time and conducted in a single group with a planning officer present at all times.
- Members of the committee concerned are encouraged to attend site visits.
- The site visit is managed by the Chairman, Vice-Chairman or planning officer present. The Chairman or Vice Chairman will remind Councillors of the guidance at the beginning of each visit. Members of the committee or subcommittee should not enter into discussions with interested parties, such as the applicant, the agent or neighbours during the visit.
- Councillors/Planning Officers should not allow interested parties to use the site visit as an opportunity of lobbying members of the committee. It is made clear to other parties at the outset that the purpose is to gather information and to view the site only.
- Any questions from Councillors should be limited to questions of fact and directed, in the first instance, to the planning officer present and not directly to interested parties present.
- In the interests of fairness to all parties, members as a single group should consider the desirability of viewing an application site from more than one property when the site visit is arranged.
- Councillors must ensure that the application is not determined at the site visit
- Councillors should avoid acceptance of any hospitality at a site visit which could be misinterpreted by third parties.