

Supplementary Committee Agenda



**Epping Forest
District Council**

Council Tuesday 25th July 2023

Place: Council Chamber, Civic Offices, High Street, Epping

Time: 7.00 pm

Democratic Services: Gary Woodhall Tel: (01992) 564243
Email: democraticservices@eppingforestdc.gov.uk

4. MINUTES (Pages 67 - 70)

To approve as a correct record and sign the minutes of the last meeting held on 20 June 2023 (to follow).

11. OVERVIEW AND SCRUTINY COMMITTEE (Pages 71 - 72)

(a) To receive the Overview and Scrutiny Annual Report for 2022-23 (on main agenda);

(b) To receive the report of the Chairman of the Overview and Scrutiny Committee on the meeting held on 18 July 2023 (attached); and

(c) To answer any questions without notice asked in accordance with the Council Rules.

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EPPING FOREST DISTRICT COUNCIL COUNCIL MEETING MINUTES

Tuesday 20 June 2023, 7.00 pm - 7.40 pm

Council Chamber - Civic Offices

Members Present:	Councillors , L Burrows (Vice-Chairman), I Allgood, C Amos, R Balcombe, N Bedford, P Bhanot, P Bolton, H Brady, R Brookes, A Green, S Heather, H Kane, S Kane, H Kauffman, J Lea, A Lion, J Lucas, M Markham, T Matthews, C McCann, J McIvor, L Mead, L Morgan, R Morgan, S Murray, C Nweke, M Owen, L Paine, J Parsons, A Patel, S Patel, J Philip, R Pugsley, K Rizvi, R Sharif, B Vaz, C Whitbread, H Whitbread, J H Whitehouse, K Williamson, D Wixley and S Yerrell.
Apologies:	Councillor(s) R Baldwin, D Barlow, R Bassett, I Hadley, S Heap, R Jennings, J Jennings, J Jogia, P Keska, C McCredie, Caroline Pond, C C Pond, D Stocker and J M Whitehouse.
Officers In Attendance:	Georgina Blakemore (Chief Executive), Andrew Small (Strategic Director, Corporate and Section 151 Officer), Gary Woodhall (Team Manager - Democratic & Electoral Services), Tom Carne (Corporate Communications Team Manager) and Steven Mitchell (PR Website Editor).
Officers In Attendance (Virtually):	Rebecca Moreton (Corporate Communications Officer).

[A RECORDING OF THIS MEETING IS AVAILABLE FOR REPEATED VIEWING](#)

13 WEBCASTING INTRODUCTION

The Team Manager for Democratic and Electoral Services 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.

14 DECLARATIONS OF INTEREST

Pursuant to the Council's Code of Member Conduct. Cllr H Kauffman declared a personal but non-pecuniary interest in the following items on the agenda, by virtue of being one of the Councillor representatives on the Qualis Board:

- (i) item 4, Next Stage – Development of North Weald Allocated Employment Land; and
- (ii) item 5, Variation of Capital Programme – Acquisition of Leasehold Interests in Council Owned Commercial Property.

15 ANNOUNCEMENTS

The Chairman expressed the condolences of the Council to the families of the victims of the tragic events that had occurred in Nottingham a few days before the Council meeting. The Chairman highlighted that one of the victims, Ms Grace O'Malley Kumar, lived adjacent to the District and played Hockey for Old Loughtonians Hockey Club in Chigwell.

The Chairman invited the Council to stand in a minute's silence in memory of the victims.

Cllrs Bhanot and Sharif addressed the Council as they both knew Ms O'Malley Kumar and her family.

16 NEXT STAGE – DEVELOPMENT OF NORTH WEALD ALLOCATED EMPLOYMENT LAND

Cllr J Philip, the Finance & Economic Development Portfolio Holder, presented a report requesting the Council to agree to vary the Capital Programme by £500,000 to allow the next stage of the development of the allocated employment land at North Weald Airfield to be undertaken.

At its meeting on 30 May, the Cabinet had agreed to commission Qualis to undertake the design, costing and options development for the allocated employment land at North Weald Airfield. It was forecast that direct development management and project management services would cost £150,000 and the consultant services (including legal, engineering, highways and architecture) would cost £350,000. Therefore, the Cabinet was requesting that the Council agree to increase the Capital Programme by £500,000 to allow this work to be undertaken. During the subsequent discussion, Cllr Philip highlighted that the Council did not have the necessary in-house expertise to appraise the Consultants, whereas Qualis did.

Resolved:

- (1) That the Capital Programme be varied by £500,000 to undertake the design, costing and options development for the allocated employment land at North Weald Airfield.

Recorded Vote (Council Procedure Rule V1)

Against: Cllr S Murray.

17 VARIATION OF CAPITAL PROGRAMME - ACQUISITION OF LEASEHOLD INTERESTS IN COUNCIL OWNED COMMERCIAL PROPERTY

Cllr J Philip, the Finance & Economic Development Portfolio Holder, presented a report requesting a variation of the Council's Capital Programme to acquire leasehold interests in Council-owned commercial property.

Cllr J Philip reported that at its meeting on 30 May 2023, the Cabinet agreed to acquire a series of long leasehold interests in a number of properties, which would provide regeneration and employment opportunities as some of these properties had been vacant for a number of years. However, the acquisition of these leaseholds would exceed the available capital allocation by £1,500,000. Therefore, the Council was requested to increase the Capital Programme by £1,500,000 to allow the leaseholds of these properties to be acquired.

Cllr J Philip moved one amendment to the recommendation to remove the specific reference to properties in Cartersfield Road.

Resolved:

- (1) That the Capital Programme be varied by £1,500,000 to allow the acquisition of the long leasehold interests in a number of properties.

18 OUTSTANDING GROUP NOMINATIONS FROM THE ANNUAL COUNCIL MEETING

Some outstanding nominations to Committee places from the Annual Council meeting on 25 May 2023 were reported to the Council for approval.

Resolved:

(1) That the appointment of the following Councillors to the Senior Management Appointments Panel be approved:

(a) Cllr C C Pond; and

(b) Cllr C P Pond; and

(2) That the appointment of the following Councillors to the Senior Management Appeals Panel be approved:

(a) Cllr R Brookes; and

(b) Cllr D Wixley.

CHAIRMAN

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Report to Council

Date of meeting: 25 July 2023

Chairman: Councillor D Wixley

Democratic Services Officer: G Woodhall (01992 564243)



Recommendations/Decisions Required:

- (1) That the Overview and Scrutiny progress report for July 2023 be noted.**

Report:

1. Overview and Scrutiny Committee – 20 April 2023

1.1 The Committee received its annual presentation from the Epping Forest Youth Council on its activities and achievements during 2022/23, and its plans for the 2023/24 municipal year. Members were full of admiration for the continued excellent work undertaken by the Youth Council, and thanked the Officers for the support that they gave to the Youth Council. The Committee also received the Corporate Plan Quarter 4 Performance Monitoring report and highlighted that it would be useful if the types of Customer Service complaints were highlighted so that the relevant Scrutiny Committee could ascertain if there were any generic complaints.

1.2 The Committee also considered a draft of its Annual Report and requested that any further comments should be sent in in good time for the Report's final approval at the next meeting on 18 July 2023.

1.3 The Select Committee Chairmen had reported on their separate work programmes from their recent meetings. It was felt that the level of Scrutiny undertaken by Members had improved during the municipal year, and the external training had assisted Members in understanding what Scrutiny entailed. The Overview and Scrutiny Committee also reviewed progress against its work programme. Finally, the Executive's Key Decision List was reviewed, and questions asked of the Cabinet members in attendance.

2. Overview and Scrutiny Committee – 18 July 2023

2.1 The Committee received its annual presentation from the Leader of Council, which outlined the Cabinet's priorities for the forthcoming municipal year. The Committee noted that sound financial management, implementation of the Local Plan, the Council Housebuilding Programme, the Waste Management Service, Customer Service and the continued provision of non-statutory services were the executive priorities for 2023/24.

2.2 The Committee considered three quarterly monitoring reports, namely: 2022/23 Quarter 4 Budget Monitoring; Qualis Quarter 2 Monitoring; and Corporate Performance for Quarter 1. The Committee felt that some of the targets for Corporate Performance were too low; the target for first point resolution of customer queries should be higher than the 45% listed and this would be checked, but the Council's 60% target for recycling was quite high in comparison with regional and national targets. The Committee when considering the Budget Monitoring report also sought reassurance that measures were in hand to reduce the current level of bad debts incurred by the Council. The Committee also received a report on the future management arrangements of the Epping Forest District Museum, in part 2 of the meeting when the public and press had been excluded.

2.3 The Committee noted the updates provided by the Chairmen of the Two Scrutiny Committees and agreed new terms of reference for both Committees. The Committee also

reviewed its own Work Programme and agreed that an all-Member Briefing should be arranged for the Autumn to consider the proposals being discussed by the Joint Health Scrutiny Committee for Whipps Cross Hospital. Responses from interested parties were required to be received by November 2023. The Committee also agreed its Annual Report to the Council, which will be considered at this meeting. As usual, the Committee reviewed the Executive's current Key Decision List.