

# EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

**Committee:** Council **Date:** 30 July 2019

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 8.45 pm

**Members Present:** Councillors H Kane (Vice-Chairman), N Avey, A Beales, N Bedford, P Bolton, R Brookes, L Burrows, G Chambers, D Dorrell, I Hadley, S Heap, S Heather, R Jennings, J Jennings, S Kane, H Kauffman, P Keska, Y Knight, J Lea, J Leppert, A Lion, C McCredie, J McIvor, L Mead, A Mitchell, G Mohindra, R Morgan, S Neville, A Patel, J Philip, D Plummer, C P Pond, C C Pond, S Rackham, C Roberts, D Roberts, B Sandler, M Sartin, J Share-Bernia, P Stalker, S Stavrou, D Stocker, D Sunger, B Vaz, C Whitbread, H Whitbread, J H Whitehouse, J M Whitehouse and D Wixley

**Apologies:** Councillors R Bassett (Chairman), R Baldwin, H Brady, S Jones, J Knapman, M McEwen, S Murray, M Owen and B Rolfe

**Officers Present:** G Blakemore (Chief Executive), N Boateng (Service Manager (Legal) & Monitoring Officer), S Kits (Social Media and Customer Services Officer), R Perrin (Democratic Services Officer), P Seager (Chairman's Officer) and S Tautz (Democratic Services Manager)

## 13. WEBCASTING INTRODUCTION

The Democratic Services Manager 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. APPOINTMENT TO VICE-CHAIRMAN

In the absence of Councillor R Bassett, who had tendered his apologies for the meeting, the Chairman requested that Councillor M Sartin be appointed as the Vice-Chairman for the meeting.

**RESOLVED:**

That Councillor M Sartin be appointed Vice-Chairman for the duration of the meeting.

## 15. MINUTES

**RESOLVED:**

That the minutes of the Council meeting held on 20 May 2019 be taken as read and signed by the Chairman as a correct record.

## 16. DECLARATIONS OF INTEREST

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

**17. ANNOUNCEMENTS****(a) The Chairman's Announcements**

The Chairman advised that she had promised to support the Chairman and promote the District throughout the year. So far, it had been a great pleasure to attend the various occasions, meetings and events that the role provided.

**(b) Flowers**

The Chairman announced that she intended to send the flowers from the meeting to St Clare's Hospice, Hastingwood.

**18. PUBLIC QUESTIONS**

The Council noted that there were no public questions that had been submitted for consideration at this meeting

**19. QUESTIONS BY MEMBERS UNDER NOTICE**

The Council noted that there were no members questions under notice that had been submitted for consideration at this meeting.

**20. REPORTS FROM THE LEADER & MEMBERS OF THE CABINET**

The Council received written reports from Portfolio Holders. The Chairman invited the Leader of Council to provide an oral report and the opportunity for other members of the Cabinet to give updates on matters concerning their relevant portfolios.

**(a) The Leader of Council**

The Leader advised the Council that he had been involved in a number of events since the last meeting which had involved shaping the future of the Council.

One of the highlights, had been the launch of the Epping Forest Youth Council's 'We R Safe' campaign, which demonstrated the valuable work that the Youth Council were continuing to do and the recognition across the district, county and country they were receiving.

There had been on going progress with the Harlow Garden Town Project for Latton Priory and Gilston and he had continued to meet with the Chairman of the Board, Guy Nicholas for updates.

Business of the Council progressed with the strategic programmes delivering the aims and objectives of the Corporate Plan and with approval of the Asset Strategy, it would create a sustainable future. The Council was also continuing to look at ways of boosting revenue streams to protect front line services and invest in the District. This included the creation of a group company structure incorporating new house building and repairs service; the St John's Road project; Master planning at North Weald Airfield; and the Accommodation Strategy refurbishment of the Civic Offices leaving the customer, civic and democratic functions at the Civic Offices in Epping.

**(b) Planning Portfolio Holder**

Councillor J Philip advised that the Council had been rated one of the highest performing authorities in Essex for the issue enforcement notices and that the

Government's Chief Planner had commented favourably on the Councils approach to the use of Quality Review Panels.

Furthermore, the Secretary of State had refused the planning application for an incinerator in Ratty's Lane, Hoddesdon which abutted the north west of the District and referred to the Council's Local Plan which assisted with his decision. Finally, a member briefing on viability for the Local Plan had been arranged for the 10 September 2019, to consider how much would be available from a development sites, to contribute to the infrastructure and social housing.

(c) Commercial and Regulatory Portfolio Holder

Councillor A Patel advised that there were a few minor corrections to his report, which related to the correction of year for the VE Day Commemorations in 2020; and that the penultimate paragraph related to building control and was in relation to St John's Road development.

(d) Housing and Property Portfolio Holder

Councillor H Whitbread advised that following a tour of the District in her new role, she had seen first hand the high quality of the new housing properties built by the Council; the innovative designs of the homeless pods and solutions they provided for independent living and homelessness in the District; and the issues regarding migration of homeless people into the District from London Boroughs, requiring temporary accommodation and the lack of transparency required to assist these families.

(e) Community and Partnership Services Portfolio Holder

Councillor N Bedford advised that he had attended a Police, Fire and Crime Commissioner meeting in Chigwell, which had been very well attended by the public and spanned many issues that affected the District and adjoining London Boroughs.

## 21. QUESTIONS BY MEMBERS WITHOUT NOTICE

(a) Car Idling and Parking Zones around the Districts Schools

Councillor D Plummer asked the Commercial and Regulatory Portfolio Holder whether he would assist with the introduction of no parking zones around all schools in the District at opening and closing times; and consider introducing walk and stride schemes.

Councillor A Patel advised that no parking zones around schools could be problematic and it would have to be explored thoroughly with consideration also to parents dropping off and collecting their children. The walk and stride schemes were dependent on capacity and location, although many schools did run their own initiatives.

(b) Bus Idling

Councillor C C Pond asked the Commercial and Regulatory Portfolio Holder whether he would arrange for Environment and Neighbourhood Officers to visit Epping Underground Station and issue fixed penalty notices, if bus drivers refused to turn off their engines whilst stationary.

Councillor A Patel advised that it would involve partnership working with the Police and he would look into this.

(c) Youth Council

Councillor J McIvor asked the Community and Partnership Services Portfolio Holder what feedback had been received concerning the Youth Council's 'We R Safe' project following the launch event?

Councillor N Bedford advised that the launch event had been well attended by many dignitaries and a letter from the Assistant Private Secretary to The Queen, Matt Magee had acknowledged the successful work of the Youth Council.

(d) Building Control

Councillor S Rackham asked the Commercial and Regulatory Portfolio Holder whether the Council had the capacity to cope with an increase in Approved Inspections following a few private building control companies not being able to obtain insurance; and whether the Council had evaluated its own insurance in relation to these services following the Grenfell Tower disaster.

Councillor A Patel advised that if Approved Inspectors ceased to trade, the responsibility would fall to the local authority. A number of private practices had ceased following issues experienced with insurance companies trying to limit their liabilities. Further investigations had revealed that around 50 projects had been left outstanding at different stages and might revert back to the Council.

The Building Control Manager had discussed the Council's insurance policies and certain measures had been requested, which were being discussed with the Risk Management Officer, although they were not considered to affect the current premiums.

(e) Cyclist

Councillor P Stalker asked the Community and Partnership Services Portfolio Holder whether he would engage with the Epping Town Council to provide cycle stands at the southern end of the high street, to attract and promote further cycling in the District.

Councillor N Bedford advised that he would ask officers to approach Epping Town Council and this should set a precedent for these types of facilities in all the high streets in the District.

(f) Sub-letting Council Houses

Councillor J Jennings asked the Housing and Property Services Portfolio Holder what measures the Council had in place to prevent the sub-letting of council properties in the District; and whether the Council planned to follow Westminster City Council's scheme by creating a register for short term letting.

Councillor H Whitbread advised that she was aware of the issue and the Council would take action on sub-letting, as it was against the law with fines set by the courts and potential eviction from the property. She would take the suggestion of a registration scheme back to officers for consideration.

(g) Council Houses

Councillor J Lea asked the Housing and Property Services Portfolio Holder what measures the Council had taken to ensure that the properties being built by the Council were energy efficient.

Councillor H Whitbread advised that council houses were built to a code for sustainable homes and smart meters had been installed in all properties along with solar panels, cycle racks and consideration to accessible transport.

(h) Police Officers

Councillor D Sunger asked the Community and Partnership Services Portfolio Holder how many Police Officers had been recruited following the Police, Fire and Crime Commissioner's recent roadshows, where he had advised that around 300 Police Officers were to be employed.

Councillor N Bedford advised that he was not aware of the figure, although the Government had also announced a further desire to recruit 20,000 Officers.

(i) Traveller Incursion

Councillor G Mohindra asked the Community and Partnership Portfolio Holder whether he could comment on the quick removal of a traveller incursion at a cricket ground in Buckhurst Hill.

Councillor N Bedford advised that the Police had been actively involved in the removal in liaison with the Councils Community Officers. Councillor A Patel advised that it highlighted the partnership working with the Cricket Club, Policing team based at the Council, Enforcement Officers and Parish Council to conclude the removal within 48 hours.

(j) Protesters at Dobbs Weir, Nazeing

Councillor Y Knight asked the Community and Partnership Services Portfolio Holder that following the recent protest of 600 Environmental Activists at the land opposite the Rye House Power Station; who would be paying for the Police presences; whether it would have an impact on future Policing services for the community in the financial year; and whether he could obtain the Police report on the handling of this.

Councillor N Bedford advised that it was still an ongoing investigation between Kent Police other areas of Essex. He advised that the costs would probably be absorbed by all the Police forces involved and he would report back to members on the handling of the investigation at the next meeting.

(k) Local Plan

Councillor J M Whitehouse asked the Planning Services Portfolio Holder whether he was aware of how long the delay would be following the Examination in Public of the Local Plan and what the effects of these delays would be.

Councillor J Philip advised that unfortunately he was not aware how long the delay would be, although hoped to hear something before the next Council meeting. He advised that he could not confirm what the effects of the delay would be, although officers were continuing to work on other issues, to complete the Local Plan and concentrate on the consultation period which was hoped for the Autumn 2019.

## (l) Clean Air

Councillor J H Whitehouse asked the Commercial and Regulatory Services Portfolio Holder whether he would initiate a District wide campaign to remind drivers to turn off their engines when not necessary and to advise of the health implications and pollution caused by idling.

Councillor A Patel advised that it was an important to issue to promote to all residents, to make them aware of the implications of idling. Furthermore, the Council had received an Essex travel grant, which would help schools set up walking buses and reduce pollution and promote the clear air campaign.

## (m) Princess of Wales, Westall Road, Loughton

Councillor D Wixley advised that the former Princess of Wales Public House in Westall Road, Loughton had been covered in graffiti and been subject to fly tipping, making it a very unattractive sight for residents in the area. Could the Housing and Property Portfolio give a further update.

Councillor H Whitbread advised that she would contact officers and report back to Councillor D Wixley.

## (n) Green Space

Councillor S Heap asked the Planning Services whether he considered easily accessible green spaces, as set out in the Harlow Gilson Garden Town project as important.

Councillor J Philip advised that with the emerging Local Plan there were many issues to take into consideration and the District had 92.4% of green belt area. There was a balance to be made between housing and green spaces and other supporting infrastructure.

## (o) Senior Management Selection Panel

Councillor C P Pond asked the Leader why the Senior Management Selection Panel had not met or been kept informed regarding the appointment of the new Strategic Directors on an interim basis.

Councillor C Whitbread advised that there had been capacity issue and he and the Chief Executive had decided to put in place, Interim Strategic Directors which had been an executive decision. A briefing would be made available shortly regarding the top level of management and the Senior Management Panel would consider any recruitments to permanent Strategic Directors positions.

## (p) Clear Air

Councillor L Burrows asked the Commercial and Regulatory Portfolio Holder how awareness of the Clear Air campaign was run across the District.

Councillor A Patel advised that Public Health function was split across Commercial and Regulatory Services and Community and Partnership Services Portfolios and a number of campaigns were running over a municipal year. There were resource implications and the Council were heavily reliant on the nursery, primary and secondary schools promoting some of these campaigns. Furthermore it had been

proposed that a cross-council Public Health Working Group would be set up to consider clean air, obesity and social isolation.

## 22. MOTIONS

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

## 23. APPOINTMENTS TO COMMITTEES & OUTSIDE ORGANISATIONS 2019/20

**Mover:** C Whitbread, (Chairman of the Appointments Panel and Leader of the Council)

Councillor C Whitbread reported that there were several outstanding appointments concerning Cabinet Committees, Council appointments to outside organisations and Leader appointments to outside organisations.

Report as first moved **ADOPTED**

### **RESOLVED:**

That the following appointments be made for the remainder of the current municipal year:

- (1) That the Customer Services Portfolio Holder be appointed to membership of the Finance and Performance Management Cabinet Committee for 2019/20;
- (2) That the Leader of the Council be appointed to membership of the Asset Management and Economic Development Cabinet Committee for 2019/20;
- (3) That Councillor S Heather be appointed as the Council's representative to the Epping Forest Citizens Advice Bureau for the remainder of the 2019/20 municipal year;
- (4) That Councillor R Morgan be appointed as the Council's representative to the Grange Farm Managing Trust until 31 May 2023 or until their term of office ends;
- (5) That Councillor J Share-Bernia be appointed the Council's representative to Loughton Leisure Centre Liaison Group for the remainder of the 2019/20 municipal year;
- (6) That Councillor D Stocker be appointed the Council representative to Waltham Abbey Tourist Information Centre (Joint Management Committee) for the remainder of the 2019/20 municipal year;
- (7) That Councillor A. Lion be appointed to the membership of the Epping Forest Local Highways Panel for the remainder of the 2019/20 municipal year;
- (8) That the appointment of Councillor P Stalker by the Leader as the Council's deputy representative on the Epping Forest Community Safety Partnership, for the remainder of the 2019/20 municipal year be noted; and

- (9) That the appointment of Councillor J Jennings be appointed by the Leader as the Council's representative on the Epping Forest Children's Partnership for the remainder of the 2019/20 municipal year be noted.

#### **24. CONSTITUTION WORKING GROUP - REPORT**

On behalf of the Constitution Working Group Chairman, S Jones, Councillor J Phillip presented a report regarding the revised member guidance for the receipt of gifts and hospitality, a protocol for the appointment of Member Champions and a progress report on paperless working and the digital roll-out to members.

Report as first moved **ADOPTED**

##### **RESOLVED:**

1. That the revised member guidance for the receipt of gifts and hospitality set out in appendix 1 be agreed;
2. That pursuant to Recommendation (1) above, the Monitoring Officer be authorised to make any necessary revisions to the Council's Constitution to give effect to the adoption of the revised member guidance;
3. That the Member Champions Protocol set out in Appendix 2 be agreed;
4. That the Council noted current progress with regard to the move to paperless working in respect of the publication and distribution of the Council's committee agenda, decisions and minutes etc;
5. That, in order to complete the roll-out of mobile devices and appropriate training for all members of the Council, the general cessation of the publication and distribution of agenda, decisions and minutes etc. in hard copy, take effect from 30 August 2019;
6. That, subject to the receipt of appropriate consent from each member of the Council to the publication and distribution of agenda, decisions and minutes etc. by electronic means, such arrangements commence with effect from 2 September 2019;
7. That, until the commencement of arrangements for the publication and distribution of agenda, decisions and minutes etc. by electronic means where appropriate consent has been received from individual members, such publication and distribution continue to be made concurrently in both hard-copy and electronic forms; and
8. That pursuant to Recommendations (4) - (7) above, the Monitoring Officer be authorised to make any necessary revisions to the Council's Constitution to give effect to the publication and distribution of agenda, decisions and minutes etc. by electronic means, with effect from 2 September 2019.

#### **25. STRONGER COUNCIL SELECT COMMITTEE - REPORT**

Mover: Councillor P Bolton, Chairman of Stronger Council Select Committee



Councillor P Bolton advised that the Stronger Council Select Committee had considered the review of polling districts, polling places and polling stations in accordance with the Electoral Registration and Administration Act 2013.

Report as first moved **ADOPTED**

**RESOLVED:**

- (1) That, the proposals for Polling Districts, Polling Places and Polling Stations in the Epping Forest District as set out in Appendices 3-5, be approved;
- (2) That, the proposals be published, and copies be made available for inspection by the public at the Civic Offices, in at least one place in each Parliamentary Constituency covering the Epping Forest District and on the Council's website;
- (3) That the Electoral Registration Officer reflect any alterations required as a result of the review in the revised Electoral Register, to be published on 1 December 2019; and
- (4) That, when determining the location of Polling Stations for future elections, the (Acting) Returning Officer take account of the any comments made about specific Polling Stations arising from the review.

**26. LOCAL GOVERNMENT ACT 1972 - APPOINTMENT OF CHIEF FINANCIAL OFFICER**

The Monitoring Officer submitted a report regarding the statutory requirement for the appointment of the Chief Financial Officer, which was an appointment reserved for Council in accordance with Article 4 (The Full Council) of the Constitution.

Report as first moved **ADOPTED**

**RESOLVED:**

- (1) That, from 5 August 2019, Nick Dawe (Interim Strategic Director) be designated as the Council's Chief Financial Officer, being the officer having responsibility under Section 151 of the Local Government Act 1972, Section 73 of the Local Government Act 1985 and Section 114 of the Local Government Finance Act 1988; and
- (2) That pursuant to the above recommendation (1), the Monitoring Officer be authorised to make changes to the Scheme of Delegation contained within the Council's Constitution, as required to give effect the appointment of Nick Dawe as the Chief Financial Officer.

**27. CONSTITUTION - SCHEDULE OF DELEGATION**

The Monitoring Officer presented a report regarding proposed revisions to the Council's Scheme of Delegation (Delegation of Executive Functions).

Report as first moved **ADOPTED:**

**RESOLVED:**

(1) That the revisions to the Council's Scheme of Delegation (Delegation of Executive Functions) as set out in appendix 6 be agreed; and

(2) That the Monitoring Officer be granted authority to make changes to the Constitution to give effect to the changes to the Scheme of Delegation.

## **28. OVERVIEW AND SCRUTINY COMMITTEE**

### **(a) Overview and Scrutiny Annual report**

The Council received and noted the Annual report of the Overview and Scrutiny Committee, its Select Committees and the Task and Finish Panels for 2018/19.

### **(b) Report of the Chairman of the Overview and Scrutiny Committee**

The Council received a written report from Councillor M Sartin, the Chairman of the Overview and Scrutiny Committee regarding the last two meetings and business discussed.

Councillor C C Pond commented that it had been disappointing to see that the Epping Forest College had been removed from the Committee's work programme. Councillor M Sartin advised that, although the College would not be attending a formal meeting, they advised that they would provide a members briefing. Furthermore, with the Council's recent appointment of a member to the Board of Governors of the college, hopefully he would be able to report back to the Council as well.

## **29. JOINT ARRANGEMENTS & EXTERNAL ORGANISATIONS**

### **(a) Reports from External Organisations**

#### **(i) Royal Gun Powder Mill**

Councillor H Kane advised that at the last meeting they had considered and updated the business plan and arrangements were being considered for the 75<sup>th</sup> anniversary of D-Day.

#### **(ii) Stansted Airport Community Trust Fund**

Councillor R Morgan advised that following the allocation of final grants to local charities and clubs within the permitted 10 mile radius, the Stansted Airport Community Trust Fund had been closed. A new trust would be set up, although this was still under negotiation with the Airport and he would update members when he knew more.

Councillor J Philip asked that trust look into increasing the 10 mile radius, due to the increasing capacity and wider effects the aircrafts on the District outside this area. Councillor R Morgan advised that he would feed this back to the trust.

**CHAIRMAN**

## GIFTS AND HOSPITALITY GUIDANCE FOR COUNCILLORS

### 1. INTRODUCTION

- 1.1 Your role as a member of the Council means that you are brought into contact, as part of your work, with many people for many different reasons. From time to time you may encounter situations where individuals, or firms, companies and other public bodies will offer gifts or hospitality. The reasons for this will vary but such offers will usually be made as goodwill gestures, or for celebration or appreciation, or for helping networking or working together. Some Members who hold particular positions within the Council or who have to liaise with other public and private sector partners, may find themselves receiving offers of gifts and hospitality quite frequently.
- 1.2 The Council has adopted this guidance to regulate the acceptance of gifts and hospitality. This is because the acceptance of benefits such as gifts can affect the perception of whether Councillors and the Council are acting in the public interest. Councillors are in a position of significant influence over issues that affect people's lives and must always act in the best interests of the people of the Epping Forest District and not act in any way which undermines public trust in what they are doing.
- 1.3 Whilst most offers of gifts and hospitality are well meant and innocent, there have been, nationally, instances in the past of gifts and hospitality being offered to and accepted by Councillors for corrupt purposes to secure improper advantage. Whilst this is exceptional and rarely occurs, it is very damaging to public confidence in local government, damaging to the reputation of the authority and unlawful. Even in situations where there are no improper motives, the acceptance of gifts and hospitality can have a negative effect in terms of public perception.
- 1.4 This means that as a member of the Council you need to be very clear about the rules that apply to gifts and hospitality and you always need to bear in mind how the public might view your accepting them. Any offers should be treated with great care. You have a prime duty to ensure that there is no conflict of interest in the performance of your duties and this guidance aims to help you deal with situations where you are faced with offers of gifts and hospitality.
- 1.5 The acceptance of gifts and hospitality by Councillors is not merely an administrative issue. It reflects directly upon the perception of Councillors and of the authority as acting in the public interest or as acting for the personal advantage of friends and for what personal benefit Councillors can get out of their position.
- 1.6 The Council's Code of Conduct is underpinned by the Nolan principles of public life, some of which are particularly relevant to the receipt and declaration of gifts and hospitality:
  - **Integrity** - Members should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties
  - **Objectivity** - in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits; choices should be made on merit;
  - **Openness** - Members should be as open as possible about all the decisions and actions that they take; and

- **Honesty** - Members should declare any private interests relating to their public duties and take any steps to resolve any conflicts arising in a way that protects the public interest.

1.7 This guidance for Councillors on the receipt of gifts and hospitality sets out:

- (a) the principles which should be applied whenever a Councillor has to decide whether it would be proper to accept any gift or hospitality;
- (b) a procedure for obtaining consent to accept a gift or hospitality when a Councillor considers that it would be proper to accept it;
- (c) a procedure for declaring any gift or hospitality received and for accounting for any gift to the Authority; and
- (d) circumstances where acceptance of gifts and hospitality is appropriate.

1.8 This guidance does not apply to the acceptance of any facilities or hospitality, which may be provided to a Councillor by Epping Forest District Council. The guidance is intended to assist members to comply with their obligations and also to help them to avoid any situation where their integrity or objectivity might be called into question as a result of gifts and hospitality issues.

1.9 If you are unsure on the interpretation of any aspect of this guidance, you should seek advice from the Monitoring Officer.

## **2. GIFTS AND HOSPITALITY**

### **(a) Gifts**

2.1 A gift could be any item or service you receive free of charge, or which you are offered at a discounted rate or on terms not available to the general public. The general principle is that gifts should be refused.

2.2 However, when deciding whether or not to accept an offer of a gift, the context is very important. An offer of a gift from a company seeking to do business with the Council is unlikely ever to be acceptable and cash or monetary gifts should always be refused and the Monitoring Officer should be notified. Examples of gifts that, depending on the specific circumstances, it would be appropriate to accept, are set out later in Section 4(a) of this guidance.

2.3 If you receive any unsolicited gifts where it is not appropriate to accept them, but it would be impracticable to return them, or where refusal in the circumstances would cause offence, you must as soon as practicable after receipt of the gift, pass it to the Monitoring Officer together with a written statement explaining where it came from and the circumstances. The Monitoring Officer will record the details of the offer of the gift and will write to the person or organisation thanking them for the gift and informing them that it has been donated to the Chairman of Council's Charity or a charitable organisation nominated by the Chairman.

### **(b) Hospitality**

2.4 Hospitality is the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event on terms not available to the general public. Common hospitality includes meals, refreshments, and tickets for cultural or sporting events. The general principle is that hospitality should ordinarily be refused other than on a modest scale. Examples of hospitality that, depending on the specific circumstances, it might be appropriate to accept, are set out later in this guidance.

- 2.5 Offers of complimentary or reduced-price tickets for concerts, the theatre, or sporting events should be treated with caution and accepted only when these are part of the life of the community or where the Council should be seen to be represented. It is important to ensure that there is a proper reason for acceptance of hospitality and it is particularly important to consider how the public, when viewing your Register of Interests might perceive your acceptance of this type of hospitality. The advice of the Monitoring Officer should always be sought before hospitality of this type is accepted. The following are examples of hospitality which it would not be appropriate to accept:
- (a) a holiday or business trip paid for by a business contact of the Council;
  - (b) the use of a flat/hotel suite provided by a business contact of the Council;
  - (c) paid for corporate invites for evenings out or similar, with representatives from a company or organisation who have dealings with the Council, or who are likely to in the future.

### **3. GENERAL GUIDANCE ON THE ACCEPTANCE OF GIFTS AND HOSPITALITY**

- 3.1 You are only required to register and declare gifts and hospitality that you have received in your official capacity as a Member of the Council. The following are examples of when you are acting in such official capacity:
- (a) when you conduct the Council's business;
  - (b) when you conduct the business of the office of Councillor;
  - (c) when you act as a formal representative of the Council on another body.
- 3.2 In considering any offer of gifts and hospitality, you should always ask yourself, would I have been offered this if I was not a Councillor? If you are in any doubt, it is recommended that you register the offer of gifts and hospitality or speak to the Monitoring Officer. You do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. However, you should always register a gift or hospitality if it could be perceived as something given to you (or a member of your family) because of your position.
- 3.3 The registration of gifts or hospitality does not automatically mean that it is appropriate or advisable to accept the gift or hospitality in the first place. The need to consider whether it is appropriate to accept a gift or hospitality always applies, whatever the value of the gift or hospitality.
- 3.4 You should always treat with extreme caution any offer of a gift, favour or hospitality that is made to you personally in your capacity as a Member of the Council. The person or organisation making the offer may be doing business or seeking to do business with the Council, might be applying to the authority for planning permission or could be involved in some other kind of decision. The appearance of impropriety can be just as damaging to the Council and to you as a Councillor, as actual impropriety. Therefore, a helpful question in deciding whether any gift or hospitality should be accepted, is whether a member of the public knowing the facts, would think that you might be improperly influenced by the gift or hospitality.
- 3.5 Regardless of whether a gift or hospitality is above or below the value threshold set by the Council, you must first consider whether it is appropriate for you to accept it at all. After you have considered whether it is appropriate for you to accept it, you then need to consider the requirements and guidance in relation to the registration of the gift or hospitality.

3.6 In deciding whether it is proper to accept any gift or hospitality, Councillors should apply the following principles. Even if the gift or hospitality comes within one of the general consents set out below, such an offer should not be accepted if to do so would be in breach of one or more of these principles:

**(a) Principle 1 - Never accept a gift or hospitality as an inducement or reward for anything you do as a Councillor**

3.7 Councillors must act in the public interest and must not be swayed in the discharge of their duties by the offer, prospect of an offer, or the non-offer of any inducement or reward for discharging those duties in a particular manner.

3.8 The Bribery Act 2010 creates offences of bribing another person and of being bribed. In summary, the offences consist of promising, offering or giving, or, requesting, agreeing to receive or accepting an advantage (financial or otherwise) in circumstances involving the improper performance of a relevant function or activity. A relevant function for the Council's purposes is any function of a public nature, where there is an expectation that the function/activity is carried out in good faith, or an expectation that the function/activity is performed impartially, or where the person performing it is in a position of trust by virtue of performing it. Individuals can be fined or imprisoned, or both, for offences under the Bribery Act 2010.

3.9 The Council's Code of Conduct for Members provides that Councillors must act in the public interest, serving the authority and the whole community, rather than acting in the interests of any particular individual or section of the community, and that it is a breach of the Code improperly to confer any advantage or disadvantage on any person.

**(b) Principle 2 - Hospitality should only be accepted if there is a commensurate benefit to the Authority**

3.10 The only proper reason for accepting any hospitality is that there is a commensurate benefit for the Council, which would not have been otherwise available. Acceptance can confer an advantage on the authority, such as an opportunity to progress the business of the authority expeditiously through a working lunch, or to canvass the interests of the authority and its area at a meeting. However, acceptance of hospitality for a member's own benefit or advantage, rather than for the benefit to the Council, would be a breach of the Code of Conduct.

**(c) Principle 3 – You should only accept gifts in very limited circumstances**

3.11 Acceptance of a gift is much less likely to confer such an advantage to the Council, the presumption being that the gift is purely for the member's personal benefit. Acceptance by a Councillor of a gift for their own benefit or advantage, rather than for the benefit to the Authority, would be a breach of the Code of Conduct.

3.12 The only gifts which may be accepted, are listed in Section 4(a) below.

**(d) Principle 4 - Never accept a gift or hospitality if acceptance might be open to misinterpretation**

3.13 Members must therefore consider whether the acceptance of the gift or hospitality is capable of being interpreted as a sign that they or the Council favours any particular person, company or section of the community or is placing them under any improper obligation to any person or organisation. The gift or hospitality must be refused unless appropriate steps can be taken to ensure that such a misunderstanding does not arise.

3.14 Members must be careful in any of the following circumstances:

- (a) where the Council is going through a competitive procurement process, so as to avoid any indication of favour for a particular tenderer;
  - (b) the determination of planning applications or planning policy, in respect of any person or organisation which stands to gain or lose from the determination; and
  - (c) funding decisions including cases where the authority is determining a grant application.
- (e) Principle 5 - Never accept a gift or hospitality which puts you under an improper obligation**

3.15 It is recognised that some commercial organisations and private individuals see the provision of gifts and hospitality as a means of buying influence. If a gift or hospitality is accepted improperly, it is possible that they may seek to use this fact to persuade to determine an issue in their favour. Equally, if others note that a Councillor has been prepared to accept a gift or hospitality improperly, they may feel that they will no longer be able to secure impartial consideration from the authority.

**(f) Principle 6 - Never solicit a gift or hospitality**

3.16 Councillors must never solicit or invite an offer of a gift or hospitality in connection with their position as a Councillor unless the acceptance of that gift or hospitality would be permitted under this Guidance. They should also take care to avoid giving any indication that they might be open to such any improper offer.

#### **4. GENERAL CONSENT TO ACCEPT GIFTS AND HOSPITALITY**

**(a) Cases where there is a general consent to accept**

4.1 Members may accept gifts and hospitality in the following circumstances:

- (i) civic hospitality provided by another public authority;
- (ii) modest refreshments in connection with any meeting, such as tea, coffee, soft drinks and biscuits;
- (iii) tickets for sporting, cultural and entertainment events which are sponsored by the authority;
- (iv) small gifts of low intrinsic value below £50.00, branded with the name of the company or organisation making the gift, such as pens, pencils, mouse pads, calendars and diaries. (Note: a Councillor should take care not to display any such branded items when this might be taken as an indication of favour to a particular supplier or contractor, for example in the course of a procurement exercise);
- (v) a modest alcoholic or soft drink on the occasion of an accidental social meeting, such as a pint of beer from an employee of a contractor or party with whom a Councillor has done business on behalf of the Authority who is met accidentally in a public house, cafe or bar. (Note: a Councillor should make reasonable efforts to return the offer where this is practicable);
- (vi) a modest working lunch not exceeding £15.00 a head in the course of a meeting in the offices with any organisation or individual with whom the authority has an existing business connection in order to facilitate the conduct of business. (Note: Councillors should not make such arrangements themselves, but request officers to settle the detailed arrangements, and officers are under instruction, when arranging any such meeting, to make it clear to the other party that such a lunch must not exceed a value of £15.00 per person);

- (vii) modest souvenir gifts with a value below £50.00 from another Council or similar public body during a visit;
- (viii) hospitality received in the course of an external visit or meeting which has been duly authorised by the authority. (Note: Councillors should request officers to settle the detailed arrangements, with officers under an instruction to make it clear that any such hospitality is to be commensurate with the occasion; and
- (ix) other unsolicited gifts, where it is impracticable to return them to the person or organisation making the gift, provided that the Councillor deals with the gift strictly in accordance with the procedure set out in (b) below.

**(b) Cases where special consent to accept can be obtained**

- 4.2 If a member wishes to accept any gift or hospitality, which is in accordance with the General Principles set out in Section 3 of this guidance, but is not within any of the general consents set out at paragraph 4.1 above, they may only do so if they have previously obtained specific consent in accordance with the following procedure.
- 4.3 The Councillor must make an application in writing to the Monitoring Officer, setting out full details of the offer and must not accept the gift or hospitality until they have received the appropriate consent.
- 4.4 The Monitoring Officer will enter details of any approval in a register which will be available for public inspection on the occasion of the public inspection of the authority's accounts for the relevant year. This does not however relieve the Councillor of the obligation to register the receipt of gifts and hospitality in accordance with Section 5 of this guidance.
- 4.5 You must always consider whether it is appropriate to accept a gift or hospitality, regardless of the value. While gifts and hospitality with an estimated value of above £50.00 must be registered, you may wish to declare the receipt of gifts and hospitality where the value is under this amount. While it may be appropriate to accept a token gift or gift of low value on one occasion, it is recommended that you should refuse repeated gifts from the same source, even if these are individually not of a significant value.

**What if I do not know the value of a gift or hospitality?**

- 4.6 The general rule is, if in doubt as to the value of a gift or hospitality, you should register it, as a matter of good practice and in accordance with the principles of openness and accountability in public life. You may have to estimate how much a gift or hospitality is worth, by considering how much you reasonably think it would cost a member of the public to buy the gift or provide the hospitality in question.

**What do I need to do if I have declined a gift or hospitality?**

- 4.7 It is recommended that you should register any offer of a gift or hospitality which you have declined, as this helps to protect both your position and that of the Council.

**5. REGISTRATION OF GIFTS AND HOSPITALITY**

- 5.1 The receipt of any gift or hospitality with an estimated value of £50.00 or more that you have received in connection with your official duties as a Member must be registered in writing with the Monitoring Officer within 28 days.
- 5.2 Any such registration must be notified to the Monitoring Officer as an amendment to your Register of Interests declaration. It is best to get in the habit of registering your



personal interests, including the receipt of gifts and hospitality, as soon as possible. Only gifts and hospitality in connection with official duties of councillors should be registered.

- 5.3 The appropriate Register of Interests declaration form can be obtained from the Democratic Services Manager, who administers the Register of Interests on behalf of the Monitoring Officer. The information contained within your form will be published on the Council's website as part of your Register of Interests, which is open to public inspection.
- 5.4 If you are dealing with any Council business, (for example, you are part of a Council meeting and you have a personal interest in that business, because it relates to or is likely to affect the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50.00 and you have not already declared that gift/hospitality to the Monitoring Officer on your Register of Interests, you must do so within 28 days. You should also declare your interest to the meeting.
- 5.5 Any gift or hospitality that is registered in accordance with the above requirements will automatically constitute a personal interest in any matter considered by the Council, which is likely to affect the person who gave the gift or hospitality. The personal interest must be declared at all meetings and consideration given to whether the interest is a prejudicial one. After a period of two years from the date of receipt of the gift or hospitality, the duty to disclose ceases.
- 5.6 If the value of the gift or hospitality is less than £50.00, but you are concerned that its acceptance might be misinterpreted, particularly where it has been offered a contractor or tenderer, you may make a voluntary declaration in the same manner to ensure that there is nothing secret or underhand about the gift or hospitality.

## **6. GIFTS TO THE COUNCIL RATHER THAN A COUNCILLOR**

- 6.1 Councillors should not solicit any gift on behalf of the authority except where it has formally identified the opportunity for participation by an external party, for example in relation to sponsorship of public musical and theatrical performances and developers' contributions under Section 106 Agreements.
- 6.2 If Councillors receive such offers on behalf of the authority, they must first consider whether it is appropriate for it to accept and report the offer to the Monitoring Officer together with their recommendation. The Monitoring Officer will then write to the person or organisation making the offer, to record the acceptance or non-acceptance of the gift, record the gift for audit purposes and ensure that the gift is properly applied for the benefit of the authority. If a Councillor has any concerns about the motives of the person or organisation making the offer, or whether it would be proper for the authority to accept the gift, they should consult the Monitoring Officer directly.

## **7. MONITORING OFFICER**

- 7.1 The Monitoring Officer can be contacted at:

[monitoringofficer@eppingforestdc.gov.uk](mailto:monitoringofficer@eppingforestdc.gov.uk)

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## **MEMBER CHAMPIONS PROTOCOL**

### **1. INTRODUCTION**

Member Champions are members of the Council that act as an advocate or spokesperson for a specific area of the Council's business and activities. The main responsibility of a Member Champion is to encourage communication and positive action over the issue they represent.

Member Champions have evolved as a result of:

- legislation and national initiatives in relation to the development of services, and
- initiatives undertaken by the Council in wishing to focus member activity on certain aspects of the Council's business and functions.

### **2. APPOINTMENT OF MEMBER CHAMPIONS**

Member Champions are appointed by the Council, except where the 'champion' role is identified as part of an Executive function. Each political group will be made aware of proposals to appoint Member Champions and given the opportunity to submit nominations.

Member Champions will be appointed at the annual Council meeting each year. Champions will remain in position (assuming they remain an elected Councillor) until a new appointment is made.

Although there is no legal requirement to apply the political balance rules to the appointments, there will be an expectation that the roles will normally be shared proportionately to reflect the political balance of the Council. However, any appointment should have due regard to the suitability for the role and relevant national and local guidance.

A Member Champion may be removed from office at any time by resolution of the Council (in the case a Council function), or by the Leader (in the case of an executive function). A Member Champion may resign from office by giving written notice to the Chief Executive.

### **3. ROLE OF MEMBER CHAMPIONS**

The role of a Member Champion is to:

- promote their area of interest both within and outside the Council;
- contribute to the review and development of policies pertaining to the area of interest;
- challenge and question the Council, the Leader and Cabinet Members on issues affecting their area of responsibility;
- attend meetings of the Council, its Committees and the Cabinet and speak on issues (when permitted by the Chairman) relevant to their area of responsibility;
- act as a catalyst for change and improvement in service delivery;
- monitor the Cabinet Forward Plan and seek information from the Leader, Cabinet Members and officers about forthcoming business and exert influence on behalf of the interest;
- monitor overview and scrutiny work programmes, work plans and activity and seek

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information and offer views on relevant review subjects and exert influence on behalf of the interest;

- keep other Councillors up-to-date with activities relevant to the area of interest;
- network with member champions from other local authorities with the same interest to keep up-to-date with current developments;
- provide positive support, and on occasions, constructive challenge to officers in driving forward the Council's agenda on relevant issues; and
- act as the Council's representative on relevant external bodies where appointed to by the Council.

#### **4. THE PARAMETERS OF THE MEMBER CHAMPION ROLE**

All Member Champions must act reasonably in their role and recognise and work effectively within the political management and working arrangements adopted by the Council.

A Member Champion cannot make decisions (unless they otherwise have executive responsibilities) and must not commit the Council in any way or in a manner that could be interpreted as being contrary to established policy and practice. They may, however, confirm a position as stated in a published policy.

Member Champions will be consulted on any press release relevant to their particular area of interest. A Member Champion may however only be a recognised media contact with the prior approval of the Leader. In all other circumstances, the Champion must make it clear when communicating with the media that he/she is speaking on behalf of a political group (if affiliated to a group) or in a personal capacity and not as the Council's Champion.

#### **5. LEADER AND CABINET - WORKING RELATIONSHIP**

The Leader and members of the Cabinet will normally:

- acknowledge the right of Member Champions to be consulted on matters relating to their area of interest;
- take full account of any views offered by Member Champions prior to any decision taken on matters within their area of interest;
- co-operate with Member Champions in the formulation of action plans agreed with the relevant Service Director; and
- consider nominating the relevant Member Champion to represent the Council at a relevant conference/seminar on the subject matter of the champion's interest.

#### **6. OVERVIEW AND SCRUTINY - WORKING RELATIONSHIP**

Overview and Scrutiny will normally:

- acknowledge the right of Member Champions to be consulted and to participate in discussions on matters relating to their interest;
- ensure there is appropriate engagement or consultation with Member Champions in the formulation of policy;
- ensure Member Champions are specifically invited to be contributors to any reviews that have a direct bearing on their interest; and
- ensure an opportunity is provided for Member Champions to contribute or to comment on relevant work programmes.

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## **7. OFFICER SUPPORT TO MEMBER CHAMPIONS**

Member Champions play an important role in promoting their area of interest on behalf of the Council. In recognition of the importance of the respective roles of Member Champions, officer support will be provided at a senior level.

Each Member Champion will be advised by an appropriate Service Director, who will meet with the relevant Member Champion on a regular basis to discuss action plans, current activities, national developments or any other matters relating to the interest being championed.

The relevant Service Director will give reasonable support to the Member Champion, including the provision of Council information, government communications and national publications within their remit.

## **8. ACCOUNTABILITY**

At the beginning of each municipal year, each Member Champion shall agree a programme of activity, taking into account the Council's priorities, with the relevant Portfolio Holder and Service Director.

Each Member Champion will, with the assistance of the relevant Service Director, prepare an annual report for submission to Council (in the case of a Council function) and the Cabinet (in the case of an executive function) setting out the actions taken during the course of the year. The main measure of performance will be through the annual report.

## **9. TRAINING**

All Member Champions will be able to attend appropriate training courses contained in the Council's Member Training Programme.

The attendance of Member Champions at conferences and seminars relevant to their roles will be in accordance with requirements of the Council's Members' Allowances Scheme.

## **10. ALLOWANCES**

Member Champions will not be entitled to receive a Special Responsibility Allowance for carrying out their role.

## **11. REVIEW OF PROTOCOL**

This protocol will be reviewed as required by the Constitution Working Group.

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**DISTRICT OF EPPING FOREST – REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019**

**PROPOSED POLLING DISTRICTS AND POLLING PLACES**

**EPPING FOREST PARLIAMENTARY CONSTITUENCY**

| <b>Ward</b>         | <b>Polling District</b> | <b>Letters</b> | <b>Description of Polling District</b>   | <b>Existing Polling Place</b> | <b>Existing Polling Station</b>  | <b>Electorate (June 2019)</b> |
|---------------------|-------------------------|----------------|--|-------------------------------|----------------------------------|-------------------------------|
| Buckhurst Hill East | Buckhurst Way           | AA             | That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish comprising the roads – Albert Road (Wentworth Court and No's 2-24 evens), Birch Close, Buckhurst Way (51-71 odds, Honeysuckle Court and 2-182 evens), Cascade Close, Cascade Road, Cedar Close, Chestnut Avenue, Chestnut Close, Elgar Close, Elm Close, Holly Close, Hornbeam Close, Hornbeam Road, Lime Close, Lower Queens Road (2-90 evens, The Atrium, Mountbatten Court), Maple Close, Station Way, Walnut Way, Willow Close | The polling district          | Roding Valley Hall, Station Way  | 1799                          |
| Buckhurst Hill East | Loughton Way            | AB             | That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish not included in the Buckhurst Way Polling District   | The polling district          | Woollard Centre, Loughton Way    | 1881                          |
| Buckhurst Hill West | St Johns                | AC             | That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish comprising the roads – Albany View, Amberley Road (odd numbers), Ardmore Lane, Beech Avenue, Beech Lane, Brook Road, Chandos Close,  | The polling district          | St John's Church Hall, High Road | 2705                          |

| Ward                | Polling District | Letters | Description of Polling District   | Existing Polling Place | Existing Polling Station                       | Electorate (June 2019) |
|---------------------|------------------|---------|---|------------------------|--|------------------------|
|                     |                  |         | Chequers Hills Road, Church Road, Devon Close, Epping New Road, Fairlands Avenue, Fernside, Forest Side, Gladstone Road, Greenhill High Road, Hawsted, Heron Close, High Road (51-117 odd numbers, 2-114 even numbers, Shore Point), Hills Road, Little Plucketts Way, Luctons Avenue, Manor Road, North End, Ormonde Rise, Osborne Road, Parkside, Powell Road, Roebuck Lane (16-72 even numbers, 29-79 odd numbers), Russell Road (2-24 even numbers, 1-99 odd numbers, Waikato Lodge), Stag Lane, Starling Close, Stradbroke Grove (29-81 odd numbers, 14-54 even numbers), The Cedars, The Drive, The Meadway (odds), The Stables, Trent Road, Tuttlebee Lane |                        |  |                        |
| Buckhurst Hill West | Westbury         | AD      | That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish not included in the St. John's Polling District   | The polling district   | Buckhurst Hill Baptist Church, Palmerston Road | 2740                   |
| Chigwell Row        | Chigwell Row     | AE      | The Chigwell Row parish ward of Chigwell parish.  | The polling district   | Room at All Saints Church, Romford Road        | 1851                   |
| Chigwell Village    | St Johns         | AF      | That part of the Chigwell Village parish ward of Chigwell parish comprising the roads – Brunel Road, Chigwell Park, Chigwell  | The polling district   | Room at the Convent, Turpins Lane              | 1854                   |



| Ward             | Polling District | Letters | Description of Polling District  | Existing Polling Place | Existing Polling Station           | Electorate (June 2019) |
|------------------|------------------|---------|--|------------------------|------------------------------------|------------------------|
|                  |                  |         | Park Drive, Chigwell Road, Coolgardie Avenue, Ely Place, Emmaus Way, Forest Avenue, Forest Lane, Grovewood Place, Hatch Side, High Road (Little West Hatch, School House West Hatch School, Cedar Park, Chigwell Nursery, 187-221 odds, 118-160 evens, Semmering, Forest Terrace), Hilltop View, Love Lane, Luxborough Lane, Lyndhurst Rise, Manor Road, Park View, Roding Lane, New Barns Way, Park View, Roding Lane, Smeaton Road, St Mary's Way, The Childers, Tudor Close, Turpins Lane |                        |                                    |                        |
| Chigwell Village | Chigwell Village | AG      | That part of the Chigwell Village parish ward of Chigwell parish not included in the St. John's Polling District   | The polling district   | St. Mary's Parish Rooms, High Road | 1668                   |
| Grange Hill      | Limes Farm       | AH      | That part of the Grange Hill parish ward of Chigwell parish comprising the roads – Clayside, Cobdens Limes Avenue, Copperfield, High Meadows, Keats Close Limes Avenue, Limes Avenue, Northdene, Orange Grove, Regency Close, Southdale, The Brambles, Trotwood, View Close, Westmede  | The polling district   | Limes Farm Centre, Limes Avenue    | 2069                   |

| Ward                                | Polling District | Letters | Description of Polling District  | Existing Polling Place | Existing Polling Station                      | Electorate (June 2019) |
|-------------------------------------|------------------|---------|--|------------------------|---|------------------------|
| Grange Hill                         | St Winifreds     | AJ      | That part of the Grange Hill parish ward of Chigwell parish not included in the Limes Farm Polling District  | The polling district   | St Winifred's Church Hall, Manor Road         | 3241                   |
| Epping Hemnall                      | Allnutts         | AK      | That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Allnutts Road, Bower Hill, Bower Vale, Brook Road, Charles Street, Coopersale Hall, Crossing Road, Fiddlers Hamlet, Hillcrest Way, Oakleigh Rise, Stewards Close, Stewards Green Road, Stonards Hill (Stonards Cottages, Birds Green, Stonards Farm), The Orchards, Theydon Bower, Theydon Garnon, Warrenfield. | The polling district   | Scout Hut, Flux's Lane                        | 1192                   |
| Epping Hemnall                      | Coopersale       | AL      | That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Archer Close, Brickfield Road, Chevely Close, Coopersale Common, Coopersale Street, Garnon Mead, Houblons Hill, Institute Road, Laburnum Road, Parklands, St Albans Road, Vicarage Road   | The polling district   | Coopersale Social Institute, Institute Road   | 835                    |
| Epping Hemnall                      | Hemnall          | AM      | That part of the Epping Hemnall ward of Epping Town Council not included in the Allnutts and Coopersale Polling Districts  | The polling district   | Pelly Court, Hemnall Street                   | 3007                   |
| Epping Lindsey and Thornwood Common | Lindsey North    | AN      | That part of the Epping St. John's ward of Epping Town Council comprising the roads –  | The polling district   | Epping United Reformed Church, Lindsey Street | 2114                   |

| Ward                                | Polling District | Letters | Description of Polling District  | Existing Polling Place | Existing Polling Station                                      | Electorate (June 2019) |
|-------------------------------------|------------------|---------|--|------------------------|---|------------------------|
|                                     |                  |         | Aragon Mews, Barnfield, Beaconfield Avenue, Beaconfield Road (1-77 odds, 2-114 evens), Beaconfield Way, Beulah Road, Birch View, Boleyn Row, Church Field, Church Hill, Coopersale Common, Egg Hall, Fairfield Road, Frampton Road, Granville Road, Greenacres, Homefield Close, James Street, King Henrys Walk, Kingswood Park, Lindsey Street, Lynceley Grange, Maltings Drive, Maltings Lane, Margaret Close, Margaret Road, Meadow Road, Palmers Hill, Park Side, Severnsfield, Seymour Chase, Shaftesbury Road (7-49 odds, 2-76 evens), St Margaret's Hospital, Stonards Hill (Redgrove House, 1-7 odds, Old Pastures), The Plain, The Woodyard, Thornwood Road, Tidy's Lane, Woodbury Down, Woodmeads. |                        |   |                        |
| Epping Lindsey and Thornwood Common | Lindsey South    | AO      | That part of the Epping St. John's ward of Epping Town Council not included in the Lindsey North Polling District  | The polling district   | Conference Room, Epping Town Council Offices, St. John's Road | 2494                   |
| Epping Lindsey and Thornwood Common | Thornwood        | AP      | The Thornwood parish ward of North Weald Bassett parish  | The polling district   | Thornwood Village Hall, Weald Hall Lane                       | 820                    |
| Loughton                            | Barfields        | AQ      | That part of the Loughton  | The polling district   | Murray Hall,  | 2838                   |

| Ward              | Polling District | Letters | Description of Polling District   | Existing Polling Place | Existing Polling Station   | Electorate (June 2019) |
|-------------------|------------------|---------|---|------------------------|--|------------------------|
| Alderton          |                  |         | Alderton ward of Loughton Town Council comprising the roads – Alderton Close, Alderton Hall Lane, Alderton Hill (71A and 73), Alderton Mews, Alderton Rise, Barfields, Barfields Gardens, Barfields Path, Borders Lane, Bryony Close, Bushfields, Chequers Road, Cherston Gardens, Cherston Road, Chigwell Lane, Colson Gardens, Colson Green, Colson Path, Colson Road, Crossfields, Deepdene Path, Deepdene Road, Greenfields, Greenfields Close, Hogarth Reach, Homecroft Gardens, Honeycroft, Ladyfields, Ladyfields Close, Lucton Mews, Lushes Road, Maybury Close, Parkmead, Poundfield Road, School House Gardens, The Hawthorns, The Lindens, The Spinney |                        | Borders Lane   |                        |
| Loughton Alderton | Oakwood          | AR      | That part of the Loughton Alderton ward of Loughton Town Council not included in the Barfields Polling District   | The polling district   | Senior Citizens Clubroom<br>Oakwood Hill                               | 659                    |
| Loughton Broadway | Willingale       | AS      | That part of the Loughton Broadway ward of Loughton Town Council comprising the roads – Austen Close, Barrington Close, Barrington Green, Barrington Road, Burton   | The polling district   | The Nursery Unit,<br>Thomas Willingale Primary School,<br>The Broadway | 1943                   |

| Ward              | Polling District | Letters | Description of Polling District   | Existing Polling Place | Existing Polling Station        | Electorate (June 2019) |
|-------------------|------------------|---------|---|------------------------|---------------------------------|------------------------|
|                   |                  |         | Road, Chigwell Lane, Doubleday Road, Etheridge Green, Etheridge Road (56-96), Eversley Close, Ibbetson Path, Kingsley Road, Lytton Close, Mornington Road, Paley Gardens, Parsonage Court, Rochford Avenue, Rochford Green, Rookwood Avenue, Rookwood Gardens, Sandford Avenue, The Broadway, Torrington Drive, Torrington Gardens, Westall Road, Willingale Road (260-360 evens, 247-297 odds)   |                        |                                 |                        |
| Loughton Broadway | Hereward         | AT      | That part of the Loughton Broadway ward of Loughton Town Council not included in the Willingale Polling District  | The polling district   | The Cottage Loaf, Jessel Drive  | 1943                   |
| Loughton Fairmead | Fairmead         | AU      | That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Beech Close, Castell Road, Cedar Drive, Chandler Road, Chester Green, Chester Road, Cleland Path, Colebrook Lane (1-173 odds), Colebrook Path, Conyers Way, Droveway, Englands Lane, Fairmeads, Grosvenor Close, Grosvenor Drive, Grosvenor Path, Harvey Gardens, Lawton Road, Mead Close, Pyrles Green, Pyrles Lane (2-132 evens), Swanshope, Sycamore Close | The polling district   | Grosvenor Hall, Grosvenor Drive | 1625                   |

| Ward              | Polling District | Letters | Description of Polling District   | Existing Polling Place | Existing Polling Station  | Electorate (June 2019) |
|-------------------|------------------|---------|---|------------------------|---|------------------------|
| Loughton Fairmead | Colebrook        | AV      | That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Appleton Road, Brady Avenue, Burney Drive, Colebrook Gardens, Colebrook Lane (2-102 even numbers), Etheridge Road (2-42), Foxley Close, Goldingham Avenue, Hanson Close, Hanson Drive, Hanson Green, Mannock Drive, Prescott Green, Thatchers Close, Westall Road | The polling district   | Trinity Church Hall, Mannock Drive                                | 968                    |
| Loughton Fairmead | Hillyfields      | AW      | That part of the Loughton Fairmead ward of Loughton Town Council not included in the Fairmead and Colebrook Polling Districts   | Loughton Fairmead      | Grosvenor Hall, Grosvenor Drive (outside Polling District)        | 714                    |
| Loughton Forest   | Loughton Forest  | AX      | The Loughton Forest ward of Loughton Town Council   | The polling district   | Loughton Baptist Church, High Road                                | 3419                   |
| Loughton Roding   | Barncroft        | AY      | That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Barncroft Close, Barncroft Green, Barncroft Road, Leycroft Close, Oakwood Hill (62-118 evens, 73-123 odds), River Way (57-153 odds, 62-156 evens)   | Loughton Oakwood       | Oakwood Hill Senior Citizens Clubrooms (outside Polling District) | 441                    |

| <b>Ward</b>        | <b>Polling District</b> | <b>Letters</b> | <b>Description of Polling District</b>   | <b>Existing Polling Place</b> | <b>Existing Polling Station</b>                      | <b>Electorate (June 2019)</b> |
|--------------------|-------------------------|----------------|--|-------------------------------|--|-------------------------------|
| Loughton Roding    | Whitebridge             | AZ             | That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Cheltenham Gardens, Danbury Road, Dunmow Close, Felstead Road, Greensted Road, Kirby Close, Nevill Way, Roydon Close, Sutton Close, The Meadway, Tylers Close, Valley Hill (54-150 evens, Hubbard Court, 59-125 odds, Roxwell House, Parndon House), Witham Close  | The polling district          | Whitebridge Junior School, Greensted Road            | 1128                          |
| Loughton Roding    | St Michaels             | BA             | That part of the Loughton Roding ward of Loughton Town Council not included in the Barncroft and Whitebridge Polling Districts   | The polling district          | St. Michaels and All Angels Church Hall, Roding Road | 2113                          |
| Loughton St. Johns | Loughton St. Johns      | BB             | The Loughton St. Johns ward of Loughton Town Council   | The polling district          | St. John's Church Hall, Church Lane                  | 3511                          |
| Loughton St. Marys | St. Mary's              | BC             | That part of the Loughton St. Mary's ward of Loughton Town Council comprising the roads – Alderton Hill, Brook Road, Brooklyn Avenue, Churchfields, Clifton Road, Forest Road, Habgood Road, High Road, Kings Green, Priory Road, Rowans Way, Shaftesbury, Shelley Grove, Spareleaze Hill, St Mary's Close, Staples Road, Station Road, The Drive, Traps Hill (nos 1-69 odds), Tycehurst Hill, Woodland Road, York | The polling district          | St. Mary's Parish Centre, High Road                  | 1923                          |

| Ward                     | Polling District | Letters | Description of Polling District  | Existing Polling Place | Existing Polling Station                             | Electorate (June 2019) |
|--------------------------|------------------|---------|--|------------------------|--|------------------------|
|                          |                  |         | Crescent, York Hill  |                        |  |                        |
| Loughton St. Marys       | Whitehills       | BD      | That part of the Loughton St. Mary's ward of Loughton Town Council not included in the St. Mary's Polling District   | Loughton Alderton      | Murray Hall, Borders Lane (outside Polling District) | 1999                   |
| Theydon Bois             | Theydon Bois     | BE      | The parish of Theydon Bois   | The polling district   | St. Mary's on the Green Hall, Coppice Row            | 3330                   |
| Waltham Abbey High Beach | High Beach       | BF      | That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Arthur's Lane, Avey Lane, Beech Hill Gardens, Church Road, Forest Close, Lippitts Hill, Manor Road, Mott Street (not included in the Sewardstone Polling District), Paul's Nursery Road, Pynest Green Lane, Rats Lane, Wellington Hill   | The polling district   | High Beech Village Hall, Avey Lane                   | 496                    |
| Waltham Abbey High Beach | Sewardstone      | BG      | That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Baden Drive, Bury Road, Butlers Drive, Cornwall Place, Daws Hill, Farm End, Gilwell Park, Godwin Close, Hawes Lane, Hornbeam Lane, King George Way, Mill Lane, Mott Street (Daines Nursery, The Bungalow, Lira, Magnolia Cottage, Old Plough Cottage, Rose Cottage, Cedar Lodge, Beechside Bungalow, | The polling district   | Room in the White House, Gilwell Park, Bury Road     | 964                    |



| Ward                      | Polling District | Letters | Description of Polling District  | Existing Polling Place | Existing Polling Station                     | Electorate (June 2019) |
|---------------------------|------------------|---------|--|------------------------|--|------------------------|
|                           |                  |         | Netherhouse Cottages, Cottages Golden Row), Powell Drive, Sewardstone Green, Sewardstone Road, Woodman Lane  |                        |  |                        |
| Waltham Abbey High Beach  | Upshire          | BH      | That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Cobbins End Road, Copped Hall, Copthall Green, Crown Hill, Epping Road, Fernhall Lane, Forest Side, Honey Lane, Honeypot Lane, Horseshoe Hill, Long Street, Sergeants Green Lane, Skillet Hill, Southend Lane, Upshire Road, Upshirebury Green, Warlies, Woodgreen Road, Woodredon Farm Lane, Woodredon Hill | The polling district   | Upshire Village Hall, Horseshoe Hill         | 322                    |
| Waltham Abbey High Beach  | Woodbine Close   | BJ      | That part of the Waltham Abbey High Beach ward not included in the High Beach, Sewardstone and Upshire Polling Districts   | The polling district   | Room at Woodbine Close Social Club           | 274                    |
| Waltham Abbey Paternoster | Ninefields       | BK      | That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council comprising the roads – Abbotts Drive, Amwell Court, Badburgham Court, Blackmore Court, Bromefield Court, Cullings Court, Farmers Court, Fullers Close, Geisthorp Court, Hill House, Loughton Court,  | The polling district   | Community Room, Waltham Abbey Leisure Centre | 1708                   |

| Ward                      | Polling District | Letters | Description of Polling District   | Existing Polling Place   | Existing Polling Station                     | Electorate (June 2019) |
|---------------------------|------------------|---------|---|--------------------------|--|------------------------|
|                           |                  |         | Mallion Court, Neal Court, Read Court, Shingle Court, Skarnings Court, Stanford Court, Stanway Road, Sudicamps Court, Theydon Court, Tillingham Court, Winters Way, Woodford Court, Wormley Court, Wrangley Court   |                          |  |                        |
| Waltham Abbey Paternoster | Paternoster      | BL      | That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council not included in the Ninefields Polling District   | Waltham Abbey Ninefields | Community Room, Waltham Abbey Leisure Centre | 1808                   |
| Waltham Abbey Honey Lane  | Leverton         | BM      | That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Acacia Court, Ashleigh Court, Ashtree Court, Caneland Court, Caterham Court, Cobmead Grove, Coppergate Court, Dowding Way, Eagle Close, Falcon Close, Farthingale Court, Farthingale Lane, Gant Court, Harlton Court, Harrier Way, Hawk Close, Haywood Court, Honey Lane, (119-207 odds, Honey Lane Care Home, Upshire Hall Lodge, Upshire Hall Lodge, 102-176 evens, Honeylands, Honeylands Cottage), Horseshoe Close, Jessop Court, Kestrel Road, Kings Meadow Court, | The polling district     | Leverton Primary School, Honey Lane          | 2004                   |

| Ward                     | Polling District | Letters | Description of Polling District   | Existing Polling Place | Existing Polling Station            | Electorate (June 2019) |
|--------------------------|------------------|---------|---|------------------------|-------------------------------------|------------------------|
|                          |                  |         | Kingsdale Court, Lamplighters Close, Margherita Place, Margherita Road, Maynard Court, Merlin Close, Milhoo Court, Morris Court, Old Forge Court, Osprey Court, Osprey Road, Peregrine Road, Shernbroke Road, Stoney Bridge Drive, The Birches, Vicarage Court Horseshoe Close, Wheatfields Court Farthingale Lane, Wren Drive  |                        |                                     |                        |
| Waltham Abbey Honey Lane | Brookways        | BN      | That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Aldersgrove, Birchwood, Bray Springs, Caldbeck, Downlands, Fairways, Gilsland, Greenleas, Heronswood, Hockley Court, Holecroft, Honey Lane (30-100 evens), Longcrofts, Mayfield, Nightingales, Oakwood, Patmore Road, Pinnacles Roundhills, Robinsway, Rochford Avenue, Roundhills, Ruskin Avenue, Springfields, Tennyson Avenue, The Dale, The Padgets, Windmill Close | The polling district   | Brookways, Roundhills               | 1512                   |
| Waltham Abbey Honey Lane | Honey Lane       | BO      | That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council not included in the Leverton and Brookways Polling District  | The polling district   | Leverton Primary School, Honey Lane | 1190                   |

| Ward                                       | Polling District | Letters | Description of Polling District   | Existing Polling Place | Existing Polling Station  | Electorate (June 2019) |
|--|------------------|---------|---|------------------------|---|------------------------|
| Waltham Abbey North East                   | Breach Barns     | BP      | That part of the Waltham Abbey North East ward of Waltham Abbey Town Council comprising the roads – Aimes Green, Breach Barns, Breach Barns Lane, Claverhambury Road, First Avenue, Galley Hill, Maple Way, Northside, Second Avenue, Southside, The Rise, Third Avenue.                        | The polling district   | Community Centre, Saxon Way (outside Polling District)                                  | 426                    |
| Waltham Abbey North East                   | Monkswood        | BQ      | That part of the Waltham Abbey North East ward of Waltham Abbey Town Council not included in the Breach Barns Polling District.   | The polling district   | Community Centre, Saxon Way   | 2851                   |
| Waltham Abbey South West                   | Abbey            | BR      | The Waltham Abbey South West ward of Waltham Abbey Town Council.  | The polling district   | Waltham Abbey Town Hall, Highbridge Street  | 3398                   |
| Broadley Common, Epping Upland and Nazeing | Upland North     | BS      | That part of the Epping Upland parish comprising the roads – Carters Lane, Chestnut Walk, Elm Close, Epping Green, Epping Green Road, Epping Long Green, Epping Upland, Eureka Gardens, Green Close, Parsloe Road, Pump Lane, Rye Hill, Rye Hill Road, The Magpies, Thornwood Road, Upland Road | The polling district   | Epping Upland Primary School, Carters Lane  | 652                    |
| Broadley Common, Epping Upland and Nazeing | Upland South     | BT      | That part of the Epping Upland parish not included in the Upland North Polling District   | Epping Lindsey South   | Conference Room, Epping Town Council Offices, St John's Road (outside Polling District) | 68                     |

| <b>Ward</b>                                | <b>Polling District</b> | <b>Letters</b> | <b>Description of Polling District</b>          | <b>Existing Polling Place</b> | <b>Existing Polling Station</b>  | <b>Electorate (June 2019)</b> |
|--|-------------------------|----------------|---|-------------------------------|----------------------------------|-------------------------------|
|  |                         |                |   |                               |                                  |                               |
| Broadley Common, Epping Upland and Nazeing | Bumbles Green           | BU             | The Bumbles Green parish ward of Nazeing parish | The polling district          | The Scout Hall, Perry Hill       | 495                           |
| Broadley Common, Epping Upland and Nazeing | Broadley Common         | BV             | The Broadley Common ward of Roydon parish       | The polling district          | Craner Produce Farm, Common Road | 634                           |

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**DISTRICT OF EPPING FOREST – REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019**

**PROPOSED POLLING DISTRICTS AND POLLING PLACES**

**BRENTWOOD AND ONGAR PARLIAMENTARY CONSTITUENCY**

| <b>Ward</b>                              | <b>Polling District</b> | <b>Letters</b> | <b>Description of Polling District</b>                     | <b>Existing Polling Place</b> | <b>Existing Polling Station</b>                       | <b>Electorate (June 2019)</b> |
|--|-------------------------|----------------|--|-------------------------------|---|-------------------------------|
| North Weald Bassett                      | Village (North Weald)   | BW             | The Village parish ward of North Weald Bassett parish      | The polling district          | North Weald Village Hall, High Road                   | 3730                          |
| Chipping Ongar, Greensted and Marden Ash | Chipping Ongar          | BX             | The Chipping Ongar ward of the Ongar Town Council          | The polling district          | Budworth Hall, High Street                            | 1488                          |
| Chipping Ongar, Greensted and Marden Ash | Greensted               | BY             | The Greensted ward of the Ongar Town Council               | Chipping Ongar                | Budworth Hall, High Street (outside Polling District) | 575                           |
| Chipping Ongar, Greensted and Marden Ash | Marden Ash              | BZ             | The Marden Ash ward of the Ongar Town Council              | The polling district          | St James Church Hall, St James Avenue                 | 1400                          |
| Shelley                                  | Shelley                 | CA             | The Shelley ward of the Ongar Town Council                 | The polling district          | Shelley County Primary School, Cripsey Avenue         | 1812                          |
| High Ongar, Willingale and The Rodings   | High Ongar              | CB             | The High Ongar parish ward of the High Ongar parish        | The polling district          | High Ongar Village Hall                               | 504                           |
| High Ongar, Willingale and The Rodings   | Norton Mandeville       | CC             | The Norton Mandeville parish ward of the High Ongar parish | High Ongar Village            | High Ongar Village Hall (outside Polling District)    | 158                           |
| High Ongar,                              | Paslow                  | CD             | The Paslow Common parish                                   | High Ongar Village            | High Ongar  | 378                           |

| 40 | Ward                                   | Polling District                   | Letters | Description of Polling District  | Existing Polling Place | Existing Polling Station  | Electorate (June 2019) |
|----|--|------------------------------------|---------|--|------------------------|---|------------------------|
|    | Willingale and The Rodings             | Common                             |         | ward of the High Ongar parish  |                        | Village Hall (outside Polling District)                             |                        |
|    | High Ongar, Willingale and The Rodings | Willingale                         | CE      | The parish of Willingale   | The polling district   | Willingale Village Hall   | 418                    |
|    | High Ongar, Willingale and The Rodings | Abess Beauchamp and Berners Roding | CF      | The parish of Abess Beauchamp and Berners Roding   | The polling district   | Room in The Rodings, Dunmow Road                                    | 404                    |
|    | Lambourne                              | Abridge                            | CG      | The Abridge parish ward of the Lambourne parish  | The polling district   | New Village Hall, Ongar Road  | 1400                   |
|    | Lambourne                              | Lambourne End                      | CH      | The Lambourne End parish ward of the Lambourne parish  | The polling district   | Parish Rooms, Lambourne End   | 217                    |
|    | Moreton and Fyfield                    | Bobbingworth                       | CJ      | The Bobbingworth parish ward of the Moreton, Bobbingworth and The Lavers group of parishes   | Moreton Village        | Moreton Village Hall (outside Polling District)                     | 232                    |
|    | Moreton and Fyfield                    | High Laver East                    | CK      | That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes comprising the roads - Harlow Road, High Laver, High Laver Road, Mill Lane, Moreton Road | The polling district   | Matching Village Hall, Matching Tye (outside Polling District)      | 69                     |
|    | Moreton and Fyfield                    | High Laver West                    | CL      | That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes not included in the High Laver East Polling District                                     | Magdalen Laver Village | Magdalen Laver Village Hall, Church Road (outside Polling District) | 138                    |
|    | Moreton and Fyfield                    | Little Laver                       | CM      | The Little Laver parish ward of the Moreton, Bobbingworth and  | Matching Green Village | Matching Village Hall, Matching Tye                                 | 87                     |



| Ward                | Polling District  | Letters | Description of Polling District  | Existing Polling Place       | Existing Polling Station  | Electorate (June 2019) |
|---------------------|-------------------|---------|--|------------------------------|---|------------------------|
|                     |                   |         | The Lavers group of parishes   |                              | (outside Polling District)  |                        |
| Moreton and Fyfield | Moreton           | CN      | The Moreton parish ward of the Moreton, Bobbingworth and The Lavers group of parishes        | The polling district         | Moreton Village Hall, Church Road   | 327                    |
| Moreton and Fyfield | Magdalen Laver    | CO      | The Magdalen Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes | The polling district         | Magdalen Laver Village Hall, Church Road                                    | 210                    |
| Moreton and Fyfield | Fyfield           | CP      | The parish of Fyfield  | The polling district         | Fyfield Village Hall  | 673                    |
| Passingford         | Stanford Rivers   | CQ      | The parish of Stanford Rivers  | The polling district         | Toot Hill Village Hall  | 657                    |
| Passingford         | Stapleford Abbots | CR      | The parish of Stapleford Abbots  | The polling district         | Stapleford Abbots Village Hall, Stapleford Road                             | 844                    |
| Passingford         | Stapleford Tawney | CS      | The parish of Stapleford Tawney  | The polling district         | St Mary's Church Hall, Tawney Road, Stapleford Tawney                       | 113                    |
| Passingford         | Theydon Garnon    | CT      | The parish of Theydon Garnon   | The polling district         | The Gatehouse, All Saints Church, Theydon Garnon                            | 123                    |
| Passingford         | Theydon Mount     | CU      | The parish of Theydon Mount  | The hamlet of Theydon Garnon | The Gatehouse, All Saints Church, Theydon Garnon (outside Polling District) | 174                    |

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**DISTRICT OF EPPING FOREST – REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2019**

**PROPOSED POLLING DISTRICTS AND POLLING PLACES**

**HARLOW PARLIAMENTARY CONSTITUENCY**

| <b>Ward</b>                                | <b>Polling District</b> | <b>Letters</b> | <b>Description of Polling District</b>  | <b>Existing Polling Place</b> | <b>Existing Polling Station</b>             | <b>Electorate (June 2019)</b> |
|--|-------------------------|----------------|---|-------------------------------|---|-------------------------------|
| Hastingwood, Matching and Sheering Village | Hastingwood North       | CV             | That part of the Hastingwood parish ward of North Weald Bassett parish comprising the roads – Foster Street, Green Lane Threshers Bush, Harlow Common, Hastingwood park, Latton Common, London Road (Whalebone Cottages, Tara, Ashgrove, The Gatekeeper, Hill House, Hill House Cottage, End House, Hill Cottage, Bay Tree Cottage, Caroline Cottage, Maya), Mill Street, Park Avenue | The polling district          | St Mary Magdalen Church Hall, Potter Street | 301                           |
| Hastingwood, Matching and Sheering Village | Hastingwood South       | CW             | That part of the Hastingwood parish ward of North Weald Bassett parish not included in the Hastingwood North Polling District   | The polling district          | Hastingwood Village Hall, Glovers Lane      | 214                           |
| Hastingwood, Matching and Sheering Village | Matching (1)            | CX             | The Parish of Matching comprising the roads – Carters Green, Church Lane, Clifford Close, Downhall Road, Harlow Road, Harlow Tye, High Lane, Hobbs Cross Road, Homefields, Housham Tye, Matching Green (Lascelles, Flat   | The polling district          | Matching Village Hall, Matching Tye         | 564                           |

| 44 Ward                                    | Polling District | Letters | Description of Polling District  | Existing Polling Place | Existing Polling Station            | Electorate (June 2019) |
|--|------------------|---------|--|------------------------|-------------------------------------|------------------------|
|  |                  |         | <p>at Lascelles, The Cherry Tree, Lascelles Cottage, Lascelles Lodge, Wingates, Martinsfield, The Leys, Martins Cottage, Kingstons Cottages, Mulberry Cottage, Lilac Cottages, Andell Cottage, Stonecroft, Lavender Cottage, Karensa, Scathes, Greenside, Chapel Cottage, Little Honington, Honington House, Beeches, Forge Cottage, Blackwood House, Moat House, Saddlers Cottage, Maytrees, Limes Cottage, Pear Tree House, Pond House, The Old Exchange, The Maltings, The Malt Barn, Albion House, Green Edge Cottage, The Lone Pine), Matching Hall, Matching Road, Moor Hall Road, New Way Lane, Newmans End, Potash Road, Rainbow Road, The Green, Threshers Bush</p> |                        |                                     |                        |
| Hastingwood, Matching and Sheering Village | Matching (2)     | CX      | <p>The Parish of Matching comprising the roads High Laver Road, Little Laver Road, Matching Green (Rose Cottage, Little Watermans, Willow Cottage, Horsegate, Brick Cottages, Jasmin Cottage, North Cottage, Restcot, Perry Cottage, Chestnut Cottage, The</p>   | The polling district   | Matching Village Hall, Matching Tye | 171                    |

| Ward                                       | Polling District | Letters | Description of Polling District  | Existing Polling Place | Existing Polling Station                                     | Electorate (June 2019) |
|--|------------------|---------|--|------------------------|--|------------------------|
|  |                  |         | Lilacs, The Chequers, Elm House, Little Elm Cottage, Maple House, Elms Farm House, Home Meadow Barns), Watery Lane |                        |  |                        |
| Hastingwood, Matching and Sheering Village | Sheering Village | CY      | The Sheering Village parish ward of the Sheering parish  | The polling district   | Sheering Village Hall, The Street                            | 701                    |
| Hastingwood, Matching and Sheering Village | Lower Sheering   | CZ      | The Lower Sheering parish ward of the Sheering parish  | The polling district   | Sheering Village Hall, The Street (outside Polling District) | 1798                   |
| Lower Nazeing                              | Nazeingbury      | DA      | The Nazeingbury parish ward of the Nazeing parish  | The polling district   | St Giles Church Hall, Nazeing                                | 2514                   |
| Lower Nazeing                              | Riverside        | DB      | The Riverside parish ward of the Nazeing parish  | Nazeing Village        | St. Giles Church Hall, Nazeing (outside Polling District)    | 847                    |
| Roydon                                     | Dobbs Weir       | DC      | The Dobbs Weir parish ward of the Roydon parish  | The polling district   | St. Christopher's Hall, Dobbs Weir Road                      | 417                    |
| Roydon                                     | Roydon Village   | DD      | The Roydon Village parish ward of the Roydon parish  | The polling district   | St. Peter's Church Hall, High Street                         | 1354                   |

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**Part 3**  
**Scheme of Delegation**  
**Appendix 5**  
**Scheme of Delegation of Executive Functions**

**1. GENERAL PRINCIPLES**

- (a) This scheme delegates the powers and duties of the Executive to Cabinet Members and officers as a partnership.
- (b) This scheme delegates powers and duties within portfolios and includes powers and duties under all legislation present and future within those descriptions and all powers and duties incidental to that legislation as well as authorising the affixing of the Common Seal.
- (c) This scheme operates under Sections 9D to 9DA of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 and all other powers enabling.
- (d) Officers and Cabinet Members shall keep members (especially ward members) properly informed of activity and its implications arising within the scope of these delegations.

**2. GENERAL LIMITATIONS**

- (a) Before taking a decision, a Cabinet Member shall receive advice from the appropriate officer.
- (b) Any exercise of delegated powers shall be subject to a policy framework approved by the Council or the policies approved by the Cabinet from time to time including the Employment Policies (and Disciplinary Procedures), Equal Opportunities, Service Delivery Policies, and shall be guided by the relevant Codes of Conduct or Council protocols.
- (c) Any exercise of delegated powers shall be subject to:
  - (i) any statutory restrictions;
  - (ii) standing orders;
  - (iii) financial regulations; and
  - (iv) procurement rules.

(d) In exercising delegated powers, Cabinet members and officers shall not go beyond the provision in the revenue or capital budgets for their service except to the extent permitted by financial regulations and procurement policy.

### **3. GENERAL PROVISIONS**

- (a) This scheme includes the power for officers further to delegate in writing all or any of the delegated functions to other officers (described by name or post) either fully or under the general supervision and control of the delegating officer. Sub-delegations shall be recorded and kept by the relevant Director.
- (b) All action taken under the terms of these delegations shall be properly documented.
- (c) It shall always be open to an officer either to consult with the appropriate Cabinet member on the exercise of delegated powers, or not to exercise delegated powers but to refer the matter to the Cabinet.
- (d) It shall be open to a Cabinet member to determine that the exercise of their delegated powers is not appropriate in cases where a Chief Officer or the Monitoring Officer recommends reference to the Cabinet, where consultation with other members indicates that the matter should be referred to the Cabinet or where the Leader of the Council so directs.
- (d) In exercising delegated powers, officers shall consult with other appropriate officers and shall have regard to any advice given.
- (e) In this scheme "officer" means the holder of any post named in this scheme as having delegated powers and duties.

### **4. SPECIFIC DELEGATIONS**

#### **4.1 Leader of Council**

Exercise of the powers and duties of the Leader of the Council in accordance with Section 9E of the Local Government Act 2000 including:

- (a) appointment of other Cabinet members up to a maximum of 9;
- (b) allocation of responsibility for executive functions to Cabinet Members and Service Directors;
- (c) establishment and terms of reference of Cabinet Committees;
- (d) approval of representatives on outside organisations directly involved in the carrying out of executive functions;



(e) appointment of a Deputy Leader of the Council.

## 4.2 Cabinet Members

Decisions on executive functions falling within the allocated Cabinet service portfolio, and which are not delegated to officers.

## 4.3 Officers

May take any decision which:

- (a) implements a policy or decision previously approved or taken by the Council, the Cabinet or a Cabinet member;
- (b) facilitates or is conducive or incidental to the implementation of a policy or decision previously taken by the Council, the Cabinet or a Cabinet member;
- (c) relates to the management of the human, material and financial resources made available for carrying out the functions for which they are responsible; and
- (d) matters delegated by the Council, the Cabinet, a Committee or Sub-Committee from time to time under this scheme.
- (e) matters that are legally permissible and within that officer's area of control (see table and key below):

Key:

Officer Levels: Level 4 – Chief Executive, Level 3 – Strategic Directors and Service Directors, Level 2 – Service Managers

The following table gives an indication of the scope of control of the current management structure, delegations made under this scheme of delegation can be made by the officers listed insofar as those further delegations are:

| <b>Service Director Officer Role:</b> | <b>Current services (December 2018)</b>  |
|---------------------------------------|--|
| Business Support Services             | People Team, Business Support, Building Services, Reprographics, ICT, Accountancy, Treasury Management, Insurance, Accounts payable, Land Charges, Health and Safety, Emergency Planning and business continuity, Legal Services |

| <b>Service Director Officer Role:</b>       | <b>Current services (December 2018)</b>   |
|---|---|
| Contract and Technical Services             | Waste and Recycling, Car Parking, Leisure Management, Fleet Operations, Land Drainage, Contaminated Land, Grounds Maintenance, Arboriculture, Countrycare, Highways liaison, Procurement  |
| Commercial and Regulatory Services          | Estates and valuation, North Weald Airfield, Licensing, Building Control, Environmental Health and Environmental Co-ordination, Private Sector Housing,   |
| Community and Partnership Services          | Community Safety, Environment and Neighbourhood Services, Safeguarding, Community Health and Wellbeing and Museum, Heritage and Culture, Grant Aid, Youth Council, Local Strategic Partnership, Economic Development, Tourism, CARE Agency and Grants   |
| Customer Services                           | Customer Services, Compliments and Complaints, Corporate Communications, Website, Public consultation, Revenues, Benefits, Debt recovery, cashiers, Democratic Services, Civic and Members Services, Elections, Data Protection/Freedom of Information, |
| Currently allocated to a Strategic Director | Transformation Programme, Project Management, Performance Monitoring, Corporate Plan/Equalities.  |
| Housing and Property Services               | Housing Management, Housing Options, Older peoples Housing, Home ownership, Housing Repairs, Housing Assets, Housing Development, Facilities Management, Depot Management.  |
| Planning Services                           | Development Management, Planning Policy, Garden Town Liaison, Local Plan Implementation, Planning Enforcement, Tree Preservation, Landscape, Built Heritage, Conservation.  |

## 5. SPECIAL CIRCUMSTANCES

- 5.1 Where the proposed decision affects more than one service portfolio, there shall be an obligation for the other Cabinet members to be consulted before a decision is made.
- 5.2 Where a decision is of corporate significance or where there is a conflict of view, such matter shall stand referred to the Cabinet for consideration.
- 5.3 Cabinet members shall, in the exercise of delegated powers, consult with the Chairman of the appropriate Overview and Scrutiny Committee and the ward Councillor(s) where appropriate.
- 5.4 Cabinet Members shall have regard to the requirements of the Council's petitions procedure when making decisions on matters raised in such representations.

**EXECUTIVE FUNCTIONS – DELEGATION BY THE LEADER OF COUNCIL**

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>      | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>   |
|-------------|---|--|--|
| <b>EXA1</b> | Finance Sub-Committee<br>(Minute 398 - 31.1.80)                     | <b>ANY LEVEL 3 OR 4 OFFICER WITHIN THEIR MANAGEMENT CONTROL</b>                            | <b>AGENDA AND MINUTES - CHARGES TO SUBSCRIBERS</b><br><br>To approve charges.  |
| <b>EXA2</b> | Housing Committee<br>(Minute 74 – 4.3.92)                           | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES</b>                                      | <b>AGRICULTURAL DWELLINGS</b><br><br>To accept applications for rehousing and offer suitable alternative accommodation where the Agricultural Dwelling House Advisory Committee advises that the property is required for occupation by an agricultural employee in the interest of efficient agriculture.   |
| <b>EXA3</b> | Environmental Health and Control Committee<br>(Minute 10 – 10.5.78) | <b>HEALTH PROTECTION AGENCY (HPA)<br/>(Any Consultant Staff Member)</b>                    | <b>AIRCRAFT</b><br><br>Proper Officer for the purposes of the Public Health (Aircraft) Regulations 1970.   |
| <b>EXA4</b> | By Leader Decision dated:<br>26 April 2016                          | <b>SERVICE DIRECTOR COMMUNITY AND PARTNERSHIPS OR A LEVEL 2 MANAGER NOMINATED BY THEM.</b> | <b>ASB Crime &amp; Policing Act 2014 (see also Annex B for other delegations)</b><br><br>Part 2 Criminal Behaviour Orders (CBO)<br><br>Section 29<br><br>To act in cooperation with the Chief Officer of Police when carrying out a review of a CBO on a person under 18 using existing ASB process (10.5) as attached.<br><br>Part 4, Chapter 3, Section 77 (2) (b) – Closure Notices<br><br>To issue closure notices of 24 and 48 hours pursuant to the above section. |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>                                    | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>  |
|-------------|---|---|---|
| <b>EXA5</b> | Cabinet<br>(Minute 14(4) – 6.10.14)   | <b>SERVICE DIRECTOR FOR HOUSING AND PROPERTY OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>                                   | <b>APPROPRIATIONS OF LAND</b><br><br>(a) To seek the consent of the Secretary of State for Communities and Local Government, pursuant to Section 19 of the Housing Act 1985, to appropriate land held for housing purposes and identified for Council housebuilding for planning purposes; and<br><br>(b) Subject to the receipt of such consent, to advertise the Council's intention to make the appropriation in accordance with the provisions of Section 122(A) of the 1972 Act. |
| <b>EXA6</b> | Leader Decision – 20 December 2019  | <b>MONITORING OFFICER</b><br><br><b>CHIEF EXECUTIVE</b>   | <b>ASSETS OF COMMUNITY VALUE – LOCALISM ACT 2011 SECTIONS 87-92</b><br><br>To determine nominations made by bodies set out within section 89 of the Localism Act 2011 on Assets of Community Value in accordance with the Council's scheme<br><br>To determine Appeals made by applicants on determinations made above  |
| <b>EXB1</b> | Development Committee<br>(Minute 19 – 30.5.2000)  | <b>ANY LEVEL 4 MANAGER AND SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <b>BUILDING ACT 1984 – SECTION 95 AUTHORISATION</b><br><br>To authorise designated postholders to exercise powers under Section 95 of the Building Act 1984 to enter premises in connection with the enforcement of the Building Regulations.   |
| <b>EXB2</b> | Development Committee<br>(Minute 23(1) – 6.2.74)<br><br>Council Minute<br>(Minute 24(1) - 9.7.91) | <b>SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>                         | <b>BUILDING REGULATIONS</b><br><br>To determine applications under the Building Regulations and associated legislation, including the Building Act 1984,  |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>           | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>   |
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| <b>EXB3</b> | Development Committee (Minute 35(1) – 15.7.99)                           | <b>SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES OR BUILDING CONTROL SURVEYORS NOMINATED BY THEM</b> | <b>BUILDING ACT 1984</b><br><br>To act as Proper Officer for the purposes of Section 78 of the Building Act 1984.  |
|             | Development Committee (Minute 35(2) - 15.7.99)                           | <b>SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>          | <b>BUILDING ACT 1984</b><br><br>To carry out the following functions under the Building Act 1984:<br><br>(a) Section 34 - serve notices requiring work contravening building regulations to be removed or altered to achieve compliance;<br><br>(b) Section 77 - approve applications to a Magistrates' Court for an order requiring dangerous buildings or structures to be made safe;<br><br>(c) Section 79 - serve notices where it appears that a building is by reason of ruinous or dilapidated condition seriously detrimental to the amenities of the neighbourhood; and<br><br>(d) Section 81 - serve notices specifying certain matters and conditions in relation to the demolition of buildings. |
| <b>EXB4</b> | Personnel Sub-Committee (Minute 138 – 20.3.90) and Development Committee | <b>SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>          | <b>BUILDING CONTROL – VETTING OF APPLICATIONS</b><br><br>To enter into working arrangements with other local authorities within East Anglia for the checking of one (Minute 66 - 16.1.90) another's building regulation activities on a consultancy basis, this arrangement to be activated where staffing levels fall below establishment or volume of applications submitted exceeds staffing capacity.  |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>  |
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| <b>EXB5</b> |  | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICE OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>                            | <b>BUY-BACK OF FORMER COUNCIL HOUSING</b><br><br>To decide, in consultation with the relevant Portfolio Holder, whether or not the Council would wish to exercise its pre-exemption rights to purchase former Council properties previously sold under the Right to Buy (RTB), in accordance with the Housing Act (Right of First Refusal) (England) Regulations 2005, subject to a sufficient amount of unallocated "One for One Replacement" RTB Receipts or Section 106 financial contributions of affordable housing being available. |
| <b>EXC1</b> | Transportation Committee<br>(Minute 115 – 26.1.93)             | <b>SERVICE DIRECTOR CONTRACTS AND TECHNICAL SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>                        | <b>CAR PARK TARIFFS</b><br><br>To determine individual tariffs in off-street Pay and Display Car Parks within agreed policy.  |
| <b>EXC2</b> | Personnel Sub-Committee<br>(Minute 79 – 17.11.81)              | <b>SERVICE DIRECTOR CONTRACTS AND TECHNICAL SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>                        | <b>CAR PARKS (COUNCIL)</b><br><br>To determine applications to use Council office car parks.<br>(See also under "Offices – Use of")   |
| <b>EXC3</b> | Policy & Co-ordinating Committee<br>(Minute 44(3) - 29.11.83)  | <b>SERVICE DIRECTOR CONTRACTS AND TECHNICAL SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>                        | <b>CAR PARKS (PUBLIC)</b><br><br>To approve the use of Council car parks by charitable organisations or for other charitable purposes.  |
| <b>EXC4</b> | Policy and Co-ordinating Committee<br>(Minute 66(a) - 4.12.90) | <b>CHIEF EXECUTIVE; SERVICE DIRECTOR (COMMERCIAL &amp; REGULATORY SERVICES) OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <b>COMMERCIAL TENANCIES - SERVICE OF NOTICES</b><br><br>To sign notices and answers to originate applications for new tenancies under Part II of the Landlord and Tenant Act 1954.  |
| <b>EXC5</b> | Executive Committee<br>(Minute 449 - 11.3.02)                  | <b>ANY LEVEL 4 OR 3 MANAGER</b>  | <b>COMPLAINTS AND COMPLIMENTS PROCEDURE</b>   |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>  |
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|             |  |  | To make payments up to £250 in respect of upheld complaints at Stages 1 & 2   |
| <b>EXC6</b> | Council<br>(Minute 74(3) - 20.12.88)                           | <b>CHIEF EXECUTIVE</b>   | <b>COMPULSORY COMPETITION - AUTHORITY FOR THE COUNCIL TO SUBMIT BIDS FOR WORK INSIDE THE DISTRICT</b><br><br>To submit bids for work inside the District, to utilise spare capacity/manpower only.  |
| <b>EXC7</b> | Council<br>(Minute 74(3) - 20.12.88)                           | <b>CHIEF EXECUTIVE</b>   | <b>COMPULSORY COMPETITION - AUTHORITY FOR THE COUNCIL TO SUBMIT BIDS FOR WORK OUTSIDE THE DISTRICT</b><br><br>To refer to the Management Board and through them to the Cabinet any proposal involving the authorisation of bids for work outside the district but only in the context of agreed policy for shared services. |
| <b>EXC8</b> | Policy and Resources Committee<br>(Minute 347 - 14.2.78)       | <b>ANY LEVEL 4, 3 or 2 MANAGERS</b>  | <b>CONFERENCES - ATTENDANCE BY OFFICERS</b><br><br>To approve the attendance of officers at annual conferences, taking into account the subject matter of the conference and the budgetary provision made.  |
| <b>EXD1</b> | Council (Minute 52 – 12.12.2000)                               | <b>SERVICE DIRECTOR (CUSTOMER SERVICES); SERVICE MANAGER (LEGAL SERVICES) OR NOMINATED DEPUTY); SERVICE DIRECTOR (COMMERCIAL &amp; REGULATORY SERVICES) OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <b>DEBTS</b><br><br>To take steps to enforce a debt following the commencement of bankruptcy proceedings, subject to action being reported to the Cabinet.  |
| <b>EXD2</b> | Cabinet minute 25(3) – 23.7.15                                 | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL MANAGER</b>   | <b>DEVELOPMENT AGREEMENTS</b><br><br>To enter into Development Agreements with private developers, and agree terms for the purchase, for affordable rented housing required to be provided by developers in   |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|---|--|
|             |  | <b>NOMINATED BY THEM</b>  | accordance with Section 106 Agreements, where an opportunity is presented that is considered suitable and appropriate subject to the value being no more than the value considered by the Council to require a key decision.   |
| <b>EXE1</b> | Policy & Co-ordinating Committee<br>(Minute 78 - 1.12.81)      | <b>SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES OR A LEVEL 2 MANAGER NOMIATED BY THEM</b>  | <b>ENERGY MANAGEMENT &amp; CONSERVATION</b><br><br>To implement the Council's policy.  |
| <b>EXE2</b> | Personnel Sub-Committee<br>(Minute 67 - 24.11.87)              | <b>ANY LEVEL 4 OR 3 MANAGER</b>   | <b>EX GRATIA PAYMENTS</b><br><br>To consider and approve the making of appropriate ex gratia payments to staff at all levels for temporarily undertaking significant additional duties and responsibilities subject, in the case of emergencies where payments are not covered by the approved salary budget, to a report being made to the Cabinet.   |
| <b>EXF1</b> | Leisure Services Committee<br>(Minute 5 - 23.5.91)             | <b>SERVICE DIRECTOR CONTRACTS AND TECHNICAL SERVICES (LEISURE CONTRACT) , SERVICE DIRECTOR COMMUNITY AND PARTNESHIPS (CULTURAL AND COMMUNITY SERVICES) OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <b>FEES AND CHARGES – LEISURE</b><br><br>To approve the level of fees and charges within the parameters outlined within the Leisure Management Contract.<br><br>To introduce individual pricing charges for Community Health and Wellbing and Museum, Heritage and Culture generally in line with the current level of inflation, or in certain circumstances at a rate which reflects the true cost of providing the service. |
| <b>EXF2</b> | Public Health Committee<br>(Minute 72 - 21.9.83)               | <b>HPA (Any Consultant Staff Member) (see also under "Disease Control")</b>   | <b>FOOD HYGIENE - ENTRY TO PREMISES</b><br><br>To act as registered medical practitioner to the Council under the Public Health (Control of Disease) Act 1984 and thereby authorised to enter any premises, vessel or aircraft for the purpose of regulations made under that section.   |



|             | <b>Authorising Committee and Minute Ref or Other Authority</b>         | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>  |
|-------------|--|--|---|
| <b>EXG1</b> | Portfolio Holder Decision<br>HSG-029 – 2009/10                         | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b> | <b>GARAGES</b><br><br>To sell isolated garages in accordance with the Council's Policy.   |
| <b>EXH1</b> | Housing Services<br>Committee<br>(Minute 155 - 12.2.80)                | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b> | <b>HARDSTANDINGS - COUNCIL HOUSES</b><br><br>(a) To approve, subject to satisfactory works to boundary walls, hedges and fences and other necessary works and also Essex County Council being satisfied as to the standard of footpath crossings, applications by tenants to construct car hardstandings in front gardens; and<br><br>(b) To apply the above policy to hardstandings provided by tenants without permission.  |
| <b>EXH2</b> | Council Housebuilding<br>Cabinet Committee<br>(Minute 4 (5) – 10.7.13) | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b> | <b>HOMES AND COMMUNITIES AGENCY – SHORT FORM AGREEMENTS</b><br><br>That the Service Director (Housing and Property Services) be authorised to enter into Short Form Agreements with the Homes and Communities Agency for all (Council housing) developments, to enable affordable rents to be charged for the properties built under the Housebuilding Programme, and that the "Provider Representative" named in the Agreements be a senior figure at East Thames Group.   |
| <b>EXH3</b> | Council Housebuilding<br>Cabinet Committee<br>(Minute 5 (3) – 10.7.13) | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b> | <b>HOUSEBUILDING PROGRAMME – ALLOCATION OF FUNDING TO SCHEMES</b><br><br>That, once the Cabinet Committee has authorised the use and provisional level of subsidy required for individual developments and/or development packages, the Service Director (Housing and Property Services) be authorised to allocate funding from the sources listed in Minute 5 (1) of the Housebuilding Cabinet Committee held on 10th July 2013 to individual developments and/or development packages – utilising the most appropriate source of funding for the development(s), having regard to the time limits within which they must be utilised - up to and in excess of the provisional level approved by the Cabinet Committee, once tenders to undertake the works have been received from contractors, subject to: |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>   |
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|             |  |  | <p>(a) The amount allocated being no more than 15% of the level provisionally approved by the Cabinet Committee;</p> <p>(b) Sufficient funds being available at the time of allocation; and</p> <p>(c) The Cabinet Committee receiving a report to its next meeting on the amount of subsidy allocated, and its source of funding.</p> <p>Note - Minute 5 (1) of the Housebuilding Cabinet Committee held on 10th July 2013 lists the following sources of funding:</p> <ul style="list-style-type: none"> <li>• Loans from PWLB</li> <li>• Capital receipts from additional RTB sales covered by the Agreement with CLG</li> <li>• Current and future financial contributions for affordable housing from Section 106 Agreements</li> <li>• Capital receipts from the sale of HRA land or building, where the Cabinet has specifically agreed that they should be used to help fund the Council Housebuilding Programme</li> <li>• Grant from the HCA</li> <li>• Any other external funding sources.</li> </ul> |
| <b>EXH4</b> | Housing Committee<br>(Minute 125-27.1.97)                      | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b> | <p><b>HOUSING ACCOMMODATION – ALLOCATION</b></p> <p>To allocate accommodation in accordance with the Housing Allocations Scheme.</p>   |
| <b>EXH5</b> | Housing Committee<br>(Minute 49 – 30.10.91)                    | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b> | <p><b>HOUSING ACCOMMODATION - DESIGNATION FOR ELDERLY</b></p> <p>To cancel designations.</p>   |

|              | <b>Authorising Committee and Minute Ref or Other Authority</b>                           | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>   |
|--------------|--|--|--|
| <b>EXH6</b>  | Housing Committee<br>(Minute 41(20) & (21) – 17.9.96)                                    | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b>   | <b>HOUSING ACCOMMODATION – TENANCIES FOR 'LIVE IN' CARERS</b><br><br>To grant requests to provide or extend joint tenancies to 'live in' carers where such requests are considered to be justified.  |
| <b>EXH7</b>  | Housing Committee<br>(Minute 93(b) - 11.3.87)  | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b>   | <b>HOUSING DEFECTS - PLANNING APPLICATIONS FOR REINSTATEMENT WORKS</b><br><br>To submit applications for deemed planning consent in connection with the reinstatement of all Council owned designated defective dwellings.   |
| <b>EXH8</b>  | Portfolio Holder Decision<br>(1.3.04)  | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b>   | <b>HOUSING LAND – USE FOR COMMUNITY EVENTS</b><br><br>To grant licences for community events to be held on housing land in the future, subject to consultation with Ward Members and local residents (where residential properties are located nearby) and all health and safety insurance requirements being met by the organisation staging the event. |
| <b>EXH9</b>  | Council<br>(Minute 23(7)(2) - 29.6.82)<br>Housing Committee<br>(Minute 116(4) - 26.1.98) | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM (in<br/>consultation with<br/>the appropriate<br/>Portfolio Holder)</b> | <b>HOUSING LAND - SURPLUS PLOTS</b><br><br>To negotiate, agree terms and dispose of surplus plots of garden land (in consultation with the relevant Portfolio Holder and appropriate Ward Members) as identified by the Council.   |
| <b>EXH10</b> | <b>Deleted July 2018</b>   |  |  |
| <b>EXH11</b> | Cabinet (Minute 155 – 6.2.06)  | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b>   | <b>HOUSING OPTIONS CONSORTIUM</b><br><br>To exercise the Cabinet's functions in respect of the Housing Options Consortium, being a partnership of local authorities of which the Council is a member.  |

|              | <b>Authorising Committee and Minute Ref or Other Authority</b>            | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>  |
|--------------|---|--|---|
| <b>EXH12</b> | Housing Committee<br>(Minute 74 - 4.3.92)                                 | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b> | <b>HOUSING REGISTER RULES – WAIVING</b><br><br>To waive Housing Register Rules where the Service Director (Housing and Property Services) considers there are good grounds for so doing.  |
| <b>EXH13</b> | Housing Services<br>Director Committee<br>(Minute 6(a)(iii) - 29.10.73)   | <b>SERVICE DIRECTOR<br/>HOUSING AND<br/>PROPERTY SERVICES<br/>OR A LEVEL 2<br/>MANAGER NOMINATED<br/>BY THEM</b> | <b>(HOUSING) MUTUAL EXCHANGES</b><br><br>To approve applications under the Mutual Exchange Scheme.  |
| <b>EXI1</b>  | Public Health Committee<br>(Minute 72 - 21.9.83)                          | <b>HPA<br/>(Any Consultant<br/>member of staff)</b>  | <b>ILLNESS - PERSONS IN NEED OF CARE AND ATTENTION</b><br><br>To act as proper officer to the Council for the purposes of Section 47 of the National Assistance Act 1948 (removal to suitable premises of persons in need of care and attention or those suffering from grave chronic illness). |
| <b>EXI2</b>  | Public Health Committee<br>(Minute 72 - 21.9.83)<br>(Minute 92 - 17.3.92) | <b>HPA<br/>(Any Consultant<br/>member of staff)</b>  | <b>INFECTIOUS AND COMMUNICABLE DISEASES</b><br><br>To act as proper officer to the Council for the purposes of the Public Health (Infectious Diseases) Regulations 1968, the Public Health (Control of Diseases) Act 1984 and Section 47 of the National Assistance Act 1948.                   |

|      | <b>Authorising Committee and Minute Ref or Other Authority</b>            | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>   |
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| EXL1 | <p>Council (Minute 23 – 15.5.08)</p> <p>Cabinet (Minute 42 – 29.7.13)</p> | <p><b>SERVICE DIRECTOR CONTRACTS AND TECHNICAL SERVICES AND ANY LEVEL 2 MANAGER NOMINTED BY THEM (AND RELEVANT STAFF DULY AUTHORISED TO ACT ON HIS BEHALF)</b></p> | <p><b>LAND DRAINAGE AND FLOOD DEFENCE</b></p> <p>To act under the statutory provisions in the Epping Forest District Council – Land Drainage Byelaws 2005.</p> <p>To act under the statutory provisions listed below:</p> <p><b>Land Drainage Act 1991</b></p> <p>Section 14 General drainage powers to maintain, construct and improve drainage works etc</p> <p>Section 15 Disposal of spoil from works to watercourse</p> <p>Section 23, 24 and 25 Consenting to and enforcement of ordinary watercourses as delegated by Essex County Council as amended by the Flood &amp; Water Management Act 2010</p> <p>Sections 26 and 27 Powers to require works for maintaining flow of watercourses etc</p> <p>Section 64 Powers of entry for internal drainage boards and local authorities</p> <p><b>Public Health Act 1936</b></p> <p>Section 260 Power to deal with ponds, ditches etc</p> <p>Section 262 Power to require culverting of watercourses and ditches where building operations in prospect</p> <p>Section 263 Approval of plans to culvert or cover any stream or watercourse</p> <p>Section 264 Issue of notice requiring the repair or cleansing of culverts</p> <p>To approve updates to the list of legislation set out above.</p> |

|  | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>   |  |                        |                    |                              |                     |                               |                    |                                     |
|--|--|--|--|--|------------------------|--------------------|------------------------------|---------------------|-------------------------------|--------------------|-------------------------------------|
| <b>EXL2</b>  | Leader decision May 2016                                       | <p><b>SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b></p> <p><b>ESTATES MANAGEMENT SPECIALIST</b></p> <p>(in amounts shown in column 4)</p> <p><b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES (or officer duly authorised) for Land held under Housing Act Powers Only</b></p> | <p><b>LANDLORD AND TENANT - MANAGEMENT OF COUNCIL PROPERTY</b></p> <p>(a) To serve notices under Part II of the Landlord and Tenant Act 1954 as amended by Part I of the Law of Property Act 1969 in connection with negotiation of new rentals for Council properties.</p> <p>(b) To take immediate corrective management action (except the institution of legal proceedings) for breaches of covenant in leases of shops, industrial estates and industrial land</p> <p>(c) For all property transactions including acquisitions, disposals, new lettings, lease renewals, lease surrenders, rent reviews, sub-lettings / assignments, all licences (including change of use, alterations), deeds of variations, wayleaves and rights of way, and licences to cross council land.</p> <p>Officers delegated to approve the above transactions for the following amounts and by the Officer approval levels shown:</p> <p>Revenue transactions:</p> <table> <tr> <td>Level 2 Manager/<br/>Estate Management Specialist –</td> <td>up to £25,000 per year</td> </tr> <tr> <td>Service Director -</td> <td>£25,001 to £100,000 per year</td> </tr> </table> <p>Capital Transactions:</p> <table> <tr> <td>level two manager –</td> <td>up to £50,000 per transaction</td> </tr> <tr> <td>Service Director -</td> <td>£50,001 to £500,000 per transaction</td> </tr> </table> <p>(d) To approve licences to assign and licences for change in use in consultation with the relevant Portfolio Holder.</p> | Level 2 Manager/<br>Estate Management Specialist – | up to £25,000 per year | Service Director - | £25,001 to £100,000 per year | level two manager – | up to £50,000 per transaction | Service Director - | £50,001 to £500,000 per transaction |
| Level 2 Manager/<br>Estate Management Specialist – | up to £25,000 per year   |  |  |  |                        |                    |                              |                     |                               |                    |                                     |
| Service Director -                                 | £25,001 to £100,000 per year                                   |  |  |  |                        |                    |                              |                     |                               |                    |                                     |
| level two manager –                                | up to £50,000 per transaction                                  |  |  |  |                        |                    |                              |                     |                               |                    |                                     |
| Service Director -                                 | £50,001 to £500,000 per transaction                            |  |  |  |                        |                    |                              |                     |                               |                    |                                     |
| <b>EXN1</b>  | Policy and Co-ordinating Committee Minute 44(3) – 29.11.83     | <b>SERVICE DIRECTOR BUSINESS SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>   | <p><b>NAMING OF STREETS</b></p> <p>To approve the names of new streets in accordance with the Town and Police Clauses Act 1847, where, following consultation, one name is agreed by all parties.</p>  |  |                        |                    |                              |                     |                               |                    |                                     |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>                         | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>   |
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| <b>EXN2</b> | Council (Minute 138 – 28.4.09)<br>Portfolio Holder Decision L/001/2005/6 dated 20.5.05 | <b>SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>   | <b>NORTH WEALD AIRFIELD - NON COMMERCIAL LETTINGS</b><br><br>(a) To negotiate and produce agreements and licences for all regular bookings and single events (of a non public character) which comply with the standard licence agreement and fees operated by the Council.<br><br>(b) To negotiate in liaison with the Airfield Manager, any arrangements regarding use of the Airfield (except those which fall under item (1) above), and, where appropriate, to draft and execute appropriate agreements or licences for all Airfield uses including any negotiated under (a) above,<br><br>(c) That subject to compliance with the Council's policy to sanction the Concessionary Hire of Leisure Facilities by, or on behalf of, registered charities, for Fundraising Events. |
| <b>EXN3</b> | Public Health Committee (Minute 72 – 21.9.83)  | <b>HPA (Any Consultant member of staff) (See also under "Disease Control")</b>  | <b>NOTIFIABLE DISEASES</b><br><br>To act as proper officer for the purposes of the Public Health (Control of Disease) Act 1984.  |
| <b>EXN4</b> | Cabinet (Minute 142 – 14.3.05)   | <b>SERVICE DIRECTORS FOR COMMERCIAL AND REGULATORY AND COMMUNITY AND PARTNERSHIPS SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM (or authorised Officer)</b> | <b>NUISANCES</b><br><br>Authority to make closure orders under Section 40 of the Anti Social Behaviour Act 2003 and to give notices of cancellation of closure orders under Section 41 of that Act   |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>  |
|-------------|--|---|---|
| <b>EX01</b> | Personnel Sub-Committee (Minute 79 – 17.11.81)                 | <b>ANY LEVEL 4 OR 3 MANAGER</b>   | <b>OFFICES - USE OF</b><br><br>To determine applications to use Council offices (See also under "Car Parks (Council)").   |
| <b>EX02</b> | Cabinet Minute 151(10) – 18.4.11                               | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES</b>   | <b>OFF STREET CAR PARKING SCHEMES</b><br><br>"To submit planning applications for future off-street parking schemes at the appropriate time after the resident consultation exercise."  |
| <b>EX03</b> | Policy and Resources Committee (Minute 3 – 11.10.73)           | <b>SERVICE DIRECTOR BUSINESS SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>  | <b>ORDNANCE SURVEY</b><br><br>To act as proper officer for the purposes of Section 191 of the Local Government Act 1972 (Marking out and checking of reputed boundaries).   |
| <b>EXP1</b> | Leader Decision dated April 2016                               | <b>SERVICE DIRECTOR (COMMERCIAL &amp; REGULATORY SERVICES) OR A LEVEL 2 MANAGER NOMINATED BY THEM</b><br><br><b>PRINCIPAL BUILDING CONTROL SURVEYOR</b> | <b>PARTY WALL ACT 1996</b><br><br><b>SECTION 10 (8)</b><br><br>To act as Appointed Officer pursuant to Section 10(8) of the Party Wall Act 1996 which allows the appointment of a third surveyor to resolve party wall disputes.  |
| <b>EXP2</b> | Policy and Co-ordinating Committee (Minute 99 – 21.11.89)      | <b>SERVICE MANAGER LEGAL SERVICES</b>   | <b>PHYSICAL ASSAULTS ON STAFF</b><br><br>In the event of the Crown Prosecution Service not proceeding after physical assault on a Council employee, to give instructions to prosecute where they consider that the Attorney General's guidelines for prosecutions in a private prosecution for assault are satisfied. |
| <b>EXP3</b> | Environment Portfolio Holder Decision ENV-004-2017/18          | <b>SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES</b>  | <b>Pollution Prevention - Idling Vehicles Fixed Penalty Notices</b><br><br>Authority under the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 to issue fixed penalty notices in respect of idling vehicles.  |





|             | <b>Authorising Committee and Minute Ref or Other Authority</b>                                       | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|--|--|
|             | Housing Management Sub Committee (Minute 161 – 15.2.77)<br><br>Portfolio Holder Decision (24.3.2004) |  | (h) to seek and execute warrants of execution for possession; and<br><br>(i) to undertake the actions set out in (a), (b) and (c) above, in respect of non-secure tenancies and licences at the Council's Homeless Persons' Hostel (Norway House) including the eviction of any homeless person who defaults in the payment of accommodation charges for four successive weeks or more.<br><br>(j) Approve and sign Notices of Seeking Possession on the grounds of a breach of tenancy conditions for not allowing the Council access to undertake required repairs and maintenance;<br><br>(k) Initiate proceedings in the County Court for possession or to provide access for the purpose of undertaking the statutory annual Gas Safety Inspection in accordance with the relevant legislation; and<br><br>(l) Seek and execute warrants of execution for possession authorised by the Court. |
| <b>EXP6</b> | Deleted December 2018  |  |  |
| <b>EXP7</b> | Cabinet (Minute 109 – 18.12.06)  | <b>SERVICE DIRECTOR COMMUNITY AND PARTNERSHIPS SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <b>PRIVATE SECTOR HOUSING – ASSISTANCE (including Decent Homes Repayable Assistance, Small Works Repayable Assistance, Thermal Comfort Grants, Conversion Grants, Empty Homes Repayable Assistance and Disabled Facilities Grants)</b><br><br>To exercise the powers and duties under relevant legislation.<br>(See also 'Private Sector Housing – General')   |
| <b>EXP8</b> | Cabinet (Minute 184 – 10.4.06)   | <b>SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES OR A LEVEL</b>                              | <b>PRIVATE SECTOR HOUSING – GENERAL</b><br><br>To exercise the powers and duties set out in Annex A including powers of entry by warrant where this is not specified in the legislation listed.  |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>                         | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|--|--|
|             |  | <b>2 MANAGER NOMINATED BY THEM</b>   | To authorise updates to the list of legislation set out in Annex A (see also 'Private Sector Housing )   |
| <b>EXR2</b> | Housing Portfolio Holder Decision<br><br>HSG-027-2015/16<br><br>Dated 11 February 2016 | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>   | <b>RENEWAL OF LEASES WITH NACRO</b><br><br>To renew leases (and any subsequent leases) on expiry for a further 5 years on the 12 properties currently leased to NACRO provided there is a continuing need to accommodate vulnerable younger homeless applicants.   |
| <b>EXR3</b> | Housing Management Sub-Committee (Minute 152(c)(2) – 11.3.80)                          | <b>SERVICE DIRECTOR (HOUSING &amp; PROPERTY SERVICES) OR A LEVEL 2 MANAGER NOMINATED BY THEM; SERVICE DIRECTOR (COMMERCIAL &amp; REGULATORY SERVICES) OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <b>RENT ARREARS - DECEASED TENANTS</b><br><br>To write off rent arrears in respect of deceased tenants, where there is no means of recovering the debt.  |
| <b>EXR4</b> | Cabinet Minute 46 – 12.9.11  | <b>SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES OR A LEVEL</b>  | <b>RESTRICTIVE COVENANTS – HOUSING IN MULTIPLE OCCUPATION</b><br><br>To agree requests to vary restrictive covenants on former Council houses, in order to grant permission for their use as privately-rented shared accommodation, provided all of the conditions set out in Cabinet Minute 46 – 12.9.11 have been met. |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|--|--|
|             |  | <b>2 MANAGER<br/>NOMINATED BY THEM</b>   |  |
| <b>EXR5</b> | Housing Portfolio Holder Decision<br><br>HSG-001-2018/19       | <b>ANY LEVEL 4 MANAGER AND SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <p><b>AUTHORITY FOR RIGHT TO BUY (RTB) SALES AND POST-COMPLETION RELATED MATTERS</b></p> <p>To sell the freehold or leases of properties in accordance with then current legislation. Example as of the terms of sale that are prescribed by legislation are:</p> <ul style="list-style-type: none"> <li>• The discount level applicable at the time of sale of a property,</li> <li>• which tenants fulfil the criteria for purchasing their properties (freehold or leasehold)</li> <li>• the method of valuation of a property.</li> </ul> <p>To re-mortgage the property without repaying the discount. If the reason the loan is requested for is one specified by statute the Council has no discretion but to consent. There may also be additional borrowing involved (which the Council would agree to postpone its charge for in accordance with statute).</p> <p>Re-mortgages where the Service Director (Housing and Property Services) agrees, if the Council wishes to exercise its discretion and agree to postpone its charge in respect of additional borrowing, which is not to be used for one of the statutory 'approved purposes'.</p> <p>If the owner of a RTB property intends to sell within 10 years, the Council must first be offered the right to buy it back. The Council would either proceed to buy the property back (the purchase being in accordance with statute) or issue a consent to the Land Registry allowing the property to be sold on the open market.</p> <p>To the release of a restriction/charge on the title to a property if the owner repays the discount or the relevant time period has lapsed. (i.e. for matters relating to repayment of discount, discharge of legal charge, redemption of mortgage(s) etc.)</p> <p>For leaseholders, to extend the term of a lease for an additional ninety years from</p> |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>                              | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>  |
|-------------|---|---|---|
|             |   |   | <p>the end of the current lease term. The provisions of the new lease and method of valuation are specified by statute.</p> <p>For leaseholders, to purchase the freehold of a block of flats and the estate if sufficient numbers of tenants apply to the Council. Again, the process to be followed is set out in legislation.</p> <p>For subsequent purchasers of freehold properties to enter onto a Deed of Covenant to ensure that they are bound by the positive covenants mentioned in the Transfer (which do not run with the land).</p> <p>To enter into Deeds of Rectification/Variation to enable us to rectify errors relating to title, plans etc.</p> <p>To give delegated authority to the Service Director (Housing and Property Services) to determine requests for the release of covenants restricting development within the curtilages of properties previously sold under the Right to Buy, and whether or not the release should be agreed, having regard to what would be the reasonable viewpoint of both parties, noting that the Council is not entitled to any payment for the release of the covenant (other than payment of the Council's reasonable legal costs), in accordance with current case law.</p> <p>(The Housing Act 1985 and various other acts and subsequent legislation (i.e. statutory instruments) govern the Right to Buy sales and other related matters; the list mentioned above is not exhaustive. Any future legislation will also impact the way such matters are dealt with.)</p> <p>To sign documentation/letters that require execution by way of signature, such as, pre-emption rights consent, exempted disposal consent, postponement letters and similar consents.</p> |
| <b>EXS1</b> | <p>Cabinet<br/>(Minute 184 – 10.4.06)</p> <p><b>Leader decision<br/>2/11 (May 2011)</b></p> | <p><b>SERVICE DIRECTORS<br/>CONTRACTS AND<br/>TECHNICAL SERVICES<br/>OR COMMERCIAL AND<br/>REGULATORY</b></p> | <p><b>“SAFER, CLEANER, GREENER” LEGISLATION – AUTHORISATION OF OFFICERS</b></p> <p>To exercise those functions relating to the management and provision of the Environmental Health Service set out in the list of environmental health legislation in</p>  |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>                           | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>  |
|-------------|--|---|---|
|             | <p>Portfolio Holder Decision ENV/004/2009-10</p> <p>Council (Minute – 20.4.10)</p>       | <p><b>SERVICEs (or suitably qualified officers authorised by the above-named)</b></p> <p><b>Appropriate Portfolio Holder</b></p>                          | <p>Annex B including, where necessary, powers of entry by warrant.</p> <p>To delegate appropriate powers to Officers relating to the management and provision of the Environmental Health Service set out in the attached list of environmental health legislation as set out in Annex B.</p> <p>To approve updates to the list of environmental legislation set out in Annex B.</p>  |
| <b>EXS2</b> | <p>Council (Minute 24(2) – 30.6.81)</p>  | <p><b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM (after considering the views of the Portfolio Holder)</b></p> | <p><b>SALE OF COUNCIL HOUSES - DISCOUNTS</b></p> <p>To determine, under Part V of the Housing Act 1985, applications for discounting of entitlement periods where a potential purchaser lives with their parents.</p>   |
| <b>EXS3</b> | <p>Council (Minute 40(4) – 15.7.86)</p> <p>Housing Committee Minute 117(5) &amp; (6)</p> | <p><b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b></p>   | <p><b>SALE OF COUNCIL HOUSES - RESTRICTIVE COVENANTS, MINOR EXTENSIONS AND ALTERATIONS</b></p> <p>To deal with applications for minor extensions or alterations in sold Council houses in accordance with the terms of the house sales agreement.</p> <p>To agree, in consultation with the Portfolio Holder, future requests for release of restrictive covenants to allow development within the curtilage of former Council properties, prior to planning permission being obtained.</p> |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>  |
|-------------|--|---|---|
|             |  |   | To negotiate terms for the release of covenants agreed by the Service Director (Housing and Property Services), subject to the outcome being reported to the Portfolio Holder for approval.   |
| <b>EXS4</b> | Council<br>(Minute 11(c) – 2.6.77)                             | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b>                | <b>SALE OF COUNCIL HOUSES - VALUATIONS</b><br><br>To carry out all valuations in respect of sale of Council houses.   |
| <b>EXS5</b> | Policy and Resources Committee<br>(Minute 3 – 11.10.73)        | <b>CHIEF EXECUTIVE</b>  | <b>SECURITIES</b><br><br>To act as proper officer for the purposes of Section 146 (1)(a)(b) of the Local Government Act 1972 (declarations and certificates regarding securities).  |
| <b>EXS6</b> | Public Health Committee<br>(Minute 73 – 21.9.83)               | <b>HPA (Any Consultant member of staff)</b>   | <b>SHIPS</b><br><br>To act as proper officer to the Council for the purposes of the Public Health (Ships) Regulations 1970.   |
| <b>EXS7</b> | Housing Committee<br>(Minute 121 – 8.11.77)                    | <b>SERVICE MANAGER LEGAL SERVICES (in consultation with Service Director Housing and Property Services)</b> | <b>SQUATTERS - EVICTION</b><br>To take such urgent action as is necessary to secure the vacation of any Council properties, which are occupied by squatters.  |
| <b>EXS8</b> | <b>Deleted July 2018</b>                                       |   |   |
| <b>EXS9</b> | Personnel Sub-Committee<br>(Minute 3 – 31.5.83)                | <b>ANY LEVEL 3 OR 4 MANAGER</b>   | <b>STAFF - TRAVELLING ALLOWANCES</b><br><br>To consider and adjudicate on any request to make an exception to policy for reimbursement of travelling expenses in pursuance of an officer's duties, being limited to second class rail fare. |

|       | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>  |
|-------|--|--|---|
| EXS10 | Deleted July 2018  |  |   |
| EXS11 | Policy & Co-ordinating Committee (Minute 23 – 5.10.93)         | <b>ANY LEVEL 3 OR 4 MANAGER</b>  | <b>SUBSCRIPTIONS - OUTSIDE ORGANISATIONS</b><br><br>To pay subscriptions in respect of organisations on which the Council is represented at member level.   |
| EXS12 | Public Health Committee (Minute 46 – 19.9.84)                  | <b>SERVICE MANAGER LEGAL SERVICES IN CONJUNCTION WITH THE RELEVANT SERVICE DIRECTOR</b>      | <b>SUNDAY TRADING - CAR BOOT SALES</b><br><br>To institute proceedings in respect of such sales where complaints have been received and satisfactory evidence is available.   |
| EXS13 | Portfolio Holder decision reference H/026/2002-3               | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <b>SUPPORTING PEOPLE – SIGNING OF CONTRACTS</b><br><br>To sign the Supporting People “Block Subsidy” and “Block Grants” contracts with Essex County Council for 2003/03, and subsequent years, in order to receive funding from the Essex Supporting People Commissioning Body for the provision of support services. |
| EXT1  | Council Minute 127 – 23.4.13                                   | <b>CHIEF FINANCIAL OFFICER</b>   | <b>TAX BASE</b><br><br>To declare the Council’s Domestic and NNDR Tax Bases in accordance with the Local Government Finance Act 1992 and the Local Authorities (Calculation of Tax Base)(England) Regulations 2012 and any subsequent legislation.  |
| EXT2  | Personnel Sub-Committee (Minute 37 – 14.2.74)                  | <b>ANY LEVEL 3 OR 4 MANAGER OR LEVEL 2 MANAGER NOMINATED BY THEM</b>                         | <b>TEMPORARY STAFF</b><br><br>To engage temporary staff and/or part time staff and subject to the overall estimated salaries bill for the service concerned not being exceeded in any one year.   |
| EXT3  | Housing Services Committee (Minute 6(a)(iii) – 29.10.73)       | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL 2</b>                           | <b>TENANCIES - COUNCIL HOUSES</b><br><br>To allocate tenancies in accordance with the Housing Allocation Scheme.  |



|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|--|--|
|             |  | <b>MANAGER NOMINATED BY THEM</b>   |  |
| <b>EXT4</b> | Portfolio Holder Decision (23.8.04)                            | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <b>TENANCIES – DEMOTED TENANCY ORDERS</b><br><br>Inter alia:<br>(1) To serve demoted tenancy notices in appropriate cases;<br><br>(2) To apply to the County Court for Tenancy Demotion Orders and subsequent Possession Orders in appropriate cases.  |
| <b>EXT5</b> | Housing Management Sub-Committee (Minute 33(c)(2) – 15.5.74)   | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <b>TENANCIES - SERVICE</b><br><br>To accept any application for priority Council housing in cases where a tenant of service accommodation reaches retirement age after having occupied the accommodation for a minimum of 15 years.  |
| <b>EXU1</b> | Housing Portfolio Holder Decision HSG/-33/2013-14              | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <b>USE OF OPEN SPACES ON LAND HELD UNDER HOUSING ACT POWERS</b><br><br>To agree or refuse (in consultation with Ward Members), events managed by Town and Parish Councils or other organisations on any land held under Housing Act powers; provided the Council enters into an Agreement with the organisation meeting the Council's required conditions. |
| <b>EXW1</b> | Housing Services Committee (Minute 6(d)(1) – 29.10.73)         | <b>SERVICE DIRECTOR HOUSING AND PROPERTY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM</b> | <b>WARRANTS OF DISTRAINT</b><br><br>To issue warrants of distraint in housing cases.   |
| <b>EXW2</b> | Development Committee (Minute 60 – 6.1.93)                     | <b>SERVICE MANAGER LEGAL SERVICES IN</b>   | <b>WARRANTS FOR ENTRY</b>  |

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|             | <b>Authorising Committee and Minute Ref or Other Authority</b>  | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>  |
|-------------|---|---|---|
|             | Public Health Committee<br>(Minute 52 – 17.11.92)<br>Housing Committee<br>(Minute 56 – 24.11.92)<br><br>Development Committee<br>(Minute 60 – 6.1.92) | <b>CONSULTATION WITH THE RELEVANT SERVICE DIRECTOR</b>  | To make applications to the Magistrates Court for entry pursuant to the Environmental Protection Act 1990, Public Health Acts 1936-61, Control of Pollution Act 1974, Clean Air Acts 1956-68, Food Safety Act 1990, Building Act 1984, Housing Acts 1957-85 and Local Government and Housing Act 1989.<br><br>To make applications to the Magistrates' Court for warrants of entry in accordance with the Building Act 1984 and the Town and Country Planning 1990. |
| <b>EXW3</b> | Public Health Committee<br>(Minute 144(a) – 9.3.77)   | <b>SERVICE DIRECTOR COMMERCIAL AND REGULATORY SERVICES OR A LEVEL 2 MANAGER NOMINATED BY THEM (after consideration of any views of the Portfolio Holder and local ward member(s))</b> | <b>WASTE DISPOSAL ON LAND</b><br><br>To submit representations to Essex County Council on any proposed licence.   |

**DELEGATIONS UNDER THIS ANNEX MAY BE UNDERTAKEN BY ANY CHIEF OFFICER (OR OFFICER APPOINTED BY THEM) PURSUANT TO THEIR AREA OF MANAGERIAL RESPONSIBILITY**

**PRIVATE SECTOR HOUSING - SCHEDULE OF DELEGATION**

**Building Act 1984**

Sections 59-62, 63, 64, 66, 67, 68, 70, 71, 76, 79, 84-85, 91-115.

**Caravan Sites and Control of Development Act 1960**

Sections 1, 2, 3, 4-5, 8-11, 12, 23, 24, 25, 26.

**Caravan Sites Act 1968**

Sections 3, 14.

**Civil Evidence Act 1995**

Section 9.

**Clean Neighbourhoods and Environment Act 2005**

Sections 102, 103.

**Criminal Procedure and Investigations Act 1996**

Section 26.

**Environmental Protection Act 1990**

Sections 79-82, Schedule 3.

**Home Energy Conservation Act 1995**

Sections 2, 5.

**Home Safety Act 1961**

Section 1.

**Housing Act 1985**

Sections 17, 54, 265-275, 289, 290-297, 300-306, 308, 309, 319, 320, 324-340, 435-443, 523, 535-537, 540-542, 544-546, 584A, 584B, 596, 597, 609, 611, 617.

**Housing Grants, Construction and Regeneration Act 1996**

Sections 1-3, 19, 21-24, 29-31, 34-44, 51, 52, 55-57, 95.

**Housing Act 2004**

Sections 4, 5, 7, 8, 10, 11, 12, 16, 17, 20, 21, 25-29, 31-32, 40-43, 46, 47, 49, 50, 55-62, 64-67, 69, 70, 73, 74, 102-107, 110-113, 115, 116, 121, 122, 127, 129-131, 133, 136-140, 144, 210, 225, 232, 232-236, 239, 243, 255, 256.

**Landlord and Tenant Act 1985**

Sections 1, 2, 4, 8, 11, 12, 20, 34.

**Local Government Act 1974**

Section 36.

**Local Government and Housing Act 1989**

Sections 89-93, 95, 97, 169.

**Local Government (Miscellaneous Provision) Act 1976**

Section 13, 15, 16, 33, 35.

**Local Government (Miscellaneous Provision) Act 1982**

Sections 27, 29, 30, 31, 32, 33, 37, 41.

**Planning and Compensation Act 1991**

Sections 196A-C

**Prevention of Damage by Pests Act 1949**

Sections 4-7, 10, 22, 26.

**Protection from Eviction Act 1977**

Sections 6, 7.

**Protection from Harassment Act 1997**

Sections 1, 6, 7.

**Public Health Act 1936**

Sections 1, 45, 48-50, 83, 84-87, 264, 265, 268-270, 275, 276, 278, 284, 287, 290, 291, 293, 298.

**Public Health Act 1961**

Section 17, 22, 34, 36, 37, 73, 74.

**Town and Country Planning Act 1990 (as amended)**

Sections 215 – 219

**DELEGATIONS UNDER THIS ANNEX MAY BE UNDERTAKEN BY ANY CHIEF OFFICER (OR OFFICER APPOINTED BY THEM) PURSUANT TO THEIR AREA OF MANAGERIAL RESPONSIBILITY**

**LIST OF SAFER, CLEANER, GREENER LEGISLATION**

**Animal Boarding Establishments Act 1963**

Sections 1, 2 and 4.

**Animal Welfare Act 2006**

All

**Anti-Social Behaviour Act 2003**

Sections 40 and 41

**Anti-Social Behaviour, Crime and Policing Act 2014**

Sections 43 to 68

**Breeding and Sale of Dogs (Welfare) Act 1999**

All

**Breeding of Dogs Act 1973**

All

**Breeding of Dogs Act 1991**

All

**Building Act 1984**

Sections 59-62, 63, 64, 66, 67, 68, 71, 76, 79, 84-85, 91-115

**Burial Act 1857**

Section 25

**Caravans Sites and Control of Development Act 1960**

All

**Charities Act 2006**

All

**Chronically Sick and Disabled Persons Act 1970**

Section 4

**Cinemas Act 1985**

All

**Civil Contingencies Act 2004**

All

**Clean Air Act 1993**

Sections 4, 6 to 12, 15, 16, 18, 19, 22(3), 24 to 26, 30, 31, 34, 35, 35(2), 35(4) 36, 38, 39, 45 to 48, 51, 55, 56, 57(5), 58, 60.

**Clean Neighbourhoods and Environment Act 2005**

All

**Consumer Rights Act 2015**

Schedule 5

**Contaminated Land (England) Regulations 2006 as amended by the Contaminated Land (England)(Amendment) Regulations 2012**

All

**Control of Dogs Order 1992**

Sections 4 and 5

**Control of Pollution Act 1974**

Section 22

Section 23

Sections 57, 60, 61, 62, 68, 91 and 93

**Control of Pollution (Amendment) Act 1989**

All

**Crime and Disorder Act 1998**

Section 1

**Criminal Justice and Police Act 2001**

Sections 13, 19, 20, 22 and 25

Sections 50, 52 to 55 and 60 to 62

**Criminal Justice and Public Order Act 1994**

Sections 77, 78, 79(3), and 163

**Criminal Procedure and Investigations Act 1996**

Section 26

**Dairy Products (Hygiene) Regulations 1995** Regulations 6, 6(11), 7, 8, 16 and 19

**Dangerous Dogs Act 1991**

Section 5

**Dangerous Wild Animals Act 1976**

Sections 1, 3(1) to 3(3) and 4

**Egg Products (Regulations) 1993**

Regulations 5, 5(5), 8 and 9

**Environment Act 1995**

Sections 82 to 84, 88 and 90

Sections 108 to 113

Paragraphs 2 and 6 of Schedule 18

**Environment and Safety Information Act 1988**

Sections 1 and 3

**Environmental Permitting (England and Wales) Regulations 2010**

All

**Environmental Protection Act 1990**

Parts I, II, III, IV, VIII.

**Epping Forest DC Bye laws for Acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis**

All

**Food Premises (Registration) Regulations 1991**

All

**Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998**

All

**Food Safety & Hygiene (England) Regulations 2013 (as amended)**

All

**Food Safety Act 1990**

Sections 5 and 6

Sections 9 and 10

Sections 11, 11(6) and 11(7)

Section 12

Sections 18, 19, 23, 27 and 28

Section 29

Section 30

Section 31

Section 32

Sections 32(2), 40 to 42, 44 to 46 and 49

**Game Act 1831**

Section 18

**Gambling Act 2005**

All

**Guard Dogs Act 1975**

Section 3

**Health Act 2004**

Sections 1 to 12

**Health and Safety at Work etc Act 1974**

Sections 20, 21, 22, 25 and 39 and to exercise all the powers of an inspector contained in all the other relevant statutory provisions. To institute proceedings in England and Wales pursuant to section 38.

**Home Safety Act 1961**

Section 1

**Licensing Act 2003**

All

**Local Government (Miscellaneous Provisions) Act 1976**

Sections 13, 15, 16, 20, 33, 35, Part II

**Local Government (Miscellaneous Provisions) Act 1982**

Sections 2, 27, 29, , 32

**Meat and Meat Preparations (Hygiene) Regulations 1995**

Regulations 4, 5 and 12

**Meat Products (Hygiene) Regulations 1994**

Regulations 4 to 6, 12 and 17

**National Assistance Act 1948**

Section 47

**Noise Act 1996**

All

**Noise and Statutory Nuisance Act 1993**

Section 10

**Official Feed and Food Controls (England) Regulations 2009**

All

**Performing Animals (Regulation) Act 1925**

Sections 1 to 4

**Pet Animals Act 1951 (as amended)**

All

**Police and Criminal Evidence Act 1984**

Section 67(9)

**Pollution Prevention and Control Act 1999**

Section 2

**The Pollution Prevention and Control (England and Wales) Regulations 2000**

All

**Poultry Meat (England) Regulations 2011**

All

**Prevention of Damage by Pests Act 1949**

Sections 2, 4 to 7, 10, 19, 22 and 26

**Private Water Supplies (England) Regulations 2016**

All

**Public Health (Control of Disease) Act 1984**

Sections 1, 11, 13, 16, 18, 20 to 24, 26 to 32 and 34 to 43, 47, 48, 54, 56 to 59, 61, 64 and 69

**Public Health Act 1925**

Section 14

Sections 17 to 19

Section 56

**Public Health Act 1936**

Sections 1, 45, 48 to 50, 83, 84 to 87, 124, 140, 221, 222, 223, 227, 260, 261, 264, 265, 268 to 270,

275, 276, 278, 284, 287, 290, 291, 293 and 298

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**Riding Establishments Acts 1964 and 1970**

All



**Scrap Metal Dealers Act 2013**

All

**Slaughter of Poultry Act 1967**

Sections 4 and 6

**Sunbeds (Regulation) Act 2010**

All

**Sunday Trading Act 1994**

Section 2(3)

Paragraphs 4(3) and 5 of Schedule 1

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**Town and Country Planning Act 1990**

Sections 215, 224 and 225

**Town Police Clauses Act 1847 and 1889**

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**Water Industry Act 1991**

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**Water Supply (Water Quality) Regulations 2016**

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**Zoo Licensing Act 1981**

All

**SH July 2018 – Agreed With S Stranders**

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