



## **EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE**

### **NOTICE OF MEETING**

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

**Date:** Thursday, 7th March, 2013

**Room:** Council Chamber

**Time:** 7.30 pm

**Democratic Services Officer:** Mark Jenkins (The Office of the Chief Executive)  
Tel: 01992 564607 Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

#### **Members:**

##### **District Council Representatives:**

Councillors B Rolfe (Chairman), K Angold-Stephens, B Sandler, Mrs M Sartin and Mrs P Smith

##### **Local Council Representatives:**

Clerks and Chairmen/Members of Parish and Town Councils

##### **County Council Representatives:**

Members for the following divisions:

North Weald and Nazeing:	Councillor A Jackson
Loughton Central:	Councillor C Pond
Ongar and Rural:	Councillor G McEwen
Epping and Theydon Bois:	Councillor Mrs J Whitehouse
Buckhurst Hill and Loughton South:	Councillor V Metcalfe
Chigwell and Loughton Broadway:	Councillor J Knapman
Waltham Abbey:	Councillor Mrs E Webster

**PLEASE NOTE THE START DATE OF THE MEETING  
COFFEE/TEA WILL BE AVAILABLE FOR MEMBERS OF THE COMMITTEE FROM 7.00  
P.M IN THE MEMBERS ROOM**

#### **1. WEBCASTING INTRODUCTION**

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2. The Chairman will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request. By entering the chamber’s lower seating area you consenting to becoming part of the webcast. If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer.”

**2. APOLOGIES FOR ABSENCE**

**3. MINUTES (Pages 5 - 12)**

To confirm the minutes of the last meeting of the Committee held on 8 November 2012 (previously circulated) and matters arising.

**4. PRESENTATION BY GARY HERBERT, SENIOR EXTERNAL STAKEHOLDER MANAGER, POST OFFICE LTD**

Mr Gary A Herbert, Senior External Stakeholder Manager – East Network Services and Transformation, Post Office Ltd, had attended the Council’s Management Board in October 2012 to give a presentation regarding the Post Office’s plans for modernization and service provision. He had been invited to attend this committee for the November meeting but could not attend. However he has confirmed that he will be attending the 7 March 2013 meeting.

**5. ISSUES RAISED BY LOCAL COUNCILS**

To discuss the following matters raised by Local Councils at the Epping branch of EALC on 13 February:

**(a) LOCAL PLAN UPDATE**

Commenting on the recent workshops members had felt that the second workshop had been more task oriented than the first which had been described as too intensive with around three hours of slides followed by an afternoon activity which did not appear to build on the information given in the morning.

The Chairman felt that some of the information presented was of questionable accuracy and some Members expressed concern that the workshops were being held primarily as being required as part of a process rather than to genuinely inform the draft Local Plan.

It was believed that the forward planning team would engage with the information provided at the workshops and act on these findings.

Members stated that anyone unhappy with the level of consultation would no doubt need to take it up with the independent examiner once the draft Local Plan is published. He expected that there would be perceived winners and losers once the detail was better known and reminded that individuals need to respond directly as well as be encouraged to do so through their parish or town councils.

The local councils requested that this item should go forward to the 7 March Local

Council Liaison Committee with the consideration that the Forward Planning Team work closely with Parish and Town Councils to host public feedback sessions as an integral part of the next consultation phase of the Local Plan.

**(b) DISTRICT LICENCING APPLICATIONS**

Branch Members agreed that parish and town councils should be informed of, and given opportunity to comment on licence applications in their locality. In lieu of a statutory duty to consult with local councils, it was hoped that arrangements could be made with EFDC Licensing to allow for timely consideration of comments from parishes and towns.

An example was given of a recent licence application for a truck stop on the M25. Waltham Abbey Town Council was not given any opportunity to comment.

Cllr Jon Whitehouse commented that current arrangements sought representations from those within 150 metres of premises submitting a licence application.

The local councils agreed that this item should go forward to the 7 March Local Council Liaison Committee with the consideration that EFDC Licensing give notice and opportunity to comment on licence applications to the corresponding local council.

(K Tuckey, Senior Licensing Officer will be in attendance to answer questions).

**(c) LOCAL COUNCIL TAX SUPPORT GRANT**

The branch paid thanks to Epping Forest District Council for the arrangements put in to place to ensure that local councils were not left disadvantaged by the Localising Council Tax Scheme (LCTS) for the financial year 2013/14.

Whilst it was accepted that last minute changes meant that the tax base figures were unusually delayed this year, Branch Members reported that their precept setting process had been significantly disrupted. Some commented that it had been very difficult to understand.

With the tax base setting process having changed, local councils could now be reliant on an annual grant to meet any income shortfall from a decreased precept. It was therefore imperative that safeguards be made to ensure the sustainability of town and parish councils and to support the budget setting process.

It was noted that parish and town councils had been exempt from the requirement for a local referendum to veto excessive council tax increases this year. Should this exemption be removed in following years, and the grant allowance be reduced, it was likely that many local councils would find approval of future budgets subject to referendum.

The branch requested that this item should go forward to the 7 March Local Council Liaison Committee with the request that a status update be given with regards to future arrangements for local council precept and tax setting.

**6. WEEKLY LIST OF PLANNING APPLICATIONS**

Planning and Economic Development produce a weekly list of planning and other applications, the Service Director would like to check that Local Councils appreciate that the information in the list is much more wide ranging than it once had been. (J Preston to report).

**7. LOCAL HIGHWAYS PANEL**

To receive an update on the work of the Local Highways Panel. This is now a standard item on the committee's agenda.

**8. ANY OTHER BUSINESS**

**9. DATES OF FUTURE MEETINGS**

Meetings of the Committee are scheduled for the following dates this year:

Thursday 4 July 2013 at 7.30p.m.;

Thursday 7 November 2013 at 7.30p.m.; and

Thursday 6 March 2014 at 7.30p.m.