



NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the EPPING FOREST DISTRICT COUNCIL to be held in the COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING at 7.30 pm on Tuesday, 29 July 2014 for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'Glen Chipp'.

Glen Chipp
Chief Executive

Democratic Services
Officer:

Council Secretary: Simon Hill
Tel: 01992 564249 Email:
democraticservices@eppingforestdc.gov.uk

WEBCASTING/FILMING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The meeting may also be otherwise filmed by third parties with the Chairman's permission.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area or otherwise indicate to the Chairman before the start of the meeting.

If you have any queries regarding this, please contact Democratic Services on 01992 564249.

BUSINESS**1. WEBCASTING INTRODUCTION**

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

2. The Chief Executive will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery.”

2. DISTRICT COUNCILLOR P SMITH, DISTRICT COUNCILLOR K AVEY AND FORMER DISTRICT COUNCILLOR J DAVIS

The Council is invited to stand for a minute's silence in tribute to the memory of District Councillor Penny Smith who passed away on 12 June 2014, District Councillor Ken Avey who passed away on 25 June 2014 and Former District Councillor Joan Davis who passed away on 12 July 2014.

Penny Smith served as a Conservative District Councillor representing the Broadley Common, Epping Upland and Nazeing from 1999. She became the Vice Chairman in 2008/09 and the Chairman of the Council 2009/10, followed by becoming the Safer and Greener Portfolio Holder 2010/12. She was also Councillor and Chairman of Epping Upland Parish.

Ken Avey served as a Conservative District Councillor representing the Epping Hemnall from 2011. He was also a Epping Town Councillor.

Joan Davis served as a Labour District Councillor representing the Loughton Broadway from 1979 to 2006. She became the Vice Chairman in 1993/94 and the Chairman of the Council in 1994/95.

3. MINUTES (Pages 9 - 34)

To approve as a correct record and sign the minutes of the meeting held on 10 June 2014 (attached).

4. DECLARATIONS OF INTEREST

(Chief Executive) To declare interests in any item on the agenda.

5. ANNOUNCEMENTS

(a) **Apologies for Absence**

(b) **Announcements**

To consider any announcements by:

- (i) the Chairman of the Council;
- (ii) the Leader of the Council; and
- (iii) any other Cabinet Member.

Presentation LABC East Anglia Building Excellence Awards

The Portfolio Holder for Governance and Development Management, Councillor Philip and Portfolio Holder for Housing, Councillor Stallan to present the LABC East Anglia Building Excellence Award to John Lefever of Hastoe.

6. PUBLIC QUESTIONS (IF ANY)

To answer questions asked after notice in accordance with the provisions contained in paragraph 11.3 of the Council Procedure Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

- (a) to the Leader of the Council;
- (b) to the Chairman of the Overview and Scrutiny Committee; or
- (c) to any Portfolio Holder.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

7. QUESTIONS BY MEMBERS UNDER NOTICE

To answer questions asked after notice in accordance with the provisions contained in paragraph 12.3 of the Council Procedure Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

- (a) to the Chairman of the Council;
- (b) to the Leader of the Council;
- (c) to the Chairman of the Overview and Scrutiny Committee or
- (d) to any Member of the Cabinet;.

Council Procedure rule 12.4 provides that answers to questions under notice may take the form of:

- (a) direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

Answers to questions falling within (a) and (b) above will be made available to the member asking the question one hour before the meeting. Answers to questions falling within (c) above will be circulated to all councillors.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

8. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 35 - 62)

To receive reports from the Leader and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader;
- (b) Report of the Asset Management and Economic Development Portfolio Holder;
- (c) Report of the Environment Portfolio Holder (attached);
- (d) Report of the Finance Portfolio Holder (attached);
- (e) Report of the Governance and Development Management Portfolio Holder (attached);
- (f) Report of the Housing Portfolio Holder (attached);
- (g) Report of the Leisure and Community Services Portfolio Holder (attached);
- (h) Report of the Safer, Greener and Transport Portfolio Holder (attached);
- (i) Report of the Planning Policy Portfolio Holder; and
- (j) Report of the Technology and Support Services (attached).

9. QUESTIONS BY MEMBERS WITHOUT NOTICE

Council Procedure Rule 12.6 provides for questions by any member of the Council to the Leader or any Portfolio Holder, without notice on:

- (i) reports under item 7 above; or
- (ii) any other matter of a non operational character in relation to the powers and duties of the Council or which affects all or part of the District or some or all of its inhabitants.

Council Procedure Rule 12.7 provides that answers to questions without notice may take the form of:

- (a) direct oral answer from the Leader or, at the request of the Leader, from another member of the Cabinet;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner; or
- (d) where the question relates to an operational matter, the Leader or a member of the Cabinet will request that a response be given direct to the questioner by the relevant Chief Officer.

In accordance with the Council Procedure Rule 12.8, a time limit of 30 minutes is set for questions. Any question not dealt with within the time available will receive a written reply. The Chairman may extend this period by up to a further 10 minutes at his discretion.

10. MOTIONS

To consider any motions, notice of which has been given under Council Procedure Rule 13.

Motions, if any, will follow if not received in time to be incorporated into the agenda.

11. REPORTS OF THE CABINET

- (a) Proposed Joint Redevelopment of St John's road Site including Council Housing Depot.

To consider a report to the Cabinet seeking supplementary District Development Funding for the above, subject to Cabinet approval on 21 July 2014. (Report to follow).

12. APPOINTMENTS TO VACANCIES ON COMMITTEES/PANEL/OUTSIDE BODIES

(Director of Governance) There are vacancies on the Complaints Panel, Housing Appeals & Review Panel, Licensing Committee, Staff Appeals Panel and Standards Committee following Councillor Smith passing away and seat vacancies not appointed at the Annual meeting.

Recommendations:

- (1) To seek appointments for the remainder of the current municipal year (term) for the following Committee and Panels:

Committee	Nomination required	Nomination
Complaints Panel	1 Member	Conservative
Housing Appeals & Review Panel	1 Substitute Member	Conservative
Licensing Committee	1 Member Sub-Committee Chairman	Conservative Council Appointment
Standards Committee	1 Member Chairman	Conservative Council Appointment
Staff Appeals Panel	2 Substitute Members	2 Conservative

- (2) To seek appointments for the remainder of the current municipal year (term) for the following Outside bodies:

Outside Body	Nomination required	Nomination
Buckhurst Hill Town Centre Partnership	1 Representative	Council Appointment
Enfield Essex Herts Border Liaison Group (Deputy)	(Deputy) 1 Representative	Leader to Appointment
Grange Farm Managing Trustees (Term until 31.05.15)	1 Representative	Council Appointment

13. OVERVIEW AND SCRUTINY (Pages 63 - 120)

- (a) Report of the Chairman of the Overview and Scrutiny Committee;
- (b) Reports of the Overview and Scrutiny Committee:
- (i) Annual Overview and Scrutiny Report to Council (attached).
- (c) To receive the report of the Chairman of the Overview and Scrutiny

Committee and to answer any questions without notice asked in accordance with Council procedure rule 12.7(b) and 12.9 (a).

14. REPORT OF THE LICENSING COMMITTEE - TEMPORARY ROAD CLOSURE ORDERS - FEE (Pages 121 - 122)

(Councillor Angold-Stephens) To consider the attached report.

15. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

- (a) To receive from Council representatives the reports (attached - if any) on the business of joint arrangements and external organisations and to receive answers to any questions on those bodies which may be put without notice; and
- (b) To request written reports from representatives on joint arrangements and external organisations for future meetings.

16. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement: Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.