



### 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, 28 July 2015 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 Assistant Director of Governance and Performance Management 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. MINUTES (Pages 9 - 14)**

To approve as a correct record and sign the minutes of the meeting held on 23 June 2015. (attached)

**3. DECLARATIONS OF INTEREST**

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

**4. 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.

**5. 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.

## **6. 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 any Member of the Cabinet; or
- (d) the Chairman of any Committee or Sub-Committee.

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.

## **7. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 15 - 52)**

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 Assets and Economic Development Portfolio Holder; (attached)
- (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 Planning Policy Portfolio Holder; (attached)

- (i) Report of the Safer, Greener and Transport Portfolio Holder; (attached) and
- (j) Report of the Technology and Support Services Portfolio Holder (attached).

## 8. 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 thirty 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.

## 9. MOTIONS

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

### (a) Chairman and Vice Chairman of Council – Mileage allowances

Proposed by: Councillor Whitbread

Seconder: Councillor Philip

“(1) That section (5)(1) of the Members Allowances Scheme be amended to include payment of mileage claims for approved civic duties carried out by the Chairman and Vice Chairman of the Council including Schedule 2 of that scheme which shall include a further subparagraph (p) for which payment can be made, as follows:

- ‘(p) Attendance at any civic event to which the Chairman or Vice Chairman is attending in that capacity (or representative) for which Council funded transport is not provided’

(2) That payment of such claims be met from the within the existing members allowances budget”

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

**10. OVERVIEW AND SCRUTINY (Pages 53 - 112)**

(a) To receive the annual 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).

**11. APPOINTMENTS TO VACANCIES ON COMMITTEES AND ADDITIONAL MEMBERS ON OUTSIDE BODIES**

(Proper Officer) At the Annual Council meeting in May there were a number of outstanding appointments to both Committees and Outside Bodies.

No appointment has been made to the position of Vice Chairman of the Standards Committee, a nomination of Councillor C P Pond has been received for consideration.

The Council requested further representation on:

- (i) Epping Forest District Local Strategic Partnership (Executive);
- (ii) Epping Forest Citizens' Advice Bureau; and
- (iii) North Essex Parking Partnership (NEPP).

The Council has approached these bodies and received the following responses:

The Chairman of the LSP Board has confirmed that an extra representative could be proposed, as the Leader of the Council was also the Chairman of the One Epping Forest Board.

The Chairman of CAB had consulted the board and had amended their constitution to reflect the Council's request, allowing for three EFDC representatives, although one representative would have voting rights and two representatives would have a advisory/observer role.

The NEPP advised that a partner authority may appoint another executive member of the same Partner authority to be a substitute member and attend a meeting of the Joint Committee in the absence of the Member appointed but no further appointments could be made under their Constitution.

The Council therefore need to consider their representation on these bodies.

**Recommendation:**

To consider the following appointments for the remainder of the current municipal year:

- (a) Councillor C P Pond as the Vice Chairman of the Standards Committee;

(b) Councillor Boyce as the third representative on the Epping Forest District Local Strategic Partnership (Executive);

(c) Councillor Angold-Stephens as an additional representative on the Epping Forest Citizens' Advice Bureau;

(d) To consider which member appointed to the Epping Forest Citizens' Advice Bureau should have voting rights and which members in the roles of advisory/observer capacity only;

(d) To note that an additional representative on the North Essex Parking Partnership (NEPP) is not permissible under its constitution.

**12. CALL-IN AND URGENCY FOR THE LICENCE FOR NORTH WEALD MARKET, PROVISION OF NEW DEPOT – OAKWOOD HILL, LOUGHTON AND TENDER FOR INSURANCE POLICIES (Pages 113 - 114)**

To note the attached decision taken by the Chairman of the Council to waive the call-in provisions of the Overview and Scrutiny Rules for;

(a) Licence For North Weald Market;

(b) Provision Of New Depot – Oakwood Hill, Loughton

(c) Tender for Insurance Policies

**13. OFFICER EMPLOYMENT PROCEDURE RULES (Pages 115 - 126)**

(Chairman of Constitution Working Group) To consider the attached report.

**14. REVIEW OF TERMS OF REFERENCE FOR THE STANDARDS COMMITTEE (Pages 127 - 128)**

(Chairman of Standards Committee) 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):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
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.