



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, 26 September 2017 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 the Public Relations Manager on 01992 564039.

BUSINESS

1. WEBCASTING INTRODUCTION

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking. The Assistant Director of Governance and Performance Management will read the following announcement:

“The chairman 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. FORMER COUNCILLOR L. MARTIN

The Council is invited to stand for a minute’s silence in tribute to the memory of former Councillor Len Martin who had recently passed away on 10 September 2017.

Former Councillor Martin represented the Buckhurst Hill East Ward of the District as a Liberal Democrat Councillor from 1996 to 2006.

He served on many of the Council’s member bodies during this time including Resources, Development, Housing Committee, Plans Sub-Committee ‘A’ and the Licensing Panel (each of which he was Vice-Chairman for a period), a member of Policy & Co-Ordinating and Leisure Services Committee and a number of Working Groups including the District Wide Local Plan, Housing, Planning Enforcement Working Group, Development Plans, Public Services Sub-Committee and Complaints Panel.

3. MINUTES (Pages 9 - 46)

To approve as a correct record and sign the minutes of the meeting held on 27 July 2017 (attached).

4. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

5. ANNOUNCEMENTS

- (a) Apologies for Absence
- (b) Chairman’s Announcements
- (c) Change of Date for Council

To note that the Council meeting on Thursday 2 November 2017 would now be held on Wednesday 1 November 2017.

6. ROGER HIRST, THE POLICE AND CRIME COMMISSIONER FOR ESSEX

To receive a presentation from Mr R Hirst, Police and Crime Commissioner for Essex.

As Police and Crime Commissioner, Mr Hirst values the ongoing dialogue with councils and has a regular schedule of meetings across the county. This is an opportunity for the PCC to hear Councillor's views around policing and community safety in their area, discuss the strategic direction of Essex Police and engage in an open and constructive conversation.

7. PUBLIC QUESTIONS (IF ANY)

To answer questions asked after notice in accordance with the provisions contained within Part 4 of the Council 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 any Portfolio Holder; or
- (c) to the Chairman of the Overview and Scrutiny Committee.

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

8. QUESTIONS BY MEMBERS UNDER NOTICE

To answer questions asked after notice in accordance with the provisions contained within the Council Rules in Part 4 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.

The Council Rules provide 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.

9. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 47 - 74)

To receive reports and any announcements 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 Housing Portfolio Holder (attached);
- (f) Report of the Leisure and Community Services Portfolio Holder (attached);
- (g) Report of the Planning and Governance 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).

10. QUESTIONS BY MEMBERS WITHOUT NOTICE

The Council Rules provide for questions by any member of the Council to the Leader or any Portfolio Holder, without notice on:

- (i) reports under the previous item; 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 Rules provide 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 Rules, 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 their discretion.

11. MOTIONS

(a) Constitution (Article 10) – District Development Management Committee and Area Plans Sub-Committees

Proposed by: Councillor S. Kane

Seconder: Councillor J. Philip

Motion:

That the Council adopt the following changes to the Article 10 of the Constitution, to give effect to a review by the District Development Management Committee of any proposed refusal of planning applications made by or on behalf of the Council or in relation to any application site owned by the authority, namely:

- (1) That the following addition be made to the terms of reference of the District Development Management Committee in Article 10 of the Constitution (to be numbered (1)(g)):

‘Any development proposals for a site made by or on behalf of the Council or where the Council is the landowner, that has been recommended for refusal by the relevant Area Plans Sub-Committee contrary to a recommendation of the Director of Governance that planning permission be granted’; and

- (2) That the following addition be made to the terms of reference of the Area Plans Sub-Committees in Article 10 of the Constitution (to be numbered (4)(e)):

‘development proposals for a site are made by or on behalf of the Council or where the Council is the landowner, that are recommended for refusal by a Sub-Committee contrary to a recommendation of the Director of Governance that planning permission be granted’.

Background paper received on 1 September 2017.

(b) To consider any other motions, notice of which has been given under Council Rules.

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

Reports of the Cabinet**12. STAFFING STRUCTURAL ADJUSTMENTS WITHIN DEVELOPMENT MANAGEMENT (Pages 75 - 78)**

(Planning and Governance Portfolio Holder) To consider the attached report.

13. STATUTORY STATEMENT OF ACCOUNTS 2016/17 (Pages 79 - 164)

To consider the attached report and the Statutory Statement of Accounts 2016/17 being submitted to the Audit and Governance Committee on 18 September 2017.

The Chairman of the Audit and Governance Committee will report orally on that Committee’s consideration of and recommendations regarding the Statutory Statement of Accounts 2016/17.

14. OVERVIEW AND SCRUTINY COMMITTEE (Pages 165 - 166)

(a) 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 Rules.

15. APPOINTMENTS TO COMMITTEES & OUTSIDE ORGANISATIONS 2017/18 (Pages 167 - 168)

(Leader of Council) To consider the attached report.

16. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

(a) To receive from Council representatives the reports (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.

17. 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.

Background Papers: Article 17 of the Constitution (Access to Information) 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 and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.