

EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

Committee: Council **Date:** 25 May 2021

Place: Conference Room, Civic Offices, High Street, Epping **Time:** 7.00 - 8.20 pm

Members Present: Councillors H Kane (Chairman), J Share-Bernia, R Balcombe, R Baldwin, D Barlow, R Bassett, N Bedford, P Bolton, H Brady, R Brookes, L Burrows, D Dorrell, I Hadley, S Heap, S Heather, R Jennings, J Jennings, J Jogia, S Jones, S Kane, P Keska, J Lea, J Leppert, A Lion, T Matthews, C McCredie, J McIvor, R Morgan, S Murray, S Neville, C Nweke, A Patel, J Philip, C P Pond, C C Pond, S Rackham, K Rizvi, B Rolfe, M Sartin, D Stocker, D Sunger, B Vaz, C Whitbread, H Whitbread, J H Whitehouse, J M Whitehouse, K Williamson and D Wixley

Apologies: Councillors N Avey, P Bhanot, H Kauffman, Y Knight, L Mead, A Mitchell, M Owen, D Plummer, C Roberts and P Stalker

Officers Present: G Blakemore (Chief Executive), N Dawe (Chief Operating Officer), A Small (Strategic Director Corporate and 151 Officer), G Woodhall (Team Manager - Democratic & Electoral Services), J Leither (Democratic Services Officer), T Carne (Corporate Communications Team Manager), S Mitchell (PR Website Editor), P Seager (Chairman's Officer), R Perrin (Democratic and Electoral Services Officer), A Hendry (Democratic Services Officer), L Kirman (Democratic Services Officer), A Buckley (Communications Officer), N Cole (Corporate Communications Officer) and R Moreton (Corporate Communications Officer)

1. WEBCASTING INTRODUCTION

The Democratic and Electoral Services Team 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.

2. DISTRICT COUNCIL ELECTIONS - 6 MAY 2021

The Chairman welcomed the following newly elected and re-elected members of the Council at the election held on 6 May 2021 as follows:

Councillor	Ward
Simon Heap	Buckhurst Hill East
Kenneth Williamson	Buckhurst Hill West
Pranav Bhanot	Chigwell Row
Kaz Rizvi	Chigwell Village
Jon Whitehouse	Epping Hemnall
Holly Whitbread	Epping Lindsey and Thornwood Common
Alan Lion	Grange Hill
Deborah Barlow	Grange Hill
Raymond Balcombe	High Ongar, Willingale and the Rodings
Chidi Nweke	Loughton Alderton

Michael Owen	Loughton Broadway
David Wixley	Loughton Fairmead
Jayna Jogia	Loughton Forest
Rose Brookes	Loughton Roding
Caroline Pond	Loughton St John's
Judy Jennings	Loughton St Mary's
Ian Hadley	Moreton and Fyfield
Heather Brady	Passingford
John Philip	Theydon Bois
Tim Matthews	Waltham Abbey High Beach
Steven Heather	Waltham Abbey Honey Lane
Jeane Lea	Waltham Abbey North East
Helen Kane	Waltham Abbey South West

The newly elected members present were given the declaration of acceptance of office certificates.

3. ELECTION OF CHAIRMAN

The Council received nominations for the office of Chairman of the Council for 2021/22. Councillor H Kane was proposed, having been moved formally by Councillor C Whitbread and seconded by Councillor J Lea. It was:

RESOLVED:

That Councillor H Kane be elected Chairman of the Council for the ensuing year.

Councillor H Kane thereupon made a declaration of Acceptance of Office of the Chairman and thanked the Council for her election.

She stated that due to the restrictions of the Pandemic which were still in force, this year would again be a difficult year to make plans for future charitable events and as soon as there was a change she would update members accordingly.

COUNCILLOR H KANE IN THE CHAIR

4. APPOINTMENT OF VICE-CHAIRMAN

The Council received nominations for the office of Vice-Chairman of the Council for 2021/22. Councillor J Share-Bernia was proposed, having been moved formally by Councillor A Patel and seconded by Councillor D Sunger. It was:

RESOLVED:

That Councillor J Share-Bernia be appointed Vice-Chairman of the Council for the ensuing year.

Councillor J Share-Bernia thereupon made a declaration of Acceptance of Office of Vice-Chairman of the Council and thanked the Council for her appointment.

5. MINUTES

The Chairman advised that the minutes of the Council meeting held on the 29 April 2021 would be presented at the next meeting of Council on the 29 July 2021

6. DECLARATIONS OF INTEREST

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

7. ANNOUNCEMENTS

(a) Former Councillor Brian Hudspeth

The Chairman announced that it was with much sadness, that her first announcement on being re-elected Chairman of Council was to inform Members that former Councillor Brian Hudspeth, who was Chairman of Epping Forest District Council from 1991-92 had passed away, at the age of 88.

Brian represented the ward of North Weald Bassett for over 12 years, as both a District and a Parish Councillor.

On the 18 April 1991, Brian along with the Lord Lieutenant of Essex, Admiral Sir Andrew Lewis had the distinction of officially opening the new Civic Offices in Epping and a plaque to commemorate this event was encased on the external wall by the main entrance.

Due to the current Covid restrictions, the Chairman asked Members to remain seated to observe a minute's silence in his memory.

(b) Former Members

The Chairman advised that due to the current Pandemic it was not possible to invite the former Members to this meeting to receive their Long Service Awards and she therefore acknowledged the contributions made to the Council by:

- former Councillor G Mohindra who had not re-sought re-election after 12 years of service and would be sent a Long Service Award;
- former Councillor J Knapman who had not re-sought re-election after 22 years of service and would be sent a Long Service award;
- former Councillor B Sandler who had not re-sought re-election after 23 years of service and would be sent a Long Service award;
- former Councillor M McEwen who had not re-sought re-election after 25 years of service and would be sent a Long Service award;
- former Councillor G Chambers who had not re-sought re-election after 8 years of service;
- former Councillor A Beales who had not re-sought re-election after 5 years of service; and
- former Councillor D Roberts who had not re-sought re-election after 5 years of service.

The Chairman took this opportunity to thank the former Members for their hard work and commitment to the Council over the many years of service that they had given to the District.

8. REPORT OF THE APPOINTMENTS PANEL

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

Councillor C Whitbread reported on the appointments which he had made to the Cabinet, Cabinet Committees and Outside organisations carrying out Executive Functions for 2021/22.

Furthermore, he also reported the recommendations of the Appointment Panel in relation to the membership, chairmanship and vice-chairmanship of Committees, Sub-Committees and Panels (non-executive bodies) along with the Outside Organisations carrying out Council, Regulatory or non- Cabinet functions.

The Council voted on appointments where the number of nominations exceeded the number of places available.

RESOLVED:

(1) That, in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups as set out in Appendix 1, to these minutes be noted;

(2) That details of appointments made by the Leader of the Council, of Cabinet Members and Cabinet Committees carrying out Executive Functions as set out in Appendix 2 to these minutes be noted;

(3) That the Membership, Chairmanship and Vice-Chairmanship of Committees, Sub-Committees and Panels (non-Executive bodies) as set out at Appendix 3 to these minutes be noted;

(4) That the group representatives for the purpose of notifying substitute members for meetings be noted as follows;

(a) Conservative Group:

- Councillor C Whitbread (Group Leader);
- Councillor N Bedford (Deputy Group Leader);
- Councillor S Kane; and
- Councillor M Sartin.

(b) Green Party Group:

- Councillor S Neville (Group Leader); and
- Councillor S Heap (Deputy Group Leader).

(c) Liberal Democrats Group:

- Councillor J M Whitehouse (Group Leader); and
- Councillor J H Whitehouse (Deputy Group Leader).

(d) Loughton Residents Association Group

- Councillor C P Pond (Group Leader); and
- Councillor D Wixley (Deputy Group Leader).

(5) That the Group representative confirm member appointments to the Proper Officer for the Overview and Scrutiny Select Committees for 2021/22 at the first municipal meeting of Overview and Scrutiny Committee;

(6) That appointments to Outside Organisations carrying out Council Regulatory or non-Cabinet functions, as set out at Appendix 4 to these minutes be approved; and

(7) That the appointments made by the Leader of Council to Outside Organisations carrying out Executive functions, as set out at Appendix 5 be received.

9. SCHEME OF DELEGATIONS

The Council's Constitution required that the Scheme of Delegation be agreed at the Annual meeting. The current scheme had been reviewed and amended due to the departure of the Service Director for Contracts, Technical, Commercial and Regulatory Services, it was necessary to amend Part 3 – Scheme of Delegation, Appendix 3, EXL2 (attached).

RESOLVED:

That the Scheme of Officer Delegation for Council and Regulatory Functions attached be agreed.

10. COUNCIL MEETING DATES FOR 2021/22

The Council was informed that it was a requirement of the Constitution, for the Council to approve a programme of ordinary meetings of the Council each year.

RESOLVED:

That during 2021/22 ordinary meetings of the Council be held on the following dates;

29 July 2021;
28 October 2021;
16 December 2021;
24 February 2022;
05 April 2022; and
26 May 2022.

CHAIRMAN

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ANNUAL COUNCIL MEETING – 25 MAY 2021

CONSTITUTION OF POLITICAL GROUPS AND GROUP LEADERS

Local Government and Housing Act 1989 – Notice of Constitution of Political Groups and Group Leaders

To note in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups as follows:

Conservative Group:

Group Leader – Councillor C Whitbread
Deputy Group Leader - Councillor N Bedford

Councillor N Avey	Councillor H Kane	Councillor S Rackham
Councillor R Balcombe	Councillor S Kane	Councillor K Rivzi
Councillor D Barlow	Councillor P Keska	Councillor B Rolfe
Councillor R Bassett	Councillor Y Knight	Councillor M Sartin
Councillor P Bhanot	Councillor J Lea	Councillor J Share-Bernia
Councillor P Bolton	Councillor A Lion	Councillor P Stalker
Councillor H Brady	Councillor T Matthews	Councillor D Stocker
Councillor L Burrows	Councillor J McIvor	Councillor D Sunger
Councillor D Dorrell	Councillor A Mitchell	Councillor B Vaz
Councillor I Hadley	Councillor R Morgan	Councillor H Whitbread
Councillor S Heather	Councillor A Patel	Councillor K Williamson
Councillor S Jones	Councillor J Philip	

Members 37

Green Party Group:

Group Leader - Councillor S Neville
Deputy Group Leader - Councillor S Heap

Councillor D Plummer

Members 3

Liberal Democrats Group:

Group Leader – Councillor J. M. Whitehouse
Deputy Group Leader - Councillor J. H. Whitehouse

Councillor C McCredie

Members 3

Loughton Residents' Association Group:

Group Leader – Councillor C P Pond

Deputy Group Leader - Councillor D Wixley

Councillor R Baldwin
Councillor R Brookes
Councillor J Jennings
Councillor R Jennings

Councillor J Jogia
Councillor H Kauffman
Councillor L Mead
Councillor C Nweke

Councillor M Owen
Councillor C C Pond
Councillor C Roberts

Members 13

CABINET & CABINET COMMITTEES - LEADER APPOINTMENTS

(a) Deputy Leader

Deputy Leader	N Bedford

(b) Other Cabinet Members/Allocation of Portfolios

Portfolio	Portfolio Holder
Leader	C Whitbread
Customer & Partnerships	S Kane
Community & Regulatory Services	A Patel
Environmental & Technical Services	N Avey
Finance, Qualis Client & Economic Development	J Philip
Housing Services	H Whitbread
Planning & Sustainability	N Bedford
Programmes & Projects	L Burrows
Corporate Services	D Sunger

(c) Cabinet Committees (not part of pro rata allocations)

Asset Management & Economic Development Cabinet Committee
(Chairman)

Council Housebuilding Cabinet Committee
(Chairman)

Local Plan Cabinet Committee
(Chairman)

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COMMITTEE ETC. NOMINATIONS 2021/22

AREA PLANS SUB-COMMITTEE EAST (19 MEMBERS) (NOT PRO RATA) *							
		Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members	
	Chairman	P Keska					
	Vice-Chairman	H Brady					
		R Balcombe		C McCredie			
		N Bedford		J H Whitehouse			
		P Bolton		J M Whitehouse			
		H Brady					
		L Burrows					
		I Hadley					
		S Jones					
		P Keska					
		J Mclvor					
		R Morgan					
		J Philip					
		B Rolfe					
		P Stalker					
		B Vaz					
		C Whitbread					
	H Whitbread						

*Membership of Area Plans Sub-Committee East comprises all members for the relevant wards.

AREA PLANS SUB-COMMITTEE WEST (14 MEMBERS) (NOT PRO RATA) *

		Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members	
	Chairman	S Heather					
	Vice-Chairman	D Dorrell					
		N Avey	D Plummer			J Leppert	
		R Bassett					
		D Dorrell					
		S Heather					
		H Kane					
		S Kane					
		Y Knight					
		J Lea					
		T Matthews					
		A Mitchell					
		M Sartin					
		D Stocker					

*Membership of Area Plans Sub-Committee West comprises all members for the relevant wards.

AREA PLANS SUB-COMMITTEE SOUTH (25 MEMBERS) (NOT PRO RATA) *						
	Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members	
Chairman	J Share-Bernia					
Vice-Chairman	K Williamson					
	D Barlow	S Heap		R Baldwin	S Murray	
	P Bhanot	S Neville		R Brookes		
	A Lion			J Jennings		
	A Patel			R Jennings		
	S Rackham			J Jogia		
	K Rizvi			H Kauffman		
	J Share-Bernia			L Mead		
	D Sunger			C Nweke		
	K Williamson			M Owen		
				C C Pond		
				C P Pond		
				C Roberts		
				D Wixley		

*Membership of Area Plans Sub-Committee South comprises all members for the relevant wards.

AUDIT AND GOVERNANCE COMMITTEE (5 MEMBERS PLUS 2 CO-OPTED PERSONS) *						
	Conservative Group (3)	Green Party Group (1)	Liberal Democrat Group (0)	Loughton Residents Association Group (1)	Independent Members	
Chairman	The Chairman of the Committee is appointed at first meeting in each municipal year.					
	I Hadley	S Heap		M Owen		
	B Vaz					
	T Matthews					

*The Vice-Chairmanship of the Audit and Governance Committee is assumed by a co-opted person if the Chairman is a Member, and vice versa.

CONSTITUTION WORKING GROUP (11 MEMBERS)

		Conservative Group (7)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
	Chairman	S Rackham					
	Vice-Chairman	M Sartin					
		S Jones	S Heap	J H Whitehouse	C C Pond		
		D Dorrell			H Kauffman		
		J McIvor					
		J Philip					
		J Share-Bernia					
		S Rackham					
		M Sartin					

DISTRICT DEVELOPMENT MANAGEMENT COMMITTEE (15 MEMBERS) *

		Conservative Group (10)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members	
	Chairman	S Jones					
	Vice-Chairman	B Rolfe					
		P Keska	S Heap	J M Whitehouse	C C Pond		
		S Heather			H Kauffman		
		I Hadley			R Baldwin		
		R Morgan					
		H Brady					
		K Williamson					
		J Lea					
		S Rackham					
		S Jones					
		B Rolfe					

JOINT CONSULTATIVE COMMITTEE (9 MEMBERS PLUS 9 STAFF SIDE REPRESENTATIVES) *

		Conservative Group (6)	Green Party Group (0)	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
Chairman*	Staff representative for 2021/22						
	D Sunger			J H Whitehouse	R Brookes		
	J Philip				L Mead		
	A Patel						
	S Kane						
	R Bassett						
	P Stalker						

*The Chairmanship of the Joint Consultative Committee is rotated between the Staff and Council side each year: if the municipal year ends in an odd number then the Chairman is a Member representative; if the municipal year ends in an even number then the Chairman is a staff representative.

LICENSING COMMITTEE (& LICENSING SUB-COMMITTEE) (15 MEMBERS*)						
	Conservative Group (10)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members	
Chairman	R Morgan					
	Vice-Chairman			J Jennings		
	M Sartin	S Neville	J M Whitehouse	J Jennings		
	S Heather			L Mead		
	I Hadley			C P Pond		
	P Keska					
	B Rolfe					
	P Stalker					
	A Lion					
	K Williamson					
	R Morgan					
	D Stocker					
Licensing Sub-Committee Chairmen (6)	P Keska M Sartin R Morgan	S Neville	J M Whitehouse	J Jennings		

*The Licensing Act 2003 requires that the Licensing Committee comprise no more than 15 members. Licensing Sub-Committees should comprise no more than 3 members.

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OVERVIEW AND SCRUTINY COMMITTEE (17 MEMBERS*)							
		Conservative Group (11)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members (1)	
	Chairman	M Sartin					
	Vice-Chairman				R Jennings		
		P Bolton	D Plummer	J H Whitehouse	R Baldwin	S Murray	
		S Heather			R Jennings		
		I Hadley			D Wixley		
		A Lion					
		J Lea					
		P Bhanot					
		T Matthews					
		S Rackham					
		K Williamson					
		P Stalker					
	M Sartin						

****Membership of the Overview and Scrutiny Committee to be extended to seventeen members for 2021/22, providing an additional seat on the Committee for the Conservative Group and the Loughton Residents Association Group. In order to accommodate a request for independent member representation on the Committee for the year, the Loughton Residents Association Group intends to relinquish its additional seat arising from the extension of membership, in order that this position may be filled by Councillor S. Murray. Membership of the Committee is required to be appointed on a pro rata basis and such deviation requires that no member of the Council voted against this arrangement.***

STANDARDS COMMITTEE (9 MEMBERS)							
		Conservative Group (6)	Green Party Group (1)	Liberal Democrat Group (0)	Loughton Residents Association Group (2)	Independent Members	
	Chairman	B Rolfe					
	Vice-Chairman				C P Pond		
		N Avey	S Neville		R Jennings		
		R Morgan			C P Pond		
		H Kane					
		J Share-Bernia					
		K Williamson					
		B Rolfe					

SENIOR MANAGEMENT SELECTION PANEL (7 MEMBERS)							
		Conservative Group (4)	Green Party Group (0)	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
	Chairman	C Whitbread					
	Vice-Chairman	M Sartin					
		C Whitbread		J M Whitehouse	R Jennings		
		M Sartin			C P Pond		
		N Bedford					
		J Philip					

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SENIOR MANAGEMENT APPEALS PANEL (7 MEMBERS)

		Conservative Group (4)	Green Party Group (1)	Liberal Democrat Group (0)	Loughton Residents Association Group (2)	Independent Members	
	Chairman	S Kane					
	Vice-Chairman	P Stalker					
		P Bolton	S Neville		J Jennings		
		S Kane			C C Pond		
		P Stalker					
		H Whitbread					

REPRESENTATION ON OUTSIDE ORGANISATIONS 2021/22

1. Council Appointments - Organisations Carrying Out Council Regulatory or Non-Cabinet Functions

Organisation and Allocation Category		2021/22
1.	Epping Forest Care and Repair Management Committee (3)	This Committee has been disbanded, therefore no need to appoint in future.
2.	Epping Forest Citizens' Advice Bureau (3 including 1 voting member)	R Bassett (Voting) S Heather (Rep from Loughton)
3.	Campaign to Protect Rural England (Essex Branch) (1 + deputy)	S Heather N Bedford (Dep)
4.	Epping Forest Community Transport Board of Trustees (1)	S Kane
5.	Epping Forest Housing Aid Committee (1)	J Lea
6.	Epping Forest Local Highways Panel (4)	Cllr Wixley A Lion I Hadley H Kane
7.	Epping Forest Local Liaison Group (specific ward representation only)	(BCEUN) (1) N Avey (BHW) (1) K Williamson (ELTC) (1) L Burrows (EH) (1) J M Whitehouse (LSJ) (1) C P Pond (LSM) (1) J Jennings (LF) (1) R Baldwin (TB) (1) J Philip (WAHB) (1) T Matthews
8.	Essex Police, Fire and Crime Panel (1)	One plus (Deputy)
9.	Health Overview, Policy and Scrutiny Committee (1)	Not required for 2020/21. Local member to be appointed by Essex County Council.
10.	Grange Farm Managing Trustees (Term to 31.5.23)	R Morgan M Sartin C Scrutton
11.	Lee Valley Regional Park Authority (2) (Ongoing term to 30.6.21)	M Sartin S Heather (Deputy)

Organisation and Allocation Category	2021/22								
12.	<p>Leisure Centre Liaison Groups (Leisure Centre Customer Forums)</p> <p>The Leisure Contract Manager has advised that two members should be appointed to each Liaison Group/Customer Forum for 2021/22.</p> <table border="1" data-bbox="301 427 1501 770"> <tr> <td data-bbox="301 427 780 528">(a) Epping Sports Centre (2)</td> <td data-bbox="780 427 1501 528">J M Whitehouse L Burrows H Whitbread</td> </tr> <tr> <td data-bbox="301 528 780 629">(b) Ongar Leisure Centre (2)</td> <td data-bbox="780 528 1501 629">N Bedford P Keska</td> </tr> <tr> <td data-bbox="301 629 780 701">(c) Loughton Leisure Centre (2)</td> <td data-bbox="780 629 1501 701">R Brookes J Share-Bernia</td> </tr> <tr> <td data-bbox="301 701 780 770">(d) Waltham Abbey Swimming Pool (2)</td> <td data-bbox="780 701 1501 770">J Lea T Matthews</td> </tr> </table>	(a) Epping Sports Centre (2)	J M Whitehouse L Burrows H Whitbread	(b) Ongar Leisure Centre (2)	N Bedford P Keska	(c) Loughton Leisure Centre (2)	R Brookes J Share-Bernia	(d) Waltham Abbey Swimming Pool (2)	J Lea T Matthews
(a) Epping Sports Centre (2)	J M Whitehouse L Burrows H Whitbread								
(b) Ongar Leisure Centre (2)	N Bedford P Keska								
(c) Loughton Leisure Centre (2)	R Brookes J Share-Bernia								
(d) Waltham Abbey Swimming Pool (2)	J Lea T Matthews								
13.	<p>Epping Forest Local Councils Liaison Committee (no restriction)</p> <p>J H Whitehouse R Bassett H Kane J Lea R Morgan B Rolfe M Sartin J Share-Bernia</p>								
14	<p>Outer North-East London Joint Health Overview and Scrutiny Committee (1)</p> <p>A Lion</p>								
15.	<p>Princess Alexandra Hospital - Partnership Governor (1)</p> <p>P Bolton</p>								
16.	<p>Roding Valley Meadows Local Nature Reserve:</p> <table border="1" data-bbox="301 1279 1501 1384"> <tr> <td data-bbox="301 1279 780 1350">(a) Management Committee (1)</td> <td data-bbox="780 1279 1501 1350">S Murray</td> </tr> <tr> <td data-bbox="301 1350 780 1384">(b) Working Group (1)</td> <td data-bbox="780 1350 1501 1384">Not required - officer appointment</td> </tr> </table>	(a) Management Committee (1)	S Murray	(b) Working Group (1)	Not required - officer appointment				
(a) Management Committee (1)	S Murray								
(b) Working Group (1)	Not required - officer appointment								
17.	<p>Stansted Airport Consultative Committee (1 + deputy)</p> <p>P Stalker M Sartin (Deputy)</p>								
18.	<p>Stansted Airport Community Trust Fund (1)</p> <p>This organisation has been disbanded.</p>								
19.	<p>Town Centre Partnerships</p> <p>The Service Director (Community & Partnerships) has advised as follows with regard to the appointment of members to each Town Centre Partnership for 2021/22.</p> <table border="1" data-bbox="301 1727 1501 1995"> <tr> <td data-bbox="301 1727 780 1827">(a) Buckhurst Hill Village Forum (0)</td> <td data-bbox="780 1727 1501 1827">No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.</td> </tr> <tr> <td data-bbox="301 1827 780 1899">(b) Epping Town Centre Partnership (2)</td> <td data-bbox="780 1827 1501 1899">N Avey H Whitbread</td> </tr> <tr> <td data-bbox="301 1899 780 1995">(c) Loughton Broadway Town Centre Partnership (0)</td> <td data-bbox="780 1899 1501 1995">No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.</td> </tr> </table>	(a) Buckhurst Hill Village Forum (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.	(b) Epping Town Centre Partnership (2)	N Avey H Whitbread	(c) Loughton Broadway Town Centre Partnership (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.		
(a) Buckhurst Hill Village Forum (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.								
(b) Epping Town Centre Partnership (2)	N Avey H Whitbread								
(c) Loughton Broadway Town Centre Partnership (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.								

Organisation and Allocation Category		2021/22
	(d) Loughton High Road Town Centre Partnership (2)	No member appointment required. The Town Centre Partnership was not currently operating.
	(e) Ongar Town Forum Steering Group (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.
	(f) Waltham Abbey Town Partnership (2)	H Kane J Lea
20.	Voluntary Action Epping Forest (1)	B Rolfe
21.	Waltham Abbey Royal Gunpowder Mills Ltd (1)	H Kane
22.	Waltham Abbey Tourist Information Centre (Joint Management Committee) (3)	J Lea D Stocker T Matthews
23.	Leisure Management Contract Monitoring Board (6)	J M Whitehouse R Brookes N Avey H Kane P Keska R Morgan P Pranot
24.	Epping Forest College (Board of Governors of New City College and local advisory body for the Epping Forest Campus College) (NEW)	R Bassett
25.	EFDC Armed Forces Champion	S Murray B Rolfe J Lea

2. Appointments Held by Officers – Organisations Carrying Out Executive Functions (Appointments by the Leader)

	Organisation and Committee Responsible	Representative 2020/21
1.	Association of Retained Council Housing (ARCH)	Service Director (Housing & Property Services) (or representative)
2.	National Society for Clean Air (SE Division)	Service Director (Commercial & Regulatory Services) (or representative)
3.	Standing Conference – Investigation of Air Pollution	Service Director (Commercial & Regulatory Services) (or representative)
4.	Roding Valley Meadow Local Nature Reserve Working Group	Service Director (Environmental & Technical Services) (or representative)

3. Appointments Held by Officers – Organisations Carrying Out Council Regulatory or Non-Executive Functions

This Appendix indicates those organisations where the Council determined on 25 April 1995 that the representatives should be officers.

	Organisation and Committee Responsible	Representative
1.	Essex Water Safety Liaison Committee	Service Director (Commercial & Regulatory Services) (or representative)
2.	Voluntary Action Epping Forest (see also member appointments schedule)	Service Director (Community & Partnership Services) (or representative)

REPRESENTATION ON OUTSIDE ORGANISATIONS 2021/22

1. Leader Appointments - Organisations Carrying Out Executive Functions

Organisation and Allocation Category		2020/21
1.	Association of Retained Council Housing - Executive Board (1 + Deputy)	Housing Services Portfolio Holder Leader of the Council (Deputy)
2.	Civil Enforcement of Parking and Traffic Regulations Outside London - Adjudication Joint Committee (1)	Environmental & Technical Services Portfolio Holder
3.	Epping Forest District Community Safety Partnership (1 + Deputy)	Community & Regulatory Services Portfolio Holder P Stalker (Deputy)
4.	East of England Local Government Association (1)	Leader of the Council
5.	Six Authorities Liaison Group (formerly Enfield, Essex and Hertfordshire Border Liaison Group) (3 + Deputies)	R Bassett M Sartin J Lea S Heather (Deputy)
6.	Epping Forest District Local Strategic Partnership (LSP) The LSP Manager has advised as follows with regard to the appointment of members to each of the following LSP bodies for 2019/20.	
	(a) LSP Board ('One' Partnership) (1)	Leader of the Council
	(b) Health & Wellbeing Board (2)	Community & Regulatory Services Portfolio Holder Housing Services Portfolio Holder
	(c) Economic Board (1)	Finance, Qualis Client & Economic Development Portfolio Holder
	(d) Tourism Board (1)	R Bassett
7.	Essex Partnership for Flood Management (1)	Environmental & Technical Services Portfolio Holder
8.	Essex Waste Partnership - Inter-Authority Member Working Group (1 + Deputy)	Environmental & Technical Services Portfolio Holder Community & Regulatory Services Portfolio Holder (Deputy)
9.	Harlow-Stansted Gateway Transportation Board (1 + Deputy)	Environmental & Technical Services Portfolio Holder Community & Regulatory Services Portfolio Holder (Deputy)
10.	Local Government Association - General Assembly (1 + Deputy)	Leader of the Council Deputy Leader of the Council (Deputy)

11.	North Essex Parking Partnership (1 + Deputy)	Environmental & Technical Services Portfolio Holder Community & Regulatory Services Portfolio Holder (Deputy)
12.	Off-Street Car Parking Contract Monitoring Board (2)	Environmental & Technical Services Portfolio Holder Community & Regulatory Services Portfolio Holder
13.	South East Local Enterprise Partnership (2)	Leader of the Council Housing Services Portfolio Holder
14.	Waste Management Partnership Board (2)	Finance, Qualis Client & Economic Development Portfolio Holder Environmental & Technical Services Portfolio Holder
15.	West Essex Alliance (1 + Deputy)	Leader of the Council Community & Regulatory Services Portfolio Holder
16.	Co-operation for Sustainable Development Board (2 + 1 Deputy)	Leader of the Council Planning & Sustainability Portfolio Holder Housing Services Portfolio Holder (Deputy)
17.	Harlow & Gilston Garden Town Board	Leader of the Council Planning & Sustainability Portfolio Holder Finance, Qualis Client & Economic Portfolio Holder.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EXL2	Leader decision May 2016	<p>SERVICE DIRECTOR</p> <p>OR</p> <p>A LEVEL 2 MANAGER NOMINATED BY THEM (or suitably qualified officers authorised by the above-named)</p> <p>(in amounts shown in column 4)</p> <p>SERVICE DIRECTOR (HOUSING AND PROPERTY SERVICES) (or officer duly authorised) for Land held under Housing Act Powers Only</p>	<p>LANDLORD AND TENANT - MANAGEMENT OF COUNCIL PROPERTY</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> <p>Level 2 Manager – up to £25,000 per year Service Director - £25,001 to £100,000 per year</p> <p>Capital Transactions:</p> <p>level two manager – up to £50,000 per transaction Service Director - £50,001 to £500,000 per transaction</p> <p>(d) To approve licences to assign and licences for change in use in consultation with the relevant Portfolio Holder.</p>

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