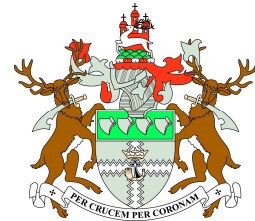


# Council Agenda



## Epping Forest District Council

### 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, 4 November 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](mailto: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. MINUTES (Pages 9 - 44)**

To approve as a correct record and sign the minutes of the meeting held on 30 September 2014 (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 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.

## 7. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 45 - 68)

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;
- (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 to ensure that all political groups and independent members may have their questions answered.

## 9. MOTIONS

To consider the following motion, notice of which has been given under Council Procedure Rule 13.

### **Street Lighting**

“This Council notes;

that many 100's of local residents are currently having to walk to underground stations and bus stops without street lights before 6.00am in the morning; and

This Council resolves to:

to ask Essex County Council to consider a switch on of the street lights by 5.00 am in the morning. (making the general switch of between 1.00 am and 5.00 am) therefore allowing Epping Forest residents to catch the early morning buses and trains with the aid of street lighting.”

**Proposed by: Councillor S Murray**

**Seconded by: Councillor Gode**

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

**10. REPORTS OF THE CABINET (Pages 69 - 72)**

(a) Supplementary funding for the procurement and appointment of Marketing Agents to seek an Operational Partner to manage the aviation activities at North Weald Airfield.

To consider a report of the Cabinet seeking supplementary funding from the District Development Fund for the above. (Report attached)

(b) To amend the Treasury Management Strategy Statement 2014/15 to 2016/17.

To consider a report of the Cabinet to amend the Treasury Management Strategy Statement 2014/15 to 2016/14 to permit lending to Service Providers that the Council is in a contractual relationship with. (Report attached)

**11. OVERVIEW AND SCRUTINY (Pages 73 - 74)**

(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 procedure rule 12.7(b).

**12. APPOINTMENT TO LICENSING COMMITTEE****Recommendation:**

To approve the following appointment for the remainder of the current municipal year:

(a) Councillor Adams to replace Councillor J H Whitehouse on the Licensing Committee.

(Director of Governance) A nomination has been received from the Liberal Democrat for a change of membership to the Licensing Committee.

The Council is asked to approve the nomination set out in the recommendation.

**13. LEADER DECISION - COUNCIL HOUSEBUILDING CABINET COMMITTEE (Pages 75 - 78)**

To note the attached decision taken by the Leader of the Council to amend the terms of reference of this Cabinet Committee.

The alteration is to include a further item in the terms of reference as follows:

(a) To appropriate Council-owned land, held for housing purposes and identified for Council house-building for planning purposes under provisions laid out in Section 122 of the 1972 Act and Section 226 (1) (a) of the 1990 Act on the grounds that the land is no longer required for the purposes for which it is currently held in the Housing Revenue Account.

**14. 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.

**15. 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
16	<b>Proposed Development of St Johns Road, Epping.</b>	3

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.

**16. REPORT OF THE CABINET (Pages 79 - 80)**

- (a) Proposed Development of St Johns Road, Epping.

To consider a report of the Cabinet seeking supplementary funding from the Capital Programme.

## EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

**Committee:** Council **Date:** 30 September 2014

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 9.38 pm

**Members Present:** Councillors A Boyce (Chairman), Mrs E Webster (Vice-Chairman), K Adams, K Angold-Stephens, R Bassett, Mrs H Brady, W Breare-Hall, K Chana, D Dorrell, Mrs R Gadsby, R Glozier, P Gode, Mrs A Grigg, R Jennings, Ms H Kane, H Kauffman, P Keska, J Knapman, Ms Y Knight, Mrs J Lea, A Lion, Mrs M McEwen, L Mead, A Mitchell MBE, R Morgan, S Murray, S Neville, J Philip, Mrs C P Pond, C C Pond, C Roberts, B Rolfe, B Sandler, Mrs M Sartin, Ms G Shiell, D Stallan, Ms S Stavrou, B Surtees, Mrs T Thomas, H Ulkun, Mrs L Wagland, G Waller, S Weston, C Whitbread, Mrs J H Whitehouse, J M Whitehouse and D Wixley

**Apologies:** Councillors R Butler, G Chambers, T Church, L Girling, J Hart, Mrs S Jones, Ms S Watson and N Wright

**Officers Present:** G Chipp (Chief Executive), R Palmer (Director of Resources), C O'Boyle (Director of Governance), D Macnab (Deputy Chief Executive and Director of Neighbourhoods), A Hall (Director of Communities), S G Hill (Assistant Director (Governance & Performance Management)), P Maddock (Assistant Director (Accountancy)), T Carne (Public Relations and Marketing Officer), R Perrin (Democratic Services Assistant), J Leither (Democratic Services Assistant) and P Seager (Chairman's Secretary)

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### 32. WEBCASTING INTRODUCTION

The Assistant Director of Governance and Performance Management 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.

### 33. MINUTES

#### RESOLVED:

That the minutes of the meeting held on 29 July 2014 be taken as read and signed by the Chairman as a correct record.

### 34. DECLARATIONS OF INTEREST

There were no declarations of interest by members of the Council under this item.

### 35. ANNOUNCEMENTS

#### (a) Announcements by the Chairman of the Council

##### (i) Newly Elected Members

The Chairman welcomed the newly elected Councillors for the Broadley Common, Epping Upland, and Nazeing Ward; Councillor R Glozier and the Epping Hemnall Ward; Councillor K Adams.

**(ii) Youth Council**

The Chairman welcomed the Youth Council members attending the meeting.

**(iii) Councillor Girling**

The Chairman announced that Councillor Girling's wife had given birth to twin girls yesterday.

**(ii) Events**

The Chairman reported on some of the events he had attended since the last meeting of the Council. The Council noted that the Chairman had been to many events around the District and Essex including the Annual Petanque Match with Epping Town Council, WW1 Commemorations in Moreton, followed by a 'Lights Out' Event at the Civic Offices and then onto the British Legion at Hemnall Street, the Fyfield Fun Day, the First World War Centenary with the Council of Sikh Gurdwaras in Chigwell, Harlow Civic Garden Party at Gibberd Gardens in Harlow, Rochford Civic Service in Rayleigh, the Clacton Air Show, the Epping Forest Scout Conservation Project at Fairmead Scout Campsite, 'Design Icons' exhibition at the Time Machine, Harlow, a commemorate event for Private Sidney Godley a Loughton Cemetery with the Youth Council, North Weald Airfield Fun Day, Hillmans Cottages flood alleviation scheme at Abridge, Holy Cross at Waltham Abbey, Scout Association at Skreens Park and Costermonger's Harvest Festival in Guildhall Yard in London.

**(iii) Floral Display**

The Chairman advised that he intended to send the flowers from tonight's meeting to Mrs M O'Donnell, who would be turning 100 years old in October 2014.

**(b) Announcements by the Leader of the Council and Portfolio Holders**

There were no announcements under this heading.

**36. PUBLIC QUESTIONS (IF ANY)**

The Council noted that there were no public questions to be considered at this meeting.

**37. QUESTIONS BY MEMBERS UNDER NOTICE****(a) White Lines**

**By Councillor S Murray to Councillor G Waller, Portfolio Holder for Safer, Greener, Transport**

"White lining on our roads and junctions are necessary for safety reasons and as an aid to good driving. The present state of our white lining as evidenced by myself and others in the Loughton and surrounding areas is in a very poor condition and at many key junctions and it is almost invisible.

Would the Portfolio Holder agree that this once again represents a major failing by Essex County in a key highways function and can he outline what steps he has taken already to try and rectify this unsafe and unsatisfactory situation and what



further steps he intends to take to ensure that Essex Highways maintain our white lines to a safe and acceptable standard?"

**Response by Councillor G Waller, Portfolio Holder for Safer, Greener, Transport**

"I thank Cllr Murray for his question. As he indicates, responsibility for the maintenance of existing white lines and the installation of new ones is that of Essex Highways. I am aware that in recent months white lines have been repainted across the county. This was something that the then County Portfolio Holder for Highway Maintenance, Councillor Bass, told us about when he presented his report to the Local Councils Liaison Committee several weeks ago. Unlike single and double yellow lines, white lines do not enable parking enforcement. I have sought clarification from Essex Highways and they inform me that "Existing white lining is maintained by Essex Highways in accordance with the Maintenance Strategy which can be accessed via the Essex County Council website. Any new white lining requests would be considered to be a 'highway improvement' and would be referred to the Local Highways Panel for consideration, to recommend to the Cabinet Member for approval.

If there are safety concerns around road junctions and/or roundabouts, then other traffic management measures may be required, and these can be investigated by the Local Highways Panel or the North Essex Parking Partnership. If Councillor Murray would like any specific sites to be investigated, then I would be happy to assist."

**Additional question by Cllr Murray**

In his opinion why does he think that Essex County Council have allowed the deterioration of the white lines to occur?

**Response by Councillor Waller**

Councillor Waller believed that the deterioration of the white lines had occurred over several years. As a result there were numerous white lines that needed replacing and this would take sometime to complete. He advised that many white lines had recently been replaced and he was unable to say whether different parts of the District had waited longer than others but he was willing to discuss the situation with Cllr Murray.

**38. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET**

The Council received written reports from the Environment Portfolio Holder, the Finance Portfolio Holder, the Governance and Development Management Portfolio Holder, the Housing Portfolio Holder, the Leisure and Community Services Portfolio Holder, the Planning Policy Portfolio Holder, Safer, Greener and Transport Portfolio Holder and the Technology and Support Services Portfolio Holder.

The Chairman invited the Leader and Assets and Economic Development Portfolio Holder to provide an oral report and other members of the Cabinet to give an oral update of their written reports.

(a) Leader of the Council

The Leader advised that he had met with the Leader of Braintree Council, Councillor Butland to discuss items of mutual interest between the Essex Authorities and working together in respect of the duty to co-operate under the Local Plan.

Councillor Whitbread reported that he had met with the local MP Eleanor Laing, to discuss residents concerns in the District and he had also attended the South East Local Enterprise Partnership (SELEP) Board meeting, covering Essex, Kent and parts of Sussex where he continued to press for resources for Essex.

He recently chaired the meeting of One Epping Forest, where he received a presentation on how services for early year's children were commissioned by the County Council which was well attended. The Leader advised that the Local Strategic Partnership continued to deliver good outcomes, but future funding for the Partnership was an issue.

The Leader informed Members that the Department of Education had confirmed the successful application of a Free School in Ongar and he wanted to congratulate everyone involved on this success for the District.

(b) Assets and Economic Development

The Portfolio Holder for Assets and Economic Development updated Members on the various development sites as follows;

- The Langston Road, Loughton development had been agreed in draft with a detailed report going to the November 2014 Cabinet Committee. Specialist advisors would be on hand to answer any questions that Members may have on the report;
- The Oakwood Hill, Loughton site had now received planning permission and following site surveys, planning conditions and confirmation of services to be relocated, the target date for completion was late Summer 2015;
- Following a positive discussions with Essex County Council, to deliver a proposed mixed use development on the St John's, Epping site, a report was coming to the Cabinet Committee on 6 October 2014, which would be in private session;
- The Town Mead Depot, Waltham Abbey site was under discussions with the Environmental Agency with a view to pursue a planning application for residential development; and
- The disposal of Leader Lodge, North Weald was currently in the hands of the solicitors with the view to achieve the highest price whilst keeping the building.

(c) Housing Portfolio Holder

Councillor Stallan advised that he wanted to amend his report to advise that a planning application for a development at Burton Road, Loughton would be submitted.

(d) Leisure and Community Services

Councillor Kane advised that she intended to make a statement on the Waltham Abbey Royal Gunpowder Mills under item 16 of the Council agenda.

(e) Technology and Support Services Portfolio Holder

Councillor Lion advised that on 8 September 2014 the Cabinet Committee had agreed a Capital sum of £84,000 to contribute towards the Essex County Council investment to extend super fast broadband coverage across the District. He asked

any Members interested in joining a Portfolio Advisory Group on this matter to approach him after the meeting.

### 39. QUESTIONS BY MEMBERS WITHOUT NOTICE

#### (a) Broadway Parking Review

Councillor C C Pond asked the Safer, Greener and Transport Portfolio Holder when the Broadway Parking Review would commence given that the Buckhurst Parking Review was nearing completion.

Councillor Waller advised that a date could not be given but as soon as the Buckhurst Hill Review had been completed, the Broadway Parking Review would commence.

#### (b) Public Safety

Councillor Murray asked the Leader of the Council, whether

(a) he shared the concern of Councillor Murray and the general public at the escalating number of serious and violent crimes within the District?

(b) whether he would like to comment on the near invisibility of the local police?; and

(c) did he have anything to say about the hundreds of workers in the District who will have to walk to public transport in the dark for the next six months due to the lights being switched off till 6 am.

Councillor Whitbread advised that public safety was always a concern and that the Council would work together with the police to make sure that there was adequate policing in the District. He advised that the perception of crime was worse than the reality and he was working together with the Local MP to do their best to deal with the issues and make sure that the Police were committing adequate resources.

#### (d) Safety and Disturbance

Councillor J H Whitehouse asked the Portfolio Holder for Safer, Greener and Transport about an update on the work of the Night Time Economic Group and whether he felt there were lessons to be learnt from the recent disturbances in the District.

Councillor Waller advised that there was great concern about the recent stabbing in Epping but neither the victim nor perpetrator were from the District. Both clubs involved cooperated with the Safer Communities Team and Police providing CCTV images. Unfortunately the High Street was closed for some time and people were concerned about the greater impact of the two clubs on Epping High Street. He advised Members that the Licensing Committee would consider whether any licensing concerns had been raised and the matter would be brought to the Licensing Committee's attention.

#### (e) The Royal British Legion Covenant

Councillor Angold-Stephens asked the Leader of the Council if he would consider a proposal from the Royal British Legion regarding a Community Covenant to disregard military payments when it came to means testing residents for housing support and

to prioritise the Disability Aids Grant to residents who serviced in the Armed forces, if these factors were not already taken into account by the Council.

Councillor Whitbread advised that the Council would look into the Covenant.

(f) Highways Repairs

Councillor Whitehouse asked whether the Council would consider the Essex County Council offer to match fund £50,000, for highways issues. He advised that in conjunction with the significant underspend on the Councils general fund last year of £383,000, the Council could match the offer to facilitate the badly needed highways repairs in the District, in particular the repairs to the pavements.

Councillor Waller advised that this had not yet been considered by the Cabinet. The Leader of Council advised that the Council had been looking into these options, although the underspend on the budget last year would assist this years budget.

(g) CAB Premises

Councillor Thomas asked if there were any more information on the new premises for the CAB in Epping and Loughton.

Councillor Kane advised that she had been working with the CAB to find solutions to the relocation of their premises. The CAB had undertaken to provide a detailed financial account and were considering different options for providing the service in future. She would also be attending their AGM.

(h) Standards Committee

Councillor Knapman enquired about whether the terms of reference for an Independent Member of the Standards Committee included restricting political activity in the post?

Councillor Philip advised that there was no political bar in legislation, although applicants for the position of independent member were asked about political membership in the interviews.

#### 40. MOTIONS

(a) Home-Start Epping Forest

**Moved by Councillor Murray and Seconded by Councillor Gode**

“This Council notes:

the closure in August of Home-Start Epping Forest following the expiry of its core funding from Essex County Council and the West Essex Clinical Commissioning Group; and

This Council resolves to thank Home-Start Epping Forest and its many volunteers for its 24 years of outstanding service to over 1,000 young families in the Epping Forest area.”

**Motion as first moved ADOPTED**

**RESOLVED:**

That this Council thank Home-Start Epping Forest and its many volunteers for its 24 years of outstanding service to over 1,000 young families in the Epping Forest area be recorded.

**(b) Sustainable Communities Act**

**Moved by Councillor Neville and Seconded by Councillor Gode**

"This Council notes:

(1) that large retail outlets, whilst bringing certain benefits to the local area, can also negatively affect the local economy – for example, whilst 50p of every pound spent at a small retailer remains in the local economy, only 5p of every pound spent at a large supermarket does so;

(2) the Federation of Small Businesses' estimate that business rates are five times more expensive for small businesses as a proportion of turnover than they are for large ones;

(3) Therefore welcomes the fact that 20 councils of all political colours have jointly submitted a proposal to the government under the Sustainable Communities Act, for Local Authorities to be given the power to raise a levy on the largest retail outlets, to help redress this imbalance, the wording of the proposal being that:

"The government give local authorities the power to introduce a levy of up to 8.5% of the rateable value on supermarkets or large retail outlets in their area with a rateable annual value not less than £500,000 and for the revenue to be retained by local authorities in order to be used to help improve their local communities."

(4) that the cost to large retailers of the VAT rise in 2011 was thirty-five times higher than this levy would be;

(5) that the proposed terms of the levy would currently raise money from the 5 largest retailers in Epping Forest District to support our local communities, though this Council could choose to set a levy lower than 8.5%, and a qualifying rateable value higher than £500,000;

This Council resolves to:

Supports the above proposal, and resolves to write to the Secretary of State for Communities and Local Government to urge him to do the same."

**Lost**

**RESOLVED:**

Motion was not adopted.

**41. STATUTORY STATEMENT OF ACCOUNTS 2013/14**

**Mover:** Councillor A Watts, Chairman of the Audit and Governance Committee.

Councillor Watts submitted a report regarding the Statutory Statement of Accounts for 2013/14.

Report as first moved **ADOPTED**.

**RESOLVED:**

That the Statutory Statement of Accounts for 2013/14 be adopted.

**42. REPORT OF THE CABINET****Supplementary funding for the new structure of the Asset Management and Economic Development Team.**

**Mover:** Councillor A Grigg, Assets and Economic Development Portfolio Holder

Councillor Grigg presented a report for supplementary funding for the implementation of the new structure for the Asset Management & Economic Development Team.

The Portfolio Holder advised that a supplementary estimate from the Continuing Services Budget for £30,770 was required to implement the new structure.

Report as first moved **ADOPTED**

**RESOLVED:**

That the supplementary estimate from the Continuing Services Budget for £30,770 be approved.

**43. APPOINTMENTS TO VACANCIES ON COMMITTEES/OUTSIDE BODIES**

The Council received notification of a change of representative for the Loughton Broadway Town Centre partnership and appointments to Planning Sub-Committees following the by elections for Broadley Common, Epping Upland and Nazeing and Epping Upland.

**RESOLVED:**

That the following appointments be made for the remainder of the current municipal year:

- (a) Councillor L Girling to replace Councillor K Angold-Stephens on the Loughton Broadway Town Centre partnership;
- (b) Councillor R Glozier as a member of the Plans West Sub-Committee; and
- (c) Councillor K Adams as a member of the Plans East Sub-Committee.

**44. OVERVIEW AND SCRUTINY****(a) Report of the Chairman of the Overview and Scrutiny Committee**

The Council received a written report from Councillor Morgan, the Chairman of Overview and Scrutiny Committee.

**(b) Reports of the Overview and Scrutiny Report to Council**

- (i) Review of the Polling District Polling Places and Polling Stations

**Mover:** Councillor M Sartin Chairman of Constitution & Members Services

Councillor Sartin submitted the report of the Committee regarding the review of the Polling District, Polling Places and Polling Stations.

Report as first moved **ADOPTED**

**RESOLVED:**

- (1) That, the proposals for Polling Districts and Polling Places in the Epping Forest District set out in Appendix 1, 1a and 1b and the reasons set out in Appendix 2 to these minutes be approved;
- (2) that the proposals be published and copies made available for inspection by the public at the Civic Offices, in at least one place in each Parliamentary Constituency covering the Epping Forest District and on the Council's website;
- (3) to note the intention of the Electoral Registration Officer to reflect the alterations required in the revised electoral register to be published on 1 December 2014; and
- (4) that the (Acting) Returning Officer when determining the location of Polling Stations for future elections, take account of the comments made about Polling Stations during the consultation period be agreed.

**45. CALL-IN AND URGENCY - NEW SEWAGE TREATMENT PLANT - WALLS GREEN, WILLINGALE.**

The Council noted that the Chairman of the Council had agreed that a decision of the Housing Portfolio Holder to waive Contract Standing Order C3 (2) ('Contracts Not Exceeding £25,000') to obtain three written quotations for the urgent installation of a new sewage treatment plant at Walls Green, Willingale, CM5 0QW, should be treated as a matter of urgency and not be subject to call-in.

**46. LEADER DECISION - COUNCIL HOUSEBUILDING CABINET COMMITTEE**

The Council noted a decision taken by the Deputy Leader of the Council to amend the terms of reference of the Housebuilding Cabinet Committee, to decide, where necessary, the names of developments undertaken through the Council Housebuilding Programme, following consultation with the Parish or Town Councils and Ward Members.

**47. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS**

- (a) Waltham Abbey Royal Gunpowder Mills Ltd

Councillor Kane advised that she had met with the Chief Executive of Waltham Abbey Royal Gunpowder Mills, where he had confirmed that contrary to media speculation there were no immediate plans to cease trading or sell off the site. She would update members with more information as and when it was available.

**CHAIRMAN**

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## DISTRICT OF EPPING FOREST – SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2014

## POLLING DISTRICTS AND POLLING PLACES

## (EPPING FOREST PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
Buckhurst Hill East	Buckhurst Way	AA	That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish comprising the roads – Albert Road (Wentworth Court and nos 2-24 evens), Birch Close, Buckhurst Way (51-71 odds, Honeysuckle Court and 2-182 evens), Cascade Close, Cascade Road, Cedar Close, Chestnut Avenue, Chestnut Close, Elgar Close, Elm Close, Holly Close, Hornbeam Close, Hornbeam Road, Lime Close, Lower Queens Road (2-90 evens), Maple Close, Station Way, Walnut Way, Willow Close	The polling district	Roding Valley Hall, Station Way	1743
Buckhurst Hill East	Loughton Way	AB	That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish not included in the Buckhurst Way Polling District	The polling district	Woollard Centre, Loughton Way	1832
Buckhurst Hill West	St Johns	AC	That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish comprising the roads – Albany View, Amberley Road (odd numbers), Ardmore Lane, Beech Avenue, Beech Lane,	The polling district	St John's Church Hall, High Road	2652

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
			Brook Road, Chandos Close, Chequers Hills Road, Church Road, Devon Close, Epping New Road, Fairlands Avenue, Fernside, Forest Side, Gladstone Road, Greenhill High Road, Hawsted, Heron Close, High Road (51-117 odd numbers, 2-114 even numbers), Hills Road, Little Plucketts Way, Luctons Avenue, Manor Road, North End, Ormonde Rise, Osborne Road, Parkside, Powell Road, Roebuck Lane (16-72 even numbers, 31-79 odd numbers), Russell Road (2-24 even numbers, 1-99 odd numbers), Stag Lane, Starling Close, Stradbroke Grove (29-81 odd numbers, 14-54 even numbers), The Cedars, The Drive, The Meadway (odds), The Stables, Trent Road, Tuttlebee Lane			
Buckhurst Hill West	Westbury	AD	That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish not included in the St John's Polling District	The polling district	Buckhurst Hill Baptist Church, Palmerston Road	2663
Chigwell Row	Chigwell Row	AE	The Chigwell Row parish ward of Chigwell parish	The polling district	To be decided	1886
Chigwell Village	St Johns	AF	That part of the Chigwell Village parish ward of Chigwell parish	The polling district	St John's Special School, Turpins	1721

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
			comprising the roads – Brunel Road, Chigwell Park, Chigwell Park Drive, Chigwell Road, Coolgardie Avenue, Ely Place, Emmaus Way, Forest Avenue, Forest Lane, Grovewood Place, Hatch Side, High Road (Little West Hatch, Cedar Park, Chigwell Nursery, 187-221 odds, 118-152 evens, Semmering, Forest Terrace), Hilltop View, Love Lane, Luxborough Lane, Lyndhurst Rise, Manor Road, New Barns Farm Lane, New Barns Way, Smeaton Road, St Mary's Way, The Childers, Tudor Close, Turpins Lane		Lane	
Chigwell Village	Chigwell Village	AG	That part of the Chigwell Village parish ward of Chigwell parish not included in the St John's Polling District	The polling district	St Mary's Parish Rooms, High Road	1556
Grange Hill	Limes Farm	AH	That part of the Grange Hill parish ward of Chigwell parish comprising the roads – Clayside, Cobdens Limes Avenue, Copperfield, High Meadows, Keats Close Limes Avenue, Limes Avenue, Northdene, Orange Grove, Regency Close, Southdale, The Brambles, Trotwood, View Close, Westmede	The polling district	Limes Farm Hall, Limes Avenue	2052

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
Grange Hill	St Winifreds	AJ	That part of the Grange Hill parish ward of Chigwell parish not included in the Limes Farm Polling District	The polling district	St Winifred's Church Hall, Manor Road	3060
Epping Hemnall	Allnutts	AK	That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Allnutts Road, Bower Hill, Bower Vale, Brook Road, Charles Street, Coopersale Hall, Coopersale Street, Crossing Road, Fiddlers Hamlet, Hillcrest Way, Oakleigh Rise, Stewards Close, Stewards Green Road, Stonards Hill (Stonards Cottages and Birds Green), The Orchards, Theydon Bower, Theydon Garnon, Warrenfield	The polling district	Allnutts Institute, Allnutts Road	1175
Epping Hemnall	Coopersale	AL	That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Brickfield Road, Chevely Close, Coopersale Common, Coopersale Street, Garnon Mead, Houblons Hill, Institute Road, Laburnum Road, Parklands, St Albans Road, Vicarage Road	The polling district	Coopersale Social Institute, Institute Road	811
Epping Hemnall	Hemnall	AM	That part of the Epping Hemnall ward of Epping Town Council not included in the Allnutts and Coopersale Polling Districts	The polling district	Pelly Court, Hemnall Street	2984

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
Epping Lindsey and Thornwood Common	Lindsey North	AN	That part of the Epping St John's ward of Epping Town Council comprising the roads – Aragon Mews, Barnfield, Beaconfield Avenue, Beaconfield Road (1-77 odds, 2-114 evens), Beaconfield Way, Beulah Road, Birch View, Boleyn Row, Church Field, Church Hill, Coopersale Common, Egg Hall, Fairfield Road, Frampton Road, Granville Road, Greenacres, Homefield Close, James Street, King Henrys Walk, Kingswood Park, Lindsey Street, Lynceley Grange, Maltings Drive, Maltings Lane, Margaret Close, Margaret Road, Meadow Road, Palmers Hill, Park Side, Rayfield (1-25 odds), Severns Field, Seymour Chase, Shaftesbury Road (7-49 odds, 2-76 evens), St Margaret's Hospital, Stonards Hill (Redgrove House, 1-7 odds, Old Pastures), The Plain, Thornwood Road, Tidy's Lane, Woodbury Down, Woodmeads	The polling district	Epping United Reformed Church, Lindsey Street	2086
Epping Lindsey and Thornwood Common	Lindsey South	AO	That part of the Epping St John's ward of Epping Town Council not included in the Lindsey North Polling District	The polling district	Conference Room, Epping Town Council Offices, St John's Road	2188

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
Epping Lindsey and Thornwood Common	Thornwood	AP	The Thornwood parish ward of North Weald Bassett parish	The polling district	Thornwood Village Hall, Weald Hall Lane	783
Loughton Alderton	Barfields	AQ	That part of the Loughton Alderton ward of Loughton Town Council comprising the roads – Alderton Close, Alderton Hall Lane, Alderton Hill (71A and 73), Alderton Mews, Alderton Rise, Barfields, Barfields Gardens, Barfields Path, Borders Lane, Bryony Close, Bushfields, Chequers Road, Cherston Gardens, Cherston Road, Chigwell Lane, Colson Gardens, Colson Green, Colson Path, Colson Road, Crossfields, Deepdene Path, Deepdene Road, Greenfields, Greenfields Close, Hogarth Reach, Homecroft Gardens, Honeycroft, Ladyfields, Ladyfields Close, Lucton Mews, Lushes Road, Maybury Close, Parkmead, Poundfield Road, School House Gardens, The Hawthorns, The Lindens, The Spinney	The polling district	Murray Hall, Borders Lane	2773
Loughton Alderton	Oakwood	AR	That part of the Loughton Alderton ward of Loughton Town Council not included in the Barfields Polling District	The polling district	Senior Citizens Clubroom Oakwood Hill	643
Loughton	Willingale	AS	That part of the Loughton	The polling district	The Nursery Unit,	1812

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
Broadway			Broadway ward of Loughton Town Council comprising the roads – Austen Close, Barrington Close, Barrington Green, Barrington Road, Chigwell Lane, Doubleday Road, Etheridge Green, Etheridge Road, Eversley Close, Ibbetson Path, Kingsley Road, Lytton Close, Mornington Road, Paley Gardens, Parsonage Court, Rochford Avenue, Rochford Green, Rookwood Avenue, Rookwood Gardens, Sandford Avenue, The Broadway, Torrington Drive, Torrington Gardens, Westall Road, Willingale Road (260-360 evens, 249-297 odds)		The Thomas Willingale Primary School, The Broadway	
Loughton Broadway	Hereward	AT	That part of the Loughton Broadway ward of Loughton Town Council not included in the Willingale Polling District	The polling district	St Thomas More RC Church, Willingale Road	1459
Loughton Fairmead	Fairmead	AU	That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Beech Close, Castell Road, Cedar Drive, Chandler Road, Chester Green, Chester Road, Cleland Path, Colebrook Lane (1-173 odds), Colebrook Path, Conyers Way, Droveaway, Englands Lane, Fairmeads, Grosvenor Close, Grosvenor	The polling district	Grosvenor Hall, Grosvenor Drive	1641

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
			Drive, Grosvenor Path, Harvey Gardens, Lawton Road, Mead Close, Pyrles Green, Pyrles Lane (2-132 evens), Swanshope, Sycamore Close			
Loughton Fairmead	Colebrook	AV	That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Appleton Road, Brady Avenue, Burney Drive, Colebrook Gardens, Colebrook Lane (2-102 even numbers), Etheridge Road, Foxley Close, Goldingham Avenue, Hanson Close, Hanson Drive, Hanson Green, Mannock Drive, Prescott Green, Thatchers Close, Westall Road	The polling district	Trinity Church Hall, Mannock Drive	957
Loughton Fairmead	Hillyfields	AW	That part of the Loughton Fairmead ward of Loughton Town Council not included in the Fairmead and Colebrook Polling Districts	The polling district	Loughton Town Council Meeting Room, Rectory Lane	735
Loughton Forest	Loughton Forest	AX	The Loughton Forest ward of Loughton Town Council	The polling district	Lincoln Hall, High Road	3442
Loughton Roding	Barncroft	AY	That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Barncroft Close, Barncroft Green, Barncroft Road, Leycroft Close, Oakwood Hill (62-118 evens, 73-123 odds), River Way (57-153 odds, 62-	Loughton Oakwood	Oakwood Hill Senior Citizens Clubrooms (outside Polling District)	446



Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
			156 evens)			
Loughton Roding	Whitebridge	AZ	That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Cheltenham Gardens, Danbury Road, Dunmow Close, Felstead Road, Greensted Road, Kirby Close, Nevill Way, Roydon Close, Sutton Close, The Meadway, Tylers Close, Valley Hill (54-150 evens, Hubbard Court, 59-123 odds, Roxwell House, Parndon House), Witham Close	The polling district	Whitebridge Junior School, Greensted Road	1081
Loughton Roding	St Michaels	BA	That part of the Loughton Roding ward of Loughton Town Council not included in the Barncroft and Whitebridge Polling Districts	The polling district	St Michaels and All Angels Church Hall, Roding Road	2072
Loughton St Johns	Loughton St Johns	BB	The Loughton St Johns ward of Loughton Town Council	The polling district	St John's Church Hall, Church Lane	3404
Loughton St Marys	St Mary's	BC	That part of the Loughton St Mary's ward of Loughton Town Council comprising the roads – Alderton Hill, Brook Road, Brooklyn Avenue, Churchfields, Clifton Road, Forest Road, Habgood Road, High Road, Kings Green, Priory Road, Rowans Way, Shaftesbury, Shelley Grove, Spareleaze Hill, St Mary's Close, Staples Road,	The polling district	St Mary's Parish Centre, High Road	1922

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
			Station Road, The Drive, Traps Hill (nos 1-69 odds), Tycehurst Hill, Woodland Road, York Crescent, York Hill			
Loughton St Marys	Whitehills	BD	That part of the Loughton St Mary's ward of Loughton Town Council not included in the St Mary's Polling District	Loughton Alderton	Murray Hall, Borders Lane (outside Polling District)	1838
Theydon Bois	Theydon Bois	BE	The parish of Theydon Bois	The polling district	The Parish Church of St Mary the Virgin, Coppice Row, Theydon Bois	3332
Waltham Abbey High Beach	High Beach	BF	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Avey Lane, Beech Hill Gardens, Church Road, Forest Close, Lippitts Hill, Manor Road, Mott Street (not included in the Sewardstone Polling District), Paul's Nursery Road, Pynest Green Lane, Rats Lane, Wellington Hill	The polling district	High Beech Village Hall, Avey Lane	449
Waltham Abbey High Beach	Sewardstone	BG	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Baden Drive, Bury Road, Butlers Drive, Cornwall Place, Daws Hill, Farm End, Gilwell Park, Godwin Close, Hawes Lane,	The polling district	Gilwell Community Centre, Gilwell Hill, Sewardstone Road	916

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
			Hornbeam Lane, King George Way, Mill Lane, Mott Street, (Mill Lodge, Mill House, Willow Tree Lodge, Daines Nursery, The Bungalow, Lira, Magnolia Cottage, Old Plough Cottage, Rose Cottage, Cedar Lodge, Beechside Bungalow, Netherhouse Cottages), Powell Drive, Sewardstone Green, Sewardstone Road, Woodman Lane			
Waltham Abbey High Beach	Upshire	BH	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Cobbins End Road, Copped Hall, Copthall Green, Crown Hill, Epping Road, Fernhall Lane, Forest Side, Honey Lane, Honeypot Lane, Horseshoe Hill, Long Street, Sergeants Green Lane, Skillet Hill, Southend Lane, Upshire Road, Upshirebury Green, Warlies, Woodgreen Road, Woodredon Farm Lane, Woodredon Hill	The polling district	Upshire Village Hall, Horseshoe Hill	321
Waltham Abbey High Beach	Woodbine Close	BJ	That part of the Waltham Abbey High Beach ward not included in the High Beach, Sewardstone and Upshire Polling Districts	The polling district	Room at Woodbine Close Social Club	286
Waltham Abbey	Ninefields	BK	That part of the Waltham Abbey	The polling district	Ninefields	1699

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
Paternoster			Paternoster ward of Waltham Abbey Town Council comprising the roads – Abbotts Drive, Amwell Court, Badburgham Court, Blackmore Court, Bromefield Court, Cullings Court, Farmers Court, Fullers Close, Geisthorp Court, Hill House, Loughton Court, Mallion Court, Neal Court, Read Court, Shingle Court, Skarnings Court, Stanford Court, Stanway Road, Sudicamps Court, Theydon Court, Tillingham Court, Winters Way, Woodford Court, Wormley Court, Wrangley Court		Community Centre, Hillhouse	
Waltham Abbey Paternoster	Paternoster	BL	That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council not included in the Ninefields Polling District	The polling district	King Harold School, Broomstick Hall Lane or Ninefields Community Centre, Hillhouse	1761
Waltham Abbey Honey Lane	Leverton	BM	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Acacia Court, Ashleigh Court, Ashtree Court, Caneland Court, Caterham Court, Coppergate Court, Dowding Way, Eagle Close, Falcon Close, Farthingale Court, Farthingale Lane, Gant Court, Harlton	The polling district	The Leverton Infant and Nursery School, Honey Lane	1990

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
			Court, Harrier Way, Hawk Close, Haywood Court, Honey Lane, (119-207 odds, Honey Lane Care Home, Upshire Hall Lodge, Skillett Hill Cottages, Skillett Hill Farm, Upshire Hall Lodge, 102-176 evens, Cobmead), Honeylands, Honeylands Cottage, Cobmead), Horseshoe Close, Jessop Court, Kestrel Road, Kings Meadow Court, Kingsdale Court, Lamplighters Close, Margherita Place, Margherita Road, Maynard Court, Merlin Close, Milhoo Court, Morris Court, Old Forge Court, Osprey Court, Osprey Road, Peregrine Road, Shernbroke Road, Stoney Bridge Drive, The Birches, Vicarage Court Horseshoe Close, Wheatfields Court Farthingale Lane, Wren Drive			
Waltham Abbey Honey Lane	Brookways	BN	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Aldersgrove, Birchwood, Bray Springs, Caldbeck, Downlands, Fairways, Gilsland, Greenleas, Heronswood, Holecroft, Honey Lane (30-100 evens), Longcrofts, Mayfield, Nightingales, Oakwood,	The polling district	Brookways, Roundhills	1446

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
			Patmore Road, Pinnacles Roundhills, Robinsway, Rochford Avenue, Roundhills, Ruskin Avenue, Springfields, Tennyson Avenue, The Dale, The Padgets, Windmill Close			
Waltham Abbey Honey Lane	Honey Lane	BO	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council not included in the Leverton and Brookways Polling District	The polling district	Old Peoples Day Centre, adj. to Ninefields Community Centre, Hillhouse	1180
Waltham Abbey North East	Breach Barns	BP	That part of the Waltham Abbey North East ward of Waltham Abbey Town Council comprising the roads – Aimes Green, Breach Barns Lane, Claverhambury Road, First Avenue, Galley Hill, Maple Way, Northside, Second Avenue, Southside, The Rise, Third Avenue	Waltham Abbey South West	Community Centre, Saxon Way	413
Waltham Abbey North East	Monkswood	BQ	That part of the Waltham Abbey North East ward of Waltham Abbey Town Council not included in the Breach Barns Polling District	The polling district	Community Centre, Saxon Way	2879
Waltham Abbey South West	Abbey	BR	The Waltham Abbey South West ward of Waltham Abbey Town Council	The polling district	Waltham Abbey Town Hall, Highbridge Street	3118
Broadley	Upland North	BS	That part of the Epping Upland	The polling district	Epping Upland	642

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
Common, Epping Upland and Nazeing			parish comprising the roads – Carters Lane, Chestnut Walk, Elm Close, Epping Green, Epping Green Road, Epping Long Green, Epping Upland, Eureka Gardens, Green Close, Parsloe Road, Pump Lane, Rye Hill, Rye Hill Road, The Magpies, Thornwood Road, Upland Road		Primary School, Carters Lane	
Broadley Common, Epping Upland and Nazeing	Upland South	BT	That part of the Epping Upland parish not included in the Upland North Polling District	Epping Lindsey South	Conference Room, Epping Town Council Offices, St John's Road (outside Polling District)	54
Broadley Common, Epping Upland and Nazeing	Bumbles Green	BU	The Bumbles Green parish ward of Nazeing parish	The polling district	The Leisure Centre, Bumbles Green	446
Broadley Common, Epping Upland and Nazeing	Broadley Common	BV	The Broadley Common ward of Roydon parish	The polling district	Craner Produce Farm, Common Road	565

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## DISTRICT OF EPPING FOREST - SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2014

## POLLING DISTRICTS AND POLLING PLACES

## (BRENTWOOD AND ONGAR PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
North Weald Bassett	Village (North Weald)	BW	The Village parish ward of North Weald Bassett parish	The polling district	North Weald Village Hall, High Road	3726
Chipping Ongar, Greensted and Marden Ash	Chipping Ongar	BX	The Chipping Ongar ward of the Ongar Town Council	The polling district	Budworth Hall, High Street	1453
Chipping Ongar, Greensted and Marden Ash	Greensted	BY	The Greensted ward of the Ongar Town Council	Chipping Ongar	Budworth Hall, High Street (outside Polling District)	601
Chipping Ongar, Greensted and Marden Ash	Marden Ash	BZ	The Marden Ash ward of the Ongar Town Council	The polling district	St James Church Hall, St James Avenue	1437
Shelley	Shelley	CA	The Shelley ward of the Ongar Town Council	The polling district	Community Centre, Cripsey Avenue	1758
High Ongar, Willingale and The Rodings	High Ongar	CB	The High Ongar parish ward of the High Ongar parish	The polling district	High Ongar Village Hall, The Street	513

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
High Ongar, Willingale and The Rodings	Norton Mandeville	CC	The Norton Mandeville parish ward of the High Ongar parish	High Ongar Village	High Ongar Village Hall, The Street (outside Polling District)	147
High Ongar, Willingale and The Rodings	Paslow Common	CD	The Paslow Common parish ward of the High Ongar parish	High Ongar Village	High Ongar Village Hall, The Street (outside Polling District)	365
High Ongar, Willingale and The Rodings	Willingale	CE	The parish of Willingale	The polling district	Willingale Village Hall	409
High Ongar, Willingale and The Rodings	Abbess Beauchamp and Berners Roding	CF	The parish of Abbess Beauchamp and Berners Roding	The polling district	Room in The Rodings, Dunmow Road	358
Lambourne	Abridge	CG	The Abridge parish ward of the Lambourne parish	The polling district	New Village Hall, Ongar Road	1297
Lambourne	Lambourne End	CH	The Lambourne End parish ward of the Lambourne parish	The polling district	Parish Rooms, Lambourne End	197
Moreton and Fyfield	Bobbingworth	CJ	The Bobbingworth parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	Moreton Village	Moreton Village Hall (outside Polling District)	220

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
Moreton and Fyfield	High Laver East	CK	That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes comprising the roads - Harlow Road, High Laver, High Laver Road, Mill Lane, Moreton Road	The polling district	Matching Village Hall, Matching Tye	60
Moreton and Fyfield	High Laver West	CL	That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes not included in the High Laver East Polling District	Magdalen Laver Village	Magdalen Laver Village Hall, Church Road (outside Polling District)	116
Moreton and Fyfield	Little Laver	CM	The Little Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	Matching Green Village	Matching Village Hall, Matching Tye (outside Polling District)	71
Moreton and Fyfield	Moreton	CN	The Moreton parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	Moreton Village Hall, Church Road	300
Moreton and Fyfield	Magdalen Laver	CO	The Magdalen Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	Magdalen Laver Village Hall, Church Road	199
Moreton and Fyfield	Fyfield	CP	The parish of Fyfield	The polling district	Fyfield Village Hall	669
Passingford	Stanford Rivers	CQ	The parish of Stanford Rivers	The polling districts for Hare Street and Toot Hill combined	Toot Hill Village Hall	645

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
				to form one polling district for the whole parish		
Passingford	Stapleford Abbots	CR	The parish of Stapleford Abbots	The polling district	Stapleford Abbots Village Hall, Stapleford Road	837
Passingford	Stapleford Tawney	CS	The parish of Stapleford Tawney	The polling district	St Mary's Church Hall, Tawney Road, Stapleford Tawney	108
Passingford	Theydon Garnon	CT	The parish of Theydon Garnon	The polling district	The Gatehouse, All Saints Church, Theydon Garnon	106
Passingford	Theydon Mount	CU	The parish of Theydon Mount	The hamlet of Theydon Garnon	The Gatehouse, All Saints Church, Theydon Garnon (outside Polling District)	145

## DISTRICT OF EPPING FOREST - SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2014

## POLLING DISTRICTS AND POLLING PLACES

## (HARLOW PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
Hastingwood, Matching and Sheering Village	Hastingwood North	CV	That part of the Hastingwood parish ward of North Weald Bassett parish comprising the roads – Foster Street, Green Lane Threshers Bush, Harlow Common, Latton Common, London Road (Whalebone Cottages, Tara, Ashgrove, The Gatekeeper, Hill House, Hill House Cottage, End House, Hill Cottage, Bay Tree Cottage, Caroline Cottage, Maya), Mill Street, Park Avenue	The polling district	St Mary Magdalen Church Hall, Potter Street	314
Hastingwood, Matching and Sheering Village	Hastingwood South	CW	That part of the Hastingwood parish ward of North Weald Bassett parish not included in the Hastingwood North Polling District	The polling district	Hastingwood Village Hall, Glovers Lane	180
Hastingwood, Matching and Sheering Village	Matching(1)	CX	The Parish of Matching of Matching comprising the roads – Carters Green, Church Lane, Clifford Close, Downhall Road, Harlow Road, Harlow Tye, High Lane, Hobbs Cross Road,	The polling district	Matching Village Hall, Matching Tye	553

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
			Homefields, Housham Tye, Matching Green (The Cherry Tree, Lascelles Cottage, Lascelles Lodge, Wingates, Martinsfield, The Leys, Martins Cottage, Kingstons Cottages, Mulberry Cottage, Lilac Cottages, Lavender Cottage, Karensa, Scathes, Little Honington House, Beeches, Forge Cottage, Blackwood House, Moat House, Saddlers Cottage, Maytrees, The Limes, Pear Tree House, Pond House, The Old Exchange, The Maltings, The Malt Barn, Albion House, Green Edge Cottage) , Matching Hall, Matching Road, Moor Hall Road, New Way Lane, Newmans End, Potash Road, Rainbow Road, The Green, Threshers Bush			
Hastingwood, Matching and Sheering Village	Matching(2)	CX	The Parish of Matching of Matching comprising the roads High Laver Road, Little Laver Road, Matching Green (Rose Cottage, Little Watermans, Willow Cottage, Horsegate, Brick Cottages, Jasmin Cottage, North Cottage, Chestnut Cottage, The Lilacs, Elem House, Little Elm Cottage, Maple House, Elms	The polling district	Matching Village Hall, Matching Tye	170

Ward	Polling District	Letters	Description of Polling District	Polling Place	Polling Station	Electorate
			Farm House, Home Meadow Barns), Watery Lane			
Hastingwood, Matching and Sheering Village	Sheering Village	CY	The Sheering Village parish ward of the Sheering parish	The polling district	Sheering Village Hall, The Street	693
Hastingwood, Matching and Sheering Village	Lower Sheering	CZ	The Lower Sheering parish ward of the Sheering parish	The polling district	Area in the bar at Railway Hotel, Hatfield Heath Road	1717
Lower Nazeing	Nazeingbury	DA	The Nazeingbury parish ward of the Nazeing parish	The polling district	St Giles Church Hall, Nazeing	2473
Lower Nazeing	Riverside	DB	The Riverside parish ward of the Nazeing parish	Nazeing Village	St Giles Church Hall, Nazeing (outside Polling District)	836
Roydon	Dobbs Weir	DC	The Dobbs Weir parish ward of the Roydon parish	The polling district	St Christopher's Hall, Dobbs Weir Road	425
Roydon	Roydon Village	DD	The Roydon Village parish ward of the Roydon parish	The polling district	St Peter's Church Hall, High Street	1399

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**Reasons for Decision**

**Polling Districts**

Polling districts are based on parishes or parish wards except where these are considered too large in which case they have been split into smaller districts.

The polling districts have been in place for several years and are considered to provide all electors with reasonable facilities to be able to vote.

**Polling Places**

Polling places are within the polling district except where it is not possible to find a suitable place within the area.

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In making the decisions regard has been had to:

- (a) The reasonable requirements of the electors in the constituency; and
- (b) The accessibility for disabled persons to the polling stations within the polling places.

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## ***Report to the Council***

**Committee:** Cabinet

**Date:** 4 November 2014

**Subject:** Assets and Economic Development

**Portfolio Holder:** Cllr A Grigg

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### **Recommending:**

**That the report of the Asset Management & Economic Development Portfolio Holder be noted.**

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### **1. Economic Development**

Having developed and worked up a second draft version of the Waltham Abbey Economic Development Plan, meetings have been held with Waltham Abbey Town Council and Waltham Abbey Town Partnership to discuss the next steps and to highlight key projects in the town. Further meetings are also due to take place to examine in detail the suggestions and outcomes of the Waltham Abbey High Street Summit that was held in July and, again, to establish a way forward.

In conjunction with the Essex Innovation Programme, an Access To Finance Roadshow will be hosted at the Civic Offices, bringing together a number of key funding exhibitors including NWES, Manufacturing Advisory Service, UKTI, Essex Funding & Investment Team and others. Epping Forest College and Epping Forest Chamber of Commerce have also been invited to exhibit. The event will take place from 9.00am to 11.30am on 17<sup>th</sup> November.

It has also been agreed to tie up with Start-Up Loans, a government backed agency, to promote their scheme that offers loans of up to £10,000 to businesses that are pre-trading or within their first 12 months of trading. This will be promoted via the Council website and social media to encourage take-up amongst the district's fledgling businesses.

### **2. Asset Management**

#### **Epping Forest Shopping Park**

I had intended to bring a report to the November Cabinet meeting, albeit in private session, to propose a legal structure for the joint venture between Polofind Ltd and this Council in relation to our respective sites at Langston Road.

Although the principles of the proposal are well advanced, the negotiations to secure agreement on the documentation continue – involving external specialists and senior officers. I am therefore intending to bring that report to the 1<sup>st</sup> December Cabinet and I felt Members should be made aware of the timetable.

#### **The former Public House site, Loughton Broadway:**

Possible changes to the development agreement are being considered as they may be to the Council's commercial advantage in terms of income. The relocation of the Council's garage tenants is underway to facilitate improved parking.

#### **The new Oakwood Hill Depot:**

Following the grant of planning permission, detailed design work and costings are being prepared to relocate services and achieve vacant possession of the Langston Road Depot site.

## **Pyrles Lane, Loughton**

An outline planning application for residential redevelopment of Pyrles Lane Nursery, Loughton is likely to be submitted in the New Year with amendments to address Member concerns raised previously.

In addition to the major sites which I refer to regularly in my updates, I refer by way of example to the 'routine' work of Asset Management which continues in the background.

## **57 The Broadway**

This shop was repossessed owing to rent arrears, and has been marketed by our agents, to let on a new 12 year lease with 4 year rent reviews. The shop is now under offer and will be referred to Legal Services to finalise the deal.

## **The former Scout Hut, Poplar Shaw, Waltham Abbey**

The lease has expired and Legal Services are to be instructed to prepare documents for surrender from the Scouts and a new lease to the Wishing Well Preschool. Funding has been made available by Essex County Council from the Capital building works expansion grant, following the findings of their Sufficiency Data Research Report which has identified a need within the local geographical area of Waltham Abbey.

## **Town Partnerships Forum - Economic Initiative Grant - £35k 2014/15**

At a meeting of the Town Partnerships on 14<sup>th</sup> October 2014 members of the Town Partnerships reported on the progress of their previously approved schemes. There were some new initiatives as well as the tried and tested events that had been successful in the past. The Partnerships are keen to learn from each other and are using a collaborative approach to projects.

The first bidding round had allocated the following for projects:

Buckhurst Hill Town Partnership - Getting us on the Map	£2,000
Epping Forest Chamber of Commerce - Website Amalgamation	£3,000
Loughton High Road Town Partnership - Milestones Project	£4,860
Loughton Broadway Town Partnership - 2nd Broadway Mural	£2,000
Events Equipment (to be shared with the other Partnerships)	£4,000
Shop Local for Christmas	£1,300
Debden Day 2015	£2,000
Ongar Town Forum - Multi Disciplined Tourism	£2,050

A second round of bidding for the remaining sum of approximately £13,000 will be held in the near future.

# ***Report to the Council***

**Committee:** Cabinet

**Date:** 4 November 2014

**Subject:** Environment

**Portfolio Holder:** Cllr W Breare-Hall

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## **Recommending:**

**That the report of the Environment Portfolio Holder be noted.**

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## **Waste Management**

At the time of this meeting the handover of waste management services from Sita to Biffa will have taken place. The coming weeks and months will see a number of significant changes, which I am keen to ensure are implemented smoothly and without disruption to residents, namely: the introduction of the service improvements associated with the new contract; relocation from Langston Road Depot to the Biffa depots in Waltham Cross and Edmonton; the purchase of a new vehicle fleet, and the move to a four day waste and recycling collection service next year.

## **Flooding and Drainage**

The inclement weather of Monday 13<sup>th</sup> October caused some serious isolated flooding in Nazeing, Sedge Green and Bumbles Green, plus some wider highway flooding issues. Some properties flooded internally while several other properties were at risk of internal flooding. Our officers worked late into the evening and issued sandbags at two locations. Elsewhere contractors cleared debris from a number of storm grills to facilitate the passage of high volumes of water after the rain had ceased. Affected residents were given advice during follow up site visits.

The Council's flood storage area at Thornwood Common coped well with high volumes of flood water. The bunded area stored water at the time of peak flood and released it overnight and the following day.

There were also a number of enquiries relating to surface water sewer flooding, the responsibility for which generally rests with the public utility company. Officers were, however, able to offer some limited assistance, and directed residents to the relevant organisation responsible for the asset.

## **Bobbingworth Nature Reserve**

The EDWT team, in conjunction with its partner contractor Veolia, will shortly be creating a new wetland habitat at the Nature Reserve to further enhance the biodiversity of this award winning site. The wetland area will serve a dual purpose in that it will also help to manage the surface water run off and ensure the surface water management system at the site continues to perform at the desired level.

## **Environmental Health & Neighbourhoods**

### **Essex Litter campaign**

Final results from the Essex wide 'Love Essex' litter campaign have recently been received and they indicate a reduction of over 40% in fast food litter across the county.

The campaign, which ran throughout the summer, saw Essex local authorities join forces with Essex County Council, RP2 media, The Highways Agency and fast food partners, to raise awareness of the issue of litter and the risk of fines for those that offend.

It also gained national support from the Keep Britain Tidy campaign, which undertook a review of the initiative, including the monitoring of specific sites over several weeks. Its findings show a 21% overall decrease in the amount litter across the county, with a 41% decrease in branded fast food litter.

The Environment and Neighbourhoods team participated in the campaign. Officers visited Epping, Loughton and Ongar with the Chairman and Cllr. Mary Sartin and full size versions of the campaign material, designed to educate the public and deter littering.

Officers also spoke to over 1700 children across the whole of Essex as part of the Crucial Crew week, challenging them to “make the right choice” regarding litter and other issues.

## **Noise**

### **Prosecution for loud music**

At a hearing on 9<sup>th</sup> October, the Council prosecuted Phillip Appleby, of Fairways, Waltham Abbey, for the breach of a noise abatement notice on 20<sup>th</sup> April 2014. Mr Appleby pleaded guilty. The Magistrate gave Mr Appleby a one year conditional discharge and ordered that he pay £230 towards the Council's costs.

### **Noise abatement notice served**

A noise abatement notice has recently been served on the Pastor of the Higher Ground United Reform Church, Smeaton Road, Chigwell, to control music and amplified sound from the Church.

Despite repeated advice, excessively loud live amplified music and amplified singing was witnessed from a neighbouring residential property. Officers are continuing to offer advice to enable the Pastor to comply with the notice, which comes into full force on 7 November 2014 and is currently in a period when an appeal may be received.

As with most noise abatement notices, the notice does not prohibit live music and singing, but restricts the volume to a level that does not cause a statutory nuisance to residents.

## **Environmental Health**

On 29<sup>th</sup> September, Chelmsford Magistrates Court condemned food that had been seized by Environmental Health Officers from branches of Belgique in Epping and Theydon Bois in May of this year.

The business had removed “Best Before” labels and replaced them, in some cases several times, with their own date labels and were unable to tell officers when the food had first been displayed for sale or when the manufacturer's date had expired.

Food Hygiene Improvement Notices were served on both branches of Belgique, requiring them to review their procedures for the storage and labelling of foods. Although the company complied with these Notices they also formally appealed against them, delaying a resolution of the case.

# ***Report to the Council***

**Committee:** Cabinet

**Date:** 4 November 2014

**Subject:** Finance

**Portfolio Holder:** Cllr S Stavrou

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**Recommending:**

**That the report of the Finance Portfolio Holder be noted**

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## **Accountancy**

Our last Council meeting saw the adoption of the Financial Statements for 2013/14 and that has allowed both officers and Members to now focus on the budget for 2015/16 and beyond. Recent economic data has made it clear that the public finances are still recovering and that austerity will continue for district councils for some time regardless of the outcome of the general election. This emphasises the importance of economic development and maximising the returns from our assets. Over the medium term we have an ambition for the Council to be self-financing and not reliant on grants from central government. This is a realistic prospect but the development projects will take time to complete and so there is a need for reductions in net spending over the next couple of years.

The next meeting of the Finance Cabinet Committee on 13 November will receive some reports with suggestions to improve our revenue position and other ideas will be evaluated through the budget process. I would like to invite all Members to discuss any ideas on savings with myself or the Director of Resources as I am sure many of you will have good ideas that may not occur to either officers or Portfolio Holders.

## **Benefits**

In my previous report to Council I informed Members that the Essex Benefits Mangers group were one of the five finalists for the Institute of Rating, Revenues and Valuation (IRRV) annual award for excellence in partnership working. This was well deserved recognition for the work that has gone into the implementation of Local Council Tax Support across the county. Unfortunately, the group did not win the award but this has not reduced their enthusiasm for partnership working. To build on the success of the first two years, further work is being developed to examine the award of discounts on Council Tax accounts. This work is still being supported by Essex County Council and the Fire Authority and I am particularly pleased to report that the Police Authority have recently confirmed their ongoing support too.

The Benefits Service continues to perform well and has exceeded the key processing targets at the end of the second quarter. The performance figures on processing new claims in the second quarter show a significant improvement. During the second quarter new claims were processed on average in 22.55 days, compared to a target of 25 days and compared to 25.59 days at the end of the second quarter last year. Performance on processing changes of circumstance was also good, with the figure of 7.87 days being below the target of 10 days and showing an improvement on the first quarter.

## **Revenues**

The Revenues Service has also put in a strong performance in the second quarter. At the end of September in-year Council Tax collection was at 52.40% which is above the target of 51.94%. This is slightly up on the figure of 52.27% at this time last year.

The collection of non-domestic rates was slightly lower than the target at the end of September, with 53.37% achieved compared to the target of 55.97%. As I reported last time, this is a consequence of the change in the legislation to allow ratepayers to spread their instalments over 12 months (April to March) instead of the previous requirement to make payment over 10 months (April to January). It is evident that most of the Council's significant ratepayers have taken up the 12 month option to improve their cash flow. I am still confident that these amounts will ultimately be collected and that the annual target will still be achieved.



# **Report to the Council**

**Committee:** Cabinet

**Date:** 4 November 2014

**Subject:** Governance and Development Management

**Portfolio Holder:** Cllr J Philip

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## **Recommending:**

**That the report of the Governance and Development Management Portfolio Holder be noted.**

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### **1. Development Management**

Building Control is showing very good progress with current income £13,500 above budget at £43,248. This brings the average turnover to £36,353 per month as compared with the budgeted monthly requirement of £32,167.

Development Control continues to show a degree of resilience with income for September 2014 of £41,028. Although this was the lowest monthly income for Development Control in the 2014/15 year it was still £5,588 over budget.

The first six months of 2014/15 shows that Development Control averages £57,103 per month and their half year total constitutes 66.5% of the budget set for 2014/15 of £515 000. In other words Development Control income on planning applications is already £108,326 over the budget at this stage. This is not surprising given the total number of all planning related applications is nearly 300 up on this time last year.

### **2. Individual Voter registration (IER) – Progress Report**

As has been reported before, Electoral staff are now in the final stages of the canvass using the new IER processes. This is the first year of this system and it has highlighted two initial issues:

- a) The Council are not seeing the registration of as many 16/17 year olds as would normally be expected despite efforts to identify them using a variety of engagement methods; and
- b) Electors registering at new addresses are not providing previous addresses so there is a chance of being registered twice in our area.

In order to address the issues, officers have taken the following action:

- 1) Officers have made an approach directly to the Cabinet Office to seek additional funding to undertake a write-out in early January to each property listing the electors we have on the register as at 1 December 2014 so that residents have the opportunity to make sure those who should be registered are, particularly as we are approaching a General Election. This process cannot be funded from current internal resources. The result of this request will be further reported once the outcome is known.
- 2) Extending staffing arrangements within the section as part of a Restructuring Phase II proposal to maintain higher staffing levels. The Council will apply in due course to the Cabinet Office for continuation funding in 2015/16. This process is thought to start in November 2014 with grant paid in April 2015. This will enable the rigorous chasing of changes to registrations throughout the year.

- 3) Officers recently attended 'Freshers Day' at Epping Forest College as part of a Council Team to speak to students about the need to register and have produced a leaflet aimed at this age group for distribution in schools with sixth form age students.

Officers continue to seek responses from the remaining 1000 electors that have not registered despite three approaches to them since August to update their information as they could not be otherwise be verified.

### **3. Information Service – Essex County Council SLA**

The Information Service Level Agreement between Epping Forest District Council and Essex County Council continues to operate very successfully. During the first six months of the Financial Year to September 2014, Essex County Council assisted residents with District Council information and services on 35,815 occasions. The vast majority of these transactions involved the provision of recycling sacks. However, in accordance with the terms of the SLA, the Essex County Council Library Service also assisted residents with help on a wide variety of other District Council services including housing, Council Tax and Benefits, planning applications, electoral matters and environmental health issues.

The agreement provides for devolved District Council information services to residents through local libraries in Loughton, Waltham Abbey, Chipping Ongar and Buckhurst Hill. The District Council continues to provide information services directly from the main reception at the Civic Offices in Epping.

Epping Forest District Council achieved savings in the region of £43,000 when it replaced its own directly provided information centres in Waltham Abbey and Loughton with the County Council partnership. Under the terms of the SLA which commenced on 24 January 2013, ECC provides an enhanced service via its larger libraries in Loughton and Waltham Abbey and a 'lite' service from Buckhurst Hill and Chipping Ongar. Loughton and Waltham Abbey account for more than 82 per cent of visitor transactions.

Customers appreciate being able to access Council information in their local library rather than having to go to Epping. The fact that services are available six days a week at Loughton, or on Saturdays at the other three libraries is also helpful.

Although part of a separate agreement between the District and County Councils, (contained within the Finance portfolio), the payment kiosk at Waltham Abbey Library is also extremely well used. It has increased footfall and awareness of the library. The two agreements provide complimentary services and the library staff are very happy to help anyone who needs a hand or guidance in using the payment machine.

Library staff are familiar with and can assist residents in accessing services through the District Council website. Phone lines are provided with direct links between the libraries and the Civic Offices to enable members of the public to talk directly with the District Council on more complex issues beyond the scope of the library staff. The Library and District Council staff work very well together, updating each other as appropriate so that the service is as seamless as possible for local residents.

### **4. Local Land Charges**

In response to a request from the Land Registry appropriate members of staff are meeting with representatives from the Land Registry on 4 November to discuss the impacts and practicalities of the proposed hand over of the Local Land Charges Register.

### **5. Legal Services: Prosecution Statistics**

Members receive detailed updates of the Council's prosecutions in the Bulletin on a regular basis. Each case is an example of cooperative working within and across the Directorates.

By way of summary I set out the cases which have been successfully prosecuted since April this year.

### **HOUSING BENEFIT PROSECUTIONS**

4 in total;

- 1) 2 years suspended prison sentence with 250 hours unpaid work. Costs awarded £950;
- 2) Fine £2875. Costs £450;
- 3) Curfew. Costs £200; and
- 4) 16 weeks imprisonment, no costs.

### **RIGHT TO BUY FRAUD PROSECUTIONS**

- 1) 21 months suspended for 24 months  
+ 100 hours unpaid work;  
+ 12 months supervision; and  
£100 Victim surcharge applied.
- 2) 12 months imprisonment;  
9 months imprisonment to run concurrently;  
£100 Victim surcharge applied; and  
Costs reserved until the conclusion of the confiscation proceedings;

### **PLANNING PROSECUTIONS**

- 1) Cutting down tree in conservation area - Fine £3500. Costs £380
- 2) Development to Listed building without consent – withdrawn as compliance achieved just before hearing.

### **FLYTIPPING / HANDING OVER WASTE**

3 prosecutions – Total fines £867 Costs £1596.39.  
1 withdrawn as accepted caution.

### **BREACHES OF ASBO**

1 Case - 10 weeks imprisonment suspended for 1 year. Costs £180 (after Jury trial).  
Defendant has subsequently been evicted for breach of tenancy conditions.

### **NOISE PROSECUTIONS**

1 – Conditional discharge £230 costs

### **HEALTH AND SAFETY PROSECUTIONS**

2 – total fines £18,000. Costs £13,988.96

### **STREET TRADING**

2 – total fines £2,500. Costs £1384.73

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## ***Report to the Council***

**Committee:** Cabinet **Date:** 4 November 2014  
**Subject:** Housing  
**Portfolio Holder:** Cllr D Stallan

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### **Recommending:**

**That the report of the Housing Portfolio Holder be noted.**

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### **Review of the Housing Allocations Scheme and Tenancy Policy**

At its meeting on 21 October 2014, the Housing Scrutiny Panel is due to review the Council's Housing Allocations Scheme and Tenancy Policy, which were introduced in September 2013. The Cabinet asked the Housing Scrutiny Panel to review them after 12 months' operation.

The main issues due to be reviewed are as follows:

- The Residency Criteria for joining the Councils Housing Register, including whether or not the minimum period of residence should be increased to 5 years;
- Whether there should be any exceptions to the Residency Criteria, particularly for those in work in the District or seeking work or long-term training;
- Whether the financial thresholds for excluding applicants from the Housing Register due to their income and/or assets should be lowered and, if so, to what level;
- Whether the penalties for refusals of offers of accommodation should be strengthened;
- Increasing the incentives to encourage under-occupying Council tenants to downsize; and
- Whether Flexible (fixed-term) Tenancies, currently granted for new lettings to Council properties comprising 3 bedrooms or more, should be extended to all sizes of property

I held informal discussions with Cabinet colleagues in advance of the Scrutiny Panel meeting, to help inform my initial views on the major aspects to be considered under the 12 month review. I also took into account the approach taken by six other Essex local authorities. I then made a formal Portfolio Holder Decision setting out the key issues I feel the Scrutiny Panel should consider.

I considered this essential, since it should give the Scrutiny Panel and officers direction on the general approach I feel should be taken, in an effort to prevent any unnecessary work and to assist with avoiding any recommendations being put forward to the Cabinet by the Scrutiny Panel that would not be supported.

Following the meeting of the Scrutiny Panel, the revised Housing Allocations Scheme and Tenancy Policy will be drafted and sent to an external Legal Advisor for advice. Any advice given will be incorporated and a consultation exercise will then be undertaken with all interested partner agencies, including local councils, the Tenants and Leaseholders Federation and other Registered Providers of Housing within the District.

In the new year, the Chairman of the Housing Scrutiny Panel will submit the Scrutiny Panel's report to the Cabinet, setting out the proposals for the revised Scheme and the outcome of the consultation.

### **Council House-building Programme**

The Council House-building Cabinet Committee met on 13<sup>th</sup> October 2014 to consider 14 feasibility studies for potential development sites on Council-owned land (mainly difficult-to-let garage sites) in Loughton and Buckhurst Hill. As usual, all the relevant Ward Members were invited to attend and give their views on the individual sites.

The sites that the Cabinet Committee agreed at the meeting were viable for development were at: Kirby Close, Whitehills Road, Bushfields, Chequers Road (2 sites) and Ladyfields in Loughton; and at Hornbeam Close (2 sites), Bourne House, Pentlow Way and Loughton Way in Buckhurst Hill.

A decision was deferred on two further sites at Lower Alderton Hall Lane, Loughton and Hornbeam House, Buckhurst Hill - where alternative designs were requested in order to improve upon: the proposed parking, the proximity to the existing trees, arrangements for refuse collections and access by emergency vehicles.

It was agreed not to pursue one site, at Marlescroft Way, Loughton, due to it being in a flood zone. It was agreed that the future use of these garages should be considered by the Oakwood Hill Environmental Task Force, which is considering the use of garages on the estate as one of the many improvements identified (see below).

Further meetings of the Cabinet Committee are scheduled for November 2014 (where a further 8 sites will be considered for Loughton) and December 2014 (where a number of sites in Epping, Coopersale and North Weald will be considered).

Once all of the feasibility studies presented to these three meetings have been considered, the sites that have been identified for development will be arranged into development packages for future years of the Housebuilding Programme and planning permission will be sought for each of the sites over the coming year.

Further feasibility studies will also be undertaken over the next year for the remaining sites previously identified as potentially being suitable for development.

### **Oakwood Hill Environment Task Force**

The Task Force that I set up to look at environmental improvements at the Oakwood Hill Estate, Loughton has met on two occasions so far, and has identified a number of potential improvements for the £200,000 allocated by the Council from the Housing Improvements and Service Enhancements Fund and the £200,000 match-funding from the County Council, including:

- Footpath improvements
- The creation of a "public space", possibly outside of the shops including the removal of the pedestrian deterrent paving outside of the shops;
- Additional off street parking
- Improved landscaping
- Increasing the frequency of the weed-killer treatment
- Additional dog waste bins
- CCTV installation in higher risk areas
- Cleaning or replacement of the fascias and soffits of the blocks of maisonettes

- Introduction of a colour coding to the blocks on the Estate to fall in line with the Estate plans on display around the Estate
- Clearance of the culvert running through the Estate.

Essex County Council Highways attended the last meeting and, after an estate inspection, indicated that (subject to a more detailed survey) it may be possible to resurface the whole of the estate's footpaths.

### **Redress Schemes for Lettings Agents and Property Managers**

New legislation has come into force which requires all lettings agents and property managers (with a few exceptions) to have joined a government-approved 'redress scheme' by 1 October 2014. These schemes have been set up to provide private tenants, landlords and leaseholders dealing with property managers and lettings agents in the private residential sector access to an independent organisation to deal with concerns about the service they have received. This will make it easier for tenants and landlords to complain about bad service and prevent disputes escalating.

Importantly, local authorities are the enforcing authorities and we can make a penalty charge of up to £5,000 for failure to belong to one of the three Redress Schemes that have already been set up. Local authorities are being encouraged to charge the full £5,000 penalty, but need to be aware that agents have a right of appeal on specified grounds, which includes the fact that that they were unaware of the requirement.

To make it less likely that letting agents and property managers are unaware of the requirement and that such appeal would be successful, officers are currently writing to all of the agents in the District that do not currently appear to belong to one of the three redress schemes, advising them of the requirement to sign up and informing them that we will issue a notice of intention to charge if they fail to do so.

It is my intention to recommend that the Council charges lettings agents and property managers that fail to meet the requirements the full £5,000, as recommended by the government, and I will be including this proposal within the Schedule of Housing-Related Fees and Charges for 2015/16, when it considered by the Finance and Performance Management Cabinet Committee in November.

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# ***Report to the Council***

**Committee:** Cabinet

**Date:** 4 November 2014

**Subject:** Leisure & Community Services

**Portfolio Holder:** Cllr H Kane

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**Recommending:**

**That the report of the Leisure and Community Services Portfolio Holder be noted.**

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## **Community Services**

**Police Crime Commissioner Funding:** A grant of £7,160 has been awarded to Community Services, to develop positive relationships with young people, through provision of football and related activities for 11- 16's in Waltham Abbey and Limes Farm, Chigwell. It is hoped that the provision will divert young people away from anti-social behaviour and crime, help build respect and cohesion in the local community and help the participants to gain new skills and improve their wellbeing.

**Funding for Trampolining sessions:** Essex County Council's 'Short breaks Team' have awarded additional funding of over £1000, to Community Services in order to extend the number of trampolining sessions available for disabled children and young people in the district. This special programme which has been very successful in improving the coordination and confidence of participants currently has extensive waiting lists, but the additional funding will enable the provision of new sessions at Ongar Leisure Centre.

**Youth Mountain Biking:** The original young people's mountain biking club which meets every Saturday at High Beach in Loughton, continues to expand, with average attendances now around 35 each session. Due to the popularity of this sport which had a high profile at the Olympics in 2012, Community Services has also established four satellite mountain bike clubs that operate in local schools and as young people develop their skills, they are fed into the High Beach club to tackle the more advanced terrain.

**'Active Boys':** Focusing on the need to get more boys physically active the arts development department worked with Roding Valley School to deliver a Boys Day of Dance on 26<sup>th</sup> September. All 120 boys in years 7&8 participated in a day of dance and got to experience four different high energy dance forms.

**Singing Project:** A further three schools are due to start a free singing development project after half term. The project funded by the Essex Music Hub aims to strengthen music skills in teachers and pupils in primary schools in the district.

**District Youth Conference:** The Epping Forest Youth Council hosted a very successful Youth Conference on Tuesday 14<sup>th</sup> Oct to mark Local Democracy Week. 89 young people representing every secondary school in the district attended on the day. Delegates participated in facilitated workshops examining issues such as; stress, alcohol, drugs, employment & skills, volunteering and bullying. The young people were able to then question key service providers from a range of partner agencies in the afternoon. I was delighted to be invited on to the Panel, and joined Lindsay Whitehouse – Deputy Police and Crime

Commissioner for Essex, Michael O'Brien – Head of Commissioning Education & Lifelong Learning from Essex County, Chris Seward – Chair of the Secondary Schools Group and professionals in the field of alcohol and drugs, along with Leader, Councillor Chris Whitbread.

Our Epping Forest young people particularly highlighted the need for additional resources in respect of adolescent mental health and were keen to have more access to local volunteering opportunities. Following on from other partnership working with Epping Forest College, several of their photography students provided the photographic coverage for the event.

**Young Citizen of the Year:** The search is on for our Young Citizen of the Year and Members are urged to nominate worthy young people before the closing date of 28<sup>th</sup> November.

**Community Cohesion:** Proactive community development work continues to be rolled out in Waltham Abbey and from The Limes Centre in Chigwell. November will see the launch of a Good Neighbour Scheme in the Oakwood Hill and Shelley areas, which will encourage neighbours to get together and look out for each other as the nights draw in.

**Museum Service:** The Museum continues to provide a fantastic variety of opportunities for local people of all ages and abilities to access the rich history of our district and country. A WW1 Exhibition was launched at Lowewood Museum in Hoddesdon, which has been a great success and various family drop in sessions are being staged at venues across the district including the Waltham Abbey Library. The Museum display case and panels are proving to be popular in the Civic Offices Atrium and the Museum team continue to find new ways of engaging with their existing and new audiences.

The main building contract for the Museum is now well progressed and tenders for this will be submitted to the Council in November and I will be working with a panel consisting of officers, appointed project consultants and our project lead from the Heritage Lottery Fund, to assess the tenders. As the contract will be in excess of £1m, a report will then be submitted to Cabinet Committee to approve the award of Tender.

**Leisure and Cultural Strategy:** The Cabinet are due to consider the new Leisure and Cultural Strategy for the District on the 3 November, which will identify the future role and providers for the Council with respect to Leisure opportunities. The Strategy will also recommend the preferred procurement option for the new Leisure Management Contract due to commence in January 2016. I will be able to update Members on the Cabinet's consideration of these important issues.

## ***Report to the Council***

**Committee:** Cabinet

**Date:** 4 November 2014

**Subject:** Safer, Greener & Transport

**Portfolio Holder:** Cllr G Waller

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**Recommending:** That the Report of the Safer, Greener & Transport Portfolio Holder be noted.

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### **Community Safety**

The CCTV installation at Loughton is now complete. Coverage extends along the High Road between Old Station Road and Trapps Hill, with the number of high definition cameras increasing from six to 30, providing excellent image clarity and detail both day and night. Thus, locations that are active in the night time economy are well covered.

These CCTV cameras are already linked to the local police and Essex Police Headquarters at Chelmsford, and will shortly provide extended coverage to the Community Safety Team based at the Civic Offices.

The current Domestic Homicide Review Report has now been completed and, when approved by members of the Community Safety Partnership, is due to be submitted to the Home Office for approval by its Quality Assurance Panel before being published.

### **Safeguarding**

The Council is currently collating information for the annual safeguarding audits required by Essex Safeguarding Children Board and Essex Safeguarding Adults Board. As referred to in my previous Report to Council, the audits have been expanded in scope this year to include more in-depth analysis of training and leadership commitment.

A substantial number of members still need to undertake the in-house training provided, and the last course arranged in August had to be cancelled due to lack of numbers. Therefore, to ensure that the Council can fulfil its duties under Section 11 of the Children Act 2004, two more sessions have been arranged for those members who have not yet undergone training and these will be held on the following dates:

Saturday 15 November 10.30 am - 12.00 noon (Refreshments provided at 10.00 am)  
Tuesday 9 December 6.00 pm - 7.30 pm (Tea and coffee provided)

Members are very strongly urged to book on to one of these training sessions, as any weaknesses including inadequate training are identified in council audits which are now published; action can be taken if a council is found to be 'inadequate'. As I have previously stated, failure to ensure that councillors are trained in safeguarding has also been identified as a risk on the Council's risk register.

## **Energy switching**

The Council is promoting the Essex Energy Switch scheme, which is an initiative providing householders with the opportunity to change suppliers by using a method which is less risky, less complex and far more likely to reduce their bills. (*Which?* has found that a substantial proportion of those who switch end up paying more.)

Under the scheme, suppliers bid for the right to supply those householders signing up, who are under no obligation to commit themselves until they are ready to do so. They are then guided through the process and advised about the pros and cons of the offer, before making a decision.

The Council participated as a partner in an energy switch auction earlier this year, and the intention is for it be actively involved in promoting a second auction to be held in December, this time accompanied by a more extensive publicity campaign. Essex County Council will be working in partnership with district and borough councils to help Essex residents secure a better deal on the cost of their gas and electricity bills by combining their purchasing power.

## **Countrycare**

Countrycare has hosted several events since my last Report.

For children Countrycare hosted an evening of bug-hunting and pond-dipping for the Woodford Brownies on the pond at Woodford Green. This event was attended by 28 Brownies. A kids' event took place at Roughtalleys Wood, North Weald, helping children to understand the needs of hedgehogs which have been in severe decline partly because of habitat changes.

I was very pleased to take part in a guided walk around Sheering, taking in the Copse which Countrycare has just started to manage on behalf of Sheering Parish Council. Twenty people participated in the walk, learning about tree diseases, veteran trees and how to age a hedgerow.

In land management, a day was spent in partnership with the Essex Wildlife Trust, mowing and raking the SSSI fen on the Roding Valley Meadows, clearing reeds from an overgrown pond and pulling up self-seeded willow.

A member of Countrycare staff represented the Council at the East Anglian Tree Warden forum in early October. Members of the Tree Council and the Tree Officer from Network Rail presented a series of talks and outdoor workshops about ash die-back and trees in a planning context. Seven of EFDC's tree wardens also attended.

The Countryside Manager gave a presentation to 40 members of the Fyfield Probus Club about the work of Countrycare at one of their monthly meetings.

Meanwhile, a full programme of well attended weekly volunteer days has continued.

## **Conservation**

### *Character appraisals*

The character appraisals for Copped Hall and Waltham Abbey Conservation Areas are the current priorities. As in the case of the Loughton appraisals adopted earlier this year, Copped Hall has had a draft appraisal for a number of years which needs to be adopted, once it has been updated. There will be a targeted public consultation on the enlargement of the conservation area boundary, with account being taken of

feedback. A complete draft has been produced for the Waltham Abbey Conservation Area Character Appraisal, which will be used as the basis for public consultation involving local residents and interested stakeholders.

#### *New designation*

Work on the character appraisal for the new Buckhurst Hill Conservation Area (centred on St John's Church) is continuing. Research has been carried out on the historical development of the area, which will be used to inform the assessment of its special interest and character. The initial Townscape Survey has also been completed to assess the quality of the built environment. Full public consultation will begin once a complete draft appraisal has been produced and when the above consultations have been completed.

#### *Development control*

Consultations on planning applications affecting some aspects of the historic environment are an ongoing element of the team's workload, as is advice at a pre-application stage. Development control officers have reduced the number of formal consultations in favour of informal discussions for the more straightforward applications in order to ease the workload, which nevertheless remains quite time-consuming. Given the rigid deadlines on planning applications, these consultations have to take priority over character appraisals.

#### *Assistant Conservation Officer*

Bridget Pereira left the position as Technical Officer in September to take up a Conservation Officer role within the London Borough of Enfield. Interviews for her replacement were held in October, and the successful candidate has provisionally accepted the renamed position of Assistant Conservation Officer. In the temporary absence of a second officer, work on the character appraisals has slowed, but it is hoped that the Assistant Conservation Officer will be in post soon. This position is on a temporary contract until March 2016.

### **Car parking**

#### *Car parks strategy*

The District-wide public consultation on the new Council car park strategy took place between May and July to seek the views of residents and visitors as well as business and other users of the car parks. The consultation was available on the Council website, and the survey was also circulated to town and parish councils, Town Centre Partnerships and partners in One Epping Forest. Alpha Parking Limited were engaged to carry out face to face interviews in the Council car parks over a two week period. Work on the strategy incorporates an assessment of new tariffs and the procurement of replacement smart pay and display machines.

#### *Buckhurst Hill Parking Review*

Ward members have reviewed all the responses to the public consultation carried out by Essex County Council, which involved placing adverts in local newspapers and notices in the vicinity of the proposed changes, as well as providing information on the Council website. ECC Highways are currently processing the necessary legal work before an Order is put in place.

Once this is completed, we shall commence work on the Loughton Broadway Parking Review.

*North Essex Parking Partnership*

At the most recent meeting of the NEPP Joint Committee, I submitted four parking schemes for implementation across the District. These are at Carisbrook Close, Epping; Hillyfields, Loughton; Castle Street, Ongar; and Park Avenue, Hastingwood.

The NEPP CCTV ParkSafe car is at present off the road while enhancements and improvements are made, but it will shortly be resuming its patrols of school locations where the stopping of vehicles to set down and pick up passengers causes unacceptable dangers.

# ***Report to the Council***

**Committee:** Cabinet **Date:** 4 November 2014  
**Subject:** Technology and Support Services  
**Portfolio Holder:** Cllr A Lion

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## **Recommending:**

**That the report of the Technology and Support Services Portfolio Holder be noted.**

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## **Support Services**

### **Equality Report**

Our aim is to ensure that the Council remains committed towards being an equal opportunities employer and to ensure that every day working life is non-discriminatory and harassment free.

The Equality Monitoring Report demonstrates our commitment towards this aim. We report on our workforce profile and examine a collection of equality and diversity data within this report. For monitoring to be truly effective it needs to be seen not as an administrative exercise but as one of the key factors that drive policy development and process change.

Statistical monitoring is an integral part of ensuring that everyday working life is non-discriminatory and harassment free and can provide evidence of how we achieve our aim of offering real equality of opportunity to all our employees. This report is the first to be generated under the action plan to implement the Council's Equality Objectives 2012-2016.

The purpose of this report is to provide a snapshot of the extent to which we are meeting that plan, and gives us a benchmarking system to see how we perform each year in terms of how effective we are in relation to our Equality and Diversity related policies and procedures.

Members on the Finance and Performance Scrutiny Panel will receive a comprehensive report providing equality and diversity analysis of the Council's workforce at their November meeting.

In summary, I can report that women are well represented in the Council workforce (56.02%), and there is evidence that they are accessing training opportunities and achieving promotion. As are employees with a disability with 11.14% of the Council's workforce stating they have a disability compared with 10.17% for the district. There is also evidence that this group is accessing training opportunities and achieving promotion.

The Council workforce is older on average than the local population, with a particular concentration in the 45-59 age range (34.06%).

Employees of black and minority ethnic communities represent 4.16% of the Council workforce compared to 9.5% employed in other jobs within for the district.

52.97% of staff did not wish to disclose their religion or belief. Statistics for the staff that did provide this information show that non-Christian groups are under-represented with 3.05% for the Council and 8.1% compared to the district.

This report is the first to be provided to Members with others to follow, providing on-going analysis of the equality and diversity Council's workforce.

### **Joint Consultative Committee (JCC)**

The JCC will have met by the time of this Council meeting and I can report that the following are due to be considered;

#### **a) Christmas and New Year Arrangements**

Following the request by Cabinet in March of this year to undertake consultation with the public and Members regarding the Christmas and New Year arrangements, a report regarding the outcomes of this is to be considered by the Committee.

I can report that 209 of our residents completed the on-line survey, which was publicised in the Forester, to which 99.8% stated that they had not been inconvenienced by the closure of the Civic Offices during this period. Three members responded to our survey which was publicised in the Member's Bulletin. The results indicated that one member had received a complaint regarding the Civic Offices closure, but it is not clear as to whether this is a recent or older complaint.

The JCC will consider the detailed results of both surveys and make recommendations to Cabinet.

#### **b) Consultation Exercise – Staff Budget (Communication Mast)**

Members may be aware that the Council receives money from leasing space on the Civic Offices roof for a communications mast. We agreed that any money from this lease could be allocated to projects which would benefit staff. Previous projects have included the refurbishment of the staff canteen, shower facilities and funding the bike pool.

Money has accrued in this budget and JCC felt that staff should be consulted on how the money is spent. A consultation exercise was carried out in September and a range of ideas from new kitchen facilities at the Civic Offices to a staff Christmas bonus/vouchers have been proposed.

The JCC will consider the staff suggestions and agree which are to be taken forward.

### **Facilities Management**

#### **Operational Issues at Civic Offices**

The heavy rain on 13<sup>th</sup> and 14<sup>th</sup> October caused flooding problems in the Member's Room, due to debris blocking guttering and in the ground floor of the Conder building, caused by a blocked drain. These problems also disrupted power supplies in certain areas of the building but all issues were rectified very quickly by Facilities



Management staff, with minimal disruption. Remedial cosmetic repair work is ongoing.

### **Civic Offices Roof Works**

Tenders have been received for works to the Civic Offices roof. This project is intrinsically linked with the Solar Panel project, which when completed will save approximately £10,000 per annum in energy costs.

### **Technology**

#### **GIS System**

The new ESRI mapping system is now installed. This product will be used to create interactive maps for use on the website for planning applications, resident information and reporting, Councillor information maps, Office and Polling Station locations etc. The system will ultimately collate all information from the various systems within the Council and provide a single source to obtain all the information held concerning a specific property or piece of land.

#### **Host Servers**

In my previous report I had informed Council that a procurement exercise was underway for the host servers. Servers are the hardware on which all of the Council's computerised systems run. In 2010, ICT undertook a server virtualisation program, which effectively reduced 140 physical servers to 6 powerful host servers. These host servers run all the core systems for the authority and now require replacement.

The tenders have been returned and evaluated. The successful supplier is a company called Stone, who will be supplying Fujitsu hardware. This marks a departure from the current infrastructure which is predominantly Hewlett Packard hardware. The Fujitsu solution matched the specification required at a very competitive price and has an excellent reputation within the IT industry.

#### **Waste Systems Interface**

A key requirement of the new waste management contract with BIFFA was using technology to enhance service delivery and performance. Our ICT section has identified a supplier who can develop an interface between the Council's Northgate system and Biffa's system, which is essential for management information. ICT will continue to have involvement in the development and maintenance of this interface.

#### **Wi-Fi**

Corporate wireless connectivity has been extended to our satellite offices at Hemnall Street and North Weald Airfield. The Broadway Office will follow shortly. ICT have also been instrumental in the installation of wireless connectivity for tenants at Norway House, in partnership with the Communities Directorate.

#### **Telephone System**

Following training on the OAK reporting system, initial attempts to produce reports have been disappointing. Whilst it is possible to extract the information required, it is not currently possible to present it in an acceptable format. The information is spread over numerous reports, rather than a collated simple view. The suppliers have

agreed to install an additional enhanced workgroup reports module which should improve the quality of the output. Unfortunately this has caused a significant delay and consequently, it will not be possible to report back to the Finance and Performance Management Scrutiny Panel in November.

### **Superfast Broadband**

As reported at the last full Council meeting, Cabinet agreed to include in the capital budget 2015/16 a bid of £84,000 to contribute to the Essex County Council investment to extend the Superfast Broadband Programme. This is to increase coverage in those areas not served by commercial rollout. Nominations have been received for the formation of a cross party Portfolio Holder Advisory Group to determine preferred locations and priorities for providing Superfast broadband to rural communities across the Epping Forest District.

## ***Report to the Council***

**Committee:** Cabinet

**Date:** 4 November 2014

**Subject:** Assets & Economic Development

**Portfolio Holder:** Councillor A Grigg

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### **Recommending:**

**(1) That a supplementary estimate from the District Development Fund in the sum of £60,000 be approved for the procurement and appointment of Marketing Agents to seek an Operational Partner to manage the aviation activities at North Weald Airfield.**

### **Report:**

1. The Council have received a number of reports on the options for the future of the Airfield. The Cabinet on 22 July 2013 had resolved that the future should be the “mixed aviation/development option”, subject to the Local Plan. These development options were now being considered in detail as part of the Local Plan review. In order to inform that process and assess the aviation potential, it was suggested that bringing in a private sector operating partner could be beneficial.

2. Property consultants, Savills, were appointed to review the current position and undertake a soft marketing exercise to obtain the views of companies operating in this sector of the aviation industry. Due to the number of unknown factors around how the aviation operation could be improved at the Airfield, there was a clear preference from the private sector for a management agreement rather than a long lease.

3. A management agreement would involve the Council paying a fee to an operator who would take responsibility for running the aviation business. A term of 5 to 10 years was envisaged for the initial agreement and the objective would be to try and ensure that the aviation business at the Airfield became profitable in its own right. It was anticipated that aviation activities would initially be restricted to the west side of the main runway, but would include operational buildings such as the Control Tower.

4. At its meeting on 6 October 2014, the Cabinet agreed to progress the appointment of an operational partner at the Airfield. This would entail the appointment of Marketing Agents in the first instance, for which a supplementary District Development Fund estimate in the sum of £60,000 would be required, and authority was delegated to the Portfolio Holder to agree the terms of appointment. A report would be submitted to a future meeting of the Cabinet on the outcome of the marketing exercise.

5. We recommend as set out at the commencement of this report.

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# ***Report to the Council***

**Committee:** Cabinet

**Date:** 4 November 2014

**Portfolio Holder:** Finance

**Portfolio Holder:** Councillor S Stavrou

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## **Recommending:**

**(1) That the Treasury Management Strategy Statement 2014/15 to 2016/17 be amended to permit lending to Service Providers that the Council is in a contractual relationship with.**

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1. The Annual Outturn report on the Treasury Management and Prudential Indicators for 2013/14 was considered by the Finance & Performance Management Cabinet Committee on 18 September 2014 and the Audit & Governance Committee on 25 September 2014.

2. Both Committees noted that the Council had continued to finance its capital programme through using internal resources. Both capital receipts and Major Repairs Reserve at the year-end matched the anticipated closing balances, resulting in the Council having adequate resources going forward to finance its medium term capital programme. During 2011/12 the Council procured £185.5million to finance the HRA self-financing payment, resulting in the Council now becoming a debt authority. The Council did not breach any of the treasury prudential indicators during the year.

3. During the competitive dialogue process for the new waste management contract, the possibility that the waste management contractor (and others, e.g. Leisure) would benefit from the Council providing "Prudential Borrowing" was discussed. Following the award of the new contract, Biffa have now formally requested a facility of £5million be made available to them. The Treasury Management Strategy Statement would require amendment to permit this. As the contractor will have been through rigorous financial checks before the contract is awarded, this is considered a low risk activity, and the risk would be further reduced by seeking a charge over any assets purchased with the loan.

4. The Council is requested to amend the Treasury Management Strategy Statement 2014/15 to 2016/17 accordingly to permit lending to service providers that are in a contractual relationship with the Council.

5. We recommend as set out at the commencement of this report.

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## SCRUTINY



### **Report to Council**

**Date of meeting: 04 November 2014**

**Subject: Overview and Scrutiny Report to Council – October 2014**

**Contact for further information: Cllr R Morgan**

**Committee Secretary: A Hendry**

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#### **Recommendations/Decisions Required:**

That the Overview and Scrutiny Progress report from October 2014 to the Present be noted.

#### **Report:**

##### **Overview and Scrutiny Committee Meeting 14 October 2014.**

1. At our meeting on Tuesday 14 October we agreed the Terms of Reference for the new Scrutiny Panel Review Task and Finish Panel. They had already started gathering information and were speaking to Directors and Officers to get their thoughts on the state of the Scrutiny Panels. We noted that the Panel had the services of a post graduate Management Trainee to help with the research, write background reports and look at what other Councils were doing. They will of course, also consult members.
2. We also noted that the new Grant Aid Task and Finish Panel was still to meet and in fact they were struggling to find members to sit on the Panel, and without Councillors we cannot start this Panel.
3. We were disappointed to learn that our scheduled presentation from Essex County Council's Children Services had been cancelled. However, we hope to have them at our next meeting.
4. Finally, we considered a PICK form submitted by Councillor Neville, on air particulate pollution in Epping Forest. This was based on a 'Public Health England Report'. Members thought that this should be considered by the Safer Cleaner Greener Scrutiny Panel.

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## Decision by Portfolio Holder



**Report reference: LDR-005-2014/15**

**Date of report: 21 October 2014**

**Epping Forest  
District Council**

**Portfolio: Leader**

**Author: Simon Hill (Ext 4249)**

**Democratic Services: R Perrin**

**Subject: Council Housebuilding Cabinet Committee  
Revised Terms of Reference**

**Decision:**

- (1) That the following be added to the Terms of Reference of the Cabinet Committee:
  - (a) To appropriate Council-owned land, held for housing purposes and identified for Council house-building for planning purposes under provisions laid out in Section 122 of the 1972 Act and Section 226 (1) (a) of the 1990 Act on the grounds that the land is no longer required for the purposes for which it is currently held in the Housing Revenue Account.
- (2) That these alterations be notified to the Council at its next meeting and published as an amendment to the Constitution.

<b>ADVISORY NOTICE:</b>	
<i>A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest. A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.</i>	
I have read and approve/ <del>do not approve</del> (delete as appropriate) the above decision:	
Comments/further action required:	
Signed	Date: 21.10.14
<i>Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:</i>	<i>Dispensation granted by Standards Committee:</i> Yes/No or n/a
N/A	
<i>This decision is not open to Call-in.</i>	

**Reason for Decision:**

This decision is being made pursuant to a decision made by Cabinet at their meeting on 6 October 2014 (Decision number 14 refers) to delegate decisions on the appropriation of Council-owned land to the Cabinet Committee that has responsibility for the housebuilding programme.

<b>Initialed as original copy by Portfolio Holder:</b>
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**Legal and Governance Implications:**

Local Government Act 1972, Housing Act 1985 and the Town and Country Planning Act 1990.

## **Council House Building Cabinet Committee**

### **TERMS OF REFERENCE AND MEMBERSHIP**

#### **Terms of Reference**

1. To consider and recommend to the Cabinet the Development Strategy for the Council's House Building Programme on an annual basis.
2. To consider and sign-off development appraisals and financial appraisals produced by the Council's appointed Development Agent for sites previously identified by the Cabinet as having development potential and that could be included within the Council's House Building Programme.
3. To approve the submission of detailed planning applications, and/or if more appropriate outline planning applications, by the Council's appointed Development Agent for sites that the Cabinet Committee considers are suitable for development and viable, having regard to the development appraisals and financial appraisals for the sites.
4. To invite ward members to attend meetings of the Cabinet Committee when potential development sites in their ward are under consideration, and to provide an opportunity for ward members to provide comments on proposed developments, before development appraisals and financial appraisals are signed-off and approvals to submit planning applications are given.
5. To approve the subsequent development of sites considered suitable for development and viable that receive planning permission, subject to the acceptance of a satisfactory tender for the construction works.
6. To approve, and include within financial appraisals, the use of the following sources of funding for the development of individual sites within the Council's House Building Programme:
  - (a) The agreed Housing Capital Programme Budget for the House Building Programme;
  - (b) Capital receipts made available through the Council's Agreement with the Department of Communities and Local Government allowing the use of receipts from additional Right to Buy (RTB) sales as a result of the Government's increase in the maximum RTB Discount to be spent on House Building;
  - (c) Financial contributions received from developers for the provision of affordable housing within the District, in lieu of on-site affordable housing provision, in compliance with Section 106 Planning Agreements; and
  - (d) Grant funding received from the Homes and Communities Agency.
7. To approve the submission of the Council's Pre-Qualification Questionnaire to the Homes and Communities Agency (HCA), applying for Investment Partner status with the HCA.
8. To consider and accept tenders received for the construction works on sites included within the Council House Building Programme.
9. To determine whether, in addition to the potential development sites already considered by the Cabinet, sites with development potential within the following categories should be added to either the House Building Programme's Primary List or Reserve List and detailed development appraisals and financial appraisals undertaken by the Council's Development Agent:
  - (a) Other specific garage sites comprising 6 or less garages;
  - (b) Specific garage sites where garage vacancies arise with no waiting list of applicants; and
  - (c) Specific areas of Council-owned land on housing sites considered to be surplus to requirements.

10. To determine whether sites on the Reserve List of potential development sites previously agreed by the Cabinet should be promoted to the Primary List, and detailed development appraisals and financial appraisals undertaken by the Council's Development Agent, due to:
  - (a) There being insufficient numbers of properties that can be viably developed from the Primary List of potential development sites to deliver a House Building Programme of 120 new homes over a six-year period; and/or
  - (b) The Cabinet subsequently deciding to increase the size of the House Building Programme and there being insufficient numbers of properties that can be viably developed to deliver a larger Programme.
11. To monitor and report to the Cabinet on an annual basis:
  - (a) Progress with the Council House Building Programme; and
  - (b) Expenditure on the Housing Capital Programme Budget for the Council House Building Programme, ensuring the use (within the required deadlines) of the capital receipts made available through the Council's Agreement with the Department of Communities and Local Government allowing the use of receipts from additional Right to Buy (RTB) sales as a result of the Government's increase in the maximum RTB Discount to be spent on house building.
12. To approve applications to the Homes and Communities Agency (HCA) (or any successor body) to obtain HCA Investment Partner Status (or similar), in order to enable the Council to seek funding from the HCA, and to approve funding bids to the HCA for developments within the Council House Building Programme (*added by Leader Decision – 21.3.14*).
13. To consider and approve the future use of any potential development site previously identified by either the Cabinet or Cabinet Committee as having possible development potential for Council House Building where it either does not gain planning consent, is deemed inappropriate to develop undevelopable by the Cabinet Committee for whatever other reason or where the development appraisal identifies that the site is economically undevelopable. (*Added by Leader Decision – 16.5.14*)
14. To decide, where necessary, the names of developments undertaken through the Council House Building Programme, following consultation with the Parish or Town Councils and Ward Members. (*Added by Leader Decision – 27.8.14*)
15. To appropriate Council-owned land, held for housing purposes and identified for Council house-building for planning purposes under provisions laid out in Section 122 of the 1972 Act and Section 226 (1) (a) of the 1990 Act on the grounds that the land is no longer required for the purposes for which it is currently held in the Housing Revenue Account. (*Added by Leader Decision – 28.10.14*)

## **Membership**

Housing Portfolio Holder (Chairman)  
Finance and Technology Portfolio Holder  
Planning Portfolio Holder  
Environment Portfolio Holder  
Safer, Greener and Highways Portfolio Holder

## **Frequency of Meetings**

As and when required, as determined by the Housing Portfolio Holder.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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