



### 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 Thursday, 28 May 2015 for the purpose of transacting the business set out in the agenda.

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

Glen Chipp  
Chief Executive

Democratic Services  
Officer:

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

#### WEBCASTING/FILMING NOTICE

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

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

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

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

## BUSINESS

### 1. WEBCASTING INTRODUCTION

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

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

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

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

### 2. DISTRICT COUNCIL ELECTION - 7 MAY 2015

The Chairman to welcome the following newly elected and re-elected Members of the Council following the elections held 7 May 2015.

Councillor	Ward
Lynn Hughes	Broadley Common, Epping Upland and Nazeing
Aniket Patel	Buckhurst Hill West
Paul Keska	Chipping Ongar, Greensted and Marden Ash
Nigel Avey	Epping Hemnall
Chris Whitbread	Epping Lindsey and Thornwood Common
Kewal Chana	Grange Hill
Richard Morgan	Hastingwood, Matching and Sheering Village
Brian Rolfe	Lambourne
Richard Bassett	Lower Nazeing
Gary Waller	Lower Sheering
Anne Grigg	North Weald Bassett
Mary Sartin	Roydon
Nigel Bedford	Shelley
Syd Stavrou	Waltham Abbey High Beech
Sam Kane	Waltham Abbey Honey Lane
Ann Mitchell	Waltham Abbey North East
Elizabeth Webster	Waltham Abbey Paternoster
Ricki Gadsby	Waltham Abbey South West

The Chairman to present declaration of acceptance of office certificates to the 5 newly elected members, Councillors Avey, Bedford, Hughes, S Kane, Patel.

**3. ELECTION OF CHAIRMAN**

To elect a Chairman of the Council for the municipal year 2015/16. Nominations received will be tabled. The new Chairman will then make a declaration of acceptance of office.

**4. APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Member to be a Vice-Chairman of the Council for the municipal year 2015/16. Nominations received will be tabled. The new Vice-Chairman will then make a declaration of acceptance of office.

**5. MINUTES (Pages 7 - 34)**

To approve as a correct record and sign the minutes of the meeting held on 21 April 2015. (attached)

**6. DECLARATIONS OF INTEREST**

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

**7. ANNOUNCEMENTS****(a) Apologies for Absence****(b) Announcements**

To consider any announcements by:

(i) the Chairman of the Council;

**(c) Members not seeking Re-election or Not Re-elected**

To note that;

(i) Peter Gode, Robert Gloizer, Antony Watts, H Ulkun did not seek re-election on 7 May 2015;and

(ii) Kim Adams was not re-elected on 7 May 2015.

Members with Long Service have been asked to attend the meeting to receive an award in recognition of their service to the Council. Peter Gode represented the Shelley Ward for 12 years and Antony Watts represented the Waltham Abbey High Beech Ward for 8 years between 1987 to 1995 and Waltham Abbey North East for 8 years between 2007 to 2015.

**8. ELECTION OF LEADER****Recommendation:**

(1) That, in accordance with Section 44C(2) of the Local Government Act 2000, the Council appoints the Leader of the Council for a 4 year term of office, as prescribed by Section 44E of the Act, expiring on the day of the Annual Council meeting or following normal day of retirement as a Councillor.

**9. REPORT OF THE APPOINTMENTS PANEL**

Report to follow regarding:

- (a) Notice of Constitution of Political Groups, Group Leaders and Deputies;
- (b) Appointments made by the Leader to the Cabinet, Cabinet Committees and Outside Organisations carrying out Executive Functions;
- (c) Membership, Chairmanship and Vice-Chairmanship of Committees, Sub-Committees and Panels (Non-Executive Bodies);
- (d) Appointments to Outside Organisations carrying out Council, regulatory or non-Cabinet Functions.

The Council will need to vote on (c) and (d) where the number of nominations exceeds the number of places available.

**10. SCHEME OF OFFICER DELEGATION - COUNCIL AND REGULATORY FUNCTIONS (Pages 35 - 72)****Recommendation:**

- (1) That the scheme of officer delegation for Council and Regulatory Functions be noted.

The Constitution requires that the scheme of delegation be agreed at the Annual meeting. The current scheme has been attached with revised items highlighted.

**11. SCHEME OF OFFICER DELEGATION - EXECUTIVE FUNCTIONS (Pages 73 - 108)**

To note the new and revised officer delegation in respect of Executive Functions approved by the Leader of the Council following the 2014/15 review. (attached)

**12. COUNCIL MEETINGS - 2015/16****Recommendation:**

That during 23015/16 ordinary meetings of the Council be held on the following dates;

28 July 2015;  
29 September 2015;  
3 November 2015;  
15 December 2015;  
16 February 2016;  
18 February 2016 (reserve date for budget meeting)  
26 April 2016;  
26 May 2016 (Annual Council)

At its meeting on 16 December 2014, the Council adopted a calendar of meetings for the period from May 2015 to May 2016, which included ordinary meetings of the Council for the year.

It is a requirement of the Constitution that a programme of ordinary meetings of the Council be approved at the annual meeting of the Council. The dates set out above

are those adopted on 16 December 20154.

An extraordinary meeting will be held on Tuesday 23 June 2015 in relation to the Langston Road Shopping Park.

### 13. EXCLUSION OF PUBLIC AND PRESS

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

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

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

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

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

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

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

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