

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, 15 December 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 the Public Relations Officer on 01992 564039.

BUSINESS

1. WEBCASTING INTRODUCTION

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2. The Assistant Director of Governance and Performance Management will read the following announcement:

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

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

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

2. MINUTES (Pages 7 - 24)

To approve as a correct record and sign the minutes of the meetings held on 3 November 2015 and 23 November 2015 (attached).

3. DECLARATIONS OF INTEREST

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

4. FORMER DISTRICT COUNCILLOR DAPHNE BORTON

The Council is invited to stand for a minute's silence in tribute to the memory of Former District Councillor Daphne Borton who passed away recently.

Daphne Borton served as an Independent District Councillor representing the Lower Nazeing Ward from 2002 to 2007. She served on various Committees including Overview Scrutiny, Area Plans D, Development Control, Standards Committee and as a Council representative on the Lea Valley Regional Park Authority. She was also a Former Parish Councillor and Chairman of Nazeing Parish Council.

5. ANNOUNCEMENTS

(a) **Apologies for Absence**

(b) **Announcements**

To consider any announcements by the Chairman of the Council.

6. 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.

7. QUESTIONS BY MEMBERS UNDER NOTICE

To answer questions asked after notice in accordance with the provisions contained in paragraph 12.3 of the Council Procedure Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

- (a) to the Chairman of the Council;
- (b) to the Leader of the Council;
- (c) to any Member of the Cabinet; or
- (d) the Chairman of any Committee or Sub-Committee.

Council Procedure rule 12.4 provides that answers to questions under notice may take the form of:

- (a) direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

Answers to questions falling within (a) and (b) above will be made available to the member asking the question one hour before the meeting. Answers to questions falling within (c) above will be circulated to all councillors.

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

8. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 25 - 60)

To receive reports and any announcements from the Leader and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader;
- (b) Report of the Assets and Economic Development Portfolio Holder; (attached)
- (c) Report of the Environment Portfolio Holder; (attached)
- (d) Report of the Finance Portfolio Holder; (attached)
- (e) Report of the Governance and Development Management Portfolio Holder; (attached)
- (f) Report of the Housing Portfolio Holder; (attached)

- (g) Report of the Leisure and Community Services Portfolio Holder; (attached)
- (h) Report of the Planning Policy Portfolio Holder; (attached)
- (i) Report of the Safer, Greener and Transport Portfolio Holder; (attached) and
- (j) Report of the Technology and Support Services Portfolio Holder (attached).

9. 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 8 above; or
- (ii) any other matter of a non operational character in relation to the powers and duties of the Council or which affects all or part of the District or some or all of its inhabitants.

Council Procedure Rule 12.7 provides that answers to questions without notice may take the form of:

- (a) direct oral answer from the Leader or, at the request of the Leader, from another member of the Cabinet;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner; or
- (d) where the question relates to an operational matter, the Leader or a member of the Cabinet will request that a response be given direct to the questioner by the relevant Chief Officer.

In accordance with the Council Procedure Rule 12.8, a time limit of thirty minutes is set for questions. Any question not dealt with within the time available will receive a written reply. The Chairman may extend this period by up to a further 10 minutes at his discretion.

10. MOTIONS

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

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

REPORTS OF THE CABINET

Several reports will be considered at the Cabinet meeting on 3 December 2015 and will be published in a supplementary agenda to follow.

11. MEMBERS' ALLOWANCES SCHEME - ANNUAL REVIEW 2016/17 (Pages 61 - 84)

To consider the attached report.

12. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS (Pages 85 - 86)

- (a) To receive the attached report from Councillor R Morgan, as the Council's representatives for the Stansted Airport Community Trust;
- (b) To receive from Council representatives any other reports on business of joint arrangements and external organisations and to receive answers to any questions on those bodies which may be put without notice; and
- (c) To request written reports from representatives on joint arrangements and external organisations for future meetings.

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.

EPHING FOREST DISTRICT COUNCIL COUNCIL MINUTES

- Committee:** Council **Date:** 3 November 2015
- Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 9.00 pm
- Members Present:** Councillors E Webster (Chairman), J Lea (Vice-Chairman), N Avey, R Bassett, H Brady, W Breare-Hall, R Butler, G Chambers, K Chana, T Church, R Gadsby, L Girling, A Grigg, L Hughes, H Kane, H Kauffman, P Keska, J Knapman, A Lion, M McEwen, A Mitchell, G Mohindra, R Morgan, S Murray, A Patel, J Philip, C P Pond, C C Pond, B Rolfe, B Sandler, M Sartin, G Shiell, D Stallan, S Stavrou, B Surtees, T Thomas, G Waller, S Watson, C Whitbread, J H Whitehouse, J M Whitehouse and D Wixley
- Apologies:** Councillors K Angold-Stephens, A Boyce, D Dorrell, J Hart, R Jennings, S Jones, S Kane, Y Knight, H Mann, L Mead, S Neville, C Roberts, L Wagland and S Weston
- Officers Present:** G Chipp (Chief Executive), D Macnab (Deputy Chief Executive and Director of Neighbourhoods), C O'Boyle (Director of Governance), R Palmer (Director of Resources), A Hall (Director of Communities), S G Hill (Assistant Director (Governance & Performance Management)), T Carne (Public Relations and Marketing Officer), R Perrin (Democratic Services Officer), A Hendry (Senior Democratic Services Officer) and P Seager (Chairman's Secretary)
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55. 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.

56. MINUTES

RESOLVED:

That the minutes of the Council meetings held on 29 September 2015 be taken as read and signed by the Chairman as a correct record.

57. DECLARATIONS OF INTEREST

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

58. ANNOUNCEMENTS

(a) Announcements by the Chairman of the Council

(i) Chris Overend

It was with much sadness that the Chairman informed the Council of the death of the Policy and Grants Officer, Chris Overend.

The Council stood for a minute's silence in tribute to the memory of Chris Overend.

Members were informed that Chris Overend had been an employee of District Council since 1990. He had worked within the former District Secretary's Department until 1996 and then as a Policy Officer for the provision of grants to local voluntary organisations and where he worked closely with many Members past and present of the Council and the Voluntary Sector and Community.

The Director of Communities and Members paid tribute to the memory of Chris Overend.

(ii) Citizen of Year nominations

The Chairman asked Members to consider nominating residents within the District that had shown outstanding contributions to their community for the Citizen of the Year and Young Citizen of the Year 2016 Award.

(iii) Chairman's Charity Quiz Night

The Chairman advised Members that the Chairman's Charity Quiz night would be held on Friday 26 February 2015 at Theydon Bois Village Hall.

(iv) Flowers

The Chairman advised that she intended the flowers from tonight's meeting to be sent to Frank Foster House, Loughton Lane, Theydon Bois.

59. PUBLIC QUESTIONS (IF ANY)

The Council noted that there were no public questions for this meeting.

60. QUESTIONS BY MEMBERS UNDER NOTICE

(a) Waste and Residual Collections

By Councillor B Surtees to Councillor W Breare-Hall, Portfolio Holder for Environment Portfolio Holder

"Whilst recognizing the efforts made by the cabinet and the staff of the District Council it does seem that there are still considerable disruptions and difficulties with both the waste and residual collections. Can councillor Breare-Hall provide a more detailed response than that contained in his report to Council on the following issues;

(a) The number of complaints received to date since the change to 4 day working was implemented in May 2015.

(b) The percentage of those complaints that are to do with missed collections

(c) The number of additional freighters above those specified in the contract or agreement with Biffa that are currently deployed in order to ensure a good service to residents."

Response by Councillor W Breare-Hall, Portfolio Holder for Environment.

"I am grateful to Cllr. Surtees for his recognition of the work done by the Council's staff in addressing the problems experienced earlier this year by our waste and recycling contractor, Biffa Municipal. He will have heard me praise their hard work, dedication and commitment on many occasions, but I am happy to have this opportunity to do so again. It is thanks to their efforts, and those of the Biffa workforce, that our residents no longer face the "considerable disruptions and difficulties" his question mischievously suggests they do.

In answer to his specific queries, between 11th May and 25th October this year we received 9,301 complaints. Approximately 96% of those related to missed collections, and Biffa are currently operating seven more freighters than they originally envisaged.

However, six months on from the move to a four day collection service, the figure Cllr. Surtees has requested for the total number of complaints received is, in the context of the current situation, potentially misleading and, arguably, meaningless. The bulk of those complaints were received in the weeks immediately following the switch over, and Biffa's performance has improved markedly since then.

The service our residents currently receive sees an average of just 34 bins a day being missed. That's out of 27,000 daily collections. Or, put another way, 0.1% of collections are now being missed.

Cllr. Surtees may also wish to note that the doorstep collections of batteries, textiles and small electrical equipment that were introduced in May have already resulted in over 10 tonnes of additional material being recycled, and that our new fleet of vehicles and single-pass glass and dry recycling collections are significantly reducing harmful carbon emissions. I hope Cllr. Surtees will agree with me that this is excellent news for both our residents and the environment.

Additional question by Councillor B Surtees

Councillor B Surtees advised that his interests were with regards to the overall recycling, environmental and financial issues for the Council and he hoped that Councillor W Breare-Hall did not find the question mischievous.

Response by Councillor W Breare-Hall

Councillor W Breare-Hall advised that the question was a little mischievous, as he and the vast majority of residents did not believe there was still a considerable disruption or difficulty with either the residual or recycling collections.

61. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET

(a) The Leader of the Council

The Leader added to the comments made by the Environment Portfolio with regards to the 'question by members under notice' and advised that it was encouraging to see that the waste and recycling contract had stabilised to a large extent and he wanted to reassure Members that no one would be complacent in making sure that the contract ran smoothly in the future, so that residents got the service they deserved.

The Leader of the Council advised that he had attended various meetings on behalf of the Council. On the 8 October he had hosted a visit by the Chairman and Chief Executive of the London Stansted Cambridge Corridor, which explored opportunities

for economic development in District. He was able to communicate the importance of the TfL Central Line into the District and the new developments in the District such as the Shopping Retail Park in Loughton and the St John's site. He also attended a meeting with Essex County Council's Portfolio Holder for Economic Development, Councillor Kevin Bentley which explored further joint working and partnership arrangements for the District.

The Leader advised that he had attended the Epping Forest Youth Council, Youth Conference hosted at the Civic Offices. This involved young people across the District debating the UK's Membership of the European Union and resulted in the majority of young people expressing a view in favour of the UK remaining in EU.

Furthermore the Leader advised that he had met with Leaders of the neighbouring authorities in Harlow and Uttlesford, to discuss a range of issues that would be included in the proposals being developed by the Essex Authorities for a Devolution Bid. The Cabinet had discussed this issue at their last meeting and agreed to still consider the issue but had been clear about a number of "red line issues" relating to governance arrangements and funding. He advised that at the recent Essex Leaders' meeting on devolution, Epping Forest had appeared to be one of the few authorities who had formally considered the issue and had a mandate.

Finally, the ongoing programme of workshops in relation to the Local Plan were continuing and had been well attended by upwards of 40 representatives of the District and Town and Parish Councils and he encouraged Members to carry on supporting these events.

(b) Governance and Development Management Portfolio Holder

The Governance and Development Management Portfolio Holder, Councillor J Philip updated Members that following the Local Government Ombudsman (LGO) decision regarding the dismissal of financial compensation for missed refuse collections. Councillor J Philip advised that it had been clear that the Council had made sound decisions with good governance, which had demonstrated that although problems had occurred with the waste collection service, the Council had been judged on how it had dealt with the problems. Councillor J Philip quoted that "the Council considered the relative issues and explained the reasons for their decisions" and therefore the Council was confident that a clear explanation had been provided to residents and that the right decision had been concluded by LGO.

(c) Planning Policy

The Planning Policy Portfolio Holder, Councillor R Bassett advised that the Local Plan workshop held on 2 November 2015 regarding Natural Environment, Green Networks, Open Space and the Historic Environment had been well attended by District, Town and Parish Members and proved to be useful and interesting. There were further Local Plan works shops on 19 November 2015 regarding Economic Strategy, Food Production, Glasshouses, Tourism, Live/Work and 24 November 2015 regarding Affordable Housing and Housing an Ageing Population.

62. QUESTIONS BY MEMBERS WITHOUT NOTICE

(a) Remembrance Sunday

Councillor S Murray asked the Leader of the Council whether he;

- agreed that Remembrance Sunday played an important role in the Civic nature of our society;
- that it was outrageous that the Police gave very short notice of their intentions, not to provide Police Officers for these type of events;
- thinks that the reported comments by the Police Crime Commissioner (PCC) for Essex, stating that the local authorities should be providing stewards for the event, on the Tuesday before the Sunday event was unacceptable; and
- thought that the Essex Police had let down the residents of the District.

The Leader of the Council, Councillor C Whitbread advised that he agreed with Councillor S Murray's comments concerning Remembrance Sunday being one of the most important events within the community calendar each year. He advised that the Police had left it too late to inform the Council this year and that the Police should have taken their part in the parades this year. The Leader informed Members that he had met with PCC Nick Alston in private last week and had tried to get him to change his mind but he had not been successful. The Council had been unable to provide support at such short notice for this year's service, although he advised that every effort would be made to help with next year's service because it was the right and proper thing to do. He personally thought it was disgraceful and that the Police should be ashamed of themselves for not taking part this year.

He advised that the services in Epping and Loughton were still going ahead in District.

(b) Electric Vehicle Charge point - Epping

Councillor J H Whitehouse asked the Environment Portfolio Holder, Councillor W Breare-Hall whether;

- (i) he would consider the Government's offer to local authorities to provide funding for a street charge point, if requested by resident;
- (ii) if so whether he would look into possibility of a charge point in Epping; and
- (iii) to introduce a Council strategy on the use of electronic cars within the Epping Forest District?

Councillor Breare-Hall advised that it was an interesting suggestion and hoped that the Council would support the idea. Initially he would need to look into it further but would be pleased for the details to be passed onto him.

(c) Advice letters of Council Housebuilding programme within Wards

Councillor D Wixley asked the Housing Portfolio Holder, Councillor D Stallan about the house building programme proposed on garage sites in the Fairmead Loughton Ward, and whether Ward Members could be notified of any correspondence sent out to residents beforehand, in preparation for any concerns that may be raised by their constituents.

Councillor D Stallan advised that he had not been aware of this arrangement, but would be happy to liaise with officers to ensure that if there were any correspondence being sent out regarding the housebuilding programme, that the Ward Members were advised.

(d) Royal Gunpowder Mills, Waltham Abbey

Councillor R Butler asked the Leader of the Council, Councillor C Whitbread what the Council was going do about protecting and supporting the Royal Gunpowder Mills,

because plans exhibited by the holiday company PGL looked to take over the majority of the site and leave the actual Royal Gunpowder Mills site insignificant in comparison.

The Leader of the Council, C Whitbread advised that this was not a matter for consideration at this moment because a planning application was to be submitted.

The Chairman advised that the application had to go through the due process and the planning procedure.

The Director of Governance advised caution about speaking on this issue, as it was likely to be a live planning application and all of the matters Councillor R Butler mentioned would be considered through that planning process. She advised that it would not be appropriate for individual Councillors to express views at this moment without all the facts both for and against in front of them, and it would come before the Council through the planning process.

(e) Residual Waste

Councillor C C Pond asked the Environment Portfolio Holder, Councillor W Breare-Hall whether he was aware that as from this week, most of the Epping Forest's residual waste would be taken by ECC to the new Waste Disposal Authority (WDA) facility at Basildon, for further sorting, which should result in a further 7 to 10% of residual waste being recycled.

Councillor W Breare-Hall advised that he was aware and it would result in further recycling for the Council.

(f) Transformation Manager

Councillor J M Whitehouse asked the Technology and Support Services Portfolio Holder, Councillor A Lion what were the arrangements for the new Head of Transformation and which work streams would he be taking over?

Councillor A Lion advised that Transformation Manager, D Bailey had started on 2 November 2015 and he had met with him that afternoon to discuss the Transformation Project. Councillor A Lion would update the Council regularly by including information in his future reports to Council.

(g) Street Lighting

Councillor J Knapman asked the Leader of the Council, Councillor C Whitbread whether in the spirit of devolution he would support and seconded a motion to Essex County Council in favour of Parish and Town Councils to be able to buy back their street lighting.

Councillor C Whitbread advised that he would be more than happy to support such a motion as long as there was financial backing by the Town and Parish Councils.

(h) The Forest, City of London Corporation

Councillor S Murray advised that concerns were starting to be raised with regards to signs of early commercialisation in the Forest and profit seeking from the City of London Corporation. He sought assurances from the Leader of the Council that this Council very much wanted the Forest to remain as it was with free car parks and tea rooms available to residents.

Councillor C Whitbread advised that the Forest was important to all Members, its one of the reasons why people chose to live in the District.

Councillor S Stavrou advised that concerns had been raised locally about the scrutiny of the City of London Corporation and the fact that there were no local representative apart from four Verderer's, which had historically been seen as remote figures. She had attended several meetings with residents, the Forest Forum and the Horse Riders Forum and concerns had been raised about budgets for the Forest and whether it would become commercially run. Everyone had been used to having free access to the Forest and did not like implications of the potential changes and the new bill that was going through Parliament. Councillor S Stavrou advised that the Leader and Cabinet would share information with the Council on a regular basis about this issue.

(i) Street Lighting in High Ongar

Councillor M McEwen asked the Leader whether he was aware that the Parish Council in High Ongar was responsible for their own street lighting and had been for a long time.

Councillor C Whitbread advised that he was not aware of it but welcomed it.

63. MOTIONS

(a) Proposals of Essex's Police and Crime Commissioner and the Chief Constable

Moved by Councillor J M Whitehouse and Seconded By Councillor B Surtees

"The Council notes with dismay the proposals of Essex's Police and Crime Commissioner and the Chief Constable to:

- Cut the number of Police and Community Support Officer (PCSO) posts in Essex from 250 to 60, of whom just seven will be deployed across Epping Forest and Brentwood;
- Withdraw from dealing with matters such as long-term neighbourhood disputes, low level anti-social behaviour and parking issues;
- Close and sell Epping Police Station without putting in place alternative local facilities;
- Close and sell Ongar Police Station without putting in place alternative local facilities;
- Sell the already closed Waltham Abbey Police Station without putting in place alternative local facilities; and
- Close the front counter at Loughton Police Station.

Council notes these proposals will mean the nearest police front counters for Epping Forest residents will be in Harlow, Chelmsford and Basildon.

Council regrets the absence of discussion and consultation in advance of the changes being announced and condemns the inadequate nature of the feedback

questionnaire, which does not address the main concerns arising from the proposed changes.

Council resolves:

- to communicate these concerns to the Chief Constable and Police and Crime Commissioner;
- to assess what impact the withdrawal of the police from matters such as long-term neighbourhood disputes, low level anti-social behaviour and parking issues will have on the council, especially the Community Safety Team, and North Essex Parking Partnership; and
- to work constructively with the police and other local organisations such as town and parish councils to identify possible alternatives to the closure of local police stations (e.g. co-location)."

Amendment moved by Councillor G Waller and seconded by Councillor C Whitbread

In line 1, delete 'dismay' and insert 'concern'.

In lines 15-17, delete all words from 'Council regrets' to 'proposed changes'.

In line 18, delete 'resolves' and insert 'notes'.

In line 19, delete 'to communicate these concerns' and insert 'that these concerns have been communicated'.

In line 21, delete 'to assess' and insert 'that the Cabinet member responsible for Community Safety is reviewing'.

In line 25, delete 'to work' and insert 'that the Council has been engaging, and will continue to engage'.

Following line 27, add the following words:

- 'Council is strongly committed to the objective of providing one or more alternative contact points which will enable the public to access the same services as have been provided until now at the police counters.'
- that the Police and Crime Commissioner is due to attend a meeting of the Local Councils Liaison Committee on 16 November, and urges councillors and all others concerned about these matters to attend and use the opportunity to put their views and to question the Commissioner on his plans.'

Councillor C C Pond requested that the following be included in the amendment.

"In line 26, add 'and counters' after 'police stations'"

The Mover and Seconder advised that they accepted this inclusion with the amended motion.

Carried

Motion as amended ADOPTED

RESOLVED:

- (1) That Council notes with concern the proposals of Essex's Police and Crime Commissioner and the Chief Constable to:
 - a) Cut the number of Police and Community Support Officer posts in Essex from 250 to 60, of whom just seven will be deployed across Epping Forest and Brentwood;
 - b) Withdraw from dealing with matters such as long-term neighbourhood disputes, low-level anti-social behaviour and parking issues;
 - c) Close and sell Epping Police Station without putting in place alternative local facilities;
 - d) Close and sell Ongar Police Station without putting in place alternative local facilities;
 - e) Sell the already closed Waltham Abbey Police Station without putting in place alternative local facilities; and
 - f) Close the front counter at Loughton Police Station.
- (2) That Council notes these proposals will mean the nearest police front counters for Epping Forest residents will be in Harlow, Chelmsford and Basildon.
- (3) That the Council notes;
 - a) that these concerns have been communicated to the Chief Constable and the Police and Crime Commissioner;
 - b) that the Cabinet member responsible for Community Safety is reviewing what impact the withdrawal of the police from matters such as long-term neighbourhood disputes, low level anti-social behaviour and parking issues will have on the Council, especially the Community Safety Team, and North Essex Parking Partnership;
 - c) that the Council has been engaging, and will continue to engage , constructively with the police and other local organisations such as town and parish councils to identify possible alternatives to the closure of local police stations and counters. (e.g. co-location);
 - d) Council is strongly committed to the objective of providing one or more alternative contact points which will enable the public to access the same services as have been provided until now at the police counters; and
 - e) that the Police and Crime Commissioner is due to attend a meeting of the Local Councils Liaison Committee on 16 November, and urges councillors and all others concerned about these matters to attend and use the opportunity to put their views and to question the Commissioner on his plans.

64. CORPORATE PLAN KEY ACTION PLAN 2016/17

Mover: Councillor C Whitbread, Leader of the Council.

Councillor C Whitbread submitted a report regarding the Corporate Plan Key Action Plan for 2016/17.

Report as first moved **ADOPTED**

RESOLVED:

That the Corporate Plan Key Action Plan 2016/17 be adopted.

65. WATER AND POLLUTION CONTROL OFFICER

Mover: Councillor W Breare-Hall, Portfolio Holder for Environment.

Councillor W Breare-Hall submitted a report requesting a supplementary estimate for the creation of a Water and Pollution Control Officer post during the current year.

Report as first moved **ADOPTED**

RESOLVED:

That a supplementary estimate for the Continuing Services Budget in the sum of £10,000 for 2015/16 be approved.

66. OVERVIEW AND SCRUTINY

(a) Report of the Chairman of the Overview and Scrutiny Committee

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

Councillor S Murray congratulated Members of the Youth Engagement Review Task and Finish Panel following the completion of the review of the budget related to youth engagement and the conclusions reported to the Overview and Scrutiny Committee on 20 October 2015.

67. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

(a) The Chairman informed Members that there were no reports to be considered on the business of joint arrangements and external organisations.

(b) No requests were made for written reports to be made by representatives on joint arrangements and external organisations at the next meeting.

(c) The Council noted that written reports from the representatives of the Police Crime Panel and Stansted Airport Community Trust would be presented at the next Council meeting on 15 December 2015.

CHAIRMAN

EPHING FOREST DISTRICT COUNCIL COUNCIL MINUTES

Committee: Council **Date:** 23 November 2015

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 9.55 pm

Members Present: Councillors E Webster (Chairman), J Lea (Vice-Chairman), K Angold-Stephens, R Bassett, R Butler, K Chana, T Church, D Dorrell, R Gadsby, L Hughes, R Jennings, H Kane, S Kane, H Kauffman, P Keska, J Knapman, Y Knight, A Lion, A Mitchell, G Mohindra, R Morgan, A Patel, J Philip, C P Pond, C C Pond, C Roberts, B Rolfe, B Sandler, G Shiell, D Stallan, S Stavrou, B Surtees, G Waller, S Watson, C Whitbread, J H Whitehouse, J M Whitehouse and D Wixley

Apologies: Councillors N Avey, N Bedford, A Boyce, H Brady, W Breare-Hall, G Chambers, L Girling, A Grigg, J Hart, S Jones, M McEwen, H Mann, L Mead, S Murray, S Neville, M Sartin, T Thomas and S Weston

Officers Present: C O'Boyle (Director of Governance), S G Hill (Assistant Director (Governance & Performance Management)), N Richardson (Assistant Director (Development Management)), J Leither (Democratic Services Officer), A Rose (Marketing & Digital Content Officer) and T Carne (Public Relations and Marketing Officer)

68. 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.

69. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Member Code of Conduct, Councillor G Mohindra declared an interest in the following item of the agenda, by virtue of being the Chairman of the local Conservative Party for which the Anderson Group, who would be undertaking the construction, was a donor of funds. The Councillor had determined that this interest was not pecuniary and would remain in the meeting for the consideration of the application and voting thereon:

- EPF/1629/15 Sixteen String Jack, Coppice Row, Theydon Bois.

(b) Pursuant to the Council's Code of Member Conduct, Councillor C Whitbread declared a non-pecuniary interest in the following item of the agenda by virtue of knowing the applicants. The Councillor had determined that this interest was prejudicial and would leave the meeting for the consideration of the application and voting thereon:

- EPF/1629/15 Sixteen String Jack, Coppice Row, Theydon Bois.

70. ANNOUNCEMENTS

There were no announcements for this meeting.

71. PLANNING APPLICATION REF EPF/1629/15 - SIXTEEN STRING JACK, COPPICE ROW, THEYDON BOIS

Mover: Councillor B Sandler, Chairman of the District Development Management Committee.

The Assistant Director of Governance (Development Management) presented a report regarding the demolition of existing public house and associated buildings know as the Sixteen String Jack, to provide 11 residential apartments with 15 parking spaces and communal gardens.

Amendment moved by Councillor J Philip and seconded by Councillor J M Whitehouse

That the application be refused in accordance with the Area Planning Sub-Committee East's recommendation on the 14 October 2015.

Five Councillors stood and requested a recorded vote on that proposal.

There voted for the recommendation: (20) namely: Councillors Angold-Stephens, Bassett, Butler, Church, Dorrell, Gadsby, Kauffman, Keska, Lea, Lion, Mitchell, Philip, C C Pond, C P Pond, Roberts, Stavrou, Surtees, J H Whitehouse, J M Whitehouse and Wixley.

There voted against the recommendation: (15) namely: Councillors Chana, Hughes, Jennings, H Kane, S Kane, Knapman, Knight, Mohindra, Morgan, Patel, Rolfe, Sandler, Shiell, Stallan and Watson.

There abstaining from the vote: (2) namely: Councillors Waller and Webster.

Carried

Motion as amended ADOPTED

RESOLVED:

(1) That the proposed development whilst within walking distance of facilities in the centre of Theydon Bois was not in a main urban area where a high level of accessibility may lead to a demonstrably lower level of average car ownership among the occupants of the proposed flats and therefore there was no justification for a significant reduction in the number of parking spaces required by the adopted parking standards, in addition the proposed spaces are below the standard size required and there are no exceptional circumstances to warrant such a reduction. The development is therefore likely to increase on street parking in the area to the detriment of highway safety, contrary to policy ST6 of the adopted Local Plan and Alterations; and

(2) That the proposed intensive flatted development, due to the scale and design and level of site coverage was completely out of character with the nature of the surrounding residential area and the street scene, which was characterised by detached properties on large garden plots set back from the highway frontage. In addition it provides an inappropriately hard edge to the boundary of the Green Belt and the edge of the settlement and is contrary to

policies CP3, CP7, H3A, GB7A, and LL3 of the adopted Local Plan and Alterations.

72. PLANNING APPLICATION REF EPF/1162/15 - KNOLLY'S NURSERY, PICK HILL, WALTHAM ABBEY, ESSEX, EN9 3LF

Mover: Councillor B Sandler, Chairman of the District Development Management Committee.

The Assistant Director of Governance (Development Management) presented a report regarding the demolition of existing structures and redevelopment to provide 79 residential units (63 of which are affordable), an associated Children's Day Nursery, new access and roundabout and associated parking and landscaping at Knolly's Nursery, Waltham Abbey.

Amendment moved by Councillor S Stavrou and seconded by Councillor B Sandler

That the application be granted in accordance with the Area Planning Sub-Committee West's recommendation on the 19 August, subject to conditions and a Section 106 agreement.

Carried

Motion as amended ADOPTED

RESOLVED:

That subject to a Section 106 legal agreement to cover:

- The characteristics of the 63 on-site affordable housing, which shall be at least 60% affordable rent housing and up to 40% shared ownership housing, to be agreed by the Council's Director of Communities,
- Education contributions of £288, 476 for primary school contributions to be used within 3 miles of the development,
- The provision, funding and means of the long term management and maintenance arrangements of the public open space,
- The provision, completion and management/handover of the children's day nursery delivered on-site and in the event that the nursery was not constructed and brought into use, a contribution of £98, 673 for early years learning to be used within 3 miles of the development,
- £25,920 to mitigate the cost of additional healthcare requirements generated by the development.

Planning application EPF/1162/15 be granted subject to the following conditions:

(1) The development hereby permitted must be begun not later than the expiration of three years beginning with the date of this notice.

(2) The development hereby permitted will be completed strictly in accordance with the approved drawings No's: 075-001, 002, 100, 101, 102,

103, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 220, 300, 301, 302, 400 unless otherwise altered by the below conditions.

(3) No construction works above ground level shall take place until documentary and photographic details of the types and colours of the external finishes have been submitted to and approved by the Local Planning Authority, in writing. The development shall be implemented in accordance with such approved details.

(4) No development shall take place, including site clearance or other preparatory work, until full details of both hard and soft landscape works (including tree planting) and implementation programme (linked to the development schedule) have been submitted to and approved in writing by the Local Planning Authority. These works shall be carried out as approved. The hard landscaping details shall include, as appropriate, and in addition to details of existing features to be retained: proposed finished levels or contours; means of enclosure; car parking layouts; other minor artefacts and structures, including signs and lighting and functional services above and below ground. The details of soft landscape works shall include plans for planting or establishment by any means and full written specifications and schedules of plants, including species, plant sizes and proposed numbers /densities where appropriate. If within a period of five years from the date of the planting or establishment of any tree, or shrub or plant, that tree, shrub, or plant or any replacement is removed, uprooted or destroyed or dies or becomes seriously damaged or defective another tree or shrub, or plant of the same species and size as that originally planted shall be planted at the same place, unless the Local Planning Authority gives its written consent to any variation.

(5) A Landscape Management Plan, including long term design objectives, management responsibilities and maintenance schedules for all landscape areas, other than small, privately owned, domestic gardens, shall be submitted to and approved by the Local Planning Authority prior to the occupation of the development or any phase of the development, whichever is the sooner, for its permitted use. The landscape management plan shall be carried out as approved.

(6) No development, including works of demolition or site clearance, shall take place until a Tree Protection Plan Arboricultural Method Statement and site monitoring schedule in accordance with BS:5837:2012 (Trees in relation to design, demolition and construction - recommendations) has been submitted to the Local Planning Authority and approved in writing. The development shall be carried out only in accordance with the approved documents unless the Local Planning Authority gives its written consent to any variation.

(7) All construction/demolition works and ancillary operations, including vehicle movement on site which are audible at the boundary of noise sensitive premises, shall only take place between the hours of 07.30 to 18.30 Monday to Friday and 08.00 to 13.00 hours on Saturday, and at no time during Sundays and Public/Bank Holidays unless otherwise agreed in writing by the Local Planning Authority.

(8) No development shall take place, including any works of demolition, until a Construction Method Statement has been submitted to, and approved in writing by, the Local Planning Authority. The approved Statement shall be

adhered to throughout the construction period. The Statement shall provide for:

- The parking of vehicles of site operatives and visitors
- Loading and unloading of plant and materials
- Storage of plant and materials used in constructing the development
- The erection and maintenance of security hoarding including decorative displays and facilities for public viewing, where appropriate
- Measures to control the emission of dust and dirt during construction, including wheel washing.
- A scheme for recycling/disposing of waste resulting from demolition and construction works.

(9) Prior to first occupation of the development the mini-roundabout access for the proposed development, as shown in principle on Hill drawing no.075-100, dated June 2014, shall be fully implemented.

(10) The provision of Real Time Passenger Information, to Essex County Council specification, at the two existing bus stops on Upshire Road/Paternoster Hill in the vicinity of the junction with Pick Hill.

(11) Prior to first occupation of the proposed development, the Developer shall be responsible for the provision and implementation of a Residential Travel Information Pack for sustainable transport, approved by Essex County Council, to include six one day travel vouchers for use with the relevant local public transport operator.

(12) The number of parking spaces and how these are laid out (including dimensions) shall be in accordance with the parking Standards Design and Good Practice Guide Supplementary Planning Guidance Document September 2009 unless otherwise agreed by the Local Planning Authority. This applies to all vehicular parking spaces including disabled requirements together with cycle parking and facilities for powered two wheelers and garages that are considered as parking spaces.

(13) The public's rights and ease of passage over public footpath no.31 Waltham Abbey shall be maintained free and unobstructed at all times.

(14) There shall be no discharge of surface water onto the Highway.

(15) All turning heads required for refuse and fire tender use shall comply with the dimensions within the Essex Design Guide for a Size 3 Turning Head and should form part of the adoptable highway.

(16) No development shall take place until a Phase 1 Land Contamination investigation has been carried out. A protocol for the investigation shall be submitted to and approved in writing by the Local Planning Authority before commencement of the Phase 1 investigation. The completed Phase 1 report shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of any necessary Phase 2 investigation. The report shall assess potential risks to present and proposed humans, property including buildings, crops, livestock, pets, woodland and service lines and pipes, adjoining land, ground waters and surface waters, ecological systems, archaeological sites and ancient monuments and the investigation must be conducted in accordance with DEFRA and the Environment Agency's "Model Procedures for the Management of Land Contamination, CLR 11", or any subsequent version or additional regulatory guidance.

[Note: This condition must be formally discharged by the Local Planning Authority before the submission of details pursuant to the Phase 2 site investigation condition that follows]

(17) Should the Phase 1 Land Contamination preliminary risk assessment carried out under the above condition identify the presence of potentially unacceptable risks, no development shall take place until a Phase 2 site investigation has been carried out. A protocol for the investigation shall be submitted to and approved by the Local Planning Authority before commencement of the Phase 2 investigation. The completed Phase 2 investigation report, together with any necessary outline remediation options, shall be submitted to and approved by the Local Planning Authority prior to any redevelopment or remediation works being carried out. The report shall assess potential risks to present and proposed humans, property including buildings, crops, livestock, pets, woodland and service lines and pipes, adjoining land, groundwaters and surface waters, ecological systems, archaeological sites and ancient monuments and the investigation must be conducted in accordance with DEFRA and the Environment Agency's "Model Procedures for the Management of Land Contamination, CLR 11", or any subsequent version or additional regulatory guidance.

[Note: This condition must be formally discharged by the Local Planning Authority before the submission of details pursuant to the remediation scheme condition that follows]

(18) Should Land Contamination Remediation Works be identified as necessary under the above condition, no development shall take place until a detailed remediation scheme to bring the site to a condition suitable for the intended use has been submitted to and approved by the Local Planning Authority. The development shall be carried out in accordance with the approved remediation scheme unless otherwise agreed in writing by the Local Planning Authority. The remediation scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, timetable of works and site management procedures and any necessary long term maintenance and monitoring programme. The scheme must ensure that the site will not qualify as contaminated land under Part 2A of the Environmental Protection Act 1990 or any subsequent version, in relation to the intended use of the land after remediation.

[Note: This condition must be formally discharged by the Local Planning Authority before the submission of details pursuant to the verification report condition that follows]

(19) Following completion of measures identified in the approved remediation scheme and prior to the first use or occupation of the development, a verification report that demonstrates the effectiveness of the remediation carried out must be produced together with any necessary monitoring and maintenance programme and copies of any waste transfer notes relating to exported and imported soils shall be submitted to the Local Planning Authority for approval. The approved monitoring and maintenance programme shall be implemented.

(20) In the event that any evidence of potential contamination is found at any time when carrying out the approved development that was not previously identified in the approved Phase 2 report, it must be reported in writing immediately to the Local Planning Authority. An investigation and risk assessment must be undertaken in accordance with a methodology

previously approved by the Local Planning Authority. Following completion of measures identified in the approved remediation scheme, a verification report must be prepared, which is subject to the approval in writing of the Local Planning Authority in accordance with the immediately above condition.

(21) No infiltration of surface water drainage into the ground is permitted other than with the express written consent of the local planning authority, which may be given for those parts of the site where it has been demonstrated that there is no resultant unacceptable risk to controlled waters. The development shall be carried out in accordance with the approval details.

(22) A flood risk assessment and management and maintenance plan shall be submitted to and approved by the Local Planning Authority prior to commencement of development. The assessment shall include calculations of increased run-off and associated volume of storm detention using WinDes or other similar best practice tool. The approved measures shall be carried out prior to the substantial completion of the development and shall be adequately maintained in accordance with the management and maintenance plan.

(23) Development shall not commence until a drainage strategy detailing any on and/or off site drainage works, has been submitted to and approved by, the local planning authority in consultation with the sewerage undertaker. No discharge of foul or surface water from the site shall be accepted into the public system until the drainage works referred to in the strategy have been completed.

(24) Before each phase of development approved by this planning permission, a detailed surface water drainage scheme for the site, based on sustainable drainage principles and an assessment of the hydrological and hydrogeological context of the development, should be submitted to and approved in writing by the local planning authority. The scheme shall be based on sustainable principles as outlined in the approved drainage strategy referenced 3834-DR001. The scheme shall include:

- (a) Surface water run-off generated by a 1 in 100 year storm event up to the 1 in 100 year + 30% climate change critical storm limited to run-off rates in the approved drainage strategy.
- (b) Storage that contains the 1 in 100 year event inclusive of climate change.
- (c) An appropriate level of treatment for all runoff leaving the site, in accordance with Table 3.3 of the CIRIA SuDS Manual.

The mitigation measures shall be fully implemented prior to occupation and subsequently in accordance with the timing / phasing arrangements embodied within the scheme, or within any other period as may subsequently be agreed, in writing, by the local planning authority.

(25) The development hereby permitted shall not be commenced until such time as a scheme to minimise the risk of offsite flooding caused by surface water run-off and groundwater during construction works has been submitted to, and approved in writing by, the local planning authority. The scheme shall be implemented as approved.

(26) The development hereby permitted shall not be occupied until submission of maintenance arrangements including who is responsible for different elements of the surface water drainage system. Any maintenance should be carried out in accordance with the maintenance schedule for the

lifetime of the development as outlined in the approved drainage strategy 3834-DR001, dated July 2015.

(27) The applicant must maintain yearly Maintenance Logs of maintenance which should be carried out in accordance with any approved Maintenance Plan. These must be available for inspection upon a request by the Local Planning Authority.

(28) No development or preliminary groundwork's of any kind shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the local planning authority.

(29) Notwithstanding the provisions of the Town & Country Planning (General Permitted Development) (England) Order 2015 (or of any equivalent provision in any Statutory Instrument revoking or re-enacting that Order), the garages hereby approved shall be retained so that it is capable of allowing the parking of cars together with any ancillary storage in connection with the residential use of the site, and shall at no time be converted into a room or used for any other purpose.

(30) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015 as amended (or any other Order revoking, further amending or re-enacting that Order) no extensions generally permitted by virtue of Class A, B of Part 1 of Schedule 2 to the Order shall be undertaken without the prior written permission of the Local Planning Authority.

(31) Before any preparatory demolition or construction works commence on site, full ecological surveys and a mitigation strategy for the site shall be submitted to the Local Planning Authority for agreement in writing with a working methodology for site clearance and construction work to minimise impact on any protected species and nesting birds. Development shall be undertaken only in accordance with the agreed strategy and methodology.

CHAIRMAN

Report to the Council

Committee: Cabinet

Date: 15 December 2015

Subject: Asset and Economic Development

Portfolio Holder: Councillor A Grigg

Recommending:

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

Economic Development

Business Support / One Business Briefing

The Economic Development Team is managing a good supply of enquiries from individuals looking to set up in business locally and existing businesses looking to invest in the district. BEST Growth Hub is proposing a suite of workshops for start-up and established businesses in West Essex and EDOs will be liaising to ensure these are relevant to local business need and will be promoting locally to hopefully encourage strong take-up.

Town & Village Centres Opportunities Fund

The second round of applications to this fund closes on 2nd December although at the time of writing it is not known what level of applications might be expected. A report will be considered by Cabinet on 3rd December to agree the allocation of funding to this scheme for 2016/17. The same report will outline that a number of initiatives that will be developed by the Economic Development Team and proposed to the Portfolio Holder for consideration in order to maximise the benefits to be achieved by the fund.

Stakeholder Engagement

EDOs have been working closely with colleagues in Planning Policy in respect of the Economy areas of the new Local Plan. Most recently this has included participation in the Economic Strategy workshop on 19th November. Facilitated group discussion provided the opportunity to explore high level preferences in terms of policy approach to the economy in the new Local Plan and to re-appraise EFDC's Economic Development priorities.

Superfast Broadband

The construction phase of the Rural Challenge Project (Phase 2b of the Superfast Essex Rollout) has now begun. The first cabinet has been built in the Bobbingworth and Bovinger area and work is ongoing to build the network connections from that cabinet to the residential premises that it will serve. Community Q&A events have been held in Moreton,

Fyfield, Willingale and the Rodings and have been warmly received by those attending. Rollout of the project is keenly anticipated by residents and businesses. These events will continue throughout the rollout programme and we will advise the local district members for the relevant areas as and when the events are organised.

Tourism

Positive early stage work is underway with partners looking at opportunities to better join-up and package the tourism offer across Epping Forest District, Broxbourne and East Herts. The Tourism and Visitor Board has also confirmed that the Annual Tourism Summit will be held on 4th March 2016.

Asset Management Projects

The Cabinet has been receiving regular high level reports on the Epping Forest Shopping Park project. Now that the Council has acquired the sole interest in the development of the project and the associated risks, both financial and reputational, the Asset Management Cabinet Committee have now taken on responsibility for a higher degree of project monitoring. The Council's Consultant Project Manager and Marketing/Lettings Advisors are attending the Cabinet Committee meeting on the 10 December to present their reports.

Work is progressing on the development of the new depot at Oakwood Hill, which will accommodate the Council's Ground Maintenance and Fleet Maintenance Services, who will be vacating Langston Road. Ground-works are complete with the steel frame largely erected. If current progress is maintained, practical completion should be achieved in April 2016.

The Council's Consultants, Savills, have undertaken a marketing exercise to seek a development partner to promote aviation activity at North Weald Airfield. Three expressions of interest were received, the details of which were presented to the Asset Management Cabinet Committee who recommended to Cabinet accordingly. It is now intended that a further procurement process in accordance with European regulations to let a "concessionary" contract to a potential partner is instigated. Progress will be reported to Council.

Report to the Council

Committee: Cabinet

Date: 15 December 2015

Subject: Environment

Portfolio Holder: Councillor W Breare-Hall

Recommending:

That the report of the Environment Portfolio Holder be noted.

Waste Management

Members will recall that in my last report I commented on the improving performance of the waste and recycling contractor, Biffa Municipal, and that I committed to securing further improvements. I am pleased to inform Members that this is being achieved, with a sustained reduction in the number of missed Assisted Collections (those collections from properties where residents are unable to present their waste at the boundary of their property).

I would like to take this opportunity to remind Members of the special meeting, on 17th December, of the Neighbourhoods and Communities Select Committee. This meeting will review the performance of the new waste management contract, particularly during the period following the switch to a 4 day collection service in May 2015. I encourage Members to attend to help with the review process and to ensure that lessons are learnt for the future.

Fly-tipping clearance and enforcement

On 17th November, the Environment & Neighbourhoods team asked Members of the Neighbourhoods and Communities Select Committee to consider the financial impact on the victims of fly-tipping crime, and specifically whether or not the Council should offer any financial support towards clearance of fly-tipped waste from private land.

Whilst Members sympathised with the victims of this crime and asked officers to provide advice, support and, if possible, access to the Council's waste contractor for a competitive quote for clearance work, they agreed with the officers' recommendation that the Council should not change the existing policy and should not seek additional funds to pay for clearance of waste from private land. Members were keen for officers to continue with enforcement work to catch the perpetrators of fly-tipping, where possible supported by CCTV.

Enforcement of waste containers stored on the public highway

At the same Neighbourhoods and Communities Select Committee meeting, Members were asked to consider the implications of proposed enforcement action against businesses and householders who continually store waste and waste containers on the public highway, without consent from Essex County Council.

Waste stored on the highway can cause similar issues to fly-tipping; it can look unsightly, pose a hazard to users, and encourage others to dump waste in the area. Any spillages of waste can easily escape onto the highway causing litter, and marking of the road surface.

Grease deposits from repeated waste spillages can build-up over time and become potentially hazardous.

However, there are examples of where well managed bins stored on the public highway cause no significant issues or complaints and may be tolerated.

It was resolved that officers be allowed to exercise sensible enforcement of this issue, whilst retaining some discretion, and that the Council should adopt a procedure to assess the impact of the breach of the waste legislation before deciding whether or not EFDC should seek to use waste laws to remove bins containing waste stored on the highway.

Drainage

Officers are currently working alongside Essex County Council and their consultants to produce a Surface Water Management Plan (SWaMP) for Loughton, Buckhurst Hill and Theydon Bois. SWaMP's are produced to record and identify known and potential surface water flooding locations, assess risk and explore broad solutions. The plans can then be used to inform local plans as part of the wider Evidence Base. The Plan for Loughton, Buckhurst Hill and Theydon Bois is within the second tranche of such plans being overseen by the County Council in their capacity as the Lead Local Flood Authority and their responsibility to coordinate and work with other Risk Management Authorities to identify and reduce flood risk. With Epping Forest district being unique in Essex in still retaining a dedicated Drainage Team the level of local knowledge available will help ensure the Plan is a robust and authoritative document. The first draft of the Plan is expected by March 2016.

Noise nuisance

On 9th November 2015, Natasha Thompson, of 22 Longcroft Rise, Loughton, was prosecuted by Epping Forest District Council for breaches of noise abatement notices served on her. The offences occurred on 16th May 2015 and 29th July 2015. Ms Thompson had previously been prosecuted for a breach of a noise abatement notice.

At a hearing in Chelmsford Magistrates Court on 8th October 2015 Ms Thompson pleaded not guilty to the offences and a trial was fixed for 9th November. Despite pleading not guilty, Ms Thompson failed to attend at the trial, which proceeded in her absence. Environment and Neighbourhood officers gave evidence as to what they had witnessed, which they deemed to be a statutory nuisance in breach of the noise abatement notices. Evidence was gathered by officers after they responded to complaints made to the Council's out of hour's noise service. They also gave evidence about the numerous offers of advice, regarding the level of permissible sound, that the Council had made to Ms Thompson.

Ms Thompson was found guilty of the new offences and received a total fine of £1,220. Prosecution costs of £2,247.34 were also awarded to the Council. She was also ordered to pay a Victim Surcharge of £150 and Court Charges of £150. The Magistrates stated that Ms Thompson had shown a blatant disregard for the abatement notices.

The Council has also now obtained an outright possession order against Ms Thompson, who is a Council tenant.

Report to the Council

Committee: Cabinet

Date: 15 December 2015

Subject: Finance

Portfolio Holder: Councillor S Stavrou

Recommending:

That the report of the Finance Portfolio Holder be noted

Accountancy

The Spending Review and Autumn Statement were presented by the Chancellor on 25 November. A lot of the media coverage has been devoted to the welcome change of policy on tax credits, which had been pencilled in to deliver £4.4 billion of savings. It seems the Office for Budget Responsibility is in need of a new crystal ball as the Autumn Statement told us the position on the public finances was £27 billion better than their previous estimates. This improvement has arisen from continued low interest rates holding down the cost of borrowing and higher than previously anticipated income. The higher income figures include the correction of a £3.3 billion error in VAT forecasting. However, I do not want to be too critical as the better than expected state of the public finances is good news.

The improved financial position allowed the Chancellor to make several other changes to his plans, in addition to the change on tax credits, whilst maintaining the target of a £10 billion budget surplus by 2019/20. Borrowing will be £8 billion less than previously predicted and capital investment £12 billion higher and the pace of reductions in spending has been reduced. The highest profile beneficiary of the revised spending plans was the Home Office and in particular the Police who saw their budget protected. Spending reductions for the Department for Communities and Local Government were again amongst the largest seen across Government although these too were lower than had been previously anticipated. How these reductions feed through to the detailed settlement for local authorities remains to be seen and I will update on this if the settlement is published before this meeting.

It is worth considering some of the policy announcements as there are more big changes ahead in terms of the structures, responsibilities and financing of local authorities. The key announcement was in the English Devolution section of the Statement and that paragraph is provided in full below –

DCLG will shortly consult on changes to the local government finance system to pave the way for the implementation of 100% business rate retention by the end of the Parliament. The consultation will take into account the main resources currently available to councils, including council tax and business rates. As part of these reforms, the main local government grant will be phased out and additional responsibilities devolved to local authorities, empowering them to drive local economic growth and support their local community. For example, the government will consider transferring responsibility for funding the administration of Housing Benefit for pensioners and Transport for London's capital projects to local government and will also consult on options to transfer responsibility for funding

public health. The government will consult on these and other additional responsibilities in 2016.

In addition, a further consultation will also take place on the New Homes Bonus. This is likely to see a change in the method of calculation and a reduction in the period that the Bonus is payable over from six to four years. It is expected that over time the balance will shift significantly away from the current 80/20 share between districts and counties. This is likely to reduce our funding although the Statement did say that the consultation would include proposals for a floor system to ensure that no authority lost out disproportionately. In constructing the budget for 2016/17 we have already taken the decision not to include the full amount of New Homes Bonus in the Continuing Services Budget and we will carefully consider the amounts of New Homes Bonus in the Medium Term Financial Strategy as the budget is finalised.

The Statement included a promise to bring forward reforms to the planning system to accelerate housing supply and get more homes built. Whilst the majority of the detail on these reforms is still awaited, a new delivery test for local authorities was mentioned to ensure delivery against the number of homes set out in Local Plans.

The final announcement worth mentioning in this section is on the Right to Buy for Housing Association tenants. Local authorities will have a role to play in funding this and so have a keen interest in how it will work and what the level of take up will be. The Government have stated that they will run a pilot with five Housing Associations to inform the design of the final scheme.

Benefits

In addition to the policy change on tax credits the Statement contained a number of other announcements on Benefits. The most significant of these is to cap the amount of rent that housing benefit will cover in the social sector to the relevant local housing allowance, which is the rate paid to private renters on housing benefit. This will apply to tenancies signed after 1 April 2016, with housing benefit entitlement changing from 1 April 2018 onwards.

The Chancellor also announced that the Department for Work and Pensions (DWP) would be transformed into a smaller more efficient department. This will involve a 20% reduction in the DWP estate and expand the number of job centres co-located with local authorities. This should help provide a more joined up service and as we are looking to make better use of our estate as well I am sure that any approach from the DWP to co-locate would be welcomed.

Later on the agenda we have the Council's scheme for Local Council Tax Support (LCTS) for 2016/17. It was three years ago now that we approved our first LCTS scheme for 2013/14 and the scheme has remained largely unchanged since then. However, concerns about the financial burden of the scheme and the equality of treatment for the employed and self-employed have necessitated changes for 2016/17. As we will debate these changes later I do not want to say any more about them at this stage.

Revenues

The Statement included items of interest on both Business Rates and Council Tax. I was pleased to see the support for small businesses from the extension of the doubling of small business rate relief for 12 months to April 2017. This measure is estimated to provide full relief to over 400,000 businesses across the country, with a

further 200,000 benefiting from tapering relief. The Government's wider review of Business Rates is continuing and should report as part of the Budget 2016.

For Council Tax we have seen a relaxation in the controls that have prevented increases in recent years. Authorities with responsibility for social care, such as Essex County Council, will be able to raise Council Tax by up to 2% per year to fund adult social care. Police and Crime Commissioners (PCC) will also be given greater flexibility, with those that have historically kept their Council Tax low being allowed to increase their charge by £5 instead of 2%. We do not know yet how these flexibilities will be used within Essex but I would expect both the County Council and the PCC to increase their charges for 2016/17.

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Report to the Council

Committee: Cabinet

Date: 15 December 2015

Subject: Governance and Development Management

Portfolio Holder: Councillor J Philip

Recommending:

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

1. Development Management

Development management has a number of highlights around income streams and recovery of costs. It is always good to see the Council being able to recoup the costs of planning enforcement actions in addition to the regular stream of income.

Planning Enforcement

Members will recall that following the lengthy required legal and enforcement procedures, the Planning Enforcement section took direct action to remove a large portable building from the Old Foresters site, Abridge Road, Theydon Bois several years ago. Considerable costs were incurred having to pay for a contractor to carry out the works. These fees were £25,000 and we placed a legal charge on the land to enable the Council to recover its costs, when the land was disposed of. As a result of action by the Council this amount has now been recovered in full.

Income Summary

Both development functions are showing strong signs of resilience with income above budget and planning/building control applications exceeding and/or matching like for like periods last year. Costs continue to be carefully monitored although workload remains at a high level. The pressure to achieve deadlines and cope with demand is being actively managed – but recruitment in planning and building control remains challenging due to high levels of demand within the professions.

Building Control Income

Building Control 2015/16 budget is £386,000 with the year to date income of £298,000, which equates to 77% of the whole year projected budget in a seven month period.

As a result income is currently £21,432 ahead of budget. Building control applications are on an upward trend as our partnering and marketing initiatives are having a positive impact.

This is only sustainable if the quality of the service is high and I am pleased to report a growing trend of compliments from our residents for, most notably, speed of response and empathy of the building control team.

Development Control Income

Development Control 2015/16 budget is £595 000 with the year to date income of £481,000. This is an even higher level being 81% of the budgeted income in just the seven month

period. It is therefore anticipated that DC income will reach about £800 000 for this financial year.

2. Legal Services

The legal section has again been representing the Council's interest and making sure that a few cases of individual misconduct do not disadvantage the majority of our residents. On 25th November 2015 the Council secured the eviction of tenants on anti-social behaviour grounds from 3 Council houses in the Loughton area.

One tenant living in Crossways Loughton had already faced a two day trial, when on 23 October 2014 the Court converted her secure tenancy to a demoted tenancy for the period of one year. This meant that she lost certain rights as a tenant and if she caused any further anti-social behaviour the Court was bound to grant the Council a possession order. In practice this was the Court giving the tenant a final opportunity to show that she could behave. Unfortunately she did not take that opportunity and, following further evidence of such behaviour being presented to the Court on 29th September this year, the possession order was made.

In respect of another tenant living in Homecroft Gardens, the Council was granted a possession order on 19th September 2015. Matters had become so bad between the Council issuing the possession proceedings in July 2015 and the hearing date that the Council sought and was granted an Injunction on 11th August prohibiting her from using abusive, offensive, threatening or intimidating language or behaviour in the locality, causing noise nuisance by shouting or by slamming doors or knocking on neighbours' doors, playing loud music and from having any Class A or B drugs in the property.

The third tenant lived in Marlescroft Way Loughton. The Council issued possession proceedings at the beginning of September 2015 and a hearing was set for 6th October. In the meantime following joint consultation between a number of parties, Essex police obtained a Closure Order on 18th September prohibiting anyone apart from the tenant from going to the property. The Council obtained a forthwith possession order on 6th October 2015 but, because there were concerns that the tenant had befriended a vulnerable tenant living in the same area and might move in with her when evicted, an urgent Injunction was applied for and granted on 23rd November prohibiting him from residing at, visiting or otherwise entering any property, corridors stairways or landings within an area defined on a plan. This Injunction was served on the tenant at the eviction.

In reporting these cases I draw attention to productive working between Directorates and the external agencies. In particular the Council is grateful to Essex Police for providing police officers to attend at each of these evictions to prevent any breach of the peace.

3. Corporate Fraud Team

We have been looking for opportunities to make the most of our capabilities in this area, and members will remember an earlier report where I highlighted our automatic investigation of right-to-buy applications. Leading on from this, during August, the team manager provided training to officers of Uttlesford District Council on how to conduct interviews under caution (in accordance with PACE). This was at the request of the Revenues Manager at Uttlesford following previous advice we have given in this area.

The training provided was charged to Uttlesford and represented the first step towards the Corporate Fraud Team actively bringing in revenue for the Council. According to feedback, the training was very well received and there is potential to build on this with other Local

authorities and registered social landlords, particularly in the field of Housing and Right to Buy frauds.

The Council is currently bringing a criminal prosecution against an Epping Forest District Council tenant for the illegal subletting of her council property. As she was a tenant of a housing association prior to obtaining a council tenancy (and our investigation shows she obtained the HA property fraudulently), we have worked , and continue to work, with the housing association concerned to bring proceedings and also pursue the defendant under the Proceeds of Crime Act. As we are the lead authority both in the investigation and prosecution of offences, a financial contribution, from the HA, towards bringing the case and any subsequent POCA actions is in the process of being agreed.

Staying on the subject of Housing Associations, we are in the early stages of liaising with another HA in our area regarding a criminal subletting investigation concerning one of their properties. This particular HA does not have any investigative resources of their own so it is also an opportunity to “pitch” our investigative services to them going forward.

We have had initial discussions with Harlow Council on developing their strategy for tackling Social Housing Fraud and this is another demonstration of our work with our partners to share expertise and drive efficiencies.

As a result of a successful and well received presentation by one of the team to a Conference attended by many Local Authority anti-fraud professionals, on tackling Right to Buy Fraud we have received requests for input, advice and training from other authorities (including some London Boroughs). We are also receiving requests for copies of our additional Right to Buy application form which was designed in house and implemented in partnership with the DCLG.

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Report to the Council

Committee: Cabinet

Date: 15th December 2015

Subject: Housing

Portfolio Holder: Councillor D Stellan

Recommending:

That the report of the Housing Portfolio Holder be noted.

Council Housebuilding Programme – Current Position

On 4 December, we are due to take possession of 12 converted and refurbished flats at Marden Close, Chigwell Row. The scheme has included the conversion of 20 difficult-to-let bedsits and the ground floor hall of Faversham Hall into 12 self-contained flats, to be let at social rents. I was pleased to visit the works prior to the hand-over, along with officers and the local ward member, Cllr Brian Sandler. We were all delighted with the quality of the refurbished homes that will be provided for residents of the Epping Forest District.



Phase 1 of the Housebuilding Programme continues to make progress after its delayed start. However, the contract completion date of 13 November 2015 was not achieved by the contractor, Broadway Construction Ltd, so a Certificate of Non-Completion was served on the contractor and we are now exercising our right to start deducting liquid and ascertained damages, in accordance with the terms of the contract. The contractor has indicated that they expect to complete the 23 new homes, across all 4 sites in Waltham Abbey, by April 2016.

Tenders have now been received for the construction of 51 new affordable rented homes in Burton Road, Loughton, which forms Phase 2 of the Council's Housebuilding Programme. The tenders are currently being evaluated and are to be presented to the Council Housebuilding Cabinet Committee in January 2016, where a decision will be made on the contractor to design and build the new homes. Works are due to start around April 2016 and will take around 20 months to complete.

Planning applications have been submitted for all 9 sites that make up Phase 3 of the Housebuilding Programme. These are located in Epping, Coopersale and North Weald. Planning permission has already been granted on three of the 9 sites, with the remaining applications being determined in December 2015.

Eight planning applications have also now been submitted for the sites in Buckhurst Hill and Ongar that make up Phase 4 of the Programme and Pellings LLP, the consultants for our Development Agent, East Thames, will shortly be submitting planning applications for a further 13 sites in Loughton that will make up Phase 5 of the Programme.

Tenant Satisfaction ('STAR') Survey

We have just completed a Customer Satisfaction Survey of our Council tenants, using an independent consultant. The survey is carried out every three years using the 'STAR' system (Survey of Tenants And Residents). This anonymous postal survey was sent to a random sample of a third of our tenants (2,215), including both general needs and sheltered housing tenants (but not leaseholders).

We had a good overall response rate of 36%, which is in line with response rates achieved by many other councils, and is well in excess of the STAR target. Our consultants have produced a report on the findings, and the following satisfaction ratings were given by tenants in the following areas:

- | | |
|---|------------------|
| • Overall satisfaction with landlord services | 87% satisfaction |
| • Quality of the home | 85% satisfaction |
| • Value for money, for the level of rent charged | 82% satisfaction |
| • Value for money of service charge | 73% satisfaction |
| • Listens and acts on views | 62% satisfaction |
| • Being kept informed of things that might affect tenants | 82% satisfaction |
| • Final outcome of enquiry | 77% satisfaction |
| • Repairs and maintenance overall | 84% satisfaction |
| • Last completed repair | 87% satisfaction |
| • Neighbourhood as a place to live | 87% satisfaction |

The results were reported to the Housing Select Committee for consideration on 10th November 2015 and provides an up-to-date picture of tenants' satisfaction with their homes and with the housing services we provide. The feedback is being analysed to see where improvements and changes can be made. The data will also allow us to compare our performance over time and to benchmark us against other social landlords.

Tenant satisfaction surveys are no longer required by the Government to be carried, but with 6,500 tenants paying rent for housing services, I think that it is important to continue seeking our tenants' views every three years.

Annual Report to Tenants 2015

Under the 'Housing Regulatory Framework for Social Housing in England', published by the Homes and Communities Agency, all registered housing providers (which includes the Council) are required to produce an Annual Report for their tenants.

There are four consumer standards in the Regulatory Framework and the Annual Report sets out the ways that the Council is meeting its obligations under these standards. These are:

- Tenant Involvement and Empowerment Standard (Involving our tenants)
- Home Standard (Housing repairs and maintenance)
- Tenancy Standard (Housing applications and lettings, Setting and collecting the rents)
- Neighbourhood and Community Standard (Managing tenancies and estates, Older peoples services)

The Council is in the process of producing its 'Annual Report to Tenants 2015', which shows how the Housing Service has performed against its own targets and previous performance - including performance against the 'Tenant-Selected Indicators' (a suite of performance indicators determined by the Tenants and Leaseholders Federation). The Framework also requires the Council to publish information on complaints on an annual basis, so this is also included in the Annual Report. It also covers the objectives and key achievements of the Housing Service, and plans for the future.

The Annual Report will be sent to all Council tenants in mid-January 2016 and will be published on the Council's website. Copies of the report will also be provided to all members, and further copies will be available from the Information and Customer Relations Team at the Civic Offices.

Expansion of Services and Opening Hours at the Limes Centre, Chigwell

Following the re-development of the Limes Farm Hall, Chigwell, the new Limes Centre was opened in February 2012. The Limes Centre is an important community facility on the Limes Farm Estate and includes the following services:

- A Local EFDC Office - which currently opens each morning between 9am and 12.30pm, providing a housing management service to both the Limes Farm Estate, and other parts of Chigwell and Buckhurst Hill
- Non-cash payment facilities for Housing and Council Tax (from the New Year)
- Benefits and Council Tax Advisors - available to give advice during normal office hours each Wednesday
- Debt Advice Service - provided by the Epping Forest Citizens Advice Bureau two mornings each week
- "True Stars" Children's Centre - which operates from and within the facility, Monday to Friday from 9.30am to 5pm
- NHS Health Clinic - which provides a baby clinic and a range of other services for the community
- Youth Club - provided by Red Balloon Company and supported by Community Services
- Job Centre Plus drop-in Centre - on Thursdays from 11am to 2pm
- Community Café - on Monday mornings from 9am to 11am

In addition to the above services, which provide a "multi-agency hub" for local people, the Limes Centre has a large main hall and smaller activities hall which are available for hire, for both regular bookings and one-off events, including evenings and weekends. Currently, these bookings include sports clubs such as **Page 39** and Karate, a range of fitness and

wellbeing sessions such as Tai Chi and Yoga and many children's parties and large faith gatherings at weekends.

In order to make the best use of the Local EFDC Office's facilities, the Cabinet agreed earlier in the year that an additional part-time (18 hours) Housing Officer is appointed on an 18 month contract, to enable the opening hours of the Local EFDC Office to be extended to normal office hours, Monday to Friday. This will be supported by staff from Community Services and Finance. The Limes Centre will then be marketed across the locality as a general Council service facility.

Unfortunately, recruitment problems for the Housing Officer post have caused some delays in extending the opening hours; however, these have now been overcome and it is expected that the hours will be extended to normal office hours from 4 January 2016.

Following an initial 6-month pilot period, a report will be submitted to the Housing Select Committee to consider a review of the success or otherwise of the additional services and extended opening hours, and whether or not the additional part-time Housing Officer post should be made permanent.

New Repairs and Maintenance Hub – North Weald

We need to re-locate our Housing Repairs Service from the Epping Depot to enable the proposed re-development for the St Johns Road area of Epping to proceed. Having searched for alternative vacant buildings around the district and other potential development sites to relocate to, with none found to be suitable, I am recommending to the Cabinet that a new Repairs and Maintenance Hub be constructed on a Council-owned vacant brownfield site in Blenheim Way, North Weald. I am also recommending that the new Hub should be funded by the Housing Revenue Account.

This move also creates the opportunity for the Housing Repairs Team to be co-located with the Housing Assets Team, currently based at the Civic Offices. Not only would this result in operational benefits but it would also free-up accommodation at the Civic Offices (on the ground floor, close to Reception) to assist with the Council's Accommodation Strategy.

Subject to the Cabinet agreeing my recommendations I will, of course, keep members informed with the progress of the project.

Gas Servicing and Breakdown Service – Outcome of Tenders

Following a competitive tender exercise, I am recommending to the Cabinet that Gracelands CMS Ltd be appointed to undertake the programmed servicing and breakdown and emergency repairs to Council-owned gas appliances across the whole of the district for the next 10 years. The EU-compliant tender exercise was based on an assessment of both quality and price - with a 60% weighting for quality and a 40% weighting for price.

Gracelands CMS Ltd has a long track record of undertaking a variety of maintenance-related contracts for the Council, and I our current contractor for gas servicing and breakdowns. Therefore, the transition process to the new contract will be seamless from the tenants' perspective. It is also pleasing to report that Gracelands CMS Ltd is a local company, employing local labour.

Syrian Refugees

There is little further to report on the position with the Council's offer to provide two Council flats this year to Syrian refugees. Although some refugees are expected to arrive in Essex before Christmas, we have been advised that they will not be accommodated in the Epping Forest District. In the meantime, no Council properties are being kept empty to accommodate refugees; they will only be made available if and when they are required.

We have recently received a letter from Richard Harrington, Minister for Syrian Refugees, confirming that funding that has now been secured through the Government's Spending Review to assist with local authority costs over the next 5 years. The Minister has also advised that 55 local authorities will be receiving Syrian refugees into their communities before Christmas and that "many more" have agreed to assist refugees in the coming months and years. The Home Office's experience so far has been that the majority of Syrian refugees have arrived in family units, including people of working age. The Minister has said that the Home Office will be working closely with the Department for Work and Pensions to focus on getting refugees into work in the UK.

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Report to the Council

Committee: Cabinet

Date: December 2015

Subject: Leisure & Community Services

Portfolio Holder: Councillor H Kane

Recommending:

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

Community Services

Our Community Services team continue to provide an exceptional variety of activities on an ongoing basis and I am pleased to highlight some of these in this report.

Epping Forest Commoners Project: Officers have been working with an Arts Council England National Portfolio Organisation called 'Up Projects', to develop a visual arts project in the Epping Forest District for 2016-17. The Epping Forest Commoners Project will build on previous work with Artist Ruth Beale and Up Projects on *The People's Forest*, in 2014-15, and involves a range of local community groups who will explore how they think of and use Epping Forest. We are applying for funding to support the project from Arts Council England and Essex County Council.

Active Assemblies: These special assemblies form part of our programme to help combat obesity amongst primary age children, which is particularly high in the Epping Forest District in comparison to other areas in Essex. The programme will be delivered in seven Primary Schools across the District from January 2016 and includes safe and effective dance movement and play related to food recipes, with the aim of encouraging physical activity and healthy eating for wellbeing. To ensure sustainability of the programme within schools, we have created a comprehensive resource pack, which is left with the school, to be used regularly as part of the school programme.

Limes Centre Dance: Earlier in the year, a local freelance dance artist, Rebecca Barnard, was commissioned by Community Services to run a series of dance classes for children and young people at The Limes Centre in Chigwell, as part of the externally funded 'Get Active Epping Forest' project. I am pleased to say, that when the funding period finished, Rebecca was able to continue to run the classes on a weekly basis at Limes Farm and more recently in November, using external funding from Royal Opera House Bridge, she produced a dance show at Epping Forest College, where Limes Dancers performed alongside Moreton Primary School after School Dance Club and her young adult groups. Moreton dance is also governed by EFDC and therefore two of our young groups had been given a wonderful performance opportunity.

Sherrell House and Tallis House (Older People dance & art workshops): Our Dance and Cultural Engagement Officers have recently been commissioned to deliver creative dance and visual art workshops at Sherrell House in Chigwell. This work has been specifically designed for residents with dementia and will continue into 2016. During this

period, new staff will be recruited and trained to take over the sessions, so that our own officers can then begin delivering classes to residents of Tallis House in Waltham Abbey. is

This specially designed model of work builds on learning from a previous project called Transitions that was developed by the Council in 2012/13, where staff worked directly with care staff in residential homes to devise activities that meaningfully engage people living with dementia. The Council has been recognised for this incredibly innovative work and is thought to be one of the leaders in this field, with a member of staff being invited to speak at the British Embassy in Berlin in 2013, for the UK Science and Innovation network at a conference entitled “Addressing dementia: innovative approaches in research and care”.

CPD for PE Teachers in teaching dance to KS2 pupils: As part of Community Services work with local schools, staff are developing training workshops for PE teachers to give them ideas and a foundation in teaching dance to KS2 pupils. The first workshop was very well received on November 23rd and we have been asked to repeat the session in the New Year to more teachers. This model can be rolled out and developed to suit individual school’s needs on a regular basis if required.

Work with residents of Hanover Court, Waltham Abbey: Hanover Court is the sheltered housing scheme adjacent to the District Museum and during the redevelopment of the museum facilities officers have been liaising with the residents on an ongoing basis, to keep them informed of the works in progress and to maintain good relations. Further to this, staff are now in the process of developing initial engagement opportunities around reminiscence that will aim to encourage an ongoing relationship between residents, and the museum and its collection. Sessions will be held in the Abbey Gardens Centre from mid Feb 2016 until the museum is back in action, when there will be Tea & Chat sessions every Wednesday in the community space.

Mapping Memories: A new and exciting, reminiscence project is currently underway, which will involve talking to local people about their memories of ‘place’ in the Epping Forest District, and recording these details to be cross referenced with maps of the district. The long term aim of the project is to eventually set up an online museum resource, and feed into marketing. This will be an ongoing project which will be rolled out at fairs, open days and other local events and will involve volunteers, such as U3A and other groups, in collecting memories.

Community, Health and Well-being events for older people: Our Community Services staff have recently worked with NHS West Essex Clinical Commissioning Group (CCG) to provide three very successful events to help older people keep safe and well over the winter months. The three events were spread across the district to enable as many people to access as possible and were staged at Buckhurst Hill Library, Epping Hall and Waltham Abbey Town Hall. Around 40 people attended each event where they were given a range of presentations and workshops to strengthen their knowledge about electrical safety, use of and checking and falls prevention. A mix of public and voluntary organisations supported the events, including Essex County Fire and Rescue Service, Voluntary Action Epping Forest, Trading Standards, who spoke about scams and bogus callers, Neighbourhood Watch and Community Agents, who spoke about their services to support older people in living in their own homes. Community nurses were also present to carry out health checks and following the information workshops, attendees were invited to take part in a fun and energetic seated exercise session, which was followed by lunch and bingo. Everyone attending also received a goody bag with segment timer and information about services and

activities for older people, including exercises for older people to improve mobility, flexibility and general health and well-being.

Six for All (adult disability sports project): This externally funded project continues to expand and a number of new activity sessions have recently been developed and are being delivered across the District for disabled adults. The activities which are provided at a range of venues inside and outside of the district (where facilities are available) vary from trampolining & athletics to football and boccia and cater for all additional needs. In order to help sustain this activity programme over the long term, a 'How to coach disabled people in Sport' coaches workshop has also been delivered with 16 coaches attending. It is planned to run more of these, as the project continues.

Reality Roadshow: Community Services were recently successful in a bid for £5,400 to the Police & Crime Commissioner, to fund the delivery of an interactive drama production delivered by the Arc Theatre Company, which tackles the high level priority of child sexual exploitation (CSE) and the law around producing and distributing indecent images of people under the age of consent. This bespoke production has been developed specifically for Epping Forest Reality Roadshow in line with emerging concerns and trends reported by schools in the area. The funding will also be used to deliver anti-gang workshops as part of Reality Roadshow which is delivered to every secondary school in Epping Forest District.

First Aid Training Course provided at The Limes Centre: Community Services, in partnership with Spurgeon's Children's Centre, hosted a one day certified basic first aid course at The Limes Centre, Chigwell. Nine people took part in the course which included people from the local community and volunteers from the Children's Centre. At the end of the day, all the candidates sat a short exam with a 100% pass rate. Each candidate will receive a certificate which will certify them for 3 years. The feedback from the course was really positive and the day was enjoyed by all those that attended and more significantly they left with the confidence to deal with any first aid incidences that may arise at home or in their locality. Since the course we have had a number of enquiries regarding future community first aid courses.

Leisure Management Contract: Further to the Cabinet agreeing the Business Case and Procurement Strategy for the new Leisure Management Contract in September, the opportunity has been advertised in accordance with the relevant European Regulations. The Pre-Qualification Questionnaires are due to be returned on the 6 December and the shortlist of Tenderers will be considered by the Portfolio Holder Advisory Group at their meeting on the 14 January 2016. The Council's current contractor SLM, have confirmed their willingness to accept a contract extension of up to one year to facilitate the procurement timetable.

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Report to the Council

Committee: Cabinet

Date: 15th December 2015

Subject: Planning Policy

Portfolio Holder: Councillor R Bassett

Recommending:

That the report of the Planning Policy Portfolio Holder be noted

1) Local Plan Member Workshops

Thank you to all District and Town and Parish Council representatives who came to the three recent Local Plan workshops. The purpose of these workshops was to inform members of emerging key issues that the draft Local Plan will need to cover, and to ensure that Member views and concerns are aired at this formative stage so that they might be taken account of in the policy drafting. Workshops held during November considered in turn: The Historic Environment, the Natural Environment and Green Networks, the economic strategy (including food production, glasshouse industry, tourism and live/work and affordable housing / housing for an ageing population.

As Members will appreciate, many of the issues that our Local Plan needs to address are by their nature quite complex and technical; therefore, handling discussion of them in topic based bite size chunks seems the most sensible approach. I am pleased to say that all three evenings were very well attended with plenty of discussion and views expressed regarding what the policy approach should be. The feedback that officers and I have had indicates that most Members found that the format worked well having officers first explain the issues, national policy and what the evidence says before then having the opportunity to debate possible policy options.

Officers now tasked with drafting the relevant sections of the Local Plan advise that invaluable information was recorded that they will be taken account of alongside all the technical evidence. I am assured that summary write ups capturing views expressed at these three workshops will be produced and distributed before the Christmas break to all District Council members. The summaries will also be sent to Parish and Town Council clerks.

We are therefore committing to continue in this vein and a further series of Local Plan Member workshops will be held in the New Year. Members will of course be notified in January of the dates, arrangements and topics to be considered.

2) Update on key evidence work

Green Belt Review:

Work on the Green Belt Review Stage 2 has started although there has been some slippage following the decision taken by Cabinet in September that Stage 2 should not be procured with Harlow. This led to the need to undertake a further stage in the procurement process and delayed the appointment of consultants. Meetings have now been held with the appointed consultants LUC to discuss and agree the proposed methodology prior to commencing the fieldwork and analysis in December.

It is important to remember that the outcome of the Green Belt Review is only one, albeit an extremely important, piece of the evidence base that will inform the Council's future plan-making decisions. Following completion of stage 1 of the Green Belt Review for the District and reported to Cabinet in September, Stage 2 will provide, a more detailed assessment of the broad locations identified in stage 1. This will provide evidence at a more detailed level:

- The areas where the Green Belt policy designation should remain;
- Any historic anomalies in the existing boundaries or locations where development has taken place, which may therefore suggest minor amendments to the Green Belt boundaries are required;
- Areas that may be least harmful in Green Belt terms for potential development purposes.

If a parcel or part of the parcel is appraised as part of the more detailed work this does not mean necessarily that the parcel should or will be allocated for development in the emerging Local Plan or that the Council would look favourably on a planning application.

A Member and Parish/Town council workshop will be arranged in the New Year, at which the consultants will explain the methodology and report on the progress that they have made. Once the stage 2 study has been completed, together with the other evidence base work, the outcome of the Green Belt Review will be used to inform the Draft Plan- Preferred Approach upon which we will be consulting next year.

Transport

To help inform the housing target for the District further transport modelling work is being undertaken by Essex County Council to consider how the growth will be distributed across the Housing Market Area and the outputs will then be considered by the four authorities at the Cooperation for Sustainable Development Board. This work is being progressed using support from ATLAS and facilitated by AECOM to assess the impact of strategic options in the four authorities to meet the overall OAN figure for the SHMA area.

3) Duty to Cooperate:

Officers and Members continue to meet regularly with appropriate authorities, principally through the Cooperation for Sustainable Development officer group and Member Board, to consider a wide range of cross boundary issues that have included the SHMA, economic and employment work, transportation matters and Green Belt Reviews.

Lea Valley Food Taskforce

The Lea Valley Food Taskforce continues to meet and progress activity around supporting the long term growth and viability of the industry both within and outside the District. A key area for work is understanding and where possible addressing the planning issues constraining viability and growth. The Taskforce recently convened a Planning workshop which was well attended by councils from London, Hertfordshire and Essex, and Chaired by 'Vibrant Partnerships' which has taken over operation of Olympic assets of the Lea Valley Regional Park. The workshop looked at raising the issues of the industry, potential benefits to host areas and barriers to growth that have a planning source.

This forum will help shape the Glasshouse policies in the Local Plan which will also be discussed at the Co-operation for Sustainable Development Board. There was consensus around the opportunity for economic value, jobs investment and research and development linked to an expanding food sector. Partners agreed to hold discussions in their organisations and report back to a reconvened session in January which would like at how future policy could be reshaped to

enable and support the food industry across the Lea Valley. A decision on the judicial review around glasshouse development is expected in January, this will underpin further work on the approach of the glasshouse industry.

The joint bid to the EU Interreg Fund was unsuccessful but partners have been asked to reapply in May 2016 with guidance supplied on areas where additional elements are required. The new glasshouse qualification programme is progressing with support from Lantra and is being led by Epping Forest College, the course and qualification is scheduled for launch in January. Discussions between the task force, its sister organisation 'Produced in Kent' and SELEP are continuing to unlock LEP funding for future development work for the food sector and horticulture in particular.

Transportation Issues

In addition to the Lea Valley glass house industry the Enfield, Essex and Hertfordshire Border Liaison Group Member meeting held on 29 October 2015 also received presentations on Crossrail 2 and the Hertfordshire Transport Vision, both of which are the subject of public consultation.

As I have previously reported, at both officer and Member level we continue to seek close involvement in transport work being undertaken by the London Borough of Enfield, opposing reference to construction of a new access road in the North East Enfield Area Action Plan and keeping a watching brief on wider transport work being undertaken as part of Enfield's Northern Gateway Access Package. Whilst updates of the NGAP transport work are provided at Border Liaison Group Meetings, the Chief Executive and I are also endeavouring to ensure that these discussions are also properly aired and shared with the wider group of authorities and organisations who attend the Co-op officer and Member Board and also Waltham Abbey and Loughton Town Councils.

3) Neighbourhood Planning:

Once finalised and advertised for 6 weeks, the neighbourhood plan for Moreton, Bobbingworth and the Lavers will go forward to independent examination.

There are seven other Parish and Town Councils that have applied to designate neighbourhood planning areas for their areas which have been approved (Chigwell, Epping, Buckhurst Hill, Theydon Bois, Loughton, North Weald Bassett and Epping Upland). In addition, Waltham Abbey has recently applied for neighbourhood area designation.

4) Housing & Planning Bill 2015, Joint Spending Review and Autumn Statement

The Housing & Planning Bill published in October makes clear that the Government is serious about increasing housing supply. Measures have been included to streamline the planning process; to facilitate starter homes, self builds and building on brownfield land. It is proposed that more powers are given to the Secretary of State to take over plan making, decision taking and effectively impose financial penalties on local authorities with high-value vacant buildings.

The Chancellor's Autumn Statement and Spending Review (25 November) committed the Government to a new target for affordable housing starts (400,000 units by 2021) and further reforms to the planning system which included a proposal to allow previously developed brownfield sites in the green belt to be developed in the same way as other brownfield land. The Statement also promised measures to accelerate the release of public land for housing and ensure the release of unused and previously undeveloped commercial, retail, and industrial land for 'Starter Homes'.

Given below is more detail on some of the key planning related matters arising from the Joint Spending Review.

- **Green belt relaxation may present opportunities in areas that previously faced constraints** The Government says that it will accelerate housing supply by "supporting the regeneration of previously developed brownfield sites in the green belt by allowing them to be developed in the same way as other brownfield land, providing it contributes to Starter Homes, and subject to local consultation ... such as through neighbourhood plans."
- **Standardised viability model could resolve development disputes** The Spending Review document says that the Government will bring forward proposals for a "more standardised approach to viability assessments, and extend the ability to appeal against unviable section 106 agreements to 2018". Proposals for a more standardised approach to viability assessments are being proposed as a way of solving some of the disagreements between local authorities and developers arising from development viability assessments.
- **Delivery test for local authorities.** A proposal to establish a new delivery test on local authorities, to ensure delivery against the number of homes set out in local plans, represents a further potential 'stick' for under-performing authorities alongside the implications of failing to identify a five-year supply of deliverable land. It is aimed at increasing the supply of smaller sites and helping to ensure the planning system is delivering an adequate supply of housing land.
- **Commercial re-designation 'creates presumption in favour of residential development'**. A pledge in the Spending Review document to release land for Starter Homes which has been allocated for retail or commercial uses but has not been developed. Commentators speculate that this could see councils' local plans overruled by virtue of effectively creating a presumption in favour of residential development, as long as that land contributes to Starter Homes. It is suggested that the implication could be that this measure would overrule a local authority's local plan, meaning that if a council has not been able to attract investment for retail or employment then it opens the door to residential development.
- **Affordable housing investment switches to homes to buy** The chancellor pledged that the government will deliver 400,000 affordable housing starts across various tenures by 2020/21, with a focus on low-cost home ownership. The homes include 200,000 Starter Homes for first-time buyer and 135,000 "Help to Buy: Shared Ownership homes, which will allow more people to buy a share in their home and buy more shares over time, as they can afford to." The Spending Review also pledged 10,000 homes "that will allow a tenant to save for a deposit while they rent" and at least 8,000 specialist homes for older people and people with disabilities. It said that this will be "in addition to 50,000 affordable homes from existing commitments".

Report to the Council

Committee: Cabinet

Date: 17 December 2015

Subject: Safer, Greener and Transport

Portfolio Holder: Councillor G Waller

Recommending:

That the report of the Safer, Greener and Transport Portfolio Holder be noted.

Community Safety

Our Community Safety Team continues to be very busy dealing with complex cases, and I would like to highlight the work undertaken in relation to one particular case. A recent investigation carried out by officers involved the successful closure of a local property that was being used for the taking of illegal drugs. This was the first 'Closure Order' obtained under new Anti-Social Behaviour tools and powers. The investigation was very complex and required liaison with our Housing, Legal and Safeguarding teams, Essex Social Care, and Essex Police. It required the eviction of the tenant subject to the Closure Order and a further urgent injunction to prevent him from having contact with a female tenant living at another Council property. This was due to the female being deemed at risk of sexual exploitation and 'cuckooing' (a crime involving a drug dealer befriending an individual living on their own). The case involved working closely with all agencies to obtain the necessary evidence and the injunction was successfully obtained with a power of arrest by the police, if breached.

It should be noted, that the Council's overt re-deployable CCTV equipment was used in this case, significantly supporting evidence for the Closure Order, and it will continue to be used to monitor any breaches of the injunction. This re-deployable system was also key to the successful identification of a male who was responsible for a burglary at a Council property and who has subsequently been arrested by police.

I am pleased to report that the Community Safety Team continues to work well across all Directorates and with our partner agencies on behalf of the public in our district.

Child Sexual Exploitation Conference

At the end of November, I gave the opening address at a very successful Child Sexual Exploitation (CSE) conference that our Community Safety team organised for Council staff and partners from a wide range of organisations across the Epping Forest district, Harlow and Uttlesford.

The event, held at Chigwell Hall, was attended by around 100 people, including colleagues from Essex Police, local schools, Essex Fire and Rescue Service, and voluntary sector agencies such as The Children's Society and South Essex Rape and Crisis Centre.

Presentations were made by a range of speakers and agencies including an organisation, Safe and Sound, which works to keep children and young people safe from sexual exploitation. This presentation provided us with harrowing facts and statistics of known Child Sexual Exploitation, which can affect children of any age.

We were told that it can take children and young people many years to disclose information about CSE and that one should not assume that it only affects children from dysfunctional families and those who are looked after. They may be manipulated, threatened and controlled not only by older people than themselves, but also in many instances by those from their peer group, particularly where gangs are involved.

It was also noted that children who go missing or run away have a 70 per cent greater chance of being sexually exploited and that many families do not understand how to report concerns. However, as foster families are already linked directly to Social Care and other support mechanisms, they have a duty to report missing children. The organisation stated that they are currently working with nearly 200 children and young people in the Eastern Region and that for every child identified as being exploited, there are likely to be at least five more.

A presentation was also given by Essex Police Child Sexual Exploitation Triage Team (CSETT), which is the first point of call for all cases of suspected CSE. The role of CSETT is to consider the information that has been presented through the initial referral and then to forward this to the respective agencies who will undertake the investigatory work linked to the concern. There are currently six full time police officers within the CSETT team and they work closely with colleagues from Social Care and a range of voluntary sector organisations, to organise support for young people identified as being sexually exploited.

Other agencies that provide much needed advice and support to children and young people also gave presentations about the work they undertake, including The Children's Society (via Essex Young People's Drugs and Alcohol Advisory Service), Victim Support through Independent Sexual Violence Advisers and South Essex Rape and Crisis Centre. All of these agencies rely on funding to sustain their work and are limited in the support they can give, due to a lack of sufficient resources.

CSE is happening everywhere across the country and although exact numbers aren't known, there are certainly many cases in the Epping Forest District. CSE can take many forms and is not restricted by boundaries, as cross border trafficking of children and young people takes place across Europe.

Safeguarding

The following safeguarding cases have been dealt with by our safeguarding team during October, with several cases once again requiring intensive staff time. These have included a case of hoarding and significant self-neglect which involved collaborative working across our Neighbourhoods and Community Safety team, Princess Alexandra Hospital and the Fire and Rescue Service.

Total no. of concerns received by the Safeguarding Team for this period:	15
No. of children-only concerns (where children were victims):	5
No. of adult-only concerns (where adults were victims):	7
No. of concerns that involved both (adult and children were victims):	3
Total no. of children involved:	17
Total no. of adults involved:	8

For information, I have included the various categories related to the concerns identified as follows:

Welfare concerns:	2	Physical Abuse:	1
Mental Health/Mental Capacity:	5	Self Neglect:	1
Neglect:	1	Emotional/Psychological Abuse:	1
Exploitation:	1	Homeless:	3

Countrycare

Countrycare has continued with its well attended regular volunteer days at locations including Roughtally's Wood, Swaine's Green, Willingale Road Allotment site, Linder's Field, Chigwell Row Wood and Norton Heath. Hedgelaying has also taken place at Church Lane and Thornwood Common LNRs.

On 29 October the Willingale Road Allotment site was transformed into an orchard. Eight fruit trees were planted as well as raspberry and gooseberry bushes donated by one of Countrycare's volunteers. This was the result of several years' hard work by the volunteers clearing the bramble from the site to make it useable. The orchard was opened by the Mayoress of Loughton and a small ceremony took place, with some local councillors and members of the Town Council attending.

Another orchard was planted on the Roding Valley Meadows in November as a joint collaboration between Essex Wildlife Trust and their volunteers, Countrycare volunteers, the Oakwood Hill Estate and Voluntary Action Epping Forest.

Trees and Landscape

Jeremy Godden, Planning Enforcement Manager, has taken responsibility for the daily management of the Trees & Landscaping team, freeing up Chris Neilan for strategic landscape work. The Section is fully staffed and very busy in its daily work around Tree Preservation Orders, Conservation Area trees and development control consultations. In the last 6 months the Section has served and confirmed 14 new TPOs. A number of prosecutions for destruction and damage to preserved trees are under way and will result in court appearances in early 2016.

Conservation

Character appraisals

The Copped Hall Conservation Area Character Appraisal was adopted in August 2015.

The draft character appraisal and management plan for the Waltham Abbey Conservation Area has been released for public consultation. The document is available for download from the Council's website, along with a questionnaire to guide people's responses. A limited number of hard copies have also been made available at the Civic Offices in Epping, Waltham Abbey Town Hall, Waltham Abbey Library, and the Tourist Information Centre in Waltham Abbey. Residents and stakeholders have been contacted by letter and email to inform them of the consultation period and a public exhibition will be held on Monday 7

December (18.30 – 20.30) at Waltham Abbey Town Hall, so people can drop in to find out more. The consultation period ends on 8 January.

Following the consultation period, constructive feedback will be incorporated into the document before it is adopted.

New designation

A draft character appraisal for the new Buckhurst Hill Conservation Area (centred on St John's Church) has been produced. Full public consultation will begin once work is complete on the Waltham Abbey appraisal.

Development Control

Consultations on planning applications affecting aspects of the historic environment are an ongoing element of the team's workload, as is advice (both formal consultations and informal discussions) on proposals 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; however, these consultations and pre-application discussions take up a notable proportion of the team's time. Given the rigid deadlines on planning applications, these consultations have to take priority over the character appraisals.

Assistant Conservation Officer

Frederique Caillat has been in the position of Assistant Conservation Officer since November 2014. The extra capacity created by this position has allowed progress to be made on projects, particularly character appraisals, which were previously, due to necessity, neglected. Her contract has been extended until March 2018, which will allow even more progress to be made with character appraisals and other strategic projects, some of which could arise from the Local Plan process.

Parking

Car parks strategy

Cabinet has approved funding under the Invest to Save scheme for the installation of more energy efficient LED lighting. This, along with the installation of new CCTV systems, will significantly enhance the Council car parks.

Parking Reviews

The Buckhurst Hill Parking Review scheme has now been implemented. I have met with District and County members to discuss the strategy for undertaking the Loughton Broadway Parking Review.

Free Christmas Parking

I am pleased to inform Members that once again the Council has offered free parking on every weekend in the month of December across all Council owned car parks.

NEPP

Together with officers, I met with the NEPP East Area Manager and discussed with him all aspects of the parking enforcement process across the district.

Report to the Council

Committee: Cabinet

Date: 15 December 2015

Subject: Technology and Support Services

Portfolio Holder: Councillor A Lion

Recommending:

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

Support Services

Apprentice Programme Update

I am pleased to inform Members that the seven business administration and one construction apprentice have settled well into their work placements. The business administration apprentices have been placed into ICT, Resources Support/Invoices, Council Tax, Benefits and both administration teams for Neighbourhoods and Housing Repairs.

They are all progressing well with their college work and are working towards gaining a qualification for all their studies. A careers fair was held at St Johns School in which the apprentices were involved in organising and attending the event.

Discussions are moving forward with the Housing Associations partnerships that are keen to sponsorship two apprentices. One of the partners, B3Living had invited all the apprentices to their Community Day at the Lea Valley White Water Rafting Centre in October.

National Management Graduate

After completing the Staff Engagement Project for Resources, the Council's National Management Graduate, Gareth Nicholas has now moved onto the Communities Directorate. Gareth's new project is researching the impact of an ageing population on the Council and partner services, resulting in a final report planned for February 2016.

Corporate Procurement Training

A number of changes have recently happened in how local authorities must run an EU procurement process. The consequences of not following the correct process are high with providers of goods or services being able to challenge the conduct and decisions of a tender process.

To ensure all key staff were trained cost effectively across the Directorates, Legal Services, Procurement and HR organised a one day course in the Council Chamber. A partner from the leading law firm Bevan Brittan ran the seminar for the 43 staff attending.

Appraisal (PDR) Process

The Council's annual appraisal process will be launched in December to ensure all staff and managers have the appropriate paperwork and guidance for the next cycle for appraisals

which will be held from January to April 2016. The expectation again this year will be that 100% of staff will have an appraisal completed with their line manager.

Sickness Absence

Members may already be aware that the Council's sickness absence figures increased last year, in part due to an increase in the number of days taken regarding mental health issues. An action included in the associated improvement plan was to provide training to our managers on mental health issues. I am pleased to inform you that the Council's HR team is working with other Essex authorities, through VineHR, to provide this training, which is due to start in December.

Mast Money

Members may remember that the Council receives money from leasing the space on the civic offices roof for a communications mast. We agreed that any money from the lease would be allocated to projects which would benefit staff.

Following consultation with staff and the agreement of the Council's management board and the Joint Consultative Committee, all our staff will receive a Christmas £20 One4All gift voucher. Staff also wished the Council to provide a 'rewards portal' this is where a range of goods and services can be purchased online at discounted prices. In addition, staff suggested the money funds a regular programme of health checks, so officers will work with SLM to provide them, probably as part of a health and wellbeing week in January/February 2016.

Facilities

Civic Offices - Roof Repairs and Solar Panels

Roof works to the main civic building and the conder building are now complete and the solar panels have been installed to the south side of the conder roof. The solar panels are being installed to the front elevation of the main building in the week commencing 23 November. The removal of the scaffolding around the conder building will follow and it is hoped that the scaffolding to the front elevation will be removed week commencing 30 November.

Office Moves

A part of the facilities team role involves arranging and implementing office moves. Neighbourhood's administration office has just been completed and a reconfiguration of the Resources, Council Tax office is underway at the moment.

A request has been received from the Neighbourhood's Directorate to carry out an additional office moves after Christmas. As a part of the Langston Road redevelopment scheme, the Neighbourhood's waste management group must be moved to the civic offices early in the New Year.

Technology

Waltham Abbey Museum

ICT have been assisting the Communities Directorate with the Museum refurbishment project. Data connectivity between the civic offices and the museum has been installed by BT and the internal network cabling is due for completion in the near future. ICT have

procured all of the required networking devices to create the network and have allocated resources to facilitate Communities' intention of moving staff back in to the museum week commencing 21 December.

Superfast Broadband High Speed Internet

The construction phase of the Rural Challenge Project (RCP) (Phase 2b of the Superfast Essex Rollout) has now begun. The first cabinet has been built in the Bobbingworth and Bovingering area and work is ongoing to build the network connections from that cabinet to the Customer that it will serve. The overall schedule of works for the RCP has also been published via the Gigaclear website and made available to Members through the Bulletin. Information to residents is accessed through the Council's news website. This will enable residents covered by the RCP to gain a better understanding of when work will commence in their areas.

Community questions and answers events have been held in Moreton, Fyfield, Willingale and the Rodings and have been warmly received by those attending. Rollout of the project is keenly anticipated by residents and businesses. These events will continue throughout the rollout programme and local district Members for the relevant areas will be advised as and when the events are organised.

With rollout is progressing well on both the RCP and through the wider BDUK SuperfastEssex programme. Focus will now move towards the promotion of the capability that is being put in place and encouraging take-up of the Superfast and Ultrafast broadband services that will progressively become available to our residents.

BT visit

As part of the Council's drive to ensure the districts Broadband infrastructure is enabled and fit for purpose to meet future business requirements, and support the Councils own transformation programme, a delegation of senior Members attended the BT Research Centre in Ipswich to meet with those leading the BT research programmes.

Members and officers received presentations on the how the superfast system was being rolled out by BT and others, how other public bodies were addressing the use and adoption of new systems to integrate delivery, and support greater cost efficiency and were able see at first hand the next generation of devices, platforms and applications that are/will be coming available. Some key concerns were raised on the security of data and approaches and systems for managing risk and Members will be attending a follow up session at the BT site which oversees this process.

Transformation

David Bailey joined us as our new Head of Transformation in November. Originally from Norfolk, David now lives in London and before joining EFDC he worked in a mix of private and public sector organisations including Norfolk and Oxfordshire County Councils and the London Borough of Hillingdon. More recently he has worked as a business consultant in organisational development and transformation.

David will be working with and to the Chief Executive and the Management Board to help to identify ways to improve how the council works to meet the needs of our customers, whilst providing the best level of service when and however they choose to contact us. This will mean doing things differently and developing new ways of working.

David has been busy learning about how the Council delivers its services by meeting staff, members of the leadership team, the Leader, Cabinet and Elected Members. This service discovery will give David a solid understanding as well as an early opportunity to build his network within the organisation. David has also started visiting our outstations, to better understand the ways in which we deliver services to our customers.

An initial scoping paper is to be taken to Cabinet in December which sets the scene for the transformation programme. The plan is to present a second cabinet paper in the New Year that will identify work streams, key projects and governance arrangements.

Report to the Council

Subject: Members' Allowances Scheme – Annual Review 2016/17

Committee: Member Remuneration Panel

Date: 15 December 2015

Independent Member: Mr. S. Lye

RECOMMENDING:

Basic Allowance

- (1) That no change be made to the full amount of Basic Allowance of £4,300.00 per member per annum, currently included in the Members' Allowances Scheme;**
- (2) That the Council consider and agree the level of implementation of the Basic Allowance for the 2016/17 municipal year;**
- (3) That in formulating future budgets, the Council be encouraged to increase the level of implementation of the Basic Allowance to achieve the full amount of £4,300.00 as soon as possible;**

Special Responsibility Allowance

- (4) That, with effect from the the commencement of the 2016/17 municipal year:**
 - (a) a Special Responsibility Allowance of £500.00 be applied to the position of the Chairman of the Licensing Committee;**
 - (b) the Special Responsibility Allowance currently applied to the position of the Chairmen of the six Licensing Sub-Committees be calculated on the basis of an allocation of the allowance according to the number of meetings chaired each year, as set out in Paragraph 17 of this report, so as to more accurately reflect the actual responsibilities involved in chairing meetings of the Sub-Committees; and**
 - (c) the Special Responsibility Allowance currently applied to the position of the Chairman of the Constitution Working Group, be reduced to £500.00;**
- (5) That no other changes be made to the application of Special Responsibility Allowances currently included in the Members' Allowances Scheme;**

Child Care and Dependent Carers Allowance

- (6) That, with effect from the the commencement of the 2016/17 municipal year, the Child Care and Dependents Carers' Allowance element of the Members' Allowances Scheme be based on the prevailing rate of the National Living Wage; and**

Revised Scheme and Guidance

(7) That, subject to the above recommendations, the Members' Allowances Scheme and Guidance for 2016/17 attached as an appendix to this report be adopted and implemented with effect from 26 May 2016.

1. The Member Remuneration Panel was established in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003. These regulations, which arose out of relevant provisions of the Local Government Act 2000, require all local authorities to set up and maintain an advisory independent Remuneration Panel to review and provide advice on Members' allowances. All Councils are required to convene their Panel and seek its advice before making any changes or amendments to allowances schemes and must 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowances Scheme.

2. The current members of the Remuneration Panel are Mr. D. Jackman, Ms. R. Kelly and Mr. S. Lye. This report will be presented by Stephen Lye on behalf of the Panel.

Members' Allowances Scheme

3. The last review of the Members' Allowances Scheme undertaken by the Panel covered all aspects of the Scheme and our recommendations were agreed by the Council in April 2015. We have recently undertaken a further review of the Members' Allowances Scheme for 2016/17, in order that any proposals for changes to members' allowances can be considered by the Council as part of the budget-setting process for the forthcoming year.

4. As in previous years, we were keen to hear the views of members about how the current scheme is working and whether there might be specific issues or proposals that the Panel should address. As part of the review, the Democratic Services Manager placed an item in the Council Bulletin inviting councillors to raise issues or concerns about the current scheme that they wished us to consider. A submission was made by one councillor, the issues from which we have considered as part of our review of the Members' Allowances Scheme.

Basic Allowance

5. All local authorities must make provision for a flat-rate allowance to be payable to all Members. This 'Basic Allowance' is payable equally to all Councillors and is designed to cover member activities such as constituency casework, preparation for and attendance at meetings of the Council's committees etc. and service as the representative of the authority on outside bodies for which no separate remuneration is made.

6. The Council has previously adopted our recommendation that a Basic Allowance of £4,300.00 be made for each member per annum. In the current economic climate, the Panel is not minded to recommend any changes to the Basic Allowance element of Members' Allowances Scheme at this time, although we will revisit this issue as part of our review of the Scheme for 2017/18.

7. However, the Council has decided not to implement payment of the full Basic Allowance amount and to restrict this to (currently) £3,435.00 per member per annum, which represents 80% of the Basic Allowance. Although we have regularly encouraged the Council to implement payment of the full amount of the Basic Allowance, it has consistently decided not to do so.

8. On our behalf, the Director of Governance has undertaken benchmarking in respect of the level of Basic Allowance amongst other similar local authorities and the district councils in Essex. Whilst we appreciate that such comparisons should be treated with caution as they cannot necessarily be made on a like-for-like basis, the Council's implemented level of Basic Allowance (£3,435.00) remains amongst the lowest of those authorities for which data was obtained. The average Basic Allowance applied amongst those authorities that participated in

the benchmarking exercise is £4,824.89, which suggests that the Council's application of Basic Allowance is continuing to fall behind that of comparable authorities. We have included illustrations of the results of the benchmarking exercise undertaken by the Director of Governance within this report.

9. Implementation of a Basic Allowance payment at less than the sum provided in an adopted Members Allowances Scheme is unusual and we believe that this approach may be unique to the Council. We would reiterate the comments that we have made in previous years that, by paying a relatively low level of Basic Allowance, we believe that there is a danger of undervaluing the role of councillors, which could make it more difficult to attract potential candidates to stand for election in future. This might also lead to public perception that current councillors are not worthy of receiving the full amount.

10. The Panel appreciates that implementation is a matter for the Council to determine and that there is a need for restraint in setting the authority's budget and achieving savings. We also understand that additional budget provision would need to be secured in order to increase the implementation of the Basic Allowance, notwithstanding that one of our recommendations actually proposes a significant reduction in one aspect of Special Responsibility Allowance (Paragraph 20). We therefore remain of the view that the level of implementation of the Basic Allowance should be increased on a full or phased basis as soon as possible.

11. Subject to our views in this regard, we recommend that the Council consider and agree the level of implementation of the Basic Allowance for the 2016/17 municipal year.

Special Responsibility Allowance

12. Each local authority may also make provision in its Members' Allowances Scheme for the payment of Special Responsibility Allowances (SRA), for those Councillors who have significant responsibilities.

13. As with the Basic Allowance, the Council has decided not to implement payment of full SRA amounts and to restrict these to a percentage of the amount set out in the Members' Allowances Scheme. The current Scheme provides that Members may receive more than one SRA if they hold more than one relevant position. We have reviewed the current SRA position in relation to a number of specific member bodies as follows:

Licensing Committee

14. The Council establishes a Licensing Committee for each municipal year, to exercise the policy functions of the authority in relation to a range of licensing, registration, permit and consent functions. Although the Members' Allowances Scheme does not currently provide for an SRA to be applied to the position of the Chairman of the Licensing Committee (because at the outset of the new licensing arrangements in 2005 it was assumed this would be a shared responsibility between the chairmen of the separate Licensing Sub-Committees), we consider that such SRA would now be appropriate, given the importance of the functions handled by the Chairman of the Licensing Committee.

15. The Licensing Committee traditionally only meets twice in each year and the Panel considers that an SRA of £500.00 per annum would be appropriate in this regard, to reflect the licensing policy responsibilities of the Committee and the knowledge and experience required of its chairman. We propose that this amount be met from the total SRA of £2,362.00 that is currently implemented for the Chairmen of the Licensing Sub-Committees. The application of this additional SRA can be contained within existing budget provision for members' allowances, if the recommendations set out in this report are adopted.

Licensing Sub-Committees

16. The Council will be aware that, for each municipal year, it also establishes six Licensing

Sub-Committees and appoints six members as chairmen of these sub-committees. The Sub-Committees deal with specific licensing applications under delegation from the Licensing Committee. The Members' Allowances Scheme currently provides for the implementation of a total annual SRA of £2,362.00 to be divided equally between the six appointed chairmen of the sub-committees (£394.00 each).

17. We have considered an analysis of the frequency with which the six members appointed by the Council as chairmen of the Licensing Sub-Committees, have chaired meetings of the sub-committees over the last two-years (and during 2015/16 to date). Whilst this suggests that meetings of the sub-committees are not necessarily chaired on an equal basis by the six appointed chairman, we fully appreciate that meetings of the sub-committees are often held on an ad-hoc basis and with regard to prescriptive timescales for the consideration of licensing matters, and that the chairmanship of meetings is often therefore dictated by the availability of individual members to attend meetings of a sub-committee at short notice.

18. However, in order to ensure equity, we consider that SRA for the position of the chairmen of the Licensing Sub-Committees should in future, be made on the basis of payment to members that actually chair meetings, rather than as a fixed annual allocation of one-sixth of the total SRA amount each. The 'new' SRA of £500.00 that we are proposing be applied to the position of the Chairman of the Licensing Committee would be met from the total implemented annual SRA of £2,362.00 for the Licensing Sub-Committees, leaving an amount of £1,862.00 to be allocated as SRA to those members that chair meetings of the sub-committees during each year. We propose that this SRA be calculated on the basis of the division of £1,862.00 by the total number of meetings of the Sub-Committees held each year. The resultant SRA for each meeting would then be multiplied for each relevant member according to the number of those meetings at which they had acted as chairman. We consider that this approach will more accurately reflect the actual responsibilities involved in chairing meetings of the sub-committees.

19. If this proposal is agreed, actual payment of the SRA will only be able to be made towards year-end. This approach to the future payment of SRA for the chairmen of the six Licensing Sub-Committees will be contained within the current SRA provision and the overall budget for members' allowances.

Constitution Working Group

20. The Council will be aware that the Constitution Working Group is currently undertaking a root and branch review of the constitution, which it is anticipated will be completed by the end of March 2016. The review of the constitution is an important and complex piece of work and an SRA of £2,150.00 is currently applied to the position of the Chairman of the Working Group.

21. As it is likely that, on completion of its review of the constitution, the Working Group will only need to meet as occasionally necessary thereafter to consider specific constitutional issues, we consider that the level of SRA applied to the position of the Chairman of the Working Group should be reduced to £500.00 (from £2,150.00) per annum with effect from the commencement of the 2016/17 municipal year.

22. This approach to the future payment of SRA for the chairmen of the Constitution Working Group will result in a reduction in the overall budget requirement for members' allowances.

Child Care and Dependent Carers Allowance

23. The Local Authorities (Members' Allowances) (England) Regulations 2003 provide for a Members Allowances Scheme to make payment, to members of an authority, of an allowance (Dependents' Carers' Allowance) in respect of expenses, incurred in arranging for the care of children or dependents, as are necessarily incurred in undertaking approved

duties.

24. We have reviewed the Child Care and Dependent Carers Allowance element of the Member Remuneration Scheme, to ensure that application of the allowance reflects current best practice. The Regulations do not prescribe any basis for the calculation of such allowance, although the results of the Basic Allowance and SRA benchmarking undertaken with other local authorities, suggests that most apply such allowance at the prevailing rate of the National Minimum Wage (currently £6.70 per hour).

25. Other approaches are however available for the calculation of Child Care and Dependents' Carers' Allowance. Whilst the Council could determine its own bespoke level of such allowance, we consider that the allowance should in future be based on the prevailing rate of the National Living Wage to be introduced in April 2016, which will commence at £7.20 per hour. Although this proposal represents an increase in the level of the Child Care and Dependents' Carers' Allowance, we have been advised that until very recently, the allowance has never been claimed. This proposal is therefore unlikely to have any particular budgetary implications at the present time.

Recommendations

26. In the light of the ongoing economic situation, we consider that no changes should be made to the level of the Basic Allowance made to members of the Council for 2016/17. We also consider that no changes should be made to the Special Responsibility Allowances applied to various member positions, other than as reflected in this report, as we understand that there has been no change in responsibilities since our last review.

27. We have not considered any changes to other elements of the Members' Allowances Scheme, such as travel and subsistence allowances etc., which are paid at levels that also apply to officers of the Council and are subject to national application.

28. The proposals set out in this report will require minor amendments to be made to the Members' Allowances Scheme. The Director of Governance has also implemented drafting changes to the Scheme to reflect the current position in respect of pensionable status and the Council's current operational and management structure.

29. The draft revised Members' Allowances Scheme for the 2016/17 municipal year, incorporating the recommendations contained within this report, is attached as Appendix 1.

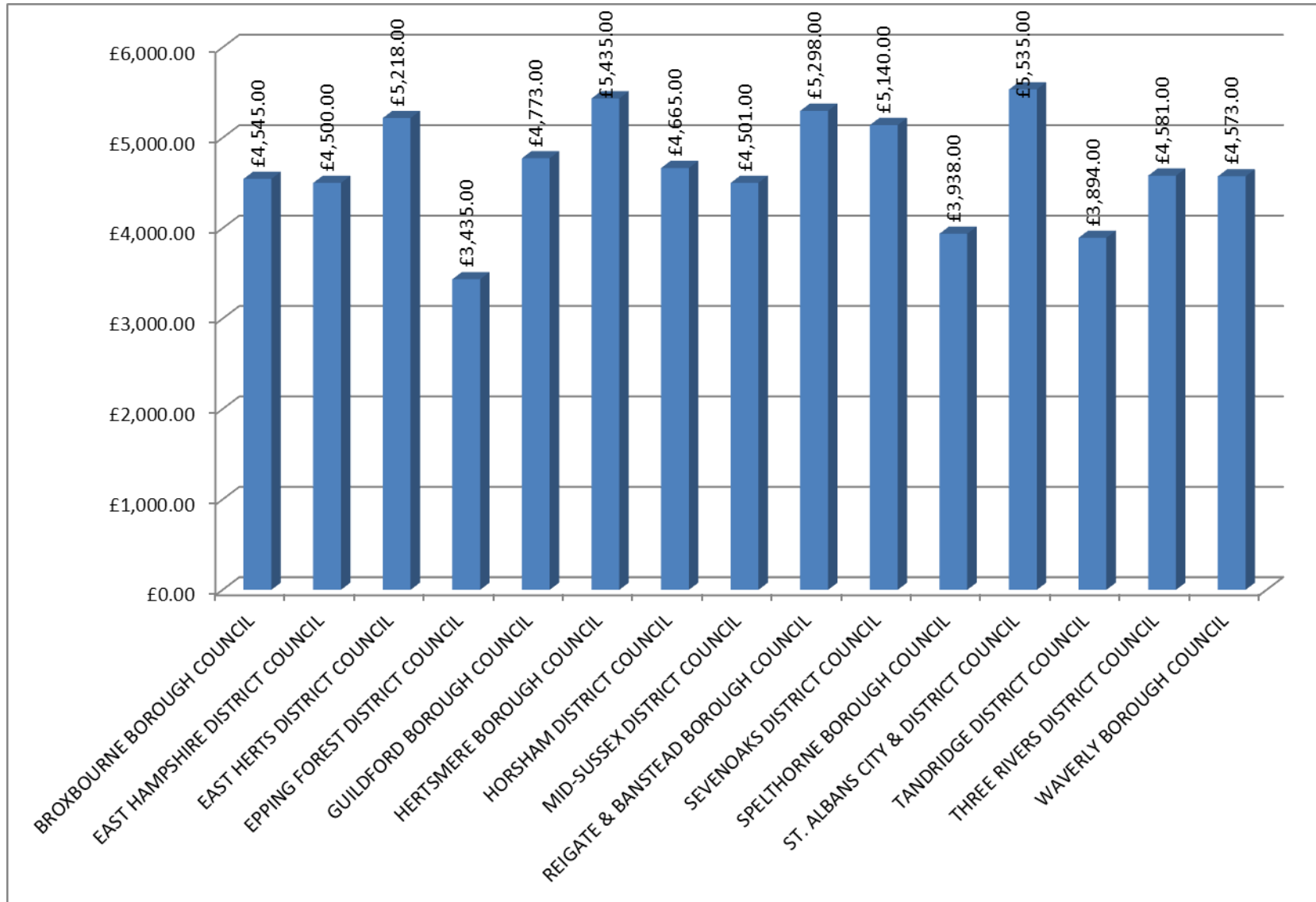
30. We have prepared the attached Statement of Implementation (based on the assumption that the Council will not increase the implementation rate of the Basic Allowance or any Special Responsibility Allowance other than as reflected in this report) for publication on the Council's website. The format of the statement has been slightly revised, so as to illustrate the operation of the Members' Allowances Scheme, in terms of the implementation of Basic and Special Responsibility Allowances as proportions of the amounts provided in the Scheme, as we feel that this approach is not always fully understood or entirely transparent.

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

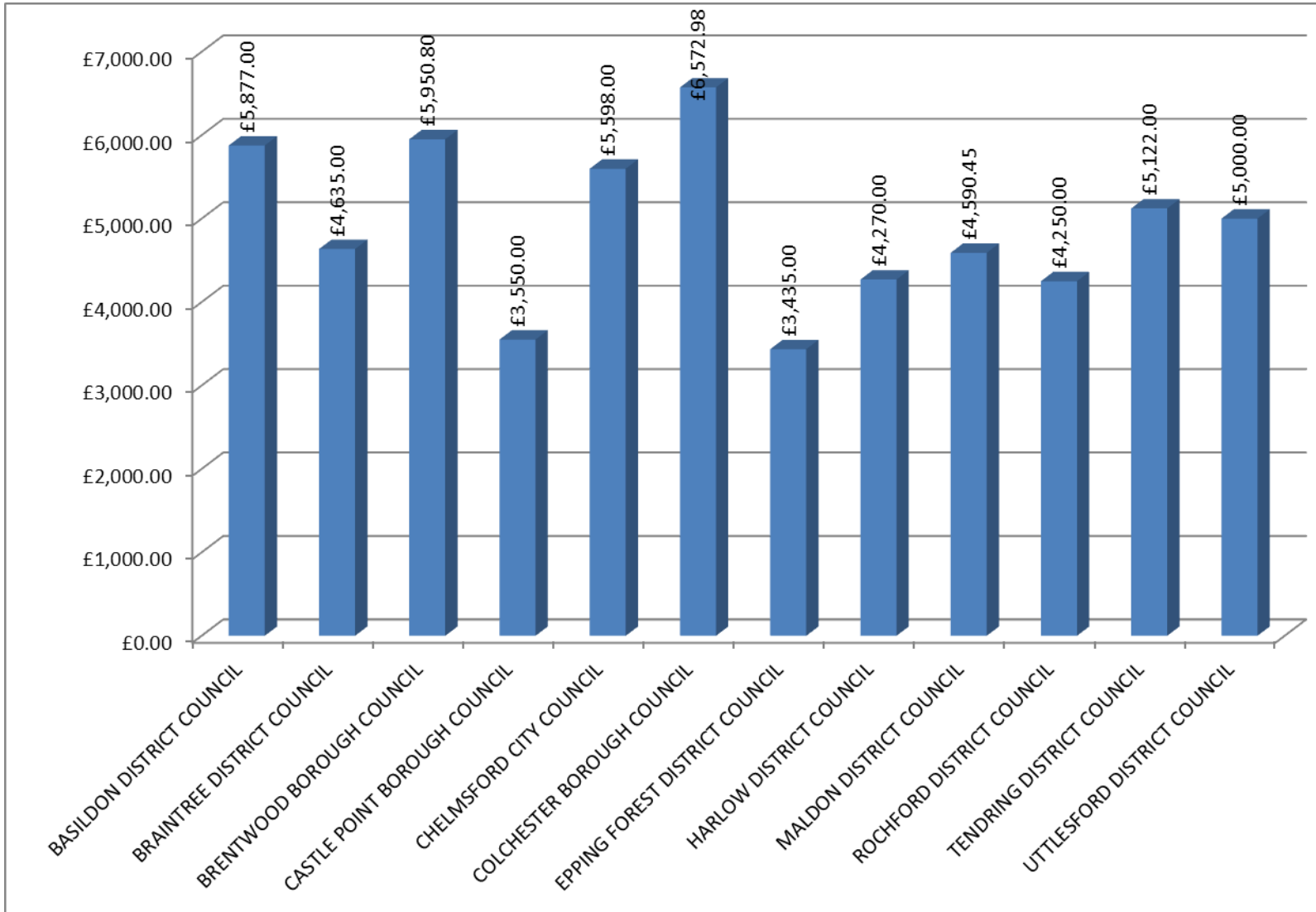
D. Jackman
R. Kelly
S. Lye

Independent Remuneration Panel
November 2015

BASIC ALLOWANCE – FAMILY GROUP AUTHORITY BENCHMARKING (NOVEMBER 2015)



BASIC ALLOWANCE – ESSEX LOCAL AUTHORITY BENCHMARKING (NOVEMBER 2015)



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MEMBERS' ALLOWANCES SCHEME

EPPING FOREST DISTRICT COUNCIL - REMUNERATION AND EXPENSES SCHEME

The Epping Forest District Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1990 and the Local Authorities (Members' Allowances) (England) Regulations 2001, hereby makes the following scheme:

1. Scheme

- 1.1 This scheme may be cited as the Epping Forest District Council Members' Allowance Scheme and shall have effect for the period from 26 May 2016 to 24 May 2017.

2. Definition

- 2.1 In this scheme:

"business mileage" means mileage incurred for journeys by Councillors between their homes and business venues or between the Civic Offices, Epping and business venues;

"Councillor" means a member of the Epping Forest District Council who is a Councillor;

"home to office mileage" means mileage incurred for journey by Councillors between their homes and the Civic Offices in Epping;

"independent person" means (a) a member of the Standards Committee who is not an elected councillor or (b) a co-opted member of an Overview and Scrutiny Committee or the Audit and Governance Committee who is not an elected councillor; and

"year" means the period ending with 24 May 2017.

3. Basic Allowance

- 3.1 Subject to Paragraph 7, £4,300 shall be paid to each Councillor. Payments are subject to deductions for tax and national insurance dependant on the circumstances of individual councillors.

4. Special Responsibility Allowances

- 4.1 For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the allowances specified in Schedule 1 to this scheme. Special responsibility allowances shall be calculated as multipliers of the Basic Allowance. There is no restriction on the number of separate SRA's which are payable to an individual member.

- 4.2 Subject to Paragraph 7, the amount of each allowance shall be the amount specified against that special responsibility in Schedule 1 for the year.

- 4.3 The Council has decided not to implement payment of the full Special Responsibility Allowance amounts and to restrict these to a percentage of each allowance as set out in an annual statement of implementation.

5. Travelling and Subsistence (including Cycle Allowance)

- 5.1 These expenses may be claimed by members of the Council in connection with the carrying out of approved duties specified in Schedules 2, 3 and 4 of this scheme.
- 5.2 Payments may be claimed up to the maximum casual user rate set for officers of the Council as adjusted annually by the National Joint Council for Local Government Services (travel expenses) and the East of England Regional Assembly (subsistence expenses).
- 5.3 Payment of home to office car mileage will be subject to deduction of tax and national insurance contributions, dependant on the circumstances of individual councillors. Business mileage incurred by councillors will not be subject to such deductions if the mileage rate claimed does not exceed 45 pence per mile.

6. Child Care and Dependant Carers' Allowances

- 6.1 The maximum rate for this allowance shall be set at a rate equivalent to the National Living Wage to be introduced in April 2016, which will commence at £7.20 per hour.
- 6.2 A member of the Council or and independent person shall be eligible to claim up to four hours of the allowance for the performance of approved duties under this scheme and for the purpose of contributing to the cost of providing personal care to immediate dependants who are in need of care and supervision.
- 6.3 The rate applicable shall be subject to automatic increases on an annual basis in line with uprating of the National Living Wage.
- 6.4 The allowance is not payable in respect of carers who are members of the member's immediate and close family i.e. parents, children, spouses, co-habitees or members of the same household as the member.
- 6.5 All claims shall be subject to Audit checks and no claim in excess of the maximum level will be payable, whatever the circumstances.

7. Renunciation

- 7.1 A councillor or independent person may by notice in writing given to the Director of Governance, elect to forego any part of his/her entitlement to an allowance under this scheme.

8. Part-year Entitlements

- 8.1 The provisions of this paragraph shall have the effect of regulating the entitlements of a councillor to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- 8.2 If an amendment to this scheme changes and the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
 - (a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect; or

- (b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year; and
 - (c) the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
- 8.3 Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.
- 8.4 Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a councillor does not subsist throughout the period mentioned in such-paragraph (2)(a), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole of the same proportion as the number of days during which his term of office as a councillor subsists bears to the number of days in that period.
- 8.5 Where a councillor has during part of, but not throughout a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole of the same proportion as the number of days during which he/she has such special responsibilities, bears to the number of days in that year.
- 8.6 Where this scheme is amended as mentioned in sub-paragraph (2), and a councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

9. Claims and Payments

- 9.1 Payments shall be made in respect of basic and special responsibility allowances, subject to subparagraph (2), in instalments of one quarter of the amount specified in this scheme.
- 9.2 Where a payment of one-quarter of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor receiving more than the amount to which by virtue of paragraph 8(1), he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.
- 9.3 Claims must be made within a period of one year of the duty being carried out. Payments after that period will only be made in exceptional circumstances.

10. Uprating for Inflation

- 10.1 There will be no inflationary adjustment to the allowances set out in this scheme, except those relating to travel and subsistence.

11. Co-optees' Allowance

- 11.1 Co-optees' allowance will be payable to independent persons as set out in Schedule 5 to this scheme.

12. Withholding/Recovery of Payments

- 12.1 Where any councillor or independent member has already received a payment in respect of any period during which they have been:
- (a) ceased to be a member of the Authority; or
 - (b) not entitled in any other way to receive the allowance in respect of that period, the Council may require that such part of the allowance as relates to the period in question shall be repaid to the Authority.

13. Pensionable Status

- 13.1 Remuneration payable to councillors of Epping Forest District Council under this scheme shall only be entitled to pensionable status in accordance with a scheme made under Section 7 of the Superannuation Act 1972, if the member opted in to the Essex Superannuation Scheme before 1 April 2014.
- 13.2 For the purposes of a Paragraph 13.1 above basic allowance and special responsibility allowance will be treated as amounts in respect of which such pensions are payable in accordance with a scheme under that Act.
- 13.3 The Local Government Pension Scheme (LGPS) (Transitional Provisions, Savings and Amendment) Regulations 2014 removed access to the LGPS for Councillors from 1 April 2014, with the exception of those who were members of the Scheme on 31 March 2014, who retain access to the LGPS up to the end of their current term of office only (or to age 75 if earlier).

14. Further Guidance

- 14.1 Further guidance on this scheme can be found in Appendix 1.

SCHEDULE 1

SPECIAL RESPONSIBILITY ALLOWANCES

1. The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

DUTY	ANNUAL TOTAL AMOUNT OF SRA
Leader of the Council	£10,750.00
Cabinet members (9)	£6,450.00 (each)
Chairman of the District Development Management Committee	£3,225.00
Chairmen of the Area Plans Sub-Committees (3)	£3,225.00 (each)
Chairman of the Overview and Scrutiny Committee	£4,300.00
Chairman of the Licensing Committee	£500.00
Chairmen of the Licensing Sub-Committees (6)	£2,225.00 (allocated according to the number of meetings chaired each year)
Chairman of the Housing Appeals and Review Panel	£110.00 per meeting held each year
Chairman of the Staff Appeals Panel	£110.00 per meeting held each year
Chairman of the Audit and Governance Committee	£2,150.00
Chairmen of the Select Committees (4)	£2,150.00 (each)
Chairman of the Standards Committee	£500.00
Chairman of the Constitution Working Group	£500.00

SCHEDULE 2

APPROVED DUTIES

1. The following are specified as an approved duty for the purpose of the payment of travelling and subsistence expenses, attendance at any of the following:
 - (a) a meeting of the authority, the Cabinet, a Cabinet Committee, the Overview and Scrutiny Committee and its Panels, the Standards Committee and its Sub-Committees, or as a member of any other Committee or sub-committee, panel, working group, special committee or board of the authority;
 - (b) any other meeting held by the Authority provided that:
 - where the authority is divided into two or more political groups, it is a meeting to which members of at least two such groups have been invited; or
 - if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited;
 - (c) duties relating to the supervision of tender opening as required by the Council's Standing Orders;
 - (d) attendance as representative of the Council at any approved conference or meeting of the outside organisations set out in Schedules 3 and 4;
 - (e) attendance at any meeting or other official function at the request of the Chief Executive, Deputy Chief Executive or a Service Director including meetings between group representatives for a particular Committee and officers;
 - (f) any other duty approved by the Council or the Cabinet or any other committee, sub-committee, special committee or Board or Panel or any duty of a class so approved, for the purpose of, or in connection with, the discharge of functions or the body, or of any of its committees or sub-committees;
 - (g) attendance by a councillor at a meeting of which he or she is not a member for the purpose of explaining a motion referred from the Council;
 - (h) attendance as a councillor at the invitation of the Local Government Commissioner for Administration for the purpose of investigating a complaint against this Council of maladministration;
 - (i) attendance as an appointed representative of Epping Forest District Council at any meeting of Essex County Council or any of its committees or sub-committees for the purpose of formal consultations on any matter affecting the powers or duties of this Council or the district or any part thereof;
 - (j) attendance on behalf of the Council or the Cabinet or as a Chairman on behalf of a Committee at an official function;
 - (k) attendance at seminars and training courses arranged by the authority;
 - (l) consultation meetings arranged by the authority where the member's attendance is required or where the business directly affects the member's ward;

- (m) site visits arranged by Area Plans Sub-Committees or the District Development Management Committee;
 - (n) informal site visits by individual councillors in respect of their duties as members of an Area Plans Sub-Committee;
 - (o) attendance at a meeting concerning joint working or partnership arrangements to represent the Council's interests; and
 - (p) attendance at any civic event to which the Chairman or Vice-Chairman is attending in that capacity (or representative) for which Council funded transport is not provided.
2. There is specified as an approved duty for the purpose of paying travelling and subsistence expenses attendance at any of the outside organisations shown in Schedule 4.
 3. Attendance by members of the Council at meetings of outside organisations not shown in Schedule 4 shall NOT qualify for payment of travelling and subsistence expenses.

SCHEDULE 3

CONFERENCE AND MEETINGS

Conference and meetings organised by any person or body who is not doing so by way of trade nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which does not involve an absence overnight from the councillors normal place of residence.	Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rates whichever is the less if travel outside the Epping Forest District is required).
Conferences and meetings organised by any person or body who is not doing so by way of trade, nor whose objects are wholly or partly political, attendance at which is authorised by or on behalf of the authority and which involves an absence from the councillor's normal place of residence of one or more nights.	Appropriate subsistence and travelling expenses (second class return rail fare or car mileage at the appropriate rate whichever is the less if travelling outside the Epping Forest District is required).

SCHEDULE 4

OUTSIDE ORGANISATIONS

Attendance as appointed representative of the Council on any outside organisations, such attendances being deemed approved duty for the purpose of paying subsistence and travelling expenses.

SCHEDULE 5

CO-OPTEEES' ALLOWANCE

Independent Persons affiliated to the Standards Committee	£250 per annum
Independent Members of the Remuneration Panel and Parish Remuneration Panel	£250 per annum
Co-opted members of the Audit and Governance Committee	£500 per annum
Co-opted independent members of an Overview and Scrutiny Committee	£500 per annum

MEMBER REMUNERATION SCHEME

**EPPING FOREST DISTRICT COUNCIL
GUIDANCE NOTE ON ALLOWANCES AND EXPENSES FOR MEMBERS**

1. INTRODUCTION

- 1.1 A Councillor is eligible for the payment of attendance allowances and for reimbursement of travel and subsistence expenses in respect of approved duties carried out on behalf of the Council. An approved duty is one which has been authorised by or on behalf of the Council in advance.
- 1.2 The Council has a formal scheme for allowances which is updated from time to time. A copy of the scheme is set out in the Constitution. This note is of a more informal nature and is designed to assist members in dealing with their claims and explaining the arrangements to the public.

2. BASIC ALLOWANCE

- 2.1 This is a flat rate allowance payable to all members of the Council. This annual amount is paid in quarterly instalments. Members do not have to claim this amount. The Council has decided not to implement payment of the full Basic Allowance amount and to restrict this to (currently) £3,435.00 per member per annum, representing 80% of the Basic Allowance.
- 2.2 The Council requires each of its elected councillors to be registered as a data controller in accordance with the provisions of the Data Protection Act 1998. Although members are responsible for their individual compliance with the data protection principles of the Act, the Council coordinates the registration (and annual renewal) process on behalf of members and an amount of £35.00 is therefore withheld from the Basic Allowance each year to meet the registration fee imposed by the Information Commissioner.

3. SPECIAL RESPONSIBILITY ALLOWANCE

- 3.1 This is a special allowance payable to the Leader, Cabinet members and certain Chairmen. It is designed to reflect the additional responsibilities of these office holders. This amount is paid in quarterly instalments during the year and does not have to be claimed.
- 2.3 The Council has decided not to implement payment of the full Special Responsibility Allowance amounts and to restrict these to a percentage of each allowance set out in the Scheme.

4. TRAVEL EXPENSES

- 4.1 Members may re-claim reasonable travel expenses (including public transport tickets, taxi fares, parking costs where appropriate subject to submission of evidence of expenditure) in respect of approved duties as defined in the scheme (Schedule 2).

Car Travel

- 4.2 The normal rates for car travel are the same as the higher rates paid to officers classed as casual users. Claims must be fixed on the rates applicable at the time of the journey. These rates are set out on the claim form and are reviewed annually.

Shortest Distance

- 4.3 Claims for car travel should be by reference to the shortest distance from home to the Council offices or other venue for the approved duty concerned. No claim for additional expenses will be entertained unless there is a valid reason for incurring the additional mileage.

Travel Direct from Place of Employment etc

- 4.4 For claims involving direct travel from a Councillor's place of employment (or other departure point) for an approved duty, the distance claims shall be limited to the home to meeting venue element of the journey. All such claims must be endorsed "CLAIM LIMITED" on the form.

Travel outside the District – Limit on Amount Claimable

- 4.5 For journeys to approved meetings outside the District or by members resident outside the district, claims irrespective of mode of travel must not exceed the lower of:
- (a) second class return rail fare plus underground and other fares from station to destination at each end of the journey; or
 - (b) the appropriate car mileage.

- 4.6 This is subject to consideration of any special circumstances as set out in 4.7 below.

Travel over Long Distances – Special Circumstances

- 4.7 If, for any reason, a councillor undertakes travel over long distances or from outside the District, members are advised to contact the Assistant to the Chief Executive in advance for advice on what would constitute a reasonable claim in the circumstances.

Use of Public Transport within Epping Forest District

- 4.8 The rate for travel by public transport must not exceed the ordinary fare (or any available cheap fare). A member may not claim travelling expenses in respect of a single duty from more than one body. In all such claims evidence of expenditure (i.e. tickets or other receipts) MUST be provided. No claim will be allowed without such evidence.

Cycle Allowance

- 4.9 This allowance is payable at the highest of the higher casual rates paid to officers classed as casual users.

Child and Dependant Carer's Allowance

- 4.10 This allowance may be claimed at a rate equivalent to the current rate for the National Living Wage. Certain conditions are set out in the Scheme.

5. SUBSISTENCE EXPENSES

- 5.1 Subsistence expenses (covering refreshments and meals etc paid for by a member) are claimable by councillor in respect of making attendances connected with approved duties on behalf of the Council. The rates for such expenses are set out (by reference to meal time and periods of absence) on the reverse of the form which is supplied to members on a quarterly basis. These rates may not be exceeded. Periods of absence will be calculated on the basis of departure from home or place of work if it is not possible to return home in the time available.
- 5.2 All claims for subsistence must be accompanied by receipts in respect of meals etc as evidence of expenditure actually having been incurred. No claims will be allowed in the absence of such evidence.
- 5.3 Special arrangements exist in respect of subsistence expenses in respect of duties involving an absence overnight from a councillor's normal place of residence. These are outlined under Section 7 relating to conferences.
- 5.4 A Councillor may not claim subsistence expenses in respect of a single duty from more than one body.

6. CONFERENCES

- 6.1 Attendance at Conferences and payment of allowances and expenses are subject to prior approval by the Council, Cabinet, appropriate committee, Leader or Deputy Leader in all cases.
- 6.2 All conferences deemed to be approved duties shall, in accordance with statutory requirements, be relevant to the District and not wholly or partly commercial or political in their objectives.

Allowances for Attendance at Conferences (Involving an Absence from Home)

Subsistence - Nights Away from Home

- 6.3 For conferences involving one or more night's absence, claims can be made for reasonable day or overnight expenses that are necessarily and exclusively incurred in the attendance as an authorised representative of the Council at a meeting, conference or seminar that it held outside of the Epping Forest District.

Claims for Subsistence

- 6.4 These claims should cover such items as hotel bills, refreshments, meals (other than free meals which should be discounted) and similar items. No claims will be allowed unless evidence is provided of all expenditure being claimed. All relevant bills and receipts should be forwarded to the Assistant to the Chief Executive with claims.

Travel Claims

- 6.5 The guidance outlined under paragraph 4.5 will apply to all conferences.

7. TAXATION AND NATIONAL INSURANCE IMPLICATIONS

- 7.1 Details of the tax and national insurance implications of allowance payments and expenses claimed are available through Democratic Services. In such matters, members are advised to seek advice from their tax office in the event of any concerns.

7.2 Supplementary Note Regarding Treatment of Claims for Travel Expenses by Car for Tax and National Insurance Purposes.

(a) Travel by Car – Councillors’ Homes to Civic Offices Expenses (“Home to Office Mileage”)

7.3 Her Majesty’s Revenue & Customs (HMRC) deems a councillor’s workplace for the purposes of their role as an elected representative to be the Civic Offices, Epping and therefore that such expenses are subject to tax and national insurance deductions.

(b) Travel by Car – Councillors’ Homes to Other Venues or Civic Offices to Other Venues for the Purposes of Council Business (“Business Mileage”)

7.4 HMRC has determined that such travel shall not be subject to tax or national insurance deductions except where the rate of reimbursement exceeds 45 pence per mile. Travel to any meetings of the Council or its subordinate bodies which are held at a location other than the Civic Offices is deemed to be business mileage.

(c) Second Journeys

7.5 Second journeys will be subject to taxation and National Insurance deductions depending on whether the journey constitutes home to office or business mileage.

8. ALTERATION OF CLAIMS

8.1 All claim forms submitted by members are checked by Democratic Services. The Director of Governance (or the Assistant Director (Governance and Performance Management) acting on his/her behalf) is authorised to reduce incorrect claims in the following circumstances:

- (a) where a member does not attend at a claimed meeting;
- (b) where a claimed meeting is not approved;
- (c) where an incorrect amount of allowance is claimed; and
- (d) where a correct date has not been claimed.

8.2 Any changes under paragraph 8.1 will be notified to members after the claim form has been processed. Any other problems with members’ claims will be referred back for the claimant and processing of the claim will not take place until the query has been clarified.

9. INTERPRETATION

9.1 These guidelines are subject to the overall interpretation of the Chief Executive as to what constitutes a reasonable claim in any individual circumstances.

10. DOCUMENT HISTORY

Prepared/Revised	Written by	Agreed/Authorised	Details of Change(s)
November 2015	S. Tautz (Democratic Services Manager)	Remuneration Panel (17/11/15) Council (15/12/15)	Review of Scheme for 2016/17 municipal year

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SCHEME OF MEMBERS' ALLOWANCES - STATEMENT CONCERNING IMPLEMENTATION 2016/17

**The following scheme has been agreed for the period
26 May 2016 to 24 May 2017**

The Council decided at its meeting on 15 December 2015 to implement the amount of Basic, Special Responsibility and Co-optees Allowances provided in the scheme as set out below:

BASIC ALLOWANCE	ANNUAL BASIC ALLOWANCE	IMPLEMENTATION OF BASIC ALLOWANCE
All Councillors	£4,300.00	£3,435.00 (80%)

The amounts set out below show the amounts of Special Responsibility Allowance (SRA) payable during the year:

DUTY	ANNUAL SPECIAL RESPONSIBILITY ALLOWANCE	IMPLEMENTATION OF SPECIAL RESPONSIBILITY ALLOWANCE
Leader of the Council	£10,750.00	£7,875.00 (73%)
Cabinet members	£6,450.00 (each)	£6,300.00 (each) (98%)
Chairman of the District Development Management Committee	£3,225.00	£2,362.00 (73%)
Chairmen of the Area Plans Sub-Committees (3)	£3,225.00 (each)	£2,362.00 (each) (73%)
Chairman of the Overview and Scrutiny Committee	£4,300.00	£3,150.00 (73%)
Chairman of the Licensing Committee	£500.00	£500.00
Chairmen of the Licensing Sub-Committees (6)	£2,725.00 (allocated according to the number of meetings each year)	£1,862.00 (allocated according to the number of meetings each year) (73%)

Chairman of the Housing Appeals and Review Panel	£110.00 (per meeting)	£110.00 (per meeting)
Chairman of the Staff Appeals Panel	£110.00 (per meeting)	£110.00 (per meeting)
Chairman of the Audit and Governance Committee	£2,150.00	£2,150.00
Chairmen of the Select Committees (4)	£2,150.00	£2,150.00 (each)
Chairman of the Standards Committee	£500.00	£500.00
Chairman of the Constitution Working Group	£500.00	£500.00

The amounts payable during the year for independent and co-opted members are:

Independent Persons affiliated to the Standards Committee	£250.00
Independent Members of the Remuneration Panel and Parish Remuneration Panel	£250.00
Co-opted members of the Audit and Governance Committee	£500.00
Co-opted independent members of an Overview and Scrutiny Committee	£500.00

A copy of the full scheme is available on request from Democratic Services, Civic Offices, High Street, Epping, CM16 4BZ.

Report to the Council

Date: 15 December 2015

Joint Arrangements and External Organisations: Stansted Airport Community Trust

Council Representatives: Councillor R Morgan (Trustee)

The Trust receives funding from Stansted Airport to go to Community Projects, within a 10 mile radius of Stansted Airport.

In E.F.D.C. area this covers Fyfield, The Lavers, Matching, Moreton, North Weald Bassett, Sheering, Willingale and The Rodings.

The Trust is not likely to make project grants of more than £2000, except in exceptional circumstances. Grants will not normally be given to individuals or to organisations such as schools, pre-schools or parish councils, which receive statutory core funding, for revenue funding, or for projects already completed. Grants will not normally be given for major Heritage Restoration projects. Grants are intended to be directed towards capital projects or assets which will be retained for use by the organisation making the application.

The Trust encourages applications for projects which protect and enhance the social, economic and environmental wellbeing of the community.

Projects which benefit those who work live or work in the area of benefit will be given priority, however projects which benefit visitors to the area will be considered.

The Trust encourages applications for capital costs of projects and will not normally consider applications for running expenses such as administration costs, wages or training costs.

The trust is keen to support many aspects of community life and give grant aid to many diverse parts of the community. Examples of projects which the trust might be likely to look favourably on are;

- Projects which are of special help to young or elderly groups. For example voluntary youth groups (scouts, guides, youth clubs) the elderly or disabled.
- Projects which support community life in general, such as improvements to community facilities such as village halls.
- Places of worship which support community use.
- Arts, cultural and sports projects such as support for amateur drams, art, music groups and sporting activities.
- Environmental and conservation schemes such as pond creation or renovation, hedgerow or tree planting.

The Trust will look favourably on applications which can demonstrate strong community support, result in a long term enhancement and enable applicants to attract other sources of funding. Efforts made by the organisation to raise their own funds and source further grants will also be noted.

Next applications must be received by 20th February 2016.

Application Forms available from S.A.C.T.

P.O. Box 11
County Hall
Chelmsford
CM1 1LX.