

Supplementary Council Agenda



**Epping Forest
District Council**

Council Monday, 20th May, 2019

Place: Council Chamber, Civic Offices, High Street, Epping

Time: 7.30 pm

Committee Secretary: Democratic Services Manager Tel: (01992) 564243
Email: democraticservices@eppingforestdc.gov.uk

3. ELECTION OF CHAIRMAN (Pages 3 - 4)

Nominations for the Chairman of the Council for the municipal year 2019/20 (attached).

4. APPOINTMENT OF VICE-CHAIRMAN (Pages 5 - 6)

Nominations for the Vice-Chairman of the Council for the municipal year 2019/20. (attached).

5. MINUTES (Pages 7 - 16)

To approve as a correct record and sign the minutes of the meeting held on 25 April 2019.

9. REPORT OF THE APPOINTMENT PANEL (Pages 17 - 40)

Leader of Council will present the report (attached) regarding:

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

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

NOMINATION FORM FOR CHAIRMAN OF THE COUNCIL 2019/2020

Nominee: Councillor Richard Bassett

We the undersigned hereby nominate the above named Councillor for the position of Vice-Chairman of the Council for 2017/2018.

Councillor/Group	Signature
Councillor Sartin - Conservative	Councillor Sartin
Councillor Stalker – Conservative	Councillor Stalker
Councillor Stavrou – Conservative	Councillor Stavrou
Councillor C Whitbread – Conservative	Councillor C Whitbread
Councillor Bedford - Conservative	Councillor Bedford
Councillor S Kane -Conservative	Councillor S Kane
Councillor Rolfe -Conservative	Councillor Rolfe
Councillor H Whitbread -Conservative	Councillor H Whitbread
Councillor Bolton -Conservative	Councillor Bolton
Councillor Hadley -Conservative	Councillor Hadley
Councillor Keska -Conservative	Councillor Keska
Councillor Philip -Conservative	Councillor Philip
Councillor Lea -Conservative	Councillor Lea
Councillor Mitchell - Conservative	Councillor Mitchell
Councillor H Kane – Conservative	Councillor H Kane

The nomination form must be signed by not less than 15 District Councillors.

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NOMINATION FORM FOR VICE-CHAIRMAN OF THE COUNCIL 2019/2020

Nominee: Councillor Helen Kane

We the undersigned hereby nominate the above named Councillor for the position of Vice-Chairman of the Council for 2019/20.

Councillor/Group	Signature
Councillor Sartin – Conservative	Councillor Sartin
Councillor Stalker – Conservative	Councillor Stalker
Councillor Bassett - Conservative	Councillor Bassett
Councillor Stavrou – Conservative	Councillor Stavrou
Councillor C Whitbread – Conservative	Councillor C Whitbread
Councillor Bedford - Conservative	Councillor Bedford
Councillor S Kane -Conservative	Councillor S Kane
Councillor Rolfe -Conservative	Councillor Rolfe
Councillor H Whitbread -Conservative	Councillor H Whitbread
Councillor Bolton -Conservative	Councillor Bolton
Councillor Hadley -Conservative	Councillor Hadley
Councillor Keska -Conservative	Councillor Keska
Councillor Philip -Conservative	Councillor Philip
Councillor Lea -Conservative	Councillor Lea
Councillor Mitchell - Conservative	Councillor Mitchell

The nomination form must be signed by not less than 15 District Councillors.

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EPHING FOREST DISTRICT COUNCIL COUNCIL MINUTES

- Committee:** Council **Date:** 25 April 2019
- Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 8.50 pm
- Members Present:** Councillors R Bassett (Chairman), R Gadsby (Vice-Chairman), N Bedford, H Brady, P Bolton, R Brookes, L Burrows, K Chana, D Dorrell, A Grigg, I Hadley, S Heap, S Heather, S Jones, H Kane, S Kane, H Kauffman, P Keska, J Knapman, Y Knight, J Lea, A Lion, M McEwen, L Mead, A Mitchell, G Mohindra, R Morgan, S Murray, S Neville, M Owen, A Patel, J Philip, C P Pond, C C Pond, B Rolfe, B Sandler, M Sartin, P Stalker, S Stavrou, D Stocker, D Sunger, B Vaz, C Whitbread, H Whitbread, J H Whitehouse, J M Whitehouse and D Wixley
- Apologies:** Councillors N Avey, R Baldwin, A Beales, G Chambers, L Hughes, R Jennings, J Jennings, C Roberts, D Roberts, J Share-Bernia and E Webster
- Officers Present:** G Blakemore (Chief Executive), N Boateng (Service Manager (Legal) & Monitoring Officer), T Carne (Corporate Communications Manager), R Perrin (Senior Democratic Services Officer), A Rose (Marketing & Digital Content Officer) and S Tautz (Democratic Services Manager)
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98. WEBCASTING INTRODUCTION

The Democratic Services Manager reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

99. MINUTES

RESOLVED:

That the minutes of the meeting on 21 February 2019 be taken as read and signed by the Chairman as a correct record.

100. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Staff Code of Conduct, G Blakemore (Chief Executive) declared a personal interest in agenda item 11.1 (Appointment of Returning Officer & Electoral Registration Officer). G Blakemore had determined that her interest was pecuniary and would leave the meeting for the consideration and voting on this matter.

(b) Pursuant to the Council's Code of Member Conduct, Councillor G Mohindra declared a non-pecuniary interest in agenda item 14a (Joint Arrangements and External Organisations) by virtue of being a substitute representative for Essex County Council. Councillor G Mohindra had determined that he would remain in the meeting for consideration of this item.

101. ANNOUNCEMENTS**(a) The Chairman's Announcement**

The Chairman informed the Council that he met the HRH, the Duchess of Cambridge who had recently attended Gilwell Park, to mark the 100 year anniversary of the Scout's UK headquarters. The Duchess had taken part in a wide range of indoor and outdoor activities. He had also attended a Jack Petchey's "Speak Out" Challenge! at Roding Valley High School, where 25 young people took part in a speak out challenge to develop their skills and confidence to speak in public.

Furthermore, the Chairman's had organised a charity concert, which had raised £1600 for the Young Carers drop-in centre in Loughton.

(b) Members not seeking re-election

The Chairman acknowledged and thanked Councillors K Chana, L Hughes and A Grigg for their service to the Council, as they were not standing for re-election on 2 May 2019.

The Leader of Council paid tribute to these Councillors and the service they had provided for the Grange Hill; Broadley Common, Epping Upland and Nazeing; and North Weald Bassett. In particular to Councillor A Grigg for her service on the Cabinet.

(c) Flowers

The Chairman announced that he intended to send the flowers to Tracey Hartley who ran the Young Carers drop in site in Loughton.

102. PUBLIC QUESTIONS (IF ANY)

The Council that there were no public questions submitted for consideration at this meeting.

103. QUESTIONS BY MEMBERS UNDER NOTICE

The Council noted that there were no members questions under notice submitted for consideration at this meeting.

104. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET

The Council received written reports from the Portfolio Holders. The Chairman invited the Leader of Council, to provide an oral report and the opportunity for other members of the Cabinet to give updates.

(a) The Leader of Council

The Leader advised the Council that he had attended several meetings across the District and wider area. There had been discussions regarding the Essex Highway Rangers and the valuable work they do around the District with considerations into bringing them back in house.

He had also attended a celebration day for volunteer groups in the District; moved forward with discussions and potential partnership arrangements with the Epping

Town Council at the St John's Site, Epping and attended meetings with the Local MP, Dame Eleanor Laing.

Finally, he thanked the members of his Cabinet for their service and work over the past year.

(b) Housing and Property Services Portfolio Holder

Councillor S Stavrou updated members on the Council House Building programme which was discussed at the Cabinet meeting on 11 April 2019. There had been a total of 45 new homes for affordable rent completed and a further 63 were expected and another 73 homes over the next three years. An audit of the council's house building programme had been undertaken in February 2019, which had identified some lessons to be learnt from phases 1,2 and 3 and actions had been put in place to improve the future programme delivery.

105. QUESTIONS BY MEMBERS WITHOUT NOTICE

(a) Council Officers

Councillor R Morgan enquired whether the Leader had any concerns over the recent loss of several officers at the Council.

Councillor C Whitbread advised that although a number of long term officers had left the Council, the authority was moving forward with a new Leadership Team which had a number of experienced officers. The Council was currently being transformed for the future and was working towards the Council's corporate aims and objectives to invest in local services.

(b) Essential Living Fund

Councillor S Murray asked the Leader whether he was concerned by the 87% reduction of Essential Living Fund, which provided crisis grants from Essex County Council to help people in extreme hardship; and the yearly increase of 22% of residents in the District using the foodbank and the effects on families and children.

Councillor C Whitbread advised that foodbanks were an important service in the community and provided a safety net for residents in the District. The Council supplied grants to community services and would welcome the foodbank to contact them to discuss options.

Regarding the ECC Essential Living Fund, the Council would investigate how it effected the Districts residents and the Portfolio Holder responsible for grants would consider options, if required.

(c) Class of Planning Applications

Councillor C C Pond asked the Commercial and Regulatory Services Portfolio Holder whether as a landlord, the Council would consider encouraging diversity in the class of planning applications, particularly within the Landmark building.

Councillor A Grigg advised that the Council had received interest in the Landmark building and positive talks were continuing with diverse uses being considered.

(d) Policing and Street Lighting in the District

Councillor A Patel asked the Leader whether the increase in Police officers within the District had been down to the Police, Fire Crime Commissioner (PFCC), Roger Hirst and who had negotiated with Essex County Council for the return of Street Lighting for Parish and Town Councils in the District.

Councillor C Whitbread confirmed that the PFCC was responsible for the budgeting of the Police. Furthermore, the Council had discussed options for the return of street lighting within the District, if the Town or Parish Councils wished to fund this option.

(e) Business Parking Permits in Epping

Councillor J H Whitehouse asked the Contract and Technical Portfolio Holder whether any consideration had been given to businesses in Epping following the parking review due to the commuters now filling the car parks.

The Leader answered on behalf of the Contract and Technical Portfolio Holder. He advised that the Contract and Technical Portfolio Holder had received several concerns about the parking scheme and commuters parking. There were a few issues that needed to be considered and balanced, which included the residents of the area, traders, shoppers and other people that wished to park in the area. The parking schemes would be reviewed each year to consider any issues raised.

(f) St John's Site Epping - Leisure Centre

Councillor L Burrows asked the Leader who was delivering the Leisure Centre at the St John's Site, Epping.

Councillor C Whitbread advised that it was the Executive alongside Ward Members and Town Council Members.

(g) Epping Forest Retail Park – Parking Issues

Councillor M Owen asked the Commercial and Regulatory Services Portfolio Holder for an update on the all day parking issues, that were occurring at the Epping Forest Retail Park.

Councillor A Grigg advised that the Council was aware of the situation and would appreciate a stronger reaction from the responsible authorities, to the covering of car number plates. The Council were reporting the offences and were providing traffic wardens at peak times to help with the traffic flow. ECC had also undertaken a safety audit on pedestrians crossing the carriageway at Chigwell Lane, although they felt that any alterations would cause further traffic flow implications.

The Council would also publicise action taken on vehicles that had been reprimanded and fined for not abiding to the car park rules, to try to prevent further issues.

(h) Council Housing

Councillor D Wixley asked the Leader whether the Council could publicise and make clear that, new council housing was intended for local people and not for people living out the District.

Councillor C Whitbread advised that the housing allocation policy stated that residents were required to live in the District for seven years before they could register on the housing waiting list. Therefore, allowing housing for local people, who had lived in the district all their lives, which included the new council houses.

(i) Officer Appointments

Councillor J M Whitehouse asked the Leader how many of the Service Manager positions had been filled permanently, temporarily and were still vacant; along with the time frame for filling the Strategic Director posts.

Councillor C Whitbread advised that he would supply a detailed answer in the Members Bulletin.

(j) Local Plan

Councillor N Bedford asked the Planning Services Portfolio Holder whether the Local Plan proposed 1300 homes in Epping, without the necessary infrastructure; and if the master planning exercise would cover these requirements.

Councillor J Philip advised that there was an Infrastructure Delivery Plan for the whole District, which covered the infrastructure needs for the Local Plan. With regards to the proposed homes to the south of Epping, he had signed a statement of common ground between the Council and the developers for this land which contained reference to infrastructure in the master plan.

(k) Civic Offices - Epping

Councillor H Whitbread asked the Leader whether the public facing, and civic functions were remaining in Epping; and whether the usage of the Civic Offices would remain or increase, to maintain the High Street in Epping.

Councillor C Whitbread advised that the building was Grade II listed and that the customer facing services, civic functions and democratic services would remain at the Civic Offices. The Civic Offices would incorporate other services into the building to increase interest in the High Street.

106. MOTIONS

The Chairman reported that there were no motions to be considered at this meeting.

107. COUNCILLOR R. MORGAN

The Chairman advised that in accordance with the Local Government and Housing Act 1989 and the Local Government (Committee and Political Groups) Regulations 1990, Councillor R Morgan had given notice that he had joined the Conservative Group.

RESOLVED:

(1) That in accordance with the Local Government and Housing Act 1989 and the Local Government (Committee and Political Groups) Regulations 1990, Councillor R Morgan had given notice that he had joined the Conservative Group; and

(2) The Council also noted that following this notification there had been no request for a review of pro rata membership of Committee and Sub-Committee places pending the forthcoming elections.

108. LOCAL GOVERNMENT ACT 1972 - APPOINTMENT OF SECTION 151 OFFICER

The Monitoring Officer submitted a report regarding the statutory requirement for the appointment of a Section 151 Officer, which was an appointment reserved for Council in accordance with Article 4 (The Full Council).

RESOLVED:

(1) That, with immediate effect, Tina Stankley be designated as the Council's Chief Finance Officer, being the officer having responsibility under Section 151 of the Local Government Act 1972, Section 73 of the Local Government Act 1985 and Section 114 of the Local Government Finance Act 1988; and

(2) That pursuant to the above recommendation (1), the Monitoring Officer made changes to the Scheme of Delegation contained within the Council's Constitution, as required to give effect the appointment of Tina Stankley as the Chief Finance Officer.

109. APPOINTMENT OF RETURNING OFFICER & ELECTORAL REGISTRATION OFFICER

The Monitoring Officer presented a report to the Council regarding the appointment of the Returning Officer, Electoral Registration Officer and other Officer Delegations.

RESOLVED:

(1) That, in accordance with the Representation of the People Act 1983 and all related legislation, Georgina Blakemore be confirmed as the Electoral Registration Officer (ERO) for the Council with effect from 3 May 2019, with authority to appoint a deputy or deputies as may be required;

(2) That, in terms of Section 41 of the Local Government Act 1972 and all related legislation and with effect from 3 May 2019, Georgina Blakemore be appointed as Returning Officer for the Council, with authority to act in that capacity for elections to the District Council and all or any parish and town councils within the Epping Forest District;

(3) That the Council's Returning Officer/Electoral Registration Officer be also appointed or authorised to act in respect of all related electoral, poll or referendum duties, including those in relation to County Council elections, elections to the European Parliament (if required), and for national and regional or local polls and referendums;

(4) That, in relation to the duties of Returning Officer or any other electoral, referendum or polling duties arising from such appointment, the Returning Officer shall be entitled to be remunerated in accordance with scale of fees approved by the Council for local elections, or the relevant scale of fees prescribed by a Fees Order in respect of national, regional or European Parliament elections, polls or referendums;

(5) That in all cases where it is a legal requirement or normal practice to do so, fees paid to the Returning Officer shall be superannuable, and the Council shall pay the appropriate employer's contribution to the superannuation fund, recovering such employer's contributions from central government or other local authorities or agencies where this can be done;

(6) That, in relation to the conduct of local authority elections and polls, and elections to the United Kingdom Parliament, and all other electoral duties where the Council is entitled by law to do so, the Council shall take out and maintain in force insurance indemnifying the Council and the Returning Officer against legal expenses reasonably incurred in connection with the defence of any proceedings brought against the Council or the Returning Officer and/or the cost of holding another election in the event of the original election being declared invalid (provided that such proceedings or invalidation are the result of the accidental contravention of the Representation of the People Acts or other legislation governing the electoral process, or accidental breach of any ministerial or other duty by the Returning Officer or any other person employed by or officially acting for him in connection with the election or poll); and

(7) That any such insurance carrying an 'excess' clause by which an initial portion of risk is not insured, the Council, through its internal insurance fund or otherwise, will indemnify the Returning Officer up to the value of such excess.

110. CONSTITUTION WORKING GROUP

Mover: Councillor M McEwen, Chairman of the Constitution Working Group

Councillor M McEwen presented a report to formalise the trial arrangements for a site visit request at Area Plans Sub-Committees and District Development Management Committee. Furthermore, the consideration of formal site visits and public speaking arrangements for planning applications referred to Council would be added to the ongoing work programme of the Constitution Working Group.

RESOLVED:

(1) That the agreement for formal site visits with regard to planning applications listed in agenda for meetings of the Area Plans Sub-Committees, be implemented on a permanent basis with effect from the commencement of the 2019/20 municipal year;

(2) That, where an application that had been subject to a formal site visit by members of one of the Area Plans Sub-Committees and subsequently referred to the District Development Management Committee for determination, a further site visit be arranged for members of the District Development Management Committee prior to the consideration of the application;

(3) That, in addition to being agreed at a meeting of the District Development Management Committee in respect of any planning application listed in an agenda for a meeting of the Committee, the holding of formal site visits by members of the District Development Management Committee be approved by the Chairman of the Committee on the recommendation of the Service Director (Planning Services);

(4) That, the Monitoring Officer be authorised to revise Article 10 (District Development Management Committee and Area Plans Sub-Committees)) of the Constitution accordingly; and

(5) That the following matters be added to the ongoing work programme of the Constitution Working Group:

- (a) the consideration of possible arrangements for formal site visits to be held with regard to planning applications referred to the Council for determination; and
- (b) the review of existing arrangements within the Constitution whereby planning applications referred to the Council for determination are not generally subject to arrangements for public speaking.

111. OVERVIEW AND SCRUTINY COMMITTEE

The Council noted the written report of Councillor M Sartin, the Chairman of the Overview and Scrutiny Committee. Councillor M Sartin advised that South East Local Enterprise Partnership had attended the last meeting and the Committee had agreed to the new Overview and Scrutiny Select Committee Framework which consisted of three Select Committees; Stronger Place; Stronger Council and Stronger Communities for the 2019/20 municipal year.

Councillor S Murray asked the Overview and Scrutiny Chairman whether the Committee could undertake an enquiry on the planning application EPF/0139/19 – Land adjoining 22 & 28 Oakwood Hill Industrial Estate , Loughton following the decision not to proceed with the application; that Ward Members concerns were not listened to; and the procedures for referring an application to Council.

Councillor M Sartin advised that the Committee had come to the end of it's work programme and it would be for the new Committee members to consider suggestion to be placed on the work programme. She advised that the Housing and Property Services Portfolio Holder had taken the decision to remove the planning application.

112. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

- (a) Reports from External Organisations
 - (i) Lee Valley Regional Park Authority

The Council received a written report regarding the Lee Valley Regional Park Authority from Councillor M Sartin and S Stavrou. Councillor M Sartin advised that the Lee Valley Regional Park covered an area from the rivers Thames up to Ware, and the Council had a good representation from the Council, as the Council only paid into the Park through Essex County Council.

- (ii) Roding Valley Nature Meadow Reserve

Councillor S Murray advised that the Warden Michael Poole had moved on, so Essex Wildlife Trust who manage the area were looking for a new warden. He wanted to thank Michael for his service. There had also been some fire vandalism to some of the trees on this site, but both the Council officers and Essex Wildlife were managing the issue.

- (iii) Royal Gun Powder Mill

Councillor H Kane advised that the last meeting had been closed to the public and at this moment there was nothing further to report.

(iv) Stansted Community Trust

Councillor R Morgan advised that the trust had been due to closed in March 2019, following the planning application of the new airport terminal, although this had been delayed due to a judicial review. Therefore, the trust would meet again in June 2019 and once the judicial review had been completed a new trust would be set up.

(b) Request for a Joint Arrangement or External Organisation Report

(i) New City College

Councillor S Murray asked for the New City College representative, Councillor R Bassett , that once he had attended a meeting, that he update the Council on the use of Capital receipts from the sale of land and whether the money would come back into the District. Councillor R Bassett advised that he was still proceeding through the formal appointments process, but he noted the concerns.

Councillor D Wixley asked Councillor R Bassett under his new role to investigate the commitment the college provided to replace the demolished sports centre once funds were available, potential from the sale of the land.

(ii) Corporation of London

Councillor S Heap requested a report from the Corporation of London regarding the maintenance and the changing landscape within the Forest. The Chairman advised that the Council did not have a Council representative, although this could be requested at a future Overview and Scrutiny Committee.

CHAIRMAN

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Report to the Council

Committee: Appointments Panel

Date: 20 May 2019

Chairman: Councillor C. Whitbread

Recommending:

- (1) That, in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups be agreed (attached);**
- (2) That details of appointments made by the Leader of the Council, of Cabinet members and Cabinet Committees carrying out Executive functions. as set out in Appendix 1 to this report, be received;**
- (3) That the Membership, Chairmanship and Vice-Chairmanship of Committees, Sub-Committees and Panels (non-Executive bodies) be approved as set out at Appendix 2 to this report, with any outstanding nominations reported at the meeting;**
- (4) That the group representatives for the purposes of notifying substitute members for meetings be confirmed as follows:**
 - (a) Conservative Group:**
 - Councillor C. Whitbread (Group Leader);
 - Councillor S. Stavrou (Deputy Group Leader);
 - Councillor S. Kane; and
 - Councillor M. Sartin;
 - (b) Green Party Group:**
 - Councillor S. Neville (Group Leader); and
 - Councillor S. Heap (Deputy Group Leader);
 - (c) Liberal Democrat Group:**
 - Councillor J. M. Whitehouse (Group Leader); and
 - Councillor J. H. Whitehouse (Deputy Group Leader); and
 - (d) Loughton Residents Association Group:**
 - Councillor C. P. Pond (Group Leader); and
 - Councillor D. Wixley (Deputy Group Leader);
- (5) That the member appointments to be made to the Overview and Scrutiny Select Committees for 2019/20 be confirmed to the Proper Officer by the group representatives, by 30 May 2019;**

- (6) That appointments to outside organisations carrying out Council regulatory or non-Cabinet functions, as set out at Appendix 3 to this report, be approved; and**
- (7) That the appointments to be made by the Leader of the Council to outside organisations carrying out Executive functions, as set out at Appendix 4, be received.**
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1. (Chairman of the Panel (Councillor C Whitbread)) The Appointments Panel met on 9 May 2019 to consider nominations made by political groups and un-affiliated members for appointments to a range of member positions and other associated matters.

2. The Panel noted that one nomination for the position of Vice-Chairman of the Council had been received, that being for Councillor H. Kane. This nomination is dealt with elsewhere on the Council agenda.

3. In accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, notices of the constitution of political groups received will be reported at the meeting by the Proper Officer.

4. The Panel was advised that no proposals for the revision of the roles and responsibilities of the Cabinet were to be made by the Leader of the Council for the 2019/20 municipal year. The appointments made by the Leader of Cabinet members and the membership of Cabinet Committees, are set out in Appendix 1 to this report, alongside the responsibilities of the Cabinet Portfolios for the coming year.

5. The Panel has been able to bring forward some agreed nominations in respect of Committees, Sub-Committees and Panels, which are set out at Appendix 2 to this report. However, we have not received all of the proposals of the political groups for appointments to such Committees, Sub-Committees and Panels. All nominations remaining outstanding are highlighted in the schedule and will be reported at the meeting. Where the number of nominations exceeds the available places, the Council will be required to vote on appointments.

6. The Panel proposes that membership of the Overview and Scrutiny Committee be extended to seventeen members for 2019/20, in order to provide a seat on the Committee for an un-affiliated member. Membership of the Committee normally comprises fifteen members but, as a result of the current political composition of the Council, this arrangement will not secure a seat for an un-affiliated member for 2019/20. The extension of membership to seventeen members for the next year will provide an additional seat on the Committee for both the Conservative Group and the Loughton Residents Association Group. In order to accommodate a request for un-affiliated member representation on the Committee for the next year, the Loughton Residents Association Group is willing to relinquish its additional seat arising from the extension of membership, in order that this position may be filled by an un-affiliated member. Membership of the Committee is required to be appointed on a pro rata basis and such deviation requires that no member of the Council vote against this arrangement.

7. The Panel recommends that group representatives should provide nominations for membership of the three new select committees for 2019/20, for consideration by the Overview and Scrutiny Committee at its meeting on 4 June 2018 which will then make formal appointments to each select committee. These nominations should be received by the Proper Officer by 30 May 2019.

8. The Panel have been able to consider some nominations to outside bodies carrying out Council regulatory or non-Cabinet functions as detailed in Appendix 3 to this report and request the Council to confirm these appointments. All nominations remaining outstanding are highlighted in the schedule and will be reported at the meeting. Where the number of nominations exceeds the available places, the Council will be required to vote on appointments.

9. The proposals of the Leader of the Council for appointments to outside organisations carrying out Executive functions are set out at Appendix 4 to this report.

10. The Panel recommend as set out at the commencement of this report.

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CABINET & CABINET COMMITTEES - LEADER APPOINTMENTS 2019/20**(a) Deputy Leader**

	2019/20
Deputy Leader	S. Stavrou

(b) Other Cabinet Members/Allocation of Portfolios

Portfolio	Portfolio Holder 2019/20
Leader	C. Whitbread
Community & Partnership Services	N. Bedford
Commercial & Regulatory Services	A. Patel
Housing & Property Services	H. Whitbread
Planning Services	J. Philip
Contracts & Technical Services	N. Avey
Business Support Services	S. Stavrou
Customer Services	S. Kane
Strategic Projects	A. Lion

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

Asset Management & Economic Development Cabinet Committee
Commercial & Regulatory Services Portfolio Holder (Chairman)
Business Support Services Portfolio Holder
Community & Partnership Services Portfolio Holder
Contracts & Technical Services Portfolio Holder

Finance & Performance Management Cabinet Committee
Business Support Services Portfolio Holder (Chairman)
Leader
Housing & Property Services Portfolio Holder
Planning Services Portfolio Holder

Council Housebuilding Cabinet Committee
Housing & Property Services Portfolio Holder (Chairman)
Planning Services Portfolio Holder
Commercial & Regulatory Services Portfolio Holder
Business Support Services Portfolio Holder
Contracts & Technical Services Portfolio Holder

Local Plan Cabinet Committee
Planning Services Portfolio Holder (Chairman)
Leader
Community & Partnership Services Portfolio Holder
Business Support Services Portfolio Holder
Housing & Property Services Portfolio Holder

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COMMITTEE ETC. NOMINATIONS 2019/20

AREA PLANS SUB-COMMITTEE EAST (19 MEMBERS) (NOT PRO RATA) *							
		Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members	
MEMBERSHIP 2019/20	Chairman	P Keska					
	Vice-Chairman	B Rolfe					
		N Bedford		C McCredie			
		P Bolton		J H Whitehouse			
		H Brady		J M Whitehouse			
		L Burrows					
		I Hadley					
		S Jones					
		P Keska					
		M McEwen					
		J Mclvor					
		R Morgan					
		J Philip					
		B Rolfe					
		P Stalker					
		B Vaz					
		C Whitbread					
	H Whitbread						

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

AREA PLANS SUB-COMMITTEE WEST (14 MEMBERS) (NOT PRO RATA) *							
		Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members	
MEMBERSHIP 2019/20	Chairman	D Dorrell					
	Vice-Chairman	J Lea					
		N Avey	D Plummer			J Leppert	
		R Bassett					
		D Dorrell					
		S Heather					
		H Kane					
		S Kane					
		Y Knight					
		J Lea					
		A Mitchell					
		M Sartin					
		S Stavrou					
		D Stocker					

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

AREA PLANS SUB-COMMITTEE SOUTH (25 MEMBERS) (NOT PRO RATA) *							
		Conservative Group	Green Party Group	Liberal Democrat Group	Loughton Residents Association Group	Independent Members	
MEMBERSHIP 2019/20	Chairman	G Mohindra			J Jennings		VOTE REQUIRED
	Vice-Chairman	A Patel					
		J Knapman	S Heap		R Baldwin	S Murray	
		A Lion	S Neville		A Beales		
		G Mohindra			R Brookes		
		A Patel			R Jennings		
		S Rackham			J Jennings		
		B Sandler			H Kauffman		
		J Share-Bernia			L Mead		
		D Sunger			M Owen		
					C C Pond		
					C P Pond		
					C Roberts		
				D Roberts			
				D Wixley			

*Membership of Area Plans Sub-Committee South comprises all members for the relevant wards. Councillor G. Chambers does not wish to be appointed to membership of the Sub-Committee for 2019/20.

AUDIT AND GOVERNANCE COMMITTEE (5 MEMBERS PLUS 2 CO-OPTED PERSONS) *								
		Conservative Group (3)	Green Party Group (1)	Liberal Democrat Group	Loughton Residents Association Group (1)	Independent Members		
MEMBERSHIP 2019/20	Chairman	The chairman of the Committee is appointed at first meeting in each municipal year						
		J Knapman	S Heap	No Nomination	R Jennings			
		I Hadley						
		B Vaz						

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

CONSTITUTION WORKING GROUP (11 MEMBERS)							
		Conservative Group (7)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
MEMBERSHIP 2019/20	Chairman	S Jones					
	Vice-Chairman	M Sartin					
		D Dorrell	S Heap	J H Whitehouse	C C Pond		
		S Jones			C P Pond		
		M McEwen					
		J Philip					
		M Sartin					
		J Share-Bernia					
	S Rackham						

DISTRICT DEVELOPMENT MANAGEMENT COMMITTEE (15 MEMBERS) *

		Conservative Group (10)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members	
MEMBERSHIP 2019/20	Chairman	B Sandler					
	Vice-Chairman	S Jones					
		H Brady	S Heap	J M Whitehouse	H Kauffman		
		D Dorrell			C C Pond		
		I Hadley			C Roberts		
		S Jones					
		J Lea					
		G Mohindra					
		R Morgan					
		J Philip					
		B Rolfe					
		B Sandler					

JOINT CONSULTATIVE COMMITTEE (9 MEMBERS PLUS 9 STAFF SIDE REPRESENTATIVES) *							
		Conservative Group (6)	Green Party Group	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
MEMBERSHIP 2019/20	Chairman*	N/A	N/A	N/A	N/A	N/A	
		R Bassett	No Nomination	J H Whitehouse	J Jennings		
		A Lion			L Mead		
		J Philip					
		P Stalker					
		S Stavrou					
		H Whitbread					

*The Chairmanship of the Joint Consultative Committee is to be assumed by a staff-side representative for 2019/20.

LICENSING COMMITTEE (& LICENSING SUB-COMMITTEE) (15 MEMBERS*)							
		Conservative Group (10)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members	
MEMBERSHIP 2019/20	Chairman	R Morgan					
	Vice-Chairman				J Jennings		
		S Heather	S Neville	J M Whitehouse	J Jennings		
		I Hadley			L Mead		
		P Keska			C P Pond		
		R Morgan					
		B Rolfe					
		M Sartin					
		P Stalker					
		D Sunger					
		D Stocker					
		A Lion					
Licensing Sub-Committee Chairmen (6)	P Keska R Morgan M Sartin	S Neville			J Jennings C P Pond		

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

OVERVIEW AND SCRUTINY COMMITTEE (17 MEMBERS*)							
		Conservative Group (11)	Green Party Group (1)	Liberal Democrat Group (1)	Loughton Residents Association Group (3)	Independent Members (1)	
MEMBERSHIP 2019/20	Chairman	M Sartin					
	Vice-Chairman				R Jennings		
		P Bolton	S Neville	J H Whitehouse	R Baldwin	S Murray	
		L Burrows			R Jennings		
		D Dorrell			D Wixley		
		I Hadley					
		S Heather					
		G Mohindra					
		S Rackham					
		M Sartin					
		P Stalker					
	D Sunger						
	Y Knight						

*Membership of the Overview and Scrutiny Committee to be extended to seventeen members for 2019/20, providing an additional seat on the Committee for the Conservative Group and the Loughton Residents Association Group. In order to accommodate a request for independent member representation on the Committee for the year, the Loughton Residents Association Group intends to relinquish its additional seat arising from the extension of membership, in order that this position may be filled by Councillor S. Murray. Membership of the Committee is required to be appointed on a pro rata basis and such deviation requires that no member of the Council voted against this arrangement.

STANDARDS COMMITTEE (9 MEMBERS)							
		Conservative Group (6)	Green Party Group (1)	Liberal Democrat Group	Loughton Residents Association Group (2)	Independent Members	
MEMBERSHIP 2019/20	Chairman						To be advised
	Vice-Chairman				C P Pond		VOTE IF REQUIRED
		N Avey	S Neville	No nomination	C P Pond		
		S Kane			C Roberts		
		R Morgan					
		B Rolfe					
		J Share-Bernia					
		To be advised					

SENIOR MANAGEMENT SELECTION PANEL (7 MEMBERS)							
		Conservative Group (4)	Green Party Group	Liberal Democrat Group (1)	Loughton Residents Association Group (2)	Independent Members	
MEMBERSHIP 2019/20	Chairman	C. Whitbread					
	Vice-Chairman	M. Sartin					
		J Philip	No nomination	J M Whitehouse	R Jennings		
		M. Sartin			C P Pond		
		S Stavrou					
		C. Whitbread					

SENIOR MANAGEMENT APPEALS PANEL (7 MEMBERS)							
		Conservative Group (4)	Green Party Group (1)	Liberal Democrat Group	Loughton Residents Association Group (2)	Independent Members	
MEMBERSHIP 2019/20	Chairman						To be advised
	Vice-Chairman						To be advised
		P Bolton	S Neville	No nomination	J. Jennings		
		A Lion			C C Pond		
		P Stalker					
		H Whitbread					

REPRESENTATION ON OUTSIDE ORGANISATIONS 2019/20

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

Organisation and Allocation Category		Nominations for 2019/20
1.	Epping Forest Care and Repair Management Committee (3)	J Lea A Mitchell D Stocker
2.	Epping Forest Citizens' Advice Bureau (3 including 1 voting member)	J Jennings R Bassett (voting member) To be advised
3.	Campaign to Protect Rural England (Essex Branch) (1 + deputy)	S Heather N Bedford (Deputy)
4.	Epping Forest Community Transport Board of Trustees (1)	S Kane
5.	Epping Forest Housing Aid Committee (1)	J Lea
6.	Epping Forest Local Highways Panel (4)	D Wixley To be advised. Four member representatives. Two members of the Conservative Group and two from the other political parties and independent members.
7.	Epping Forest Local Liaison Group (specific ward representation only)	(BCEUN) (1) N Avey (BHW) (1) G Chambers (ELTC) (1) L Burrows (EH) (1) J M Whitehouse (LSJ) (1) C P Pond (LSM) (1) R Jennings (LF) (1) R Baldwin (TB) (1) J Philip (WAHB) (1) S Stavrou
8.	Essex Police, Fire and Crime Panel (1)	N Bedford M Sartin (Deputy)
9.	Health Overview, Policy and Scrutiny Committee (1)	Not required for 2019/20. Local member to be appointed by Essex County Council.
10.	Grange Farm Managing Trustees (Term to 31.5.23)	M. Sartin C. Scrutton To be advised
11.	Lee Valley Regional Park Authority (2) (Ongoing term to 30.6.21)	M. Sartin S. Stavrou S Heather (Deputy)

Organisation and Allocation Category	Nominations for 2019/20
12.	<p>Leisure Centre Liaison Groups (Leisure Centre Customer Forums)</p> <p>The Leisure Contract Manager has advised that two members should be appointed to each Liaison Group/Customer Forum for 2019/20.</p>
(a)	Epping Sports Centre (2) L Burrows H Whitbread
(b)	Ongar Leisure Centre (2) N Bedford P Keska
(c)	Loughton Leisure Centre (2) R Brookes +1 to be advised
(d)	Waltham Abbey Swimming Pool (2) A Mitchell J Lea
13.	<p>Epping Forest Local Councils Liaison Committee (no restriction)</p> <p>R Bassett H Kane J Lea R Morgan B Rolfe M Sartin J H Whitehouse</p>
14	Outer North-East London Joint Health Overview and Scrutiny Committee (1) A Lion
15.	Princess Alexandra Hospital - Partnership Governor (1) P Bolton
16.	Roding Valley Meadows Local Nature Reserve:
(a)	Management Committee (1) S Murray
(b)	Working Group (1) Not required - officer appointment
17.	Stansted Airport Consultative Committee (1 + deputy) P Stalker M Sartin (Deputy)
18.	Stansted Airport Community Trust Fund (1) R Morgan
19.	Town Centre Partnerships
	The Service Director (Community & Partnerships) has advised as follows with regard to the appointment of members to each Town Centre Partnership for 2019/20.
(a)	Buckhurst Hill Village Forum (0) No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.
(b)	Epping Town Centre Partnership (2) N Avey H Whitbread
(c)	Loughton Broadway Town Centre Partnership (0) No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.

Organisation and Allocation Category		Nominations for 2019/20
	(d) Loughton High Road Town Centre Partnership (2)	No member appointment required. The Town Centre Partnership was not currently operating.
	(e) Ongar Town Forum Steering Group (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.
	(f) Waltham Abbey Town Partnership (2)	H Kane J Lea
20.	Voluntary Action Epping Forest (1)	B Rolfe
21.	Waltham Abbey Royal Gunpowder Mills Ltd (1)	H Kane
22.	Waltham Abbey Tourist Information Centre (Joint Management Committee) (3)	J Lea A Mitchell +1 to be advised
23.	Leisure Management Contract Monitoring Board (6)	N Avey R Brookes G Chambers H Kane P Keska R Morgan J M Whitehouse NB Nominations exceed places available
24.	Epping Forest College (Board of Governors of New City College and local advisory body for the Epping Forest Campus College) (NEW)	R Bassett

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

	Organisation and Committee Responsible	Representative 2019/20
1.	Association of Retained Council Housing (ARCH)	Service Director (Housing & Property Services) (or representative)
2.	National Society for Clean Air (SE Division)	Service Director (Commercial & Regulatory Services) (or representative)
3.	Standing Conference – Investigation of Air Pollution	Service Director (Commercial & Regulatory Services) (or representative)
4.	Roding Valley Meadow Local Nature Reserve Working Group	Service Director (Contracts & Technical Services) (or representative)

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

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

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

REPRESENTATION ON OUTSIDE ORGANISATIONS 2019/20

1. Leader Appointments - Organisations Carrying Out Executive Functions

Organisation and Allocation Category		Nominations for 2019/20
1.	Association of Retained Council Housing - Executive Board (1 + Deputy)	Housing & Property Services Portfolio Holder Leader of the Council (Deputy)
2.	Civil Enforcement of Parking and Traffic Regulations Outside London - Adjudication Joint Committee (1)	Contracts & Technical Services Portfolio Holder
3.	Epping Forest District Community Safety Partnership (1 + Deputy)	Community & Partnership Services Portfolio Holder + Deputy to be advised
4.	East of England Local Government Association (1)	Leader of the Council
5.	Six Authorities Liaison Group (formerly Enfield, Essex and Hertfordshire Border Liaison Group) (3 + Deputies)	R Bassett M Sartin J Lea S Heather (Deputy)
6.	Epping Forest District Local Strategic Partnership (LSP) The LSP Manager has advised as follows with regard to the appointment of members to each of the following LSP bodies for 2019/20.	
	(a) LSP Board (1)	Leader of the Council
	(b) Health & Wellbeing Board (2)	Business Support Services Portfolio Holder Community & Partnership Services Portfolio Holder
	(c) Safer Communities Partnership	Disbanded
	(d) Sustainable Communities Group	Disbanded
	(e) Economic Board (1)	Community & Partnership Services Portfolio Holder
	(f) Tourism Board (1)	Community & Partnership Services Portfolio Holder
	(g) Epping Forest Children's Partnership (1)	To be advised
7.	Essex Community Wide Traveller Unit	The Council no longer subscribes to the EWTU.
8.	Essex Partnership for Flood Management (1)	
9.	Essex Waste Partnership - Inter-Authority Member Working Group (1 + Deputy)	Contracts & Technical Services portfolio Holder + Deputy to be advised

Organisation and Allocation Category		Nominations for 2019/20
10.	Harlow-Stansted Gateway Transportation Board (1 + Deputy)	Contracts & Technical Services Portfolio Holder Community & Partnership Services Portfolio Holder (Deputy)
11.	Local Government Association - General Assembly (1 + Deputy)	Leader of the Council Deputy Leader of the Council (Deputy)
12.	North Essex Parking Partnership (1 + Deputy)	Contracts & Technical Services Portfolio Holder Community & Partnership Services Portfolio Holder (Deputy)
13.	Off-Street Car Parking Contract Monitoring Board (2)	Contracts & Technical Services Portfolio Holder N Bedford
14.	South East Local Enterprise Partnership (2)	Leader of the Council Community & Partnership Services Portfolio Holder
15.	Waste Management Partnership Board (2)	Business Support Services Portfolio Holder Commercial & Regulatory Services Portfolio Holder
16.	West Essex Alliance (1 + Deputy)	Leader of the Council Commercial & Regulatory Services Portfolio Holder
17.	Co-operation for Sustainable Development Board (2 + 1 Deputy)	Leader of the Council Planning Services Portfolio Holder N Bedford (Deputy)
18.	Harlow & Gilston Garden Town Board	Leader of the Council Planning Services Portfolio Holder Strategic Projects Portfolio Holder.

ANNUAL COUNCIL MEETING – 20 MAY 2019

CONSTITUTION OF POLITICAL GROUPS AND GROUP LEADERS

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

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

Conservative Group:

Group Leader - Councillor C. Whitbread
Deputy Group Leader - Councillor S. Stavrou

Councillor Avey	Councillor S Kane	Councillor Philip
Councillor Bassett	Councillor Keska	Councillor Rackham
Councillor Bedford	Councillor Knapman	Councillor Rolfe
Councillor Bolton	Councillor Knight	Councillor Sandler
Councillor Brady	Councillor Lea	Councillor Sartin
Councillor Burrows	Councillor Lion	Councillor Share-Bernia
Councillor Chambers	Councillor McEwen	Councillor Stalker
Councillor Dorrell	Councillor J McIvor	Councillor Stocker
Councillor Hadley	Councillor Mitchell	Councillor Sunger
Councillor Heather	Councillor Mohindra	Councillor Vaz
Councillor Jones	Councillor Morgan	Councillor H Whitbread
Councillor H Kane	Councillor Patel	

Members 37

Green Party Group:

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

Councillor D. Plummer

Members 3

Liberal Democrats Group:

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

Councillor C. McCredie

Members 3

Loughton Residents' Association Group:

Group Leader - Councillor C. P. Pond

Deputy Group Leader - Councillor D. Wixley

Councillor R. Baldwin
Councillor A. Beales
Councillor R. Brookes
Councillor J. Jennings

Councillor R. Jennings
Councillor H. Kauffman
Councillor L. Mead
Councillor M. Owen

Councillor C. C. Pond
Councillor C. Roberts
Councillor D. Roberts

Members 13
