

EPPING FOREST DISTRICT COUNCIL LOCAL COUNCILS' LIAISON COMMITTEE MEETING MINUTES

Tuesday, 28 March 2023, 7.00 pm – 8.26pm
Council Chamber - Civic Offices

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| Members Present: | Councillor M Sartin (Chairman) Councillors H Kane, J Lea, R Morgan, D Sunger and J H Whitehouse |
| Other Councillors: | Councillors R Balcombe, J Parsons, A Patel, N Bedford and T Matthews |
| Apologies: | Councillor(s) Chris Pond, Epping Town Clerk, Epping Upland Parish Clerk, Loughton Town Clerk, Nazeing Parish Clerk, North Weald Bassett Parish Clerk and Stanford Rivers Parish Clerk |
| Officers In Attendance: | Nigel Richardson, Natalie Cole, Jennifer Gould, Stephen Lloyd-Jones and Rebecca Perrin |
| Officers In Attendance (Virtually): | Adrian Hendry |
| Essex County Councillors: | County Councillor Lee Scott, County Councillor Holly Whitbread, County Councillor Chris Whitbread and County Councillor Sam Kane |
| Parish / Town Councillors: | Parish Councillor Sheila Jackman (North Weald), Parish Councillor Sheila Jackman - Stanford Rivers, Town Councillor Barbara Scruton, Councillor Ken Williamson, Town Councillor David Wixley, Parish Councillor David Stokes, Parish Councillor Elizabeth Burn, Parish Councillor Richard Morgan (Matching), Parish Councillor Richard Morgan (Sheering Village), Parish Councillor Margaret O'Connor, Parish Councillor Ken Williamson, Elizabeth Thomas and Natalie Page |

THIS MEETING WAS RECORDED LIVE AND CAN BE VIEWED [HERE](#)

27 WEBCASTING INTRODUCTION

The Chairman 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.

28 MINUTES OF PREVIOUS MEETING

RESOLVED:

The notes of the meeting of the Committee held on 29 November 2022 be taken as a correct record.

29 ECC CABINET MEMBER FOR HIGHWAYS MAINTENANCE AND SUSTAINABLE TRANSPORT, CLLR LEE SCOTT

The County Council Cabinet Member for Highways Maintenance and Sustainable Transport, Councillor Lee Scott answered questions submitted by the Local Town and Parish Councils set out in the agenda.

District Councillors, Town and Parish Clerks and Councillors asked a number of questions and answers were provided by the Cabinet Member for Highways Maintenance and Sustainable Transport.

The Chairman thanked the Cabinet Member for Highways Maintenance and Sustainable Transport for attending the meeting.

30 ISSUES RAISED BY LOCAL COUNCILS

The Town and Parish secretary submitted questions to the Council regarding the Code of Conduct; Training for Local Councillors and planning issues.

Answers to the Code of Conduct and training had been provided within the agenda. The Service Director for Planning Services provided the following answers:

1. What changes / improvements have been made to the new online planning system following the numerous suggestions / issues that were sent directly to the planning department late last year.

We have been working with the supplier over the last few months, and they have now agreed to allow customer Councils to have more freedom in changing the format of their Public Registers. This will allow enhanced searching and a slightly changed layout for Epping Forest. We are testing the changes in the coming weeks and will update Town and Parish Councils as soon as we have completed the testing and activated the changes.

2. At the November meeting, Parish and Town Councils requested training on the new system. Will this be forthcoming, and when.

As indicated at the November meeting, we do not consider training is necessary, however, some “tips and tricks” videos or written guidance will be provided once the new version of the Public Register is released over the next few weeks.

3. With regard to Planning Enforcement, what is the current situation in terms of staff numbers and the approach to dealing with enforcement matters.

The Heritage, Enforcement and Landscape Team has three enforcement officer posts, one senior enforcement officer post and one fixed term contract enforcement officer post. One enforcement officer post is vacant after a recent resignation. Our approach to planning enforcement may be found here: <https://www.eppingforestdc.gov.uk/planning-and-building/planning-enforcement-service-charter/> and here <https://www.eppingforestdc.gov.uk/wp-content/uploads/2022/05/Local-Enforcement-Plan-2022.pdf>

At present we have 350 live enforcement investigations. During the 2022 calendar year we opened 427 new investigations, closed 360 investigations, and issued 19 Notices.

A new team manager (James Stubbs) joined us from Chelmsford City Council in October 2022 – he is a very experienced planner and has expert knowledge of all planning enforcement matters. We are fortunate to have one of the best resourced planning enforcement teams in Essex.

ACTIONS:

- 1. Monitoring/Deputy Officer to give a definition of what is expected of Councillors in regard to the Code of Conduct. (Attached)**

- 2. Repeat email to be sent to the Town and Parish Clerks regarding the training provided by the Council on 12 May 2023. Requests to attend the training must be submitted via the Town/Parish clerk.**

31 EPPING FOREST DISTRICT LOCAL PLAN - PROGRESS

The Service Director for Planning Services, N Richardson updated the Committee on the adoption of the Local Plan. It was noted that no paper copies of the Local Plan would be printed, although a copy of the whole document was available on the council's website and papers copiers were available to look through at local library's and at the Civic Offices.

32 SUSTAINABLE TRANSPORT

The Sustainable Transport Officer, S Lloyd-Jones provided Members, Town and Parish Clerks and Councillors with information on the EV charging funding opportunities, grants schemes for energy generation and insulation and Epping Forest Community Transport and other rural transport options.

Members, Town and Parish Clerks and Councillors asked a number of questions and answers were provided by the Sustainable Transport Officer.

33 DATES OF FUTURE MEETINGS

The Committee noted that the date of the next meeting would be agreed by the Council on 4 April 2023.

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Epping Forest District Council

**Promoting and Maintaining High Standards of Conduct
in Local Government**

Code of Member Conduct

Councillor Code Of Conduct

Part 1 General Provisions

Introduction and interpretation

As a member you are a representative of this authority and the public will view you as such therefore your actions impact on how the authority as a whole is viewed and your actions can have both positive and negative impacts on the authority.

This Code as a whole is consistent with “Nolan Principles” and the provisions of S29(1) Localism Act 2011

Glossary of terms used:

“relevant period” means the period of 12 months ending with the day on which you give notification to the authority’s monitoring officer of any disclosable pecuniary interests you had at the time of the notification.

“profit or gain” includes any payments or benefits in kind which are subject to Income Tax

“beneficial interest” means having an economic benefit as a legal owner or holding it on trust for the beneficial owner, having a right to the income from the land or securities or a share in it or the right to the proceeds of sale or share of part of the proceeds of sale

1. Who does the Code apply to?

This Code applies to all members of the Epping Forest District Council, including co-opted members.

It is your responsibility to comply with the provisions of this Code.

2. What does the Code apply to?

The Code applies to you whenever you are acting in your capacity as a member of the Council, including:

- (a) at formal meetings of the Council and all of its committees and subcommittees;
- (b) when acting as a representative of the Council;
- (c) in discharging your functions as a ward councillor;
- (d) at meetings with officers;
- (e) at site visits;
- (f) when corresponding with the Council other than in a private capacity.

The Code does not seek to regulate what you do in your private and personal lives.

3. General obligations

- (1) You must treat others with respect.
- (2) You must uphold the law
- (3) You must not:
 - (a) do anything which may cause your authority to breach any of the equality enactments;
 - (b) bully any person;

- (c) intimidate or attempt to intimidate any person who is or is likely to be:
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4. Confidential Information

You must not:

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is:
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5. Conferring an advantage or disadvantage

You:

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of your authority:
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

PART 2 MEMBERS INTERESTS

6. Disclosable Pecuniary Interests

6.1 You have a disclosable pecuniary interest in any business of your authority if it is of a description set out in 6.2 below and is either:

- (a) An interest of yours
- (b) An interest (of which you are aware) of a spouse, civil partner or a person you are living with as a spouse or civil partner (known as 'Relevant Persons').

6.2 It relates to or is likely to affect:

- (i) Any employment, office, trade, profession or vocation carried on by you or a relevant person for profit or gain;
- (ii) Any payment or provision of any other financial benefit (other than from your authority) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;
- (iii) Any beneficial interest in securities of a body where-
 - (1) that body (to your knowledge) has a place of business or land in the area of your authority and
 - (2) either:
 - (a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (b) the beneficial interest exceeds one hundredth of the total issued share capital of the share capital of that body, if of more than one class, the total nominal value of the shares of any one class
- (iv) Any contract for goods, services or works which has not been fully discharged between you or a relevant person and your authority or a body in which you or they have a beneficial interest;
- (v) A beneficial interest in any land in your authority's area;
- (vi) Any tenancy where to your knowledge (a) the landlord is your authority and (b) the tenant is a body in which you or a relevant person has a beneficial interest;
- (vii) a licence of any land in your authority's area (alone or jointly with others) that you or a relevant person occupy for a month or longer.

7. Pecuniary Interests

7.1 You have a Pecuniary Interest in any business of your authority where either it relates to or is likely to affect:

- (i) any person or body who employs or has appointed you;
- (ii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specific in paragraph 6.2.(iii) which has been fully discharged within the last 12 months;

8. Non-Pecuniary Interests

8.1 You have a non-pecuniary interest in any business of your authority where it relates to or is likely to affect:

- (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the authority;
- (ii) any body:
 - (1) exercising functions of a public nature; or
 - (2) directed to charitable purposes; or
 - (3) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

of which you are a member or in a position of general control or management;

- (iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50;
- (iv) a decision in relation to that business which might reasonably be regarded as affecting your wellbeing or the wellbeing of a relevant person to a greater extent than the majority of:-
 - (a) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (b) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's areas

9. Disclosure of Interests

9.1 Subject to sub-paragraphs 9.2 to 9.6, where you have a Disclosable Pecuniary Interest, Pecuniary Interest or a Non-Pecuniary Interest in any business of your authority and you are present at a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

9.2 Sub-paragraph 9.1 only applies where you are aware or ought reasonably to be aware of the existence of the pecuniary or non pecuniary interest

- 9.3 Where you have an interest in any business of your authority which would be disclosable by virtue of paragraph 9.1 but by virtue of paragraph 14 (sensitive interests) details of the interest are not registered in your authority's published register of members' interest and that the interest is a disclosable pecuniary interest (if that is the case) but you need not disclose the nature of the interest to the meeting
- 9.4 Where you have a pecuniary interest in any business of your authority and a function of your authority may be discharged by you acting alone in relation to that business, you must ensure you notify the authority's monitoring officer of the existence and nature of that interest within 28 days of becoming aware that you will be dealing with the matter even if more than 28 days before you will actually deal with the business
- 9.5 Where you have an interest in any business of your authority which would be disclosable by virtue of paragraph 9.1 and you have made an executive decision in relation to that business you must ensure that any written statement of that decision records the existence and nature of that interest
- 9.6 In this paragraph "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000

10. Disclosure of Interests generally

- 10.1 Subject to sub-paragraph 10.2 where you have a pecuniary interest in any business of your authority you also have a disclosable pecuniary interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgment in the public interest.
- 10.2 You do not have a disclosable pecuniary interest in any business of your authority where that business-
- (i) does not affect your financial position or the financial position of a person or body described in paragraph 8.1 (a) i. and ii.;
 - (ii) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8.1 (a) i and ii; or
 - (iii) relates to the functions of your authority in respect of-
 - (a) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (b) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

- (d) an allowance, payment or indemnity given to members;
- (e) any ceremonial honour given to members; and
- (f) setting council tax or a precept under the Local Government Finance Act 1992

11. Effect of Disclosable Pecuniary Interests on participation

- (a) If you are present at a meeting of the Authority or of any committee, subcommittee, joint committee or Joint Subcommittee and you or a Relevant Person has a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at a meeting and you are aware of that interest:
 - (i) You must not participate, or participate further, in any discussion of the matter at the meeting, or participate in any vote, or further vote, taken on the matter at the meeting.
 - (ii) You must withdraw from the room or chamber where the meeting considering the business is being held unless you have received a dispensation from the Standards Committee or the Authority's Monitoring Officer.
 - (iii) You must not exercise executive functions in relation to any business of the authority; and
 - (iv) You must not seek improperly to influence a decision about that business
- (b) If a function of your authority may be discharged by a member acting alone and you have a disclosable pecuniary interest in any matter to be dealt with or being dealt with in the course of discharging that function you may not take any steps or any further steps in relation to the matter (except for the purpose of enable the matter to be dealt with otherwise than by yourself).

11.2 Public Perception

If you have an interest which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to affect your judgement in the public interest and you are present at a meeting of the Authority at which such business is to be considered or is being considered you must:

- (i) Disclose the existence and nature of the interest (subject to the provisions of paragraph 9(3) above); and
- (ii) Withdraw from the room or chamber where the meeting considering the business is being held"

PART 3 REGISTER OF MEMBERS INTERESTS

12. Registration of Members' Interests

- (a) Subject to paragraph 13, you must, within 28 days of:
- (i) this Code being adopted by or applied to your authority; or
 - (ii) your election, re-election or appointment or re-appointment to office (where that is later), or co-opted onto the authority

register in your authority's register of members' interests (maintained by the Monitoring Officer under Section 29(1) of the Localism Act 2011) details of:

- (i) disclosable pecuniary interestsⁱ as referred to in paragraph 6 that you, your spouse, civil partner or person with whom you live as if they were your spouse or civil partner in so far as you are aware of their interests at that time
 - (ii) pecuniary interests referred to in paragraph 7 that you have;
 - (iii) Non Pecuniary Interests referred to in paragraph (8) (i), (ii) and (iii) that you have
- (b) You must keep your Register of Interests up to date by notifying the Monitoring Officer of any changes to your interests referred to in (a) above within 28 days of the change occurring or becoming aware of the change

13. Sensitive Information

13.1 Where you have a disclosable pecuniary interest referred to in paragraph 6 or pecuniary interest referred to in paragraph 7 and the nature of the interest is such that you and your authority's monitoring officer consider that disclosure of details of the interest could lead to you or a person connected with you being subject to violence or intimidation if the interest is entered in the authority's register then copies of the register available for inspection and any published version of the register should not include details of the interest but may state that you have an interest details of which are withheld under s32(2) of the Localism Act 2011 and/or this paragraph.

13.2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 13.1 is no longer sensitive information, notify your authority's monitoring officer

13.3 In this Code "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subject to violence or intimidation.

CODE OF CONDUCT APPENDIX 1

THE NOLAN PRINCIPLES AND SECTION 28(1) OF THE LOCALISM ACT 2011

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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