

# 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 at the COUNCIL CHAMBER, COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING at 7.30 pm on Tuesday, 30 October 2007 for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'Peter Haywood'.

**PETER HAYWOOD**  
Chief Executive

**Democratic Services  
Officer:**

Council Secretary: Ian Willett  
Tel: 01992 564243 Email: [iwillett@eppingforestdc.gov.uk](mailto:iwillett@eppingforestdc.gov.uk)

### WEBCASTING 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.

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 and copies made available to those that request it.

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

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

## **BUSINESS**

### **1. MINUTES (Pages 9 - 26)**

To approve as a correct record and sign the minutes of the meetings held on 24 July 2007 and 25 September 2007 (attached).

### **2. DECLARATIONS OF INTEREST**

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

### **3. ANNOUNCEMENTS**

#### **(a) Apologies for Absence**

#### **(b) Announcements**

To consider any announcements by:

- (i) the Chairman of the Council;
- (ii) the Leader of the Council; and
- (iii) any other Cabinet Member.

#### **(c) Housing Services Charter Mark Award**

The Chairman to present a certificate to Councillor David Stallan, the Housing Portfolio Holder and Roger Wilson, Assistant Head of Housing Services.

#### **(d) Member Computer Training – Award of Certificates**

Several members have completed IT training and will receive their certificates from the Chairman of the Council.

### **4. PUBLIC QUESTIONS (IF ANY)**

To answer questions asked after notice in accordance with the provisions contained in paragraph 9.3 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.

## **5. REPORTS FROM THE LEADER, CHAIRMAN OF THE OVERVIEW AND SCRUTINY COMMITTEE AND MEMBERS OF THE CABINET (Pages 27 - 40)**

To receive reports from the Leader, Chairman of the Overview and Scrutiny Committee and members of the Cabinet on matters falling within their area of responsibility.

- (a) Report of the Leader;
- (b) Report of the Chairman of the Overview and Scrutiny Committee (attached);
- (c) Report of Civil Engineering and Maintenance Portfolio Holder;
- (d) Report of Community Wellbeing Portfolio Holder (attached);
- (e) Report of Environmental Protection Portfolio Holder;
- (f) Report of Finance, Performance Management and Corporate Support Services Portfolio Holder;
- (g) Report of Housing Portfolio Holder (attached);
- (h) Report of Leisure and Young People Portfolio Holder (attached); and
- (i) Report of Planning and Economic Development Portfolio Holder.

## **6. QUESTIONS BY MEMBERS WITHOUT NOTICE**

Council Procedure Rule 10.6 provides for questions by any member of the Council to the Leader, Chairman of the Overview and Scrutiny Committee or any Portfolio Holder, without notice on:

- (i) reports under item 5 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 10.7 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) direct oral answer from the Chairman of the Overview and Scrutiny Committee or, at their request, from another member dealing with that issue as part of an Overview and Scrutiny review;
- (c) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (d) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner; or
- (e) where the question relates to an operational matter, the Leader, Chairman of the Overview and Scrutiny Committee 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 10.8, a time limit of twenty minutes is set for questions. Any question not dealt with within the time available will receive a written reply. The Chairman may extend this period by up to a further 10 minutes to ensure that all political groups and independent members may have their questions answered.

## 7. MOTIONS

To consider the following motion, notice of which has been given under Council Procedure Rule 11:

### (i) Portfolios – Responsibility for ICT

"That this Council:

- (a) notes that with effect from the 2007/8 Council year responsibility of ICT issues was transferred to the Finance, Performance Management and Corporate Support Services Portfolio;
- (b) notes that this additional set of duties has made the new Portfolio very time consuming and unwieldy;
- (c) resolves to transfer the ICT responsibilities of the Finance, Performance Management and Corporate Support Services Portfolio to the Leader's Portfolio; and
- (d) further resolves to formalise this change in the Constitution and the budget with effect from the 2008/9 Council year."

**Mover: Councillor Mrs D Collins**

**Seconder: Councillor C Whitbread**

### (ii) Post Offices – Proposed Closures

"That this Council –

- (a) notes that under the Post Office's recently-announced network change programme, the following post offices in this District are proposed for closure:

Moreton  
Willingale  
Allnutts Road, Epping  
Station Way, Buckhurst Hill  
Manor Road, Chigwell  
Lindsey Street, Epping

- (b) notes that the alternatives listed in the Post Office's consultation are as follows:

Moreton (Alternatives: Fyfield or High Road, North Weald)  
Willingale (Alternatives: Fyfield or High Street, Ongar)  
Allnutts Road, Epping (Alternatives: High Street, Epping or Coppice Row, Theydon Bois)  
Station Way, Buckhurst Hill (Alternatives: Queens Road, Buckhurst Hill or

Broadway, Woodford Green)  
Manor Road, Chigwell (Alternatives: Manford Way, Chigwell or Brook Parade, Chigwell)  
Lindsey Street, Epping (Alternatives: High Street, Epping or High Road, North Weald)

(c) notes that the closing date for responses to the consultation is 19 November 2007; and

(d) resolves to inform the Post Office that the Council is totally opposed to the proposed closures on the following grounds:

(i) the adverse effect on local communities of reduced access to Post Office services, particularly in rural areas;

(ii) the failure to take account of the needs of disabled, elderly and other similar people;

(iii) the detrimental effect on local retailing in villages and in town shopping centres, which are already under threat from out of town retailing centres;

(iv) the absence of public transport links which makes many of the alternative facilities specified in the consultation document impracticable;

(v) the proposed closures are based on the achievement of financial economies which take no account of the Post Office's responsibilities for providing a public service;

(vi) the promotion of greater car use as alternative post offices will in most cases not be accessible by foot;

(vii) the current round of closures will reinforce the solution of small communities from services which is already well established from earlier re-organisations; and

(viii) the current proposals take no account of the role of such post offices in defining cohesive local communities and a sense of identity;

(e) resolves to send copies of the Council's objection to the local members of Parliament involved."

**Mover: Councillor Mrs D Collins**

**Seconder: tba**

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

## **8. QUESTIONS BY MEMBERS UNDER NOTICE**

To answer questions asked after notice in accordance with the provisions contained in paragraph 10.3 of the Council Procedure Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

(a) to the Chairman of the Council;

- (b) to the Leader of the Council;
- (c) to the Chairman of the Overview and Scrutiny Committee or
- (d) to any Member of the Cabinet:

**(i) Question by Councillor J Markham to Councillor Mrs A Grigg, Portfolio Holder for Planning and Economic Development**

"At full Council on 28 June 2007, Councillor Cohen moved an amendment to a motion which was adopted about the removal of three trees from Centric Parade during the enhancement of Loughton High Road Town Centre Enhancement stating that the current administration was working tirelessly to resolve problems associated with the replacement of those trees; can the Portfolio Holder advise what progress has been made?"

**(ii) Question by Councillor K Angold-Stephens to Councillor A Green, Civil Engineering and Maintenance Portfolio Holder**

"Residents will be pleased to hear that the beat surveys for the long-awaited Loughton parking review have been completed; can the Portfolio Holder explain what measures will be taken to implement and prioritise the results of the parking review?"

**(iii) Question by Councillor K Angold-Stephens to Councillor Mrs A Grigg, Planning and Economic Development Portfolio Holder**

"In view of the very substantial consequential costs and delays this Council has had to bear as a result of the mis-information provided by the gas supplier about the positioning of the gas main in The Broadway, Loughton, can the Portfolio Holder advise what response the Council has received following making representations about this mis-information and what further action she is proposing?"

Council Procedure rule 10.4 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.

**9. REPORTS OF THE CABINET (Pages 41 - 42)**

To consider the following reports of the Cabinet:

- (a) Supplementary Estimates

**10. REPORT OF THE AUDIT AND GOVERNANCE COMMITTEE (Pages 43 - 44)**

(Chairman of the Audit and Governance Committee) To consider the attached report.

**11. REPORT OF THE CONSTITUTION AND MEMBERS' SERVICES STANDING SCRUTINY COMMITTEE (Pages 45 - 70)**

(Chairman of the Constitution and Members' Services Standing Scrutiny Panel) To consider the attached report.

**12. EMERGENCY AND URGENT EXPENDITURE (Pages 71 - 76)**

Reports of the Leisure and Young People Portfolio Holder on (a) Roding Valley Lake; (b) Ongar Leisure Centre and Leisure Services Office; and (c) Damage to Roadway – North Weald Airfield (attached).

**13. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS**

To receive any reports, ask questions and receive answers on the business of joint arrangements and external organisations.

**14. 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):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
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.