



Epping Forest District Council

CABINET **Monday, 7th June, 2010**

Place: Council Chamber
Civic Offices, High Street, Epping

Time: 7.30 pm

Democratic Services Officer: Gary Woodhall (The Office of the Chief Executive)
Tel: 01992 564470
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Members:

To be confirmed at the Annual Meeting of the Council on 25 May 2010.

PLEASE NOTE THE START TIME OF THE MEETING.

THERE WILL BE A PRESENTATION ON THE PROPOSED REFORM OF THE HOUSING REVENUE ACCOUNT SUBSIDY SYSTEM AT 6.30pm IN THE COUNCIL CHAMBER PRIOR TO THE START OF THIS CABINET MEETING; ALL MEMBERS ARE WELCOME TO ATTEND.

THE COUNCIL HAS AGREED REVISED PROCEDURES FOR THE OPERATION OF CABINET MEETINGS. BUSINESS NOT CONCLUDED BY 10.00 P.M. WILL, AT THE DISCRETION OF THE CHAIRMAN, STAND REFERRED TO THE NEXT MEETING OR WILL BE VOTED UPON WITHOUT DEBATE.

1. WEBCASTING INTRODUCTION

- (a) This meeting is to be webcast;
- (b) Members are reminded of the need to activate their microphones before speaking; and
- (c) the Chairman will read the following announcement:

"I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of subsequent repeated viewing, with copies of the recording being made available for those that request it.

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights. If you have any concerns then please speak to the Webcasting Officer.

Please could I also remind Members to activate their microphones before speaking.”

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

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

4. MINUTES

To confirm the minutes of the last meeting of the Cabinet held on 19 April 2010 (previously circulated).

5. REPORTS OF PORTFOLIO HOLDERS

To receive oral reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on the agenda.

6. PUBLIC QUESTIONS

To answer questions asked by members of the public after notice in accordance with the motion passed by the Council at its meeting on 19 February 2008 (minute 102 refers) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

7. OVERVIEW AND SCRUTINY

To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function.

8. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

9. LOCAL DEVELOPMENT FRAMEWORK CABINET COMMITTEE - 12 APRIL 2010 (Pages 5 - 10)

(Leader of the Council) To consider the minutes from the recent meeting of the Local Development Framework Cabinet Committee held on 12 April 2010 and the recommendations therein.

10. FINANCE & PERFORMANCE MANAGEMENT CABINET COMMITTEE - 18 MAY 2010

(Finance & Economic Development Portfolio Holder) To consider the minutes from the recent meeting of the Finance & Performance Management Cabinet Committee held on 18 May 2010 and the recommendations therein (report to follow).

N.B. There will be a presentation on the proposed reform of the Housing Revenue Account subsidy system at 6.30pm in the Council Chamber prior to the start of this Cabinet meeting; all Members are welcome to attend.

11. ADOPTION OF STANDARD CARAVAN SITE LICENCE CONDITIONS FOR PERMANENT RESIDENTIAL SITES (Pages 11 - 30)

(Housing Portfolio Holder) To consider the attached report (C-001-2010/11).

12. INDIVIDUAL GRANTS SCHEME (Pages 31 - 34)

(Leisure & Wellbeing Portfolio Holder) To consider the attached report (C-002-2010/11).

13. CONTRACT FOR NEW WINDOWS & IN-FILL CLADDING PANELS - CONDOR BUILDING, CIVIC OFFICES (Pages 35 - 38)

(Performance Management Portfolio Holder) To consider the attached report (C-003-2010/11).

14. COMMUNITY GOVERNANCE REVIEW - ONGAR TOWN COUNCIL/ GREENSTED WARD

(Leader of the Council) To consider the attached report (report to follow).

15. EXCLUSION OF PUBLIC AND PRESSExclusion

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.