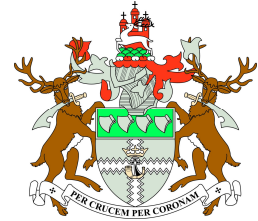


Council Agenda



Epping Forest District Council

NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the EPPING FOREST DISTRICT COUNCIL to be held in the COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING at 7.30 pm on Tuesday, 1 November 2011 for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'D Macnab'.

DEREK MACNAB
Acting Chief Executive

**Democratic Services
Officer:**

Council Secretary: Ian Willett
Tel: 01992 564243 Email:
democraticservices@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. WEBCASTING INTRODUCTION

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

2. The Chief Executive will read the following announcement:

“This meeting will be webcast live to the Internet and will be archived for later viewing. Copies of recordings may be made available on request.

By entering the chamber’s lower seating area you consenting to becoming part of the webcast.

If you wish to avoid being filmed you should move to the public gallery or speak to the webcasting officer”

2. MINUTES (Pages 7 - 18)

To approve as a correct record and sign the minutes of the meeting held on 27 September 2011 (attached).

3. DECLARATIONS OF INTEREST

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

4. 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) The Alan Ball Local History Award

The Council is the joint winner for 2010 of the Alan Ball Local History Award for the best work of local history produced under the auspices of a local authority. The award is made by the Library Services Trust, part of the Chartered Institute of Library and Information Professionals.

The award is for *The Life and Art of Octavius Dixie Deacon*, a 52 page colour book by Chris Pond and Richard Morris. The Epping Forest District Museum purchased a number of sketchbooks by Deacon, an artist and publisher, who lived in Loughton from the 1870s until 1916. A joint project was agreed, whereby the Museum would digitise the sketches and paintings, make them available free to the Loughton and District Historical Society, who undertook to research Deacon’s life and work, and write a comprehensive introduction, and publish them in book form, at its own expense and at cost price.

The Chairman will invite Michael Saich from the Awarding Committee to say a few words about the award and invite him to make the formal presentation of the award to Councillor Ricki Gadsby, Leisure and Wellbeing Portfolio Holder, Tony O'Connor, the Council's Museum Officer, and Chris Pond and Richard Morris from the Loughton and District Historical Society.

5. 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.

6. REPORTS FROM THE LEADER, CHAIRMAN OF THE OVERVIEW AND SCRUTINY COMMITTEE AND MEMBERS OF THE CABINET (Pages 19 - 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 and Legal Portfolio Holder;
- (b) Report of the Chairman of the Overview and Scrutiny Committee;
- (c) Report of the Environment Portfolio Holder;
- (d) Report of the Finance and Economic Development Portfolio Holder;
- (e) Report of the Housing Portfolio Holder;
- (f) Report of the Leisure and Wellbeing Portfolio Holder;
- (g) Report of the Planning and Technology Portfolio Holder;
- (h) Report of the Safer, Greener and Highways Portfolio Holder;
- (i) Report of the Support Services Portfolio Holder.

7. 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.

8. MOTIONS

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

"That this Council calls on the Government, through the Secretary of State for Communities & Local Government, to amend the rules on Councillors' remuneration in order that:

- (1) potential candidates who are in receipt of state benefits are able to seek election without placing those state benefits at risk if elected; and
- (2) remuneration is based on either a combination of attendance and basic allowance or on attendance at meetings alone."

Mover: Councillor D Stallan

Seconder: Councillor D Johnson

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

9. 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;.

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.

10. REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE - REVIEW OF POLLING DISTRICTS AND POLLING PLACES (Pages 41 - 66)

To consider the attached report.

11. REPORT OF THE ELECTORAL AND COMMUNITY GOVERNANCE REVIEW COMMITTEE

Report to follow.

12. REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE - MEMBER REMUNERATION (Pages 67 - 68)

(Chairman of the Overview and Scrutiny Committee) To consider the attached report.

13. EXTENDING PERIOD OF ABSENCE - COUNCILLOR S PACKFORD

Recommendation:

To consider a request from Councillor Packford for an extension of her period of absence from the Council on health grounds from 16 November 2011

Due to ill health it has not been possible for Councillor Packford to attend any meeting of the Council since mid-May 2011.

Section 85 of the Local Government Act 1972 states that if a member fails throughout a period of six consecutive months from the last date of attendance at a meeting, subject to certain exemptions, they cease to be a member of the authority.

The period of absence can be extended if approved by the Council for a reason before the expiry of the six month period. Ill health is a reason for extending the period of a member's absence.

Background Paper: Letter dated 21 September 2011 from Councillor Packford.

14. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS (Pages 69 - 72)

- (a) To receive from Council representatives the attached reports on the business of joint arrangements and external organisations and to receive answers to any questions on those bodies which may be put without notice; and
- (b) To request written reports from representatives on joint arrangements and external organisations for future meetings.

15. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement: Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

Committee: Council **Date:** 27 September 2011

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 9.15 pm

Members Present: Councillors K Angold-Stephens (Chairman), B Rolfe (Vice-Chairman), K Avey, R Barrett, R Bassett, A Boyce, W Breare-Hall, Ms R Brookes, K Chana, R Cohen, Mrs D Collins, D Dodeja, C Finn, Mrs R Gadsby, P Gode, Mrs A Grigg, Ms J Hart, D Jacobs, D C Johnson, Mrs S Jones, P Keska, J Knapman, Ms Y Knight, Mrs J Lea, L Leonard, J Markham, Mrs M McEwen, A Mitchell MBE, G Mohindra, R Morgan, J Philip, Mrs C Pond, W Pryor, Mrs P Richardson, B Sandler, Mrs P Smith, P Spencer, D Stallan, Mrs J Sutcliffe, H Ulkun, Mrs L Wagland, Ms S Watson, A Watts, Mrs E Webster, C Whitbread, Mrs J H Whitehouse, J M Whitehouse, D Wixley and J Wyatt

Apologies: Councillors Mrs T Cochrane, J Hart, A Lion, S Murray, S Packford, Mrs M Sartin, Ms S Stavrou and G Waller

Officers Present: D Macnab (Acting Chief Executive), C O'Boyle (Director of Corporate Support Services), R Palmer (Director of Finance and ICT), I Willett (Assistant to the Chief Executive), G Lunnun (Assistant Director (Democratic Services)), S G Hill (Senior Democratic Services Officer), R Perrin (Democratic Services Assistant) and T Carne (Public Relations and Marketing Officer)

60. WEBCASTING INTRODUCTION

The Assistant to the Chief Executive 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.

61. MINUTES

RESOLVED:

That the minutes of the Council meeting held on 26 July 2011 be taken as read and signed by the Chairman as a correct record.

62. DECLARATIONS OF INTEREST

There were no declarations of interest by members of the Council under this item.

63. ANNOUNCEMENTS

(a) Announcements by the Chairman of the Council

(i) Attendance at Events

The Chairman reported on his attendance at the Council's Summer Play Schemes at the Metropolitan Police Sports Club in Chigwell. He thanked all the staff involved in making the Play Schemes successful despite the indifferent weather conditions.

The Chairman advised that he had visited the sites in Epping Forest being improved by over 100 Explorer Scouts. He referred to the work they had undertaken to clear the pond at Snaresbrook.

The Chairman said he had enjoyed the 1940 Theme Mess function organised by the Epping and North Weald Squadron of the RAF Air Cadets held in the Control Tower at North Weald Airfield. The Chairman advised that the Air Cadets had waited on their guests and he had been very impressed with their attention to detail.

The Chairman reported on his attendance at the City Harvest Festival held at Capel Manor College which had celebrated the 13th anniversary of farming and community gardening in London. He advised that there were over 50 gardens and 17 farms throughout London which produced high quality food and cared for a variety of animals. He pointed out that they provided a great opportunity for children to experience the countryside and animals within London.

The Chairman said he had attended the "I Love Music Festival" held at the Council's District Museum. He advised that the event had been a great credit to Epping Forest Arts and the Museum.

The Chairman referred to his attendance at the signing of the Business Charter which had represented an important part of the Council's commitment to help sustain local businesses and to encourage residents to shop locally.

The Chairman said he had intended to take part in the Starlight Walk in Loughton in aid of St Clare Hospice and had been disappointed that the event had been cancelled due to a poor response. The previous year a similar event had raised £13,500 and the cancellation of this year's event would leave a gap in the Hospice's finances.

The Chairman expressed disappointment at the limited number of councillors who had volunteered to take part in the White Water Rafting event in aid of his charity. He reminded members that they could sponsor those taking part.

The Chairman reported on the Civic Lunch held at The Warren, at which an informed talk and walk through Epping Forest and a themed lunch had been well received. He advised that the event had raised approximately £300 for his charity.

The Chairman congratulated Councillor J M Whitehouse on finishing 10th in the Copped Hall Five Mile Run organised by the Epping Rotary Club.

Finally, the Chairman advised that the District Council had won the annual Petanque match with Epping Town Council and he presented the trophy to Councillor D Stallan.

(ii) Floral Display

The Chairman announced that he intended to send the flowers from tonight's meeting to St Clare Hospice.

(b) Announcements by the Leader of Council

The Leader advised that she had no announcements to make under this heading.

(c) Announcements by Portfolio Holders

The meeting noted that there were no announcements to be made under this heading.

64. PUBLIC QUESTIONS (IF ANY)

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

65. REPORTS FROM THE LEADER, CHAIRMAN OF THE OVERVIEW AND SCRUTINY COMMITTEE AND MEMBERS OF THE CABINET

The Council received written reports from the Chairman of the Overview and Scrutiny Committee, the Environment Portfolio Holder, the Finance and Economic Development Portfolio Holder, the Housing Portfolio Holder, the Leisure and Wellbeing Portfolio Holder, the Planning and Technology Portfolio Holder, the Safer, Greener and Highways Portfolio Holder, and the Support Services Portfolio Holder.

The Chairman invited the Leader and Legal Portfolio Holder to provide an oral report, and the Chairman of the Overview and Scrutiny Committee and the other members of the Cabinet to give an oral update of their written reports.

(a) Leader and Legal Portfolio Holder

The Leader advised that in relation to the legal aspects of her Portfolio a lot of work had been undertaken which had contributed to the other Portfolios.

The Leader referred to the disorder in different parts of the country in early August and stated that in this District there had been comparatively little disturbance. Arrests had been made in relation to damage to and theft from a shop in Buckhurst Hill and as a result of young people throwing stones in Loughton High Road. The Leader advised that debris/litter from an act of arson in a distribution centre in the adjoining London Borough of Enfield had entered the District but this had been non-toxic material and consideration was being given as to how this could be best cleared up. The Leader thanked Essex Police for their quick responses when required. The Leader congratulated Council Officers for the work they had undertaken and referred specifically to the accurate briefings she had received from the Safer Communities Team. She contrasted this with some inaccurate information which had been generated in certain quarters and advised that together with the Local Strategic Partnership consideration was being given as to the ways in which accurate information could be better provided to the public in relation to such events in future.

The Leader advised that she had given an interview to Essex Radio regarding the Olympic Games during which she had encouraged residents to plan ahead in relation to any proposed local events and had given an assurance that bureaucracy would not be put in the way of any such events. The Leader advised that she had also taken the opportunity to draw attention to the Leap cultural events which would be taking place in the District between October and May in the build up to the Olympic Games.

The Leader reported that she had chaired the Business Charter launch referred to earlier by the Chairman and that consideration was being given as to further steps which could be taken by the Council in order to encourage residents to spend locally.

The Leader advised that she had recently attended a meeting of the Essex Leaders and Chief Executives. Three main items had been discussed, the Essex Integrated Strategy, the proposed changes to Council Tax Benefit, and the Dale Farm, Basildon situation. The Leader advised that this Council had been given key seats on a group considering a response to the consultation regarding the proposed changes to Council Tax Benefit. The Leader said that she had made a case against the pooling of community infrastructure levy monies. The Leader drew attention to information which had been placed on the Council's website, designed to assist landowners and the public if they thought land being used as a travellers' camp site was unsuitable.

The Leader advised that she had chaired a Working Group of the North London Strategic Alliance looking at the West Anglian corridor in terms of investment and job creation.

Finally, the Leader drew attention to a meeting held with Bob Neill, Parliamentary Under Secretary of State at the Department for Communities and Local Government who had responsibility for local government and planning. She advised that the Planning and Technology Portfolio Holder would expand on matters discussed at this meeting.

(b) Environment Portfolio Holder

Councillor Knapman advised that the Cabinet had approved an extension of the Waste Management contract with Sita UK which would lead to a saving of £2.4 million over a three year period. He pointed out that this had been achieved with no reduction in the level of service.

Councillor Knapman advised that the lake in the Roding Valley had almost returned to its full level by natural means. He advised that consideration was being given as to what steps could be taken to make it easier for people with disabilities to fish at the lake.

Councillor Knapman drew attention to a decision taken by the County Council the previous week to have a waste transfer station at Harlow.

The Portfolio Holder also advised that together with County Councillor Gerard McEwen, he had entered into discussions with the County Council Portfolio Holder regarding the proposed closure of the Ongar Recycling site. Councillor Knapman stated that assurances had been sought regarding the financial estimates associated with closure.

(c) Finance and Economic Development Portfolio Holder

Councillor Mohindra drew attention to his written report in which he had advised that Moody's had been appointed to provide a credit rating for the Council in order to give the Council the best possible options for reviewing and obtaining external finance from the self-financing debt settlement. The Portfolio Holder advised that on 19 September 2011 a change in Public Works Loan Board interest rates had been announced which had made market financing less attractive and undermined the case for obtaining a credit rating. He expressed frustration that such a decision had not been taken six months earlier and advised that as a result of this latest decision a

report would be submitted to the next meeting of the Cabinet seeking to reverse the decision to obtain a credit rating for the Council as part of the borrowing process.

(d) Housing Portfolio Holder

Councillor McEwen drew attention to the invitation to all members to visit the Council's recently extended and refurbished 24-hour Careline control centre at Parsonage Court, Loughton on Friday 30 September 2011 at 2.00 p.m.

(e) Leisure and Wellbeing Portfolio Holder

Councillor Gadsby advised that she had attended a site meeting to assess the progress being made with the redevelopment of Limes Farm Hall. She reported that the building now had a completed roof and main structure and was looking impressive. However, delay issues relating to steelworks and a high power electrical connection would result in the expected handover taking place in December and not November 2011.

(f) Planning and Technology Portfolio Holder

Councillor Philip referred to the meeting with Bob Neill, Parliamentary Under Secretary of State at the Department for Communities and Local Government which he had attended together with the Leader, Councillor Bassett and Council Officers. The Parliamentary Under Secretary had advised that over 700 responses had been received to the Government's Gypsy and Traveller Consultation Document and in view of this scale of response there would not be any quick decisions taken by Government. Councillor Philip advised that this number of responses had been put in context with the 10,700 responses received by this Council to its earlier consultation exercise. The Council noted that the Under Secretary of State had indicated that any local authority which had been acting responsibly would not be unduly penalised. The Parliamentary Under Secretary had studied this Council's response and had been able to confirm that all of the matters raised would be considered. Councillor Philip advised that attention had been drawn to the delay in the preparation of a Local Development Framework due to resources being diverted to the Gypsy and Traveller issues. It had been pointed out that the Local Development Framework was likely to be renamed Local Plan in the near future and it had been suggested that this Council's representatives should meet with the Government's Chief Planning Officer to discuss transitional arrangements before the Council had an adopted Local Plan. Councillor Philip advised that this meeting was likely to take place in October or November 2011. Councillor Philip reported that the Parliamentary Under Secretary of State had also advised that the National Development Framework would continue to protect the Green Belt.

Councillor Philip reported that the Council had been successful in defending an appeal regarding The Meadows.

(g) Safer, Greener and Highways Portfolio Holder

Councillor Smith drew attention to the item concerning parking reviews in her written report and stated that following a meeting the previous day with the County Council Design Team Manager, a time line had been established for the three local parking schemes, full details of which would appear in the next Council Bulletin. Councillor Smith advised that the key dates in relation to the Epping Parking Review were 6 October 2011 for advertisement in the local newspaper; 28 October 2011 sealing of the Order by the County Council; November-December 2011 preparation of schedules of rates and costing of the work to be carried out by the contractor;

16 January 2012 commencement of signing and lining work; and 31 March 2012 the estimated end of all signing and lining work.

66. QUESTIONS BY MEMBERS WITHOUT NOTICE

(i) Buckhurst Hill Parking Review

Councillor Spencer asked the Safer, Greener and Highways Portfolio Holder if the proposed timescale for the completion of the Epping Parking Review would result in commencement of the Buckhurst Hill Scheme being delayed until after 31 March 2012.

Councillor Smith, Safer, Greener and Highways Portfolio Holder, advised that there had been no change from the timescale reported previously in relation to the Buckhurst Hill and Loughton Broadway Parking Reviews being progressed on a phased manner after completion of the Epping Parking Review.

(ii) Tickets for the Olympic Games

Councillor Stallan referred to the minutes of the meeting of the Council held on 28 June 2011 and asked the Leisure and Wellbeing Portfolio Holder when a decision would be taken by the Cabinet in relation to tickets which had been offered to the Council. In that regard he questioned reference in the recent edition of the Forester which had indicated that tickets would be given to the Citizen of the Year and the Young Citizen of the Year.

Councillor Gadsby, Leisure and Wellbeing Portfolio Holder, stated that she would speak to officers and would advise Councillor Stallan of the outcome.

(iii) Leader Lodge, North Weald – Designated Protected Area Status for North Weald

Councillor Grigg asked the Housing Portfolio Holder for information regarding the designated protected area status conferred nationally on rural areas, including North Weald, and the effects of this on the provision of shared ownership.

Councillor McEwen, Housing Portfolio Holder, advised that she would speak to officers and would respond to Councillor Grigg in writing.

(iv) Brooker Road/Cartersfield Road Industrial Estate, Waltham Abbey

Councillor Wixley asked the Finance and Economic Development Portfolio Holder what had happened during the period from the expiry of a long standing ground lease in 2004 until the entering into a new lease reflecting the full market value of the buildings in 2011. He also asked for what period the sum of £24,000 per annum would apply and he sought clarification of the term "full rack rent".

Councillor Mohindra, Finance and Economic Development Portfolio Holder, advised that he would need to check the period of the previous lease but he suspected that there had been a typographical error in his report. He stated that he would speak to officers about this issue and also the length of time for which the £24,000 per annum would apply and he would make the information available to members. Councillor Mohindra asked the Leader and Legal Portfolio Holder to define "full rack rent".

Councillor Wagland, Leader and Legal Portfolio Holder, advised that the term, "full rack rent", simply meant the open market rent.

(v) Fire Safety in Council Flats and Maisonettes

Councillor Richardson asked the Housing Portfolio Holder for a progress report in relation to the provision of mats, etc. in communal areas of flats and maisonettes.

Councillor McEwen, Housing Portfolio Holder, advised that she had no further report to make at this time. She pointed out that the letter received from the appropriate Minister in response to the Council's request for a dispensation had not been very helpful and she was not aware that any further steps had been taken since the receipt of that letter.

(vi) Grounds Maintenance Service/Council Nursery

Councillor Jennie Hart referred to a reference in a report to the last Cabinet regarding consideration of taking the street cleansing element out of the extended Waste Management Contract and tendering it as a Street Scene contract alongside the Grounds Maintenance Service. She pointed out that the suggestion had been rejected on the basis of an external evaluation on the Grounds Maintenance Service which had established that no overall benefit would be likely to accrue from such an action. Councillor Hart asked the Environment Portfolio Holder, in the light of this previous decision and the possibility of the Council's Nursery being moved to Oakwood Hill in order to permit redevelopment of the current site, whether any cost/efficiency exercise had been undertaken in relation to this proposed relocation.

Councillor Knapman, Environment Portfolio Holder, confirmed that for reasons of quality and value for money, the Cabinet had decided to retain the Grounds Maintenance Service in-house. He advised that no decision had yet been made regarding the future of the current Nursery site and that all of the options would need to be considered carefully taking into account cost and efficiencies.

(vi) Ongar Re-cycling Centre

Councillor Jacobs advised that Ongar residents were very concerned about the proposed closure of the Re-cycling Centre and asked the Environment Portfolio Holder if other options such as a reduction in hours had been considered rather than a complete closure of the Centre.

Councillor Knapman, Environment Portfolio Holder, advised that he had asked the County Portfolio Holder to justify the figures on which the proposed closure had been based. He said that he had some concern about those figures. He said that he was also well aware of the local concerns and the major problems which would arise if the Centre was closed.

(vii) Leisure/Sports Facilities and Limes Farm Hall

Councillor Whitbread welcomed the proposed extension of the existing Contract with the Council's leisure providers, SLM, until January 2016. He expressed disappointment however, that there had been delays in completion of the redevelopment of Limes Farm Hall and sought an assurance that despite these delays the project would still be delivered on budget.

Councillor Gadsby, Leisure and Wellbeing Portfolio Holder, advised that the last report which had been provided showed that the project was within budget.

Councillor Wagland drew attention to issues which could arise with building contracts and assured Councillor Whitbread that the Cabinet would investigate the circumstances of the delays and take action as appropriate.

(viii) Reduction of Carbon Footprint and Provision of Solar Panels

Councillor Sutcliffe referred to the Council's Statutory Statement of Accounts which included an objective to substantially reduce the amount of CO₂ and the other greenhouse gases the Council emitted through its services and operations. She drew attention to the viability of solar panels and asked if any active steps were being taken to encourage the use of these on new buildings, particularly large developments when planning applications were under consideration. She also asked if there were any plans to install panels on social housing for the long-term economic benefit to the Council and its tenants.

Councillor Philip, Planning and Technology Portfolio Holder, advised that the Housing Directorate were already pursuing such a policy. In relation to planning applications, he pointed out that each scheme had to be dealt with on its merits and the provision of solar panels would be a matter for consideration by Planning Officers and Planning Committees at the time.

(ix) Epping Parking Review

Councillor J M Whitehouse referred to the timescale for implementation of the Epping Parking Review and questioned whether the Traffic Regulation Order would come into force on 16 January 2012 at the commencement of signing and lining work or on 31 March 2012 the estimated end of all signing and lining work. He stated that if it was the latter would it not be possible to speed up the process of signing and lining work.

Councillor Smith, Safer, Greener and Highways Portfolio Holder, stated that she would need to study the schedule which was to be published. She pointed out that during November/December 2011 the County Council would be re-tendering its Works Contracts across the County and this would have an impact on timescales. She continued that she believed the Traffic Regulation Order would be effective from 16 January 2012 but would not be enforceable until lines had been painted and appropriate signage had been provided in the various streets.

(x) Federation of Small Businesses

Councillor Collins referred to the increase of 21% in membership of the Federation of Small Businesses from businesses within the Epping Forest District. She suggested that this was partly due to the encouragement given to businesses in the past by members, particularly the previous Business Champion, and officers. Councillor Collins asked if the new Business Champion would be attending Federation meetings regularly and reporting back to Council on a regular basis.

Councillor Wagland, Leader and Legal Portfolio Holder, advised that Councillor Mohindra, Business Champion, had indicated to her that it was his intention to attend appropriate meetings and report back on them. Councillor Wagland continued that she was working closely with Keith Brown of the Federation of Local Businesses. She said that she sat on a number of groups with him and that at present they were progressing arrangements between traders and the Epping Forest College aimed at increasing custom for traders in Loughton Broadway.

Councillor Wagland said that she was working hard to persuade local residents to use their local facilities and with small businesses to ensure that they provided the type of service required.

67. MOTIONS

The Council was advised that there were no motions for consideration at this meeting.

68. QUESTIONS BY MEMBERS UNDER NOTICE

There were no questions by members of the Council under notice in respect of this item.

69. STATUTORY STATEMENT OF ACCOUNTS 2010/11

Mover: Councillor Watts – Chairman of the Audit and Governance Committee

Councillor Watts submitted a report which had been considered by the Audit and Governance Committee. He drew attention to the changes to the contents of the Statutory Statement for 2010/11 and to the independent auditors' comments. The auditors had concluded that they were satisfied that, in all significant respects, the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in issues and resources for the year ended 31 March 2011.

Councillor Mohindra thanked members of the Audit and Governance Committee for their consideration of the Statutory Statement. He drew attention to the Council's financial position which had enabled its response to the austerity programme to be more measured than many other authorities who had already cut jobs and services.

Report as first moved ADOPTED

RESOLVED:

That the Statutory Statement of Accounts for 2010/11 be adopted.

70. REPORT OF THE CABINET - SUPPLEMENTARY ESTIMATE - REDEVELOPMENT OF THE TOILET BLOCK IN BAKERS LANE, EPPING

Mover: Councillor Mohindra, Finance and Economic Development Portfolio Holder

Councillor Mohindra submitted a report seeking a supplementary capital estimate to enable the engagement of consultants to prepare and submit a planning application for the redevelopment of the toilet block in Bakers Lane, Epping for use as a restaurant/takeaway service.

Report as first moved LOST

RESOLVED:

That a supplementary capital estimate in the sum of £5,000 be not approved for 2011/12 to enable the engagement of consultants to prepare and submit a

planning application for the redevelopment of the toilet block in Bakers Lane, Epping for use as a restaurant/takeaway service.

(Recorded in accordance with Council Procedure Rule 16.5, that Councillor Grigg abstained from voting on this matter.)

71. REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE - COUNCIL PROCEDURE RULE 2 - OUTSIDE ORGANISATIONS

Mover: Councillor Bassett, Chairman of the Committee

Councillor Bassett submitted a report proposing changes to Council Procedure Rule 2 which stated that the Council would receive reports about and receive questions and answers on the business of joint arrangements and external organisations.

Report as first moved ADOPTED

RESOLVED:

That Council Procedure Rule 2 be amended by substituting the existing paragraph (ix) with the following:

"(ix) receive from Council representatives written reports circulated in advance with the agenda for the meeting concerned on the business of joint arrangements and external organisations and to receive answers to any questions on those bodies which may be put without notice."

and by adding the following new Rule (to be numbered (x)):

"(x) request written reports from representatives on joint arrangements and external organisations for future meetings";

and that the following sub-paragraphs of Rule 2 be renumbered accordingly.

72. REPRESENTATIONS ON OUTSIDE ORGANISATIONS - ASSOCIATION OF RETAINED COUNCIL HOUSING (ARCH)

The meeting noted that the Leader of the Council had nominated Alan Hall, Director of Housing, as a member of the Executive of ARCH. The Leader reported that more nominations had been made than the places available but that Mr Hall had been co-opted as a member of the Executive of ARCH.

73. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

There were no reports on the business of joint arrangements and external organisations under this item.

Councillor J H Whitehouse requested that a written report be made to the next meeting by Councillor Pryor, the Council's representative on the Royal Gunpowder Mills in view of the forthcoming Olympic Games. Councillor Pryor agreed to submit a written report to the next meeting.

Councillor Morgan, the Council's representative on the Stansted Airport Community Trust advised that he would submit a written report to the next meeting on the work of the Trust.

74. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting for the item of business set out below as it would involve the likely disclosure of exempt information as defined in the paragraph of Part I of Schedule 12A of the Act indicated and the exemption is considered to outweigh the potential public interest in disclosing the information:

Agenda Item Number	Subject	Exempt Information and Paragraph Number
16	Report of the Cabinet – Supplementary Estimate – Proposed Development of the Council's Pyrles Lane Nursery Site, Loughton	3

75. REPORT OF THE CABINET - SUPPLEMENTARY ESTIMATE - PROPOSED DEVELOPMENT OF THE COUNCIL'S PYRLES LANE NURSERY SITE, LOUGHTON

Mover: Councillor Mohindra, Finance and Economic Development Portfolio Holder

Councillor Mohindra submitted a report seeking supplementary capital estimates to purchase two parcels of land in the vicinity of the Council's Pyrles Lane Nursery site in order to facilitate the sale of the Nursery site for residential development.

Report as first moved ADOPTED

RESOLVED:

That, supplementary capital estimates of £239,000 and £21,200 be approved for 2011/12 to purchase two parcels of land in the vicinity of the Council's Pyrles Lane Nursery site in order to facilitate the sale of the Nursery site for residential development.

CHAIRMAN

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Report to Council

Date of meeting: 1 November 2011

Subject: Overview and Scrutiny

Chairman: Councillor Richard Bassett



Recommendation:

That the report of the Overview and Scrutiny Committee Chairman be noted.

Review of Education in the District

At our meeting last Tuesday, 18 October, we received a lively and passionate presentation from Geoff Mangan, the Epping Forest 14-19 Co-ordinator for Epping Forest Secondary Schools and also the West Essex Secondary Schools Facilitator with the West Children's Commissioning and Delivery Board for Essex County Council.

He spoke of the changing status of Epping Forest schools and the impact this would have and if any of our schools were in danger of falling below the 'floor targets'. He also spoke on how our schools coped with 'vulnerable' pupils and how they were affected by funding changes.

There are 35 Primary, 6 Secondary and 1 College in our District. It was noted that schools were collaborating and sharing good practice and currently 2, Debden Park and King Harold, were academy but by January, 60% would be academy schools. The College had improved enormously over the last three years improving retention levels from 82% to 93% since 2007; course completions up from 50% to 85%; and 'A' level success rising from 67% to 75%. He had concerns that schools were just doing enough to get their pupils through the exams with 'C' grades, thus ensuring they get and keep their funding and improve their standing in the league tables. However, 'C' grades were not enough to enable the children to go for 'A' level courses.

We noted that Epping Forest had the best NEET, (16-18 year olds not in education or full time training), figures in the county at 2.4 against the next best in Essex of 3%. We are good at keeping children inside the system and it is important that we continue to do this as once people are outside of the education system they seldom make it back.

However, the educational system in general was struggling with all the government changes in recent years. He also had concerns that if schools became academies and stand alone schools they would lose the vulnerable pupils as they would only be interested in improving their results. There were also other challenges ahead for schools and students since the loss of Connections, work experience placements and the EMA.

The meeting was then opened out to a long question and answer session from the committee and other members present which proved very useful for all members to understand the issues and problems facing our children.

Forward Plan

We next considered the Cabinet's Forward Plan, scrutinising the Cabinet's corporate priorities for 2011-12; going through their forward plan and asking questions where appropriate.

Merger of Hospitals

We then received an information item from Councillor Chana on his recent meeting on the proposed merger of Barts and the London, Whipps Cross and Newham NHS Trusts. We noted that this would definitely be going ahead, with the three hospitals each specialising in different areas on medicine (which had not been decided as yet). They were meeting again on 20 October to discuss the financial implications and then again two weeks after that to discuss the clinical implications and we will try to have representatives at both.

Children's Task and Finish Panel

Next we received a report on Essex County Council's response to the recommendations made by the recent Children Services Task and Finish Panel. The Committee thought that their response was a little too vague and unhelpful. We noted that the Committee were scheduled to meet with the relevant ECC Children's Officer in early 2012 and asked that the relevant Portfolio Holder also be asked to attend as well.

In connection to this we also wanted to review the mental health services in the district as there are concerns that there are some problems in this area. We will review how this can be added to our work programme.

Remuneration Panel and review of Polling Districts and Places

The Committee went on to receive two reports from the Constitution and Member Services Standing Panel, one concerning the Remuneration Panel which proposed small changes to the constitution, which we approved; and the other on the review of polling districts and stations, which we noted and recommended to Council.

Cabinet Agenda

Finally we reviewed the Cabinet agenda for this meeting but there were no specific items that our committee wanted to be brought to your attention, except to note our concern about the unnecessary expense to be incurred by holding separate elections, in November, for the Police and Crime Commissioner.

Report to the Council

Committee: Cabinet

Date: 1 November 2011

Subject: Environment Portfolio

Portfolio Holder: Councillor John Knapman

Recommending:

That the report of the Environment Portfolio Holder be noted.

Waste Management

Waste and recycling collections have been much in the news following pronouncements by the Secretary of State that Government funding would be made available to restore “weekly collections”. The Leader and I have both taken the view that this Council already has a weekly collection of all key putrescible waste and therefore meet the Government’s aspirations. That said I have asked officers to explore, once the guidance from Government has been received, whether we can do anything more that might bring with it further Government support. A key component of the Government’s announcement was that funding would have to be associated with improved recycling. I am pleased to inform Members that as at quarter two (covering the period April to September incl.) the Council is recycling around 62% of its household waste, an excellent outcome and testament to the systems we have in place and the enthusiasm which our residents continue to show for recycling.

Environmental Health

Following meetings with our colleagues in Community Development, officers from Environment and Street Scene will be presenting basic food hygiene training during the forthcoming Festival of Healthy Living at Limes Farm.

In the last quarter officers have undertaken four targeted littering operations in Nazeing, Waltham Abbey, Buckhurst Hill and Ongar. The operation in Ongar received two pages of favourable press in a local paper.

Officers attended court on 4 Oct 2011 for the following:

- two litter offenders prosecuted, both fined £120 with £150 costs
- noise prosecution £200 fine with £150 costs and forfeiture of seized equipment.
- breach of an ASBO and noise prosecution, 16 week custodial sentence suspended for twelve months with £140 granted towards the Council’s prosecution costs.

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Report to the Council

Committee: Cabinet

Date: 1 November 2011

Subject: Finance and Economic Development Portfolio

Portfolio Holder: Councillor Gagan Mohindra

Recommending:

That the report of the Finance & Economic Development Portfolio

Holder be noted

Accountancy

The Financial Issues Paper is the formal start of the budget cycle and this was presented to the Finance & Performance Management Cabinet Committee on 26 September. The recommendations from that Committee will be considered by Cabinet on 24 October. If those recommendations are adopted the Continuing Services Budget for 2012/13 will be capped at £14.9 million and net spending from the District Development Fund will be capped at £0.8 million. Progress towards the savings target of £1.3 million for 2012/13 has been good and already over £1 million has been identified. Several ideas are being explored that will contribute to net savings in 2012/13 and subsequent years. The consultancy work being undertaken by PriceWaterhouseCoopers and Ernst and Young is still being concluded, but these projects are expected to yield further ideas.

Members may be aware that the Government has again offered a grant to support authorities in freezing their Council Tax. There is a concern that this funding is just for one year and not consolidated in ongoing funding, but it is still likely that the offer will be accepted.

Benefits

Following consideration by both the Finance & Performance Management Scrutiny Panel and the Finance & Performance Management Cabinet Committee a detailed response was submitted to the consultation on the localisation of Council Tax Benefit. In addition to this Council's own response a joint response was also agreed with the other Essex districts and Essex County Council.

The next meeting of the Finance & Performance Management Scrutiny Panel on 15 November will receive the second quarter performance data. The two key indicators for Benefits are the time taken to process new claims and the time taken to process changes of circumstance. For new claims the average performance of 26.7 days is above the target of 23 days and efforts will be made to get back closer to the target in the second half of the year. Average performance on changes of circumstance is 8.2 days and is close to achieving the target of 8 days.

Revenues

The consultation response to the Local Government Resource Review, which I mentioned in my previous report, was delayed to allow consideration of a joint response by the Essex Leaders Strategic Finance Group on 13 October. A draft response, incorporating the Essex view where possible, has been issued as a supplementary report for Cabinet on 24 October.

The second quarter collections statistics for Revenues are encouraging and if the progress is maintained the full year targets should be achieved. At the end of September 52.7% (2010/11 52.4%) of Council Tax had been collected and 56.2% (2010/11 56.1%) of Non Domestic Rates.

Economic Development

The Council continues to make good progress with its work to support the local economy working through One Epping Forest with our partners such as the Chamber of Commerce and the Federation of Small Business.

The new Business Charter was launched successfully at a special event at the White Water Centre. Work is now underway to increase the number of public sector bodies and local businesses who are signatories to the Charter. A Procurement Masterclass has been arranged in January at Epping Forest College which will bring local suppliers and businesses together with Officers responsible for procurement from major public sector organisations in the area.

In order to support local independent traders at a challenging economic time a new 'shop local' website is being commissioned to promote local shops and enable residents to access discounts online. This will be built with financial support from the Council via partners on One Epping Forest and run by the Chamber of Commerce.

In order to develop closer working relationship with economic development and business organisations in North London the Leader/Chairman of One Epping Forest has been holding a series of meetings with Members and Officers from the North London Strategic Alliance (NLSA). A number of options for areas of joint work and support are being examined before final recommendations are brought forward but Officers are now sharing data/research etc and information about ongoing and planned projects that may have implications/opportunities.

Following the excellent news that the West Essex Alliance has been awarded Enterprise Zone status for sites in Harlow, district members of the Alliance Board are currently working to ensure that benefits of the Zone are managed and shared effectively across West Essex. The latest meeting of the West Essex Alliance Board was hosted here at the Civic Offices. We are also aware that the current Chairman of the West Essex Alliance has now been appointed as Chairman of the whole Southeast Local Enterprise Partnership. It is good to know that someone who is intimately aware of the strengths and opportunities of the West Essex corridor has now assumed such an important and pivotal role in the wider LEP.

The successful West Essex Future Jobs project is now coming to an end and meetings are being organised by the Government's new contractors in the Eastern Region on the single programme to maintain effective provision for supporting unemployed people back into work. A bid to Jobcentre Plus for a new local programme is also being prepared.

The White Water Canoe Centre Economic Development Study was presented to the Local Development Framework Cabinet Committee on 3 October and the Olympic Regeneration Officer's work schedule was approved for the next 6 months. This includes submitting a first stage application to the Heritage Lottery Fund for the Town Heritage Initiative in an effort to secure funding for public realm and listed building improvement works and heritage related training and practical conservation skills attainment courses.

Waltham Abbey Town Partnership, other Partners and EFDC will be discussing opportunities for funding yearly events, such as the successful Great British Cucumber Festival held in September, aimed at supporting and promoting our important business sectors.

The Council will continue to work closely with its partners to identify new ideas and opportunities to support and strengthen the local economy.

Performance Management

Value For Money and Data Quality Strategies 2010/11-2012/13

The Finance and Performance Management Cabinet Committee and Scrutiny Panel have reviewed progress against the Council's Value For Money and Data Quality Strategies, which were adopted in September 2010. The Value For Money Strategy sets out the Council's approach to providing value for money services, and the Data Quality Strategy details arrangements to secure the quality of the data used to manage functions and services. The strategies build upon previous work to address issues arising from former assessment and inspection frameworks, and highlight areas of best practice.

The majority of actions in the strategies were intended to be completed during 2010/11, and were achieved by 31 March 2011. It was not anticipated that further actions would be adopted for the remaining years of the strategies, and Members did not consider it necessary to identify further value for money or data quality actions, although progress against outstanding or ongoing actions will be reported at the end of 2011/12. However, it is possible that additional actions or activities may arise through the work currently being undertaken by PriceWaterhouseCoopers and Ernst and Young. The recommendations arising from these exercises will be considered by the Cabinet shortly.

Key Performance Indicators 2011/12

The Finance and Performance Management Scrutiny Panel has also reviewed progress against the Council's Key Performance Indicators (KPI) for the first quarter of 2011/12. The three-month position with regard to the achievement of target performance for the twenty-eight quarterly monitored KPIs for 2011/12, is as follows:

- (a) 15 (53.57%) achieved the first quarter performance target for 2011/12;
- (b) 12 (42.86%) did not achieve the first quarter performance target for 2011/12; and
- (c) 1 (3.57%) could not be reported for the first quarter of 2011/12. This outstanding information will therefore be reported to the next meeting of the Scrutiny Panel.

In accordance with usual practice at the end of the first quarter each year, the Scrutiny Panel has also considered the improvement plans for each of the KPIs that did not achieve the first quarter performance target for 2011/12.

The Corporate Strategy Guide is now live on the Council's website, and has been updated with the first quarter KPI performance reports for 2011/12. The publication of the guide provided an opportunity for a full review of the description and associated definition for each KPI to be undertaken, in order that information is presented in as simple and transparent way as possible.

Facilities Management & Estates

The major task of the five year property survey and the associated updating of the maintenance programme is underway. Good progress is being made and a full report should be available for Cabinet in December.

This report is being written before the meeting of the North Weald Airfield and Asset Management Cabinet Committee on 25 October. If there are any significant outcomes from that meeting I will provide an oral update.

Report to the Council

Committee: Cabinet

Date: 1 November 2011

Subject: Housing Portfolio

Portfolio Holder: Councillor Maggie McEwen

Recommending:

That the report of the Housing Portfolio Holder be noted.

(a) HRA 30-Year Financial Plan

In April 2012, the Government will be introducing a major, long-term change in the way that local authorities Housing Revenue Accounts (HRAs) are funded. This will involve a change away from the current "HRA Subsidy System" to a new "HRA Self Financing System", under which this Council will need to make a one-off payment to the Government in excess of £180m (instead of making annual payments to the Government - currently in excess of £11m per annum), for which a substantial proportion will need to be borrowed.

One of the key aspects to this process is to have a well-thought-through, robust 30-Year Financial Plan for the HRA, setting out all expected housing income and expenditure to meet the Council's housing objectives.

The HRA Financial Plan forms part of the HRA Business Plan, which is reviewed each year by the Housing Scrutiny Panel. In view of the introduction and importance of HRA Self-Financing, there will be a special Joint Meeting of the Housing and Finance & Performance Management Scrutiny Panels on the evening of 28 November 2011, to enable the two Scrutiny Panels to consider the issues and options relating to the HRA Financial Plan, prior to adoption of the Indicative HRA Financial Plan by the Cabinet on the 5th December 2011.

Simon Smith, the Council's HRA Business Planning Consultants from CIHConsult will be attending the Joint Scrutiny Panel Meeting to present his report on the issues and the options available. There will also be the ability at the meeting for members to consider, discuss and profile a range of "what if" scenarios, using CIHConsult's modelling tool live.

All Members of Council are invited to attend the Joint Scrutiny Panel meeting to contribute to the discussion.

(b) New Council Housebuilding Programme

The last new Council property was built in June 1985, at Mountbatten Court, Buckhurst Hill. Since 1977, the Council has sold around 6,160 properties, predominantly through the Right to Buy; the Council currently owns and manages around 6,500 properties.

Since the 1980s, councils have been discouraged by successive governments from building new social housing themselves, and encouraged to act as "enablers", by facilitating housing associations to build new social housing. However, Government policy has changed and local authorities have more recently been encouraged to build once again.

At its meeting in July 2011, the Cabinet confirmed its previous decision, in principle, to commence a new Council Housebuilding Programme once the Housing Revenue Account moves to a self-financing basis in April 2012. The Cabinet also asked the Housing Scrutiny Panel to consider the detailed issues relating to the feasibility of undertaking, and the best way of implementing, such a Housebuilding Programme and to make recommendations to the Cabinet accordingly.

It is proposed to undertake a Programme to construct around 20 new affordable Council homes each year, for at least 6 years, mainly on difficult-to-let Council-owned garage sites.

At its meeting to be held on 25 October 2011, the Housing Scrutiny Panel is due to consider a comprehensive report on all the issues, and a proposed approach, from the Director of Housing. The Scrutiny Panel will then present its report to the Cabinet on 5 December 2011.

(c) Epping Forest Careline – 1st Anniversary of the Careline Extension

A number of Members attended an Information Afternoon at the recently-extended Careline Centre at Parsonage Court, Loughton on 30 September 2011. The event gave an opportunity to celebrate the first anniversary since the completion of Careline's extension, and for Members to be brought up to date with the range of services offered.

There are around 2,500 properties connected to Careline, representing approximately 3,000 users, including around 1,250 users in the private sector who pay an annual rental, which brings increasing income to the Council.

Members were informed of the potential to monitor alarms for other authorities and housing associations and the plans to extend the routine repairs reporting service for tenants from 5pm to 8pm on each working day monitored by Careline. Careline will also be periodically monitoring existing Council-owned CCTV systems at sheltered housing schemes through website access, and monitoring the whereabouts of the Council's lone workers on a 24-hour basis.

We were very pleased that Eileen Allen, who recently retired as a Controller from Careline and who took the first ever Careline in June 1984, was able to attend, and assisted the Chairman to cut a commemorative cake.

I would like to take this opportunity to thank all Members who were able to attend the event and find out about this important service.

(d) Installation of Solar Photovoltaic Panels to Council Dwellings

At its meeting on 25 October 2011, the Housing Scrutiny Panel is due to consider a report on a potential renewable energy programme for solar photovoltaic (PV) panels to be installed on the roofs of Council dwellings. The report explores how the Council may benefit from the "Feed-In Tariff", which has been introduced by the Government as part of its commitment to make better use of alternative renewable energy.

There are three potential financial benefits to installing Solar PV. Firstly, there is the "Feed-in" contribution from the Government, which is a payment received for electricity that is generated over a 25 year period. Secondly, any electricity generated is free to use in the building that the system is installed. Thirdly, any unused electricity can be sold to the National Grid.

The Scrutiny Panel will be considering the two main procurement options available, which are either the Council purchasing the systems outright, and then receiving the FIT, or the "Rent a Roof" option, whereby a company funds and installs the system using private finance, receives the FIT and then pays a roof rent to the Council. For both options, the occupiers benefit from the free electricity that is generated.

The Scrutiny Panel will make its recommendations to the Cabinet at its meeting on the 5 December 2011.

(e) Strategic Tenancy Policy – West Essex Housing Forum

When the Localism Bill is enacted, the Council will be required to formulate and publish a Strategic Tenancy Policy within 12 months, setting out the approach it expects all housing associations and the Council to take with respect to tenancies, including the use of flexible tenancies.

Although the Council can formulate its own policy, many local authorities are working together to formulate a policy for larger geographical areas.

In view of the increased joint working with the other councils in West Essex, the West Essex Housing Forum is currently considering the possibility of producing a Strategic Tenancy Policy for the whole of West Essex, and will be bringing forward a report to members in the near future.

(f) Housing Information Evening for Members – 21 September 2011

I would like to thank all members who attended the Housing Information Evening for Members on the 21 September 2011, which provided useful information on the work of the Housing Directorate, basic housing finance and current housing issues.

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Report to the Council

Committee: Cabinet **Date:** 1 November 2011
Subject: Leisure and Wellbeing Portfolio
Portfolio Holder: Councillor Ricki Gadsby

Recommending:

That the report of the Leisure and Wellbeing Portfolio Holder be noted.

Leisure/sports facilities

At Loughton Leisure Centre the air conditioning has been installed within the Octagon. There are however still problems with the pool-side showers but SLM are trying to resolve the issues with the sensor pads and the situation is being monitored to ensure that there are sufficient shower facilities available. The 2010/11 Income Share amount has finally been agreed and paid to the Council.

Olympic Games

In my last report I made mention of the arrangements for the Olympic Games “Look and Feel”. I am pleased to be able to tell Members that the arrangements for dressing the area in the immediate vicinity of the White Water Centre are now well advanced with Waltham Abbey and the park and ride facility at North Weald receiving a substantial amount of funding via Broxbourne Borough Council for “Look and Feel” decoration. In order to enable all local councils to participate in the Olympic celebrations, they will be offered, subject to Cabinet approval on 24 October, the opportunity to buy “Look and Feel” decorations for their own areas, to be jointly funded on a £ for £ basis by this Council. I hope that some will feel able take up that opportunity.

Although not strictly part of my Portfolio, I will also mention parking issues which are directly related to the Olympic Games. Because these are intended to be the “greenest Games ever”, people coming to watch the events at the White Water Centre will be discouraged from arriving in their private cars. When tickets are issued, the ticket holders will be advised of how to get to the venue by public transport and that if travel by car is essential, that the park and ride facilities should be used. Therefore, in order to ensure that venues and the local community are protected from parking pressures, additional controls will be in place for the five days of the events. Details of these controls are nearing completion and there will be a number of public events plus information provided to residents and business about what is proposed. As soon as details of those events are known I will inform Members via the Bulletin. This will be followed by the normal traffic regulation order process.

Community Services

The Limes Farm Centre – The newly refurbished and extended Community facility at Limes Farm, Chigwell is due to be handed over to the Council in early December. The two extensions to the building include an EFDC office that will accommodate Housing, Benefits and Community Services staff and a smaller activity hall that will be a youth base in the evenings and a venue for a range of sports classes and activity sessions during the daytime, for all ages.

In addition to services provided by the Council the new centre will be a 'one stop shop', where people from the estate and local area can access primary health care provision and the many family services offered by the Children's centre.

Plans are underway to provide a Festive Open Day in December, where people will have the opportunity to view the facilities and hear about the range of services on offer. Members are additionally welcome to view the spectacular new facilities on the Open Day which will be held on Weds 14 December between 3pm and 7pm.

Community Training Scheme - A well attended training event themed 'Create... a Better Neighbourhood' was recently delivered to local volunteers. The event aimed to encourage people to become actively involved in their community and to give them the confidence to put their ideas into action. The informal, friendly day was an opportunity for anyone interested in forming a new community group to find out how best to move forward, and provided helpful information and tips on topics such as publicity, key roles and responsibilities and financial management. Participants took away simple, but highly effective, tools and techniques that they could put into place straight away to set up projects and achieve successful outcomes.

Youth Council - Epping Forest Youth Councillors met with their counterparts in Harlow this month to share good practice and participate in an Essex County Council consultation exercise relating to service provision for children and young people.

The Big Draw - Arts provided a Big Draw activity for children at the recent Countrycare event, *Unto These Fields* on 1 October. Toddlers, children and families were invited to step into the cartoon world designed by EFDC artist Helen Palmer, and made of cardboard, and invited to colour it in.

Museum and Exhibitions

Epping Forest District Museum has launched a new exhibition celebrating the 30th anniversary of the opening of the Museum in Sun Street, Waltham Abbey. The exhibition was opened by the Chairman on 7 October and runs until 3 March 2012.

On 24 September as part of the 'I Love Music' exhibition the Museum acted as a venue for a performance by the Loughton band 'Reachback' and the Woodriven House choir. This was also linked to the screening of the Artibility project by EF Arts. The event was extremely well attended and appreciated by the audience on the day.

The District Museum was the starting point for the civic parade at the King Harold Day Community event in Waltham Abbey on 8 October. The event, which is supported by the Museum Service, continues to be well attended.

The Museum has been awarded a grant as part of the Effective Museums programme of £1500 towards improvements on the environmental monitoring

equipment used in the gallery. There were over 55 applications for funding of which 33 Museums (including Epping) were successful.

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Report to the Council

Committee: Cabinet **Date:** 1 November 2011
Subject: Planning and Technology Portfolio
Portfolio Holder: Councillor John Philip

Recommending:

That the report from the Planning and Technology Portfolio Holder be noted.

Website replacement

The website replacement project is progressing well and a presentation was made to Management Board on 12 October. A further presentation will now be made to the Finance and Performance Management Scrutiny Panel on 15 November and Members are encouraged to attend to view the enhanced website.

Mobile Working Solutions

Information and Communication Technology (ICT) are currently evaluating the use of a system which would enable direct access to many of the core systems remotely, either from home or off-site. A further demonstration is taking place later this month whereupon a final decision can be made.

Telephony upgrade

The ageing telephone switch requires replacement as maintenance continues to be expensive and support difficult to source. ICT have recently attended demonstrations from a number of suppliers capable of supplying both hardware and Internet based Cloud solutions. Although a Cloud solution offers far more resilience in the event of a Disaster Recovery situation, initial findings indicate that the cost could be prohibitive. Further investigations are on-going.

Wireless Network Coverage within the Council

A potential solution is in the final stages of testing. The selected wireless unit allows secure access to both the internal Local Area Network and the Internet. Following a successful trial within ICT, the solution will be rolled out to cover key areas such as the Council Chamber and Committee Rooms. The project is currently on course for a March 2012 completion.

Draft SOCITM Benchmarking Report

The benchmarking report from the Society of Information Technology Management (SOCITM) compares ICT performance between 17 participating Authorities. Initial indications are that EFDC ICT has performed well, especially with overall response

times to user requests and network/system availability. A full report will be made in the ICT Update Report scheduled for Finance and Performance Management Scrutiny Panel on 16 January 2012, following receipt of the final report.

Report to the Council

Committee: Cabinet **Date:** 1 November 2011
Subject: Safer, Greener and Highways Portfolio
Portfolio Holder: Councillor Penny Smith

Recommending:

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

Community Safety

The Police Reform and Social Responsibility Act 2011 had now completed its passage through Parliament and is on the statute book. It is this Act which creates the new post of elected Police and Crime Commissioner (PCC) which will replace the current unelected Police Authorities. It had been originally intended for PCCs to be elected in May 2012 but the Act has delayed the elections until November 2012. Whilst this provides more time for the new arrangements to be developed, it will add to costs in 2012 through not being able to combine the PCC election with the normal local elections in May 2012 (see Cabinet report – 24 Oct 2011). As part of the local overview of the PCC there will be new Police and Crime Panels established, which will have elected Members from each of the councils in a force area. It will be the duty of that Panel to hold the PCC to account. There may also be longer term implications for Community Safety Partnerships which I will report back on as matters become clearer.

Parking

On 20 October I attended a meeting of the North Essex Parking Partnership when the budget projections and performance were two of the issues discussed. It was pleasing to note that budget projections remain positive and that there is close working between the Partnership and this Council to ensure a smooth transition in September next year when our enforcement will transfer to the Partnership.

Parking Reviews

There has been some local concerns expressed regarding ongoing delays to the parking review process. As matters currently stand I expect the parking review for Epping to have been completed and fully implemented by the end of this financial year (March 2012). This later than I would of hoped and will result in the completion of the Buckhurst Hill and Loughton/Broadway reviews being delayed further, since the Council has taken the decision to undertake these reviews sequentially.

I understand the frustration which these delays cause to local residents and ward Members. However, these reviews are very expensive and it is therefore only

possible to commence a review once the previous review has been completed and the costs fully identified. I think it is also important for Members to remember that this Council is not the Highways Authority and therefore has no statutory duty to undertake parking reviews or to fund them. This Council is continuing with them because it recognises the difficulties many local residents face when living near to commuter railheads, but it can only do so within the limited resources available to it.

Report to the Council

Committee: Cabinet

Date: 1 November 2011

Subject: Support Services Portfolio

Portfolio Holder: Councillor John Wyatt

Recommending:

That the report of the Support Services Portfolio Holder be noted.

Epping Forest Youth Council

I attended a meeting of the Youth Council to make a presentation about my roles as a councillor and a portfolio holder.

I received a warm welcome and I undertook to help the Youth Council with their future requests and requirements.

I was impressed with the work being undertaken by the Youth Council including the production of a Safety DVD and Booklet and "Guide to Reporting Crime" cards for schools.

Youth Council elections will be held between 5 –16 March 2012 and District Council officer support will be provided by the Community Development Team and Democratic Services.

Portfolio Holder Decisions

Following considered by the Joint Consultative Committee, I have agreed Human Resources policies in relation to:

- (a) Equality in Employment;
- (b) Dignity at Work;
- (c) Paternity Leave;
- (d) Working with VDUs – guidance to Managers and Staff;
- (e) Corporate Health and Safety Strategy and Action Plan;
- (f) Pension Policy.

The Equality in Employment policy has revised a previous equality policy having regard to the requirements of the Equality Act 2010. In the course of the review, the Dignity at Work policy (previously the Harassment and Bullying Policy) was amended to ensure that it did not conflict with the new Equality policy. The Paternity Leave policy has also been amended to reflect legislative changes.

A number of health and safety guidance and policies have been developed to assist staff and inform managers of their responsibilities. Working with VDUs provides guidance for staff working with visual display units. The Health and Safety Strategy has been developed to identify the priorities of the Safety officer for the next three years and bring a common sense approach to Health and safety. The Pensions policy has been produced to cover all aspects of the Pension Scheme in one document.

Report to Council

Date of meeting: 1 November 2011

Committee: Overview and Scrutiny Committee

Chairman: Councillor R Bassett

SCRUTINY

 Epping Forest District Council

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Recommending:

- (1) That the proposals for polling districts and places as set out in the Appendix to this report be approved; and**
- (2) That the proposals be published and copies made available for inspection by the public at the Civic Offices, in at least one place in each parliamentary constituency and on the Council's website.**

Introduction

1. We received a report from the Constitution and Members' Services Scrutiny Panel on a review of polling districts and polling places required under the Electoral Administration Act 2006 to be undertaken by the end of 2011.
2. We noted that a polling district is the area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors. A polling place is the building or area to which polling stations will be selected by the Returning Officer. A polling station is the room or building chosen by the Returning Officer where the poll takes place.
3. We were advised that local authorities are required to divide their area into polling districts for the purposes of parliamentary elections, designate polling places for these polling districts and keep these under review. Polling districts and places for local government elections are not automatically part of the review. However, the polling districts and places for parliamentary and local government elections should always be the same.

Aim of the Review

4. We understand that authorities must:
 - (a) seek to ensure that all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances; and
 - (b) seek to ensure that so far as is reasonable and practicable, the polling places for which they are responsible are accessible to all electors, including those who are disabled.

Review Process

5. We were advised that the review is a function of the Council and not the Electoral

Registration Officer or the Returning Officer and that as part of the review a consultation exercise was undertaken between 25 May and 25 June 2011

6. Members, local M.P's and interest groups were consulted. In addition the Returning Officers for the Brentwood and Ongar and Harlow Parliamentary Constituencies were consulted. Returning Officers are required to comment on all existing polling stations and any new polling stations. As the proposals incorporated the views of the Returning Officer for the Epping Forest Parliamentary Constituency it was not necessary to undertake specific consultation with him.

Results of Consultation

7. A resident of Buckhurst Hill suggested that the Health Centre in Buckhurst Way would be more convenient for the majority of electors than the polling station at Roding Valley Hall. We were advised that officers had concerns about this alternative location due to the lack of off street parking and the difficulty of parking on-street on what is a busy road. However, contact was made with the Health Centre to check the extent of accommodation available and the possibility of using the Centre as a polling station. The Health Centre responded that the building is used for clinic every day and could not be made available without severe disruption to the services offered.. There is no other suitable building in the locality and whilst the Roding Valley Hall is on the edge of the ward it is still within easy waking distance for many electors. No change is proposed therefore.
8. Councillor Sandler drew attention to the possibility of the Council converting Faversham Hall, Faversham Close, Chigwell Row into flats and the lack of any other suitable building in Chigwell Row for use as a polling station. The Cabinet has agreed that officers should seek tenders from housing associations for the conversion of 20 bedsits into 10 flats in Marden Close (adjacent to Faversham Hall) and that, as part of the tender exercise housing associations should also be asked to provide an optional tender price for converting Faversham Hall into two flats. However, we were advised that the process has been delayed and the Director of Housing has indicated that he envisages the Hall still being available for use as a polling station in May 2012. It may be necessary to look for an alternative location for use after 2012 but for the time being no change is proposed.
9. Councillor Waller expressed the view that the use of part of the bar area in the Railway Hotel in Lower Sheering as a polling station is not ideal as it is on the very edge of the ward and county boundary, it is two miles from some electors, different entrances to the public house make it difficult for tellers and some electors may adopt a principled stance which makes them unwilling to enter licensed premises. He recognises, however, that there is no other suitable building in Lower Sheering and that the Railway Hotel represents the best available option and is preferable to the alternative of a portakabin. Accordingly, he supports a continuation of the current arrangements. We agree with this conclusion.
10. Ongar Town Council advised that they are happy with the current arrangements. Brentwood Borough Council, Theydon Bois Parish Council and the Brentwood and Ongar Liberal Democrats all advised that they had no comments on the proposals. No other responses were received.

Final Proposals following Review

11. Attached as an Appendix are the proposals following consideration of the responses received to the consultation exercise. No changes are proposed.
12. In cases where the polling stations are not within the polling district this is due solely to the lack of any suitable venue within the designated area.

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

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DISTRICT OF EPPING FOREST – SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2011

JOINT PROPOSALS OF THE COUNCIL AND THE RETURNING OFFICER

(EPPING FOREST PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Buckhurst Hill East	Buckhurst Way	AA	That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish comprising the roads – Albert Road (nos 2-24 evens), Birch Close, Buckhurst Way, Cascade Close, Cascade Road, Cedar Close, Chestnut Avenue, Chestnut Close, Elgar Close, Elm Close, Holly Close, Hornbeam Close, Hornbeam Road, Lime Close, Lower Queens Road, Maple Close, Station Way, Walnut Way, Willow Close	The polling district	No change	Roding Valley Hall, Station Way	1676
Buckhurst Hill East	Loughton Way	AB	That part of the Buckhurst Hill East parish ward of Buckhurst Hill parish not included in the Buckhurst Way Polling District	The polling district	No change	Woollard Centre, Loughton Way	1778
Buckhurst Hill West	St Johns	AC	That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish comprising the roads – Albany View, Amberley Road (odd numbers), Ardmore Lane, Beech Avenue, Beech Lane, Brook Road, Chandos Close, Chequers Hills Road, Church Road, Devon Close,	The polling district	No change	St John's Church, High Road	2648

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Epping New Road, Fairlands Avenue, Fernside, Forest Side, Gladstone Road, Greenhill High Road, Hawsted, Heron Close, High Road (51-117 odd numbers, 2-114 even numbers), Hills Road, Little Plucketts Way, Luctons Avenue, Manor Road, North End, Ormonde Rise, Osborne Road, Parkside, Powell Road, Roebuck Lane (16-72 even numbers, 29-79 odd numbers), Russell Road (2-24 even numbers, 1-99 odd numbers), Stag Lane, Starling Close, Stradbroke Grove (29-81 odd numbers, 14-54 even numbers), The Cedars, The Drive, The Meadway, The Stables, Trent Road, Tuttlebee Lane				
Buckhurst Hill West	Westbury	AD	That part of the Buckhurst Hill West parish ward of Buckhurst Hill parish not included in the St John's Polling District	The polling district	No change	Buckhurst Hill Baptist Church, Palmerston Road	2553
Chigwell Row	Chigwell Row	AE	The Chigwell Row parish ward of Chigwell parish	The polling district	No change	Faversham Hall, Faversham Close	1818
Chigwell Village	St Johns	AF	That part of the Chigwell Village parish ward of Chigwell parish comprising the roads – Brunel Road, Chigwell Park, Chigwell Park Drive, Chigwell Road,	The polling district	No change	St John's Special School, Turpins Lane	1697

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Coolgardie Avenue, Ely Place, Emmaus Way, Forest Avenue, Forest Lane, Grovewood Place, Hatch Side, High Road, (Little West Hatch, School House, Cedar Park, Bungalow Chigwell Nursery, 221-187 odd numbers, Charlesworth 120-156 even numbers, Semmering, Forest Terrace), Hilltop View, Love Lane, Luxborough Lane, Lyndhurst Rise, Manor Road, New Barns Farm Lane, New Barns Way, Smeaton Road, St Mary's Way, The Childers, Tudor Close, Turpins Lane				
Chigwell Village	Chigwell Village	AG	That part of the Chigwell Village parish ward of Chigwell parish not included in the St John's Polling District	The polling district	No change	St Mary's Parish Rooms, High Road	1527
Grange Hill	Limes Farm	AH	That part of the Grange Hill parish ward of Chigwell parish comprising the roads – Clayside, Cobdens Limes Avenue, Copperfield, High Meadows, Keats Close Limes Avenue, Limes Avenue, Northdene, Orange Grove, Regency Close, Southdale, The Brambles, Trotwood, View Close, Westmede	The polling district	No change	Limes Farm Hall, Limes Avenue	1862

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Grange Hill	St Winifreds	AJ	That part of the Grange Hill parish ward of Chigwell parish not included in the Limes Farm Polling District	The polling district	No change	St Winifred's Church Hall, Manor Road	2970
Epping Hemnall	Allnutts	AK	That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Allnutts Road, Bower Hill, Bower Vale, Brook Road, Charles Street, Coopersale Hall, Coopersale Street, Crossing Road, Fiddlers Hamlet, Hillcrest Way, Oakleigh Rise, Stewards Close, Stewards Green Road, Stonards Hill (Stonards Cottages, Stonards Farm and Birds Green), The Orchards, Theydon Bower, Theydon Garnon, Warrenfield	The polling district	No change	Allnutts Institute, Allnutts Road	1143
Epping Hemnall	Coopersale	AL	That part of the Epping Hemnall ward of Epping Town Council comprising the roads – Brickfield Road, Chevely Close, Coopersale Common, Garnon Mead, Houblons Hill, Institute Road, Laburnum Road, Parklands, St Albans Road, Vicarage Road	The polling district	No change	Coopersale Social Institute, Institute Road	804
Epping Hemnall	Hemnall	AM	That part of the Epping Hemnall ward of Epping Town Council not included in the Allnutts and Coopersale Polling Districts	The polling district	No change	Pelly Court, Hemnall Street	2899

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Epping Lindsey and Thornwood Common	Lindsey North	AN	That part of the Epping St John's ward of Epping Town Council comprising the roads – Barnfield, Beaconfield Avenue, Beaconfield Road (1-77 odd numbers, 2-114 even numbers), Beaconfield Way, Beulah Road, Birch View, Church Field, Church Hill, Coopersale Common, Egg Hall, Fairfield Road, Frampton Road, Granville Road, Greenacres, Homefield Close, James Street, Lindsey Street, Lynceley Grange, Maltings Drive, Maltings Lane, Margaret Close, Margaret Road, Meadow Road, Palmers Hill, Park Side, Rayfield (1-25 odd numbers), Severns Field, Shaftesbury Road (7-49 odd numbers, 2-76 even numbers), St Margaret's Hospital, Stonards Hill, The Plain, The Woodyard, Thornwood Road, Tidys Lane, Woodbury Down, Woodmeads	The polling district	No change	Epping United Reformed Church, Lindsey Street	1934
Epping Lindsey and Thornwood Common	Lindsey South	AO	That part of the Epping St John's ward of Epping Town Council not included in the Lindsey North Polling District	The polling district	No change	Conference Room, Epping Town Council Offices, St John's Road	2212
Epping Lindsey and Thornwood Common	Thornwood	AP	The Thornwood parish ward of North Weald Bassett parish	The polling district	No change	Thornwood Village Hall, Weald Hall Lane	749

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Loughton Alderton	Barfields	AQ	That part of the Loughton Alderton ward of Loughton Town Council comprising the roads – Alderton Close, Alderton Hall Lane, Alderton Hill, Alderton Mews, Alderton Rise, Barfields, Barfields Gardens, Barfields Path, Borders Lane, Bryony Close, Bushfields, Chequers Road, Cherston Gardens, Cherston Road, Chigwell Lane, Colson Gardens, Colson Green, Colson Path, Colson Road, Crossfields, Deepdene Path, Deepdene Road, Greenfields, Greenfields Close, Hogarth Reach, Homecroft Gardens, Honeycroft, Ladyfields, Ladyfields Close, Lucton Mews, Lushes Road, Maybury Close, Parkmead, Poundfield Road, School House Gardens, The Hawthorns, The Lindens, The Spinney	The polling district	No change	Murray Hall, Borders Lane	2715
Loughton Alderton	Oakwood	AR	That part of the Loughton Alderton ward of Loughton Town Council not included in the Barfields Polling District	The polling district	No change	Oakwood Hill Senior Citizens Clubrooms	620
Loughton Broadway	Willingale	AS	That part of the Loughton Broadway ward of Loughton Town Council comprising the roads – Austen Close, Barrington Close, Barrington	The polling district	No change	The Nursery Unit, The Thomas Willingale Primary School, The Broadway	1785

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Green, Barrington Road, Chigwell Lane, Doubleday Road, Etheridge Green, Etheridge Road, Eversley Close, Ibbetson Path, Kingsley Road, Lytton Close, Mornington Road, Paley Gardens, Parsonage Court, Rochford Avenue, Rochford Green, Rookwood Avenue, Rookwood Gardens, Sandford Avenue, The Broadway, Torrington Drive, Torrington Gardens, Westall Road, Willingale Road (260-360 even numbers, 247-297 odd numbers)				
Loughton Broadway	Hereward	AT	That part of the Loughton Broadway ward of Loughton Town Council not included in the Willingale Polling District	The polling district	No change	St Thomas More RC Church, Willingale Road	1418
Loughton Fairmead	Fairmead	AU	That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Beech Close, Castell Road, Cedar Drive, Chandler Road, Chester Green, Chester Road, Cleland Path, Colebrook Lane (1-173 odd numbers), Colebrook Path, Conyers Way, Droveway, Englands Lane, Fairmeads, Grosvenor Close, Grosvenor Drive, Grosvenor Path, Harvey Gardens, Lawton Road, Mead Close,	The polling district	No change	Grosvenor Hall, Grosvenor Drive	1566

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Pyrles Green, Pyrles Lane (2-132 even numbers), Swanshope, Sycamore Close				
Loughton Fairmead	Colebrook	AV	That part of the Loughton Fairmead ward of Loughton Town Council comprising the roads – Appleton Road, Brady Avenue, Burney Drive, Colebrook Gardens, Colebrook Lane (2-102 even numbers), Etheridge Road, Foxley Close, Goldingham Avenue, Hanson Close, Hanson Drive, Hanson Green, Mannock Drive, Prescott Green, Thatchers Close, Westall Road	The polling district	No change	Trinity Church Hall, Mannock Drive	978
Loughton Fairmead	Hillyfields	AW	That part of the Loughton Fairmead ward of Loughton Town Council not included in the Fairmead and Colebrook Polling Districts	The polling district	No change	Loughton Town Council Meeting Room, Rectory Lane	680
Loughton Forest	Loughton Forest	AX	The Loughton Forest ward of Loughton Town Council	The polling district	No change	Lincoln Hall, High Road	3379
Loughton Roding	Barncroft	AY	That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Barncroft Close, Barncroft Green, Barncroft Road, Leycroft Close, Oakwood Hill (62-118 even numbers, 73-123 odd numbers), River Way (57-153 odd numbers, 62-156 even numbers)	Loughton Oakwood	No change	Oakwood Hill Senior Citizens Clubrooms (outside Polling District)	438

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Loughton Roding	Whitebridge	AZ	That part of the Loughton Roding ward of Loughton Town Council comprising the roads – Cheltenham Gardens, Danbury Road, Dunmow Close, Felstead Road, Greensted Road, Kirby Close, Nevill Way, Roydon Close, Sutton Close, The Meadway, Tylers Close, Valley Hill (54-150 even numbers, Hubbard Court, 59-125 odd numbers, Parndon House), Witham Close	The polling district	No change	Whitebridge Junior School, Greensted Road	1023
Loughton Roding	St Michaels	BA	That part of the Loughton Roding ward of Loughton Town Council not included in the Barncroft and Whitebridge Polling Districts	The polling district	No change	St Michaels and All Angels Church Hall, Roding Road	2020
Loughton St Johns	Loughton St Johns	BB	The Loughton St Johns ward of Loughton Town Council	The polling district	No change	St John's Church Hall, Church Lane	3348
Loughton St Marys	St Marys	BC	That part of the Loughton St Mary's ward of Loughton Town Council comprising the roads – Alderton Hill, Brook Road, Brooklyn Avenue, Churchfields, Clifton Road, Forest Road, Habgood Road, High Road, Kings Green, Priory Road, Rowans Way, Shaftesbury, Shelley Grove, Spareleaze Hill, Staples Road, Station Road, The Drive, Traps Hill	The polling district	No change	St Mary's Parish Centre, High Road	1836

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			(nos 3-69 odd numbers), Tycehurst Hill, Woodland Road, York Crescent, York Hill				
Loughton St Marys	Whitehills	BD	That part of the Loughton St Mary's ward of Loughton Town Council not included in the St Mary's Polling District	Loughton Alderton	No change	Murray Hall, Borders Lane (outside Polling District)	1600
Theydon Bois	Theydon Bois	BE	The parish of Theydon Bois	The polling district	No change	Church Hall, Coppice Row	3272
Waltham Abbey High Beach	High Beach	BF	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Avey Lane, Beech Hill Gardens, Church Road, Forest Close, Lippitts Hill, Manor Road, Mott Street (not included in the Sewardstone Polling District), Paul's Nursery Road, Pynest Green Lane, Rats Lane, Wellington Hill	The polling district	No change	High Beech Village Hall, Avey Lane	468
Waltham Abbey High Beach	Sewardstone	BG	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Bury Road, Butlers Drive, Daws Hill, Farm End, Gilwell Park, Godwin Close, Hawes Lane, Hornbeam Lane, Mill Lane, Mott Street, (Daines Nursery, The Bungalow, Brooklyn Lodge, Lira, Magnolia Cottage, Old Plough Cottage, Rose	The polling district	No change	Field Station at Gunpowder Park, Sewardstone Road	709

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Cottage, Cedar Lodge, Netherhouse Cottages), Sewardstone Green, Sewardstone Road, Woodman Lane				
Waltham Abbey High Beach	Upshire	BH	That part of the Waltham Abbey High Beach ward of Waltham Abbey Town Council comprising the roads – Cobbins End Road, Copped Hall, Copthall Green, Crown Hill, Epping Road, Fernhall Lane, Forest Side, Honey Lane, Honeypot Lane, Horseshoe Hill, Long Street, Sergeants Green Lane, Skillet Hill, Southend Lane, Upshire Road, Upshirebury Green, Warlies, Woodgreen Road, Woodredon Farm Lane, Woodredon Hill	The polling district	No change	Upshire Village Hall, Horseshoe Hill	323
Waltham Abbey High Beach	Woodbine Close	BJ	That part of the Waltham Abbey High Beach ward not included in the High Beach, Sewardstone and Upshire Polling Districts	The polling district	No change	Room at Woodbine Close Social Club	278
Waltham Abbey Paternoster	Ninefields	BK	That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council comprising the roads – Abbotts Drive, Amwell Court, Badburgham Court, Blackmore Court, Bromefield Court, Cullings Court, Farmers Court, Fullers Close, Geisthorp Court,	The polling district	No change	Ninefields Community Centre, Hillhouse	1611

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Hill House, Loughton Court, Mallion Court, Neal Court, Read Court, Shingle Court, Skarnings Court, Stanford Court, Stanway Road, Sudicamps Court, Theydon Court, Tillingham Court, Winters Way, Woodford Court, Wormley Court, Wrangley Court				
Waltham Abbey Paternoster	Paternoster	BL	That part of the Waltham Abbey Paternoster ward of Waltham Abbey Town Council not included in the Ninefields Polling District	The polling district	No change	King Harold School, Broomstick Hall Lane	1723
Waltham Abbey Honey Lane	Leverton	BM	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Acacia Court, Ashleigh Court, Ashtree Court, Caneland Court, Caterham Court, Coppergate Court, Dowding Way, Eagle Close, Falcon Close, Farthingale Court, Farthingale Lane, Gant Court, Harlton Court, Harrier Way, Hawk Close, Haywood Court, Honey Lane, (119-207 odd numbers, Honey Lane House, Skillett Hill Cottages, Skillett Hill Farm, Upshire Hall Lodge, 104-176 even numbers, Honeylands, Honeylands Cottage,	The polling district	No change	The Leverton Infant and Nursery School, Honey Lane	1935

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Cobmead), Horseshoe Close, Jessop Court, Kestrel Road, Kings Meadow Court, Kingsdale Court, Lamplighters Close, Margherita Place, Margherita Road, Maynard Court, Merlin Close, Milhoo Court, Morris Court, Old Forge Court, Old Shire Lane, Osprey Court, Osprey Road, Peregrine Road, Shernbroke Road, Stoney Bridge Drive, The Birches, Vicarage Court Horseshoe Close, Wheatfields Court Horseshoe Close				
Waltham Abbey Honey Lane	Brookways	BN	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council comprising the roads – Aldersgrove, Birchwood, Bray Springs, Caldbeck, Downlands, Fairways, Gilsland, Greenleas, Heronswood, Holecroft, Honey Lane (30-100 even numbers), Longcrofts, Mayfield, Nightingales, Oakwood, Patmore Road, Pinnacles Roundhills, Robinsway, Rochford Avenue, Roundhills, Ruskin Avenue, Springfields, Tennyson Avenue, The Dale, The Padgets, Windmill Close	The polling district	No change	Brookways, Roundhills	1491

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Waltham Abbey Honey Lane	Honey Lane	BO	That part of the Waltham Abbey Honey Lane ward of Waltham Abbey Town Council not included in the Leverton and Brookways Polling District	The polling district	No change	Old Peoples Day Centre, adj. To Ninefields Community Centre, Hillhouse	1161
Waltham Abbey North East	Breach Barns	BP	That part of the Waltham Abbey North East ward of Waltham Abbey Town Council comprising the roads – Aimes Green, Breach Barns, Breach Barns Lane, Claverhambury Road, First Avenue, Galley Hill, Maple Way, Northside, Second Avenue, Southside, The Rise, Third Avenue	Waltham Abbey South West	No change	Waltham Abbey Town Hall, Highbridge Street (outside Polling District)	430
Waltham Abbey North East	Monkswood	BQ	That part of the Waltham Abbey North East ward of Waltham Abbey Town Council not included in the Breach Barns Polling District	The polling district	No change	Community Centre, Saxon Way	2770
Waltham Abbey South West	Abbey	BR	The Waltham Abbey South West ward of Waltham Abbey Town Council	The polling district	No change	Waltham Abbey Town Hall, Highbridge Street	3045
Broadley Common, Epping Upland and Nazeing	Upland North	BS	That part of the Epping Upland parish comprising the roads – Carters Lane, Chestnut Walk, Elm Close, Epping Green, Epping Green Road, Epping Long Green, Epping Upland, Eureka Gardens, Green Close, Parsloe Road, Pump Lane, Rye Hill, Rye Hill Road, The	The polling district	No change	Epping Upland Primary School, Carters Lane	604

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
			Magpies, Thornwood Common, Upland Road				
Broadley Common, Epping Upland and Nazeing	Upland South	BT	That part of the Epping Upland parish not included in the Upland North Polling District	Epping Lindsey South	No change	Conference Room, Epping Town Council Offices, St John's Road (outside Polling District)	59
Broadley Common, Epping Upland and Nazeing	Bumbles Green	BU	The Bumbles Green parish ward of Nazeing parish	The polling district	No change	The Leisure Centre, Bumbles Green	432
Broadley Common, Epping Upland and Nazeing	Broadley Common	BV	The Broadley Common ward of Roydon parish	The polling district	No change	Craner Produce Farm, Common Road	528

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DISTRICT OF EPPING FOREST - SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2011

JOINT PROPOSALS OF THE COUNCIL AND THE RETURNING OFFICER

(BRENTWOOD AND ONGAR PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
North Weald Bassett	Village (North Weald)	BW	The Village parish ward of North Weald Bassett parish	The polling district	No change	North Weald Village Hall, High Road	3571
Chipping Ongar, Greensted and Marden Ash	Chipping Ongar	BX	The Chipping Ongar ward of the Ongar Town Council	The polling district	No change	Budworth Hall, High Street	1329
Chipping Ongar, Greensted and Marden Ash	Greensted	BY	The Greensted ward of the Ongar Town Council	Chipping Ongar	No change	Budworth Hall, High Street (outside Polling District)	583
Chipping Ongar, Greensted and Marden Ash	Marden Ash	BZ	The Marden Ash ward of the Ongar Town Council	The polling district	No change	St James Church Hall, St James Avenue	1405
Shelley	Shelley	CA	The Shelley ward of the Ongar Town Council	The polling district	No change	Community Room, Shelley Primary School	1705
High Ongar, Willingale and The Rodings	High Ongar	CB	The High Ongar parish ward of the High Ongar parish	The polling district	No change	High Ongar Village Hall, Mill Lane	486

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
High Ongar, Willingale and The Rodings	Norton Mandeville	CC	The Norton Mandeville parish ward of the High Ongar parish	High Ongar Village	No change	High Ongar Village Hall, Mill Lane (outside Polling District)	147
High Ongar, Willingale and The Rodings	Paslow Common	CD	The Paslow Common parish ward of the High Ongar parish	High Ongar Village	No change	High Ongar Village Hall, Mill Lane (outside Polling District)	349
High Ongar, Willingale and The Rodings	Willingale	CE	The parish of Willingale	The polling district	No change	Willingale Village Hall	411
High Ongar, Willingale and The Rodings	Abbess Beauchamp and Berners Roding	CF	The parish of Abbess Beauchamp and Berners Roding	The polling district	No change	Room in the Rodings, Dunmow Road	365
Lambourne	Abridge	CG	The Abridge parish ward of the Lambourne parish	The polling district	No change	New Village Hall, Ongar Road	1359
Lambourne	Lambourne End	CH	The Lambourne End parish ward of the Lambourne parish	The polling district	No change	Parish Rooms, Lambourne End	223
Moreton and Fyfield	Bobbingworth	CJ	The Bobbingworth parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	Moreton Village	No change	Moreton Village Hall (outside Polling District)	214

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Moreton and Fyfield	High Laver East	CK	That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes comprising the roads - Harlow Road, High Laver, High Laver Road, Little Laver Road, Matching Green, Mill Lane, Moreton Road	The polling district	No change	St Edmunds Church Rooms, Matching Green	223
Moreton and Fyfield	High Laver West	CL	That part of the High Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes not included in the High Laver East Polling District	Magdalen Laver Village	No change	Magdalen Laver Village Hall (outside Polling District)	115
Moreton and Fyfield	Little Laver	CM	The Little Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	Matching Green Village	No change	St Edmunds Church Rooms, Matching Green (outside Polling District)	69
Moreton and Fyfield	Moreton	CN	The Moreton parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	No change	Moreton Village Hall, Church Road	265
Moreton and Fyfield	Magdalen Laver	CO	The Magdalen Laver parish ward of the Moreton, Bobbingworth and The Lavers group of parishes	The polling district	No change	Magdalen Laver Village Hall, Church Road	190
Moreton and Fyfield	Fyfield	CP	The parish of Fyfield	The polling district	No change	Fyfield Village Hall	656

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Passingford	Stanford Rivers	CQ	The parish of Stanford Rivers	The polling districts for Hare Street and Toot Hill combined to form one polling district for the whole parish	No change	Toot Hill Village Hall	618
Passingford	Stapleford Abbots	CR	The parish of Stapleford Abbots	The polling district	No change	Stapleford Abbots Village Hall, Stapleford Road	832
Passingford	Stapleford Tawney	CS	The parish of Stapleford Tawney	The polling district	No change	The Old Rectory, Stapleford Tawney	93
Passingford	Theydon Garnon	CT	The parish of Theydon Garnon	The polling district	No change	The Gatehouse, All Saints Church, Theydon Garnon	99
Passingford	Theydon Mount	CU	The parish of Theydon Mount	The hamlet of Theydon Garnon	No change	The Gatehouse, All Saints Church, Theydon Garnon (outside Polling District)	147

DISTRICT OF EPPING FOREST - SCHEDULE OF POLLING DISTRICTS AND POLLING PLACES REVIEW 2007

JOINT PROPOSALS OF THE COUNCIL AND THE RETURNING OFFICER

(HARLOW PARLIAMENTARY CONSTITUENCY)

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Page 65	Hastingwood North	CV	That part of the Hastingwood parish ward of North Weald Bassett parish comprising the roads – Foster Street, Green Lane, Threshers Bush, Harlow Common, Latton Common, London Road (Whalebone Cottages, Tara, Ashgrove, The Gatekeeper, Hill House, Hill House Cottage, End House, Mill Cottage, Bay Tree Cottage, Caroline Cottage, Maya), Mill Street, Park Avenue	The polling district	No change	St Mary Magdalen Church, Potter Street	284
	Hastingwood South	CW	That part of the Hastingwood parish ward of North Weald Bassett parish not included in the Hastingwood North Polling District	The polling district	No change	Hastingwood Village Hall, Glovers Lane	170
	Matching	CX	The Parish of Matching	The polling district	No change	Matching Village Hall	516
	Sheering Village	CY	The Sheering Village parish ward of the Sheering parish	The polling district	No change	Sheering Village Hall, The Street	697

Ward	Polling District	Letters	Description of Polling District	Existing Polling Place	Proposed Polling Place	Proposed Polling Station	Electorate
Hastingwood, Matching and Sheering Village	Lower Sheering	CZ	The Lower Sheering parish ward of the Sheering parish	The polling district	No change	Area in the bar at Railway Hotel, Station Road	1738
Lower Nazeing	Nazeingbury	DA	The Nazeingbury parish ward of the Nazeing parish	The polling district	No change	St Giles Hall, Nazeing	2393
Lower Nazeing	Riverside	DB	The Riverside parish ward of the Nazeing parish	Nazeing Village	No change	St Giles Hall, Nazeing (outside Polling District)	818
Roydon	Dobbs Weir	DC	The Dobbs Weir parish ward of the Roydon parish	The polling district	No change	St Christopher's Hall, Dobbs Weir Road	389
Roydon	Roydon Village	DD	The Roydon Village parish ward of the Roydon parish	The polling district	No change	St Peter's Church Hall, High Street	1355



Report to Council

Date of meeting: 18 October 2011

Subject: Annual Report of the Remuneration Panel
2010/11

Chairman: Councillor R Bassett

Recommendations:

That the following recommendation (numbered (11) in the report of the Remuneration Panel Report 2010-11) be adopted:

“That the reference to first class rail return fare in the current scheme in relation to travel to meetings outside the District or by members resident outside the District be removed from the scheme”

1. Introduction

1.1 Our Constitution and members Services Panel have been asked to review the most recent report of the Remuneration Panel on members' allowance. This followed earlier consideration at the Council meeting in June 2011.

2. Review

2.1 Scrutiny have now completed the review. In this, we were grateful to two members of the Remuneration Panel (Stephen Lye and Rosie Kelly) who attended our Panel meeting on 4 October and answered questions.

2.2 Our discussions were wide-ranging but the only substantive recommendation is shown at the commencement of this report. This was included in the report made by the Panel at the June Council meeting. We feel that this should be adopted as part of the scheme. This change is already part of the officer scheme for reimbursement of expenses and in the current climate, the option for first class rail should not be available to members.

3. Recommendation

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

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Report to the Council

Organisation: Stansted Airport Community Trust **Date:** 1 November 2011

Representative: Councillor Richard Morgan

Recommending:

That the report of the Council's representative be noted.

The Trust consists of County and District Councillors within a 10 mile radius of Stansted Airport.

Grants of up to £2000 are available to local organisations within this area, for improvements to their local community. This includes football clubs, village halls, churches, scouts & youth clubs to name a few. Almost any organisation can apply except Parish Councils.

The money comes from BAA, which they collect in fines for noise and off track flying by aircraft at Stansted Airport.

The Trust meets twice a year in September & February, and at each meeting grants are awarded.

Approximately £70,000 has been awarded to 50 organisations.

Further details from

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

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Report to the Council

Organisation: Waltham Abbey Royal Gunpowder Mills **Date:** 1 November 2011

Representative: Councillor Bill Pryor

Recommending:

That the report of the Council's representative be noted.

Following a decision made by the Management Committee and endorsed by the Trustees the Royal Gunpowder Mills appointed a Chief Executive Officer, Mr.A.Coates.

After some 6 weeks the CEO presented the Management Committee with a Development/ Improvement Strategy. This was finally presented, with a financial and personnel forecast, to the trustees to gain their support in the financing of the improvements highlighted. The trustees gave their endorsement and the personnel team, including the Friends of The RGPM, started working on the Improvement Plan

This included:-

- A re-branding/image campaign
- Re-development of the Entry Area
- Re-Location of the main exhibits
- Refurbishment of the Restaurant Area
- Extension to the Restaurant Area
- Improvements to the Young Person Facilities
- Re-Instatement of a working Railway.

The re-branding included focusing the activities to a more family friendly day out and by the important new brand name "*The Secret Island*". All of the above has required a major input of capital but has, during this current event season, started to show dividends especially the focus on a Family Day Out.

The RGPM still places much importance to its Educational Links and the Special arranged events such as the VE Day celebrations, Medieval Jousts and Guy Fawkes Weekends. "To name a few".

Finally the "Friends" of the site still undertake much of the routine maintenance and exhibit refurbishment works themselves, this effort being very much appreciated by all the Management Team and Trustees.

Further information will be provided for future Council Meetings with detailed information on elements which make up this special historic place.

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