

**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF PLANNING SERVICES SCRUTINY STANDING PANEL  
HELD ON TUESDAY, 7 FEBRUARY 2012  
IN COMMITTEE ROOM 1, CIVIC OFFICES, HIGH STREET, EPPING  
AT 7.30 - 8.10 PM**

**Members Present:** H Ulkun (Chairman), A Watts (Vice-Chairman), C Finn, A Lion, J Markham and B Sandler

**Other members present:** J Philip

**Apologies for Absence:** A Boyce, P Keska, Ms Y Knight and Mrs J Sutcliffe

**Officers Present** J Preston (Director of Planning and Economic Development), P Millward (Business Manager) and M Jenkins (Democratic Services Assistant)

**41. SUBSTITUTE MEMBERS**

There were no substitute members present.

**42. DECLARATIONS OF INTEREST**

There were no declarations made pursuant to the Council's Code of Member Conduct.

**43. NOTES FROM THE LAST MEETING**

**RESOLVED:**

That the notes of the last meeting of the Panel held on 20 December 2011 be agreed.

**44. TERMS OF REFERENCE**

The Panel's new Terms of Reference, agreed by the Overview and Scrutiny Committee, were submitted to the Panel.

**45. WORK PROGRAMME**

The Panel's new Work Programme, agreed by the Overview and Scrutiny, were submitted to the Panel. Members requested a draft of the Local Plan at the April meeting. Planning officers were congratulated for being "ahead of the game," and their hard work.

**46. PRELIMINARY REPORT WORK PROGRAMME**

The Panel received a report from the Planning and Economic Development Directorate's Business Manager regarding the Preliminary Report Work Programme 2012-13.

The Panel received a report regarding its Terms of Reference and Work Programme 2011/12 on 7 December 2011 with suggestions for amending the Terms of Reference and Work Programme.

This formed the first element of the Work Programme, it would receive the full Business Plan in April 2012. The change to the Terms of Reference had been considered and agreed by the Overview and Scrutiny Committee on 24 January 2012.

Attention was drawn to Appendix 2, Sections 6 - 9 concerning the scanning of paper records. Resource difficulties had been experienced regarding scanning of paper files, although it was advised that there was robust file keeping.

**RESOLVED:**

That the Business and Financial Review contained in Section 3(b) of the Business Plan 2012/13, and the Electronic Records Management Progress Plan, Appendix Two of the Business Plan 2012/13 be noted.

**47. ANY OTHER BUSINESS**

There was no other business for consideration.

**48. DATES OF FUTURE MEETINGS**

The next programmed meeting of the Panel was Tuesday 24 April 2012 at 7.30p.m. in Committee Room 1.