



### 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, 19 February 2013 for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'Glen Chipp'.

**Glen Chipp**  
Chief Executive

**Democratic Services  
Officer:**

Council Secretary: Ian Willett  
Tel: 01992 564243 Email:  
[democraticservices@eppingforestdc.gov.uk](mailto: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 9 - 22)**

To approve as a correct record and sign the minutes of the meeting held on 18 December 2012 (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.

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

To answer questions asked after notice in accordance with the provisions contained in paragraph 11.3 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 AND MEMBERS OF THE CABINET (Pages 23 - 38)**

To receive reports from the Leader and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader;
- (b) Report of the Asset Management and Economic Development Portfolio Holder;
- (c) Report of the Environment Portfolio Holder;
- (d) Report of the Finance and Technology Portfolio Holder;
- (e) Report of the Housing Portfolio Holder;
- (f) Report of the Leisure and Wellbeing Portfolio Holder;
- (g) Report of the Planning 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 12.6 provides for questions by any member of the Council to the Leader or any Portfolio Holder, without notice on:

- (i) reports under item 6 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 12.7 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) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner; or
- (d) where the question relates to an operational matter, the Leader 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 12.8, 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**

To consider any motions, notice of which has been given under Council Procedure Rule 13.

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 12.3 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 12.4 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 CABINET - LOCAL LAND AND PROPERTY GAZETTEER (Pages 39 - 40)**

To consider the attached report.

**11. REPORT OF THE CABINET - TREASURY MANAGEMENT STRATEGY STATEMENT AND INVESTMENT STRATEGY 2013/14 AND 2015/16 (Pages 41 - 68)**

To consider the attached report.

**12. REPORT OF THE CABINET - BUDGET 2013/14**

To consider a report – to follow.

**13. OVERVIEW AND SCRUTINY (Pages 69 - 102)**

- (a) Report of the Chairman of the Overview and Scrutiny Committee;
- (b) Reports of the Overview and Scrutiny Committee (if any); and
- (c) Reports of Overview and Scrutiny Panels:
  - (i) Constitution and Member Services Scrutiny Panel – Appointments at Annual Council – Review;
  - (ii) Constitution and Member Services Scrutiny Panel – Access to

- Information Rules;  
(iii) Constitution and Member Services Scrutiny Panel – Questions –  
Periods of Notice and Related Matters.

**14. EPPING FOREST DISTRICT REMUNERATION PANEL ANNUAL REPORT 2012/13  
(Pages 103 - 122)**

To consider the attached report.

**15. MEMBERS' ALLOWANCES SCHEME REVIEW (Pages 123 - 130)**

To consider the attached report.

**16. ELECTION OF VERDERERS OF EPPING FOREST - 2013**

**Recommendations:**

**(1) That the Chairman of the Council, Councillor B Rolfe, be authorised to attend the meeting of electors on 25 February 2013 to make any nomination(s) on behalf of the Council and, if necessary, to vote at the poll on 28 February 2013: and**

**(2) To consider whether to make up to two nominations on behalf of the Council at the meeting of electors.**

(Assistant to the Chief Executive) Under the Epping Forest Acts 1878 and 1880, an election is held every seven years to appoint four verderers, two for the northern Forest parishes and two for the southern Forest parishes to take seats on the Epping Forest and Open Spaces Committee of the Corporation of the City of London.

The Council is shown on the Register of Commoners as settled by the Conservators of Epping Forest as it owns or occupies not less than half an acre of land not covered by buildings within the ancient boundary of the Forest. This entitles the Council to nominate or second candidates and to vote in the event of a poll taking place. The Council's land comes within the northern Forest parishes.

A meeting of electors for the northern Forest parishes (Epping, Theydon Bois, Waltham Holy Cross, Loughton, Buckhurst Hill and Chingford) will be held on 25 February 2013 at 11.45am at the Lopping Hall, Loughton. This is for the purpose of nominating and seconding candidates.

If a ballot is demanded this will be held on 28 February 2013 at various polling stations within the Forest parishes. A ballot would normally only be held if more there are more nominations than places available.

The Council may nominate or second up to two persons, resident in the northern Forest parishes, for the position of verderer. In any subsequent poll, the Council may cast votes for up to two candidates.

**Background Paper:** Letters from the Committee and Member Services Officer, Corporation of the City of London dated 14 and 31 January 2013.

**17. CALL-IN AND URGENCY - NATIONAL NON-DOMESTIC RATES RETURN (NNDR 1 - 2013/14) (Pages 131 - 132)**

To note the attached report.

**18. CALL IN AND URGENCY - NORTH WEALD AIRFIELD REVIEW - APPOINTMENT OF CONSULTANTS (Pages 133 - 134)**

To note the attached report.

**19. DECISION TAKEN BY THE LEADER OF THE COUNCIL - ESTABLISHMENT OF A CABINET COMMITTEE ON COUNCIL HOUSEBUILDING (Pages 135 - 138)**

To note the attached decision taken by the Leader of the Council since the last meeting of the Council.

**20. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS (Pages 139 - 164)**

- (a) To receive from Council representatives the reports (attached) 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:

- (i) Stansted Airport Community Trust;
- (ii) Grange Farm Centre Trust –Trustees Annual Report and Accounts;
- (iii) Epping Forest Citizens' Advice Bureau.

- (b) To request written reports from representatives on joint arrangements and external organisations for future meetings.

**21. EXCLUSION OF PUBLIC AND PRESS**

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

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

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

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

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the

completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.

- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

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

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

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