



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, 31 July 2018 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: Simon Hill
Tel: 01992 564249 Email:
democraticservices@eppingforestdc.gov.uk

WEBCASTING/FILMING 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. The meeting may also be otherwise filmed by third parties with the Chairman's permission.

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.

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 or otherwise indicate to the Chairman before the start of the meeting.

If you have any queries regarding this, please contact the Public Relations Manager on 01992 564039.

BUSINESS

1. WEBCASTING INTRODUCTION

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking. The Assistant Director of Governance will read the following announcement:

“The chairman would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery.”

2. FORMER COUNCILLOR F. S. LOVE

The Council is invited to stand for a minute’s silence in tribute to the memory of former Councillor Frank Love who passed away recently.

Former Councillor Love represented the Chipping Ongar Ward of the District as a Conservative Councillor from 1978 -1991.

He served on many of the Council’s member bodies during this period. These included the Central Officers Sub-Committee, Civic Offices Staff Liaison Group, Development Committee, Grange Farm Management Sub-Committee, Housing Sub-Committee, Joint Works Committee, Land Sub-Committee, Personnel Sub-Committee, Plans Sub-Committee A/B, Safety Sub-Committee and Transportation Committee. He also represented the Council on many outside organisations including Chelmsford Posts and Telecommunications Advisory Committee, Chigwell Local Safety Advisory Committee, Essex & Herts Council for Local Authorities (APT & C Staff and Manual Workers), Eastern Gas Consumers’ Council (Outer Metropolitan Local Committee), Epping & Ongar District Old People’s Welfare Association, Ongar & Area Local Safety Committee, Ongar & District Community Association and Ongar Sports Centre Management Committee.

3. MINUTES (Pages 7 - 32)

To approve as a correct record and sign the minutes of the meeting held on 24 May 2018 (attached).

4. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

5. ANNOUNCEMENTS

- (a) Apologies for Absence
- (b) Chairman’s Announcements

6. PUBLIC QUESTIONS (IF ANY)

To answer questions asked after notice in accordance with the provisions contained within Part 4 of the Council 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 any Portfolio Holder; or
- (c) to the Chairman of the Overview and Scrutiny Committee.

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

7. QUESTIONS BY MEMBERS UNDER NOTICE

To answer questions asked after notice in accordance with the provisions contained within the Council Rules in Part 4 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 any Member of the Cabinet; or
- (d) the Chairman of any Committee or Sub-Committee.

The Council Rules provide 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.

Question by Councillor G Chambers to the Portfolio Holder for Safer, Greener and Transport, Councillor S Kane

Whilst I appreciate that most resources are going towards the Local Plan, I am concerned at the lack of progress on the proposed Buckhurst Hill Conservation Area which started in 2011.

Please can you provide me and my fellow ward councillors with an update on this application and also set out some robust time lines when this will be delivered for our residents.

8. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 33 - 66)

To receive reports and any announcements 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 Assets and Economic Development Portfolio Holder (attached);
- (c) Report of the Environment Portfolio Holder (attached);
- (d) Report of the Finance Portfolio Holder (attached);
- (e) Report of the Housing Portfolio Holder (attached);
- (f) Report of the Leisure and Community Services Portfolio Holder (attached);
- (g) Report of the Planning and Governance Portfolio Holder (attached);
- (i) Report of the Safer, Greener and Transport Portfolio Holder (attached); and
- (j) Report of the Technology and Support Services Portfolio Holder (attached).

9. QUESTIONS BY MEMBERS WITHOUT NOTICE

The Council Rules provide for questions by any member of the Council to the Leader or any Portfolio Holder, without notice on:

- (i) reports under the previous item; 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 Rules provide 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 Rules, a time limit of thirty 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 at their discretion.

10. MOTIONS

(a) Official Holocaust Memorial

Proposed by: Councillor G. Chambers

Seconder: Councillor H. Kauffman

Motion:

(1) That the Leader of Council appoint the relevant Portfolio Holder to secure an official holocaust memorial within our District and brings forward a proposal (after working with the mover and seconder of this motion) to a future Cabinet meeting;

(2) That, once completed, the Chairman of Council give consideration to appropriate commemoration of Holocaust Memorial Day within his/her annual calendar of events; and

(3) The wording of any memorial will only say Holocaust memorial and the person it was opened by and the actual year.

Background paper received on 27 June 2018.

(b) To consider any motions, notice of which has been given under Council Rules.

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

Reports of the Cabinet

11. WASTE MANAGEMENT RECYCLING (Pages 67 - 68)

(Environment Portfolio Holder) To consider the attached report.

12. OVERVIEW AND SCRUTINY COMMITTEE (Pages 69 - 72)

(a) To receive the Annual Overview and Scrutiny Committee Report 2017-2018 (attached separately);

(b) To note the progress report from the Chairman of the Overview and Scrutiny Committee (attached); and

(c) To answer any questions without notice asked in accordance with Council Rules.

13. STATUTORY STATEMENT OF ACCOUNTS 2017/18 (Pages 73 - 78)

To consider the attached report and the Statutory Statement of Accounts 2017/18 (to follow), submitted to the Audit and Governance Committee on 30 July 2018.

The Chairman of the Audit and Governance Committee will report orally on the Committee's consideration of and recommendations regarding the Statutory Statement of Accounts 2017/18.

14. APPOINTMENT TO AUDIT AND GOVERNANCE COMMITTEE (Pages 79 - 80)

(Leader of Council) To consider the attached report.

15. PLANNING PROCESS REVIEW 2017/18 (Pages 81 - 94)

(Councillor J Philip for the Constitution Working Group) To consider the attached report.

16. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

(a) To receive from Council representatives the reports (attached - if any) 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.

17. 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 Paragraph Number	Information
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.

Background Papers: Article 17 of the Constitution (Access to Information) 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 and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

EPHING FOREST DISTRICT COUNCIL COUNCIL MINUTES

Committee: Council

Date: 24 May 2018

Place: Council Chamber, Civic Offices,
High Street, Epping

Time: 7.30 - 9.21 pm

Members Present: Councillors R Bassett (Vice-Chairman), R Baldwin, N Bedford, H Brady, P Bolton, R Brookes, L Burrows, K Chana, D Dorrell, R Gadsby, A Grigg, I Hadley, S Heather, L Hughes, R Jennings, J Jennings, S Jones, H Kane, S Kane, H Kauffman, P Keska, Y Knight, L Mead, A Mitchell, G Mohindra, R Morgan, S Murray, S Neville, M Owen, A Patel, J Philip, C P Pond, C C Pond, C Roberts, D Roberts, M Sartin, J Share-Bernia, P Stalker, S Stavrou, D Stocker, D Sunger, B Vaz, E Webster, C Whitbread, H Whitbread, J H Whitehouse, J M Whitehouse and D Wixley

Guests: D Stallan (Chairman)

Apologies: Councillors N Avey, A Beales, G Chambers, S Heap, J Knapman, J Lea, A Lion, B Rolfe and B Sandler

Officers Present: A Hall (Director of Communities), S Hill (Assistant Director (Governance)), P Maddock (Assistant Director (Accountancy)), T Carne (Public Relations and Marketing Officer), A Hendry (Senior Democratic Services Officer), S Kits (Social Media and Customer Services Officer), R Perrin (Democratic Services Officer) and P Seager (Chairman's Secretary)

1. WEBCASTING INTRODUCTION

The Assistant Director, Governance 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.

2. FORMER COUNCILLOR ELIZABETH DOWNES

It was with much sadness that the Chairman informed the Council of the death of former Councillor Elizabeth Downes.

Former Councillor Elizabeth Downes represented the Nazeing Ward of the District as a Conservative Councillor from 1981 to 1995. She had served on many of the Council's member bodies and outside organisations during her time.

Members paid tribute to the memory of former Councillor Elizabeth Downes and stood for a minute's silence in her memory.

3. DISTRICT COUNCIL ELECTIONS - 3 MAY 2018

The Chairman welcomed the newly elected and re-elected members of the Council at the election held on 3 May 2018 as follows;

Councillor	Ward
Steven Neville	Buckhurst Hill East

Jo Share-Bernia	Buckhurst Hill West
Darshan Sunger	Chigwell Village
Basil Vaz	Chipping Ongar, Greensted and Marden Ash
Janet Whitehouse	Epping Hemnall
Leslie Burrows	Epping Lindsey and Thornwood Common
Gagan Mohindra	Grange Hill
Chris Roberts	Loughton Alderton
Chris Pond	Loughton Broadway
Louise Mead	Loughton Fairmead
Roger Baldwin	Loughton Forest
Stephen Murray	Loughton Roding
Bob Jennings	Loughton St John's
Howard Kauffman	Loughton St Mary's
Yolanda Knight	Lower Nazeing
Peter Bolton	North Weald Bassett
Sue Jones	Theydon Bois
David Stocker	Waltham Abbey Honey Lane
David Dorrell	Waltham Abbey Paternoster
Ian Hadley	Moreton and Fyfield
Michael Owen	Loughton Broadway
Steven Heather	Waltham Abbey Honey Lane

The Chairman presented declaration of acceptance of office certificates to all newly and re-elected members.

4. RETIRING CHAIRMAN OF THE COUNCIL - YEAR IN OFFICE

David Stallan addressed the Council on his year of office and retirement from the Council after 19 years service. He advised that he had attended many events and activities in the District, in his role as a Chairman. He had raised £5,500 for his chosen charities which included Safe Places Epping Forest, Safer Communities, Norway House, Air Cadets, Army Cadets, The Rudolph Walker Foundation and Diabetes UK. He also paid tribute to the 11 previous and serving Councillors that had passed away over his term of office.

Councillor C Whitbread, Councillor S Murray, Councillor C P Pond, Councillor A Grigg, Councillor J M Whitehouse, Councillor S Neville and the Director of Communities, A Hall on behalf of the staff, expressed their appreciation for his hard

work and dedication throughout his term of office as Chairman and service to the Council.

5. ELECTION OF CHAIRMAN

The nomination of Councillor R Bassett for the Office of Chairman of the Council having been moved formally by Councillor M Sartin and seconded by Councillor C Whitbread, it was:

RESOLVED:

That Councillor R Bassett be elected Chairman of the Council for the ensuing year.

Councillor R Bassett thereupon made a Declaration of Acceptance of Office for the Chairman of the Council and thanked the Council for the distinct honour. He advised that he would be concentrating on meeting with small businesses and enterprises within the District and that for his chosen charities he would be supporting Epping Forest Community Transport and Sport Clubs and charities within the District.

Councillor R Bassett in the Chair.

6. PAST CHAIRMAN'S BADGE

The new Chairman presented D Stallan with a past Chairman's badge of office.

7. APPOINTMENT OF VICE-CHAIRMAN

The nomination of Councillor R Gadsby for the Vice-Chairman of the Council having been moved formally by the Councillor H Kane and seconded by Councillor L Webster was;

RESOLVED:

That Councillor R Gadsby be appointed Vice-Chairman of the Council for the ensuing year.

Councillor R Gadsby thereupon made a declaration of Acceptance of Office of Vice-Chairman of the Council and thanked the Council for her appointment.

8. MINUTES

RESOLVED:

That the minutes of the Council meetings held on 24 April 2018 be taken as read and signed by the Chairman as a correct record.

9. DECLARATIONS OF INTEREST

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

10. ANNOUNCEMENTS

(a) **Announcements by the Chairman of Council**

(i) **Members not seeking Re-election or Not Re-elected**

The Council noted that T Boyce, W Breare-Hall, L Girling, G Shiel, D Stallan and S Watson had not sought re-election on 3 May 2018 and R Butler had not been re-elected.

In recognition of D Stallan's 19 year's service as a Member for the North Weald Bassett Ward and T Boyce's 10 year's service as a member for Moreton and Fyfield Ward, the Chairman presented D Stallan with a silver award and T Boyce with a bronze award.

11. REPORT OF THE APPOINTMENT PANEL

Mover: Councillor C Whitbread, (Chairman of the Panel and Leader of the Council)

Councillor C Whitbread reported on the appointments which he had made to the Cabinet, Cabinet Committees and Outside Organisations carrying out Executive Functions.

Furthermore, he also reported the recommendations of the Appointment Panel in relation to the membership, chairmanship and vice-chairmanship of Committees, Sub-Committees and Panels (non-executive bodies), along with the Outside Organisations carrying out Council, Regulatory or non Cabinet Functions, which included further changes and nominations since the Panel had met.

The Council voted on appointments where the number of nominations exceeded the number of places available.

RESOLVED:

(1) That, in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups as set out in Appendix 5, to these minutes be noted;

(2) That details of appointments made by the Leader of the Council, of Cabinet members and Cabinet Committees carrying out Executive functions. as set out in Appendix 1 to these minutes be noted;

(3) That the Membership, Chairmanship and Vice-Chairmanship of Committees, Sub-Committees and Panels (non-Executive bodies) as set out at Appendix 2 to these minutes be approved;

(4) That the group representatives for the purposes of notifying substitute members for meetings be noted as follows:

(a) Conservative Group:

- Councillor C. Whitbread (Group Leader);
- Councillor S. Stavrou (Deputy Group Leader);
- Councillor S. Kane; and
- Councillor M. Sartin;

(b) Green Party Group:

- Councillor S. Neville (Group Leader); and
- Councillor S. Heap (Deputy Group Leader);

(c) Liberal Democrat Group:

- Councillor J. M. Whitehouse (Group Leader); and
- Councillor J. H. Whitehouse (Deputy Group Leader); and

(d) Loughton Residents Association Group:

- Councillor C. P. Pond (Group Leader); and
- Councillor D. Wixley (Deputy Group Leader);

(5) That the group representative confirm member appointments to the Proper Officer for the Overview and Scrutiny Select Committees for 2018/19, by 29 May 2018;

(6) That appointments to Outside Organisations carrying out Council Regulatory or non-Cabinet functions, as set out at Appendix 3 to these minutes be approved; and

(7) That the appointments to be made by the Leader of the Council to Outside Organisations carrying out Executive functions, as set out at Appendix 4, to these minutes be noted.

12. SCHEME OF DELEGATIONS BY OR ON BEHALF OF THE COUNCIL

The Council's Constitution required that the Scheme of Delegations be agreed at the Annual Meeting. The current scheme had received no further additions or amendments since the last annual meeting.

RESOLVED:

That the Scheme of Delegations – Delegated by or on behalf of the Council be noted.

13. COUNCIL MEETING DATES FOR 2018/19

On 22 February 2018, the Council adopted the calendar of meetings for the municipal year May 2018 to May 2019 and it was required within the Council's Constitution that the programme of ordinary meetings of the Council were approved at the Annual meeting.

RESOLVED:

That during 2018/19 ordinary meetings of the Council be held on the following dates:

31 July 2018;
25 September 2018;
1 November 2018;
20 December 2018;
28 February 2019;
25 April 2019; and
23 May 2019 (Annual Council).

CHAIRMAN

CABINET & CABINET COMMITTEES - LEADER APPONTMENTS 2018/19**(a) Deputy Leader**

	2018/19
Deputy Leader	S Stavrou

(b) Other Cabinet Members/Allocation of Portfolios

Portfolio	Portfolio Holder 2018/19
Leader	C Whitbread
Assets & Economic Development	A Grigg
Environment	N Avey
Finance	G Mohindra
Planning & Governance	J Philip
Housing	S Stavrou
Leisure & Community Services	H Kane
Safer, Greener & Transport	S Kane
Technology & Support Services	A Lion

(c) Cabinet Committee Memberships (not part of pro rata allocations)**(i) Finance and Performance Management Cabinet Committee**

Finance Portfolio Holder (Chairman)
 Leader of the Council
 Housing Portfolio Holder
 Planning and Governance Portfolio Holder
 Technology and Support Services Portfolio Holder

(ii) Asset Management and Economic Development Cabinet Committee

Assets and Economic Development Portfolio Holder (Chairman)
 Environment Portfolio Holder
 Finance Portfolio Holder
 Leisure and Community Services Portfolio Holder
 Safer, Greener and Transport Portfolio Holder

(iii) Local Plan Cabinet Committee

Planning and Governance Portfolio Holder (Chairman)
 Leader of the Council
 Assets and Economic Development Portfolio Holder
 Housing Portfolio Holder
 Technology and Support Services Portfolio Holder

(iv) Council Housebuilding Cabinet Committee

Housing Portfolio Holder (Chairman)
Planning and Governance Portfolio Holder
Environment Portfolio Holder
Finance Portfolio Holder
Safer, Greener and Transport Portfolio Holder

COMMITTEE ETC. NOMINATIONS 2018/19

AREA PLANS SUB-COMMITTEE EAST (19 MEMBERS) (NOT PRO RATA)*							
		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP	Independent Members
MEMBERSHIP 2018/19	Chairman	P Keska					
	Vice-Chairman	B Rolfe					
		N Avey		J H Whitehouse			R. Morgan
		N Bedford		J M Whitehouse			
		P Bolton					
		H Brady					
		L Burrows					
		A Grigg					
		I Hadley					
		S Jones					
		P Keska					
		M McEwen					
		J Philip					
		B Rolfe					
		P Stalker					
		B Vaz					
		C Whitbread					
	H Whitbread						

*Membership of Area Plans Sub-Committee East comprises all members for the relevant wards.

AREA PLANS SUB-COMMITTEE WEST (14 MEMBERS) (NOT PRO RATA)*

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP	Independent Members
MEMBERSHIP 2018/19	Chairman	E Webster					
	Vice-Chairman	D Dorrell					
		R Bassett					
		D Dorrell					
		R Gadsby					
		S Heather					
		L Hughes					
		H Kane					
		S Kane					
		J Lea					
		A Mitchell					
		M Sartin					
		S Stavrou					
		D Stocker					
		E Webster					

*Membership of Area Plans Sub-Committee West comprises all members for the relevant wards. Councillor Y. Knight does not wish to be appointed to membership of the Sub-Committee for 2018/19.

AREA PLANS SUB-COMMITTEE SOUTH (25 MEMBERS) (NOT PRO RATA)*

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP	Independent Members
MEMBERSHIP 2018/19	Chairman	D Sunger					
	Vice-Chairman	A Patel					
		G Chambers	S Heap		R Baldwin		S Murray
		K Chana	S Neville		A Beales		
		J Knapman			R Brookes		
		A Lion			R Jennings		
		G Mohindra			J Jennings		
		A Patel			H Kauffman		
		B Sandler			L Mead		
		J Share-Bernia			M Owen		
		D Sunger			C C Pond		
					C P Pond		
					C Roberts		
					D Roberts		
				D Wixley			

Page 1

*Membership of Area Plans Sub-Committee South comprises all members for the relevant wards.

AUDIT AND GOVERNANCE COMMITTEE (5 MEMBERS PLUS 2 CO-OPTED PERSONS)*

		Conservative Group (3)	Green Party Group	Liberal Democrat Group (1)	LRA Group (1)	UKIP	Independent Members
MEMBERSHIP 2018/19	Chairman	The chairman of the Committee is appointed at first meeting in each municipal year					
		J Knapman		J M Whitehouse	R Jennings		
		L Hughes					
		A Patel					

*The Vice-Chairmanship of the Audit and Governance Committee is assumed by a co-opted person if the Chairman is a Member, and vice versa.

11

CONSTITUTION WORKING GROUP (11 MEMBERS)

		Conservative Group (7)	Green Party Group (1)	Liberal Democrat Group (1)	LRA Group (2)	UKIP	Independent Members
MEMBERSHIP 2018/19	Chairman	M McEwen					
	Vice-Chairman	M Sartin					
		D Dorrell	S Heap	J H Whitehouse	C C Pond		
		L Hughes			C P Pond		
		S Jones					
		M McEwen					
		J Philip					
		M Sartin					
		J Share-Bernia					

DISTRICT DEVELOPMENT MANAGEMENT COMMITTEE (17 MEMBERS)*							
		Conservative Group (10)	Green Party Group (1)	Liberal Democrat Group (1)	LRA Group (4)	UKIP	Independent Members (1)
	Chairman	B Sandler					
	Vice-Chairman	S Jones					
		H Brady	S Heap	J M Whitehouse	H Kauffman		R. Morgan
		G Chambers			C C Pond		
		S Jones			C Roberts		
		J Knapman			B Jennings		
		P Keska					
		B Rolfe					
		B Sandler					
		D Sunger					
		E Webster					
		I Hadley					

*Membership of DDMC to be extended to seventeen members for 2018/19, providing an additional seat on the Committee for the Conservative Group and the Loughton Residents Association Group. In order to accommodate a request for independent member representation on the Committee for the next year, the Conservative Group has relinquished its additional seat arising from the extension of membership, in order that this position was filled by Councillor R. Morgan. Membership of the Committee is required to be appointed on a pro rata basis and such deviation requires that no member of the Council vote against this arrangement.

14 JOINT CONSULTATIVE COMMITTEE (9 MEMBERS PLUS 9 STAFF SIDE REPRESENTATIVES)*							
		Conservative Group (6)	Green Party Group	Liberal Democrat Group (1)	LRA Group (2)	UKIP	Independent Members
MEMBERSHIP 2018/19	Chairman*	A Lion					
		N Bedford		J H Whitehouse	C Roberts		
		K Chana			D Roberts		
		A Lion					
		J Philip					
		P Stalker					
		H Whitbread					

*The Chairmanship of the Joint Consultative Committee is to be assumed by a member for 2018/19.

LICENSING COMMITTEE (& SUB-COMMITTEE) (15 MEMBERS*)

		Conservative Group (9)	Green Party Group (1)	Liberal Democrat Group (1)	LRA Group (3)	UKIP	Independent Members (1)
MEMBERSHIP 2018/19	Chairman						R. Morgan
	Vice-Chairman				J Jennings		
		N Bedford	S Neville	J M Whitehouse	J Jennings		R. Morgan
		K Chana			L Mead		
		I Hadley			C P Pond		
		S Heather					
		L Hughes					
		P Keska					
		B Rolfe					
		M Sartin					
	D Stocker						
Sub-Committee Chairmen (6)	P Keska M Sartin	S Neville			J Jennings C P Pond		R. Morgan

Page 15

The Licensing Act 2003 requires that the Licensing Committee comprise no more than 15 members. Licensing Sub-Committees should comprise no more than 3 members.

Page 22

MEMBERSHIP 2018/19

OVERVIEW AND SCRUTINY COMMITTEE (17 MEMBERS)*							
		Conservative Group (11)	Green Party Group (1)	Liberal Democrat Group (1)	LRA Group (3)	UKIP	Independent Members (1)
MEMBERSHIP 2018/19	Chairman	M Sartin					
	Vice-Chairman				R Jennings		
		N Bedford	S Neville	J H Whitehouse	R Baldwin		S. Murray
		L Burrows			R Jennings		
		D Dorrell			D Wixley		
		S Heather					
		J Lea					
		A Mitchell					
		A Patel					
		M Sartin					
		P Stalker					
		H Whitbread					
	P Bolton						

Membership of the Overview and Scrutiny Committee has been extended to seventeen members for 2018/19, providing an additional seat on the Committee for the Conservative Group and the Loughton Residents Association Group. In order to accommodate a request for independent member representation on the Committee for the next year, the Loughton Residents Association Group has relinquished its additional seat arising from the extension of membership, in order that this position may be filled by Councillor S. Murray.

STANDARDS COMMITTEE (9 MEMBERS)							
		Conservative Group (6)	Green Party Group (1)	Liberal Democrat Group	LRA Group (2)	UKIP	Independent Members
MEMBERSHIP 2018/19	Chairman	G Chambers					
	Vice-Chairman				C P Pond		
		N Avey	S Neville		C P Pond		
		G Chambers			C Roberts		
		S Kane					
		M McEwen					
		B Rolfe					
		J Share-Bernia					

STAFF APPEALS PANEL (5 MEMBERS & 5 DEPUTIES)*							
		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP	Independent Members
MEMBERSHIP 2018/19	Chairman						
	Vice-Chairman						

*No appointments were made to the Staff Appeals Panel at the annual Council meeting. Requirement for appointments will be reviewed by the Council in June 2018.

SENIOR MANAGEMENT SELECTION PANEL

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP	Independent Members
MEMBERSHIP 2018/19	Chairman	C. Whitbread					
	Vice-Chairman	M. Sartin					
		A. Grigg		J M Whitehouse	B. Jennings		
		G. Mohindra			C P Pond		

SENIOR MANAGEMENT APPEALS PANEL

		Conservative Group	Green Party Group	Liberal Democrat Group	LRA Group	UKIP	Independent Members
MEMBERSHIP 2018/19	Chairman	J. Philip					
	Vice-Chairman	S. Stavrou					
		G. Chambers		J H Whitehouse	J. Jennings		
		H. Kane			C C Pond		

REPRESENTATION ON OUTSIDE ORGANISATIONS 2018/19

1. Council Appointments - Organisations Carrying Out Council Regulatory or Non-Cabinet Functions

Organisation and Allocation Category		Nominations for 2018/19
1.	Epping Forest Care and Repair Management Committee (3)	A Grigg J Lea A Mitchell
2.	Epping Forest Citizens' Advice Bureau (3)	K Chana J Jennings D Sunger (voting member)
3.	Campaign to Protect Rural England (Essex Branch) (1 + deputy)	Y Knight N Bedford (Deputy)
4.	Epping Forest Community Transport Board of Trustees (1)	L Hughes
5.	Epping Forest Housing Aid Committee (1)	J Lea
6.	Epping Forest Local Highways Panel (4)	P Keska G Mohindra C Roberts E Webster
7.	Epping Forest Local Liaison Group (specific ward representation only)	L Hughes (BCEUN) (1) G Chambers (BHW) (1) L Burrows (ELTC) (1) N Avey (EH) (1) C P Pond (LSJ) (1) J Jennings (LSM) (1) R Baldwin (LF) (1) J Philip (TB) (1) S A Stavrou (WAHB) (1)
8.	Essex Police and Crime Panel (1)	S Kane
9.	Health Overview, Policy and Scrutiny Committee (1)	Not required for 2018/19. Local member to be appointed by Essex County Council.
10.	Grange Farm Managing Trustees (Term to 31.5.19)	Not required for 2018/19
11.	Lee Valley Regional Park Authority (2) (Term to 30.6.21)	L Webster (Deputy) No other appointment required.

12.	Leisure Centre Liaison Groups (Leisure Centre Customer Forums)	
	The Leisure Contract Manager has advised that two members should be appointed to each Liaison Group/Customer Forum for 2018/19.	
	(a) Epping Sports Centre (2)	L Burrows H Whitbread
	(b) Ongar Leisure Centre (2)	N Bedford P Keska
	(c) Loughton Leisure Centre (2)	R Brookes A Patel J Share-Bernia
	(d) Waltham Abbey Swimming Pool (2)	J Lea R Gadsby
13.	Epping Forest Local Councils Liaison Committee (no restriction)	R Bassett A Grigg J Lea B Rolfe M Sartin E Webster J H Whitehouse
14	Outer North-East London Joint Health Overview and Scrutiny Committee (1)	A Patel
15.	Princess Alexandra Hospital - Partnership Governor (1)	A Patel
16.	Roding Valley Meadows Local Nature Reserve:	
	(a) Management Committee (1)	S. Murray
	(b) Working Group (1)	Not required - officer appointment
17.	Stansted Airport Consultative Committee (1)	P Stalker M Sartin (Deputy)
18.	Stansted Airport Community Trust Fund (1)	R Morgan

19.	Town Centre Partnerships	
	The Director of Neighbourhoods has advised whether members should be appointed to each Town Centre Partnership for 2018/19.	
	(a) Buckhurst Hill Village Forum (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.
	(b) Epping Town Centre Partnership (2)	N Avey H Whitbread
	(c) Loughton Broadway Town Centre Partnership (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.
	(d) Loughton High Road Town Centre Partnership (2)	A Beales J Jennings
	(e) Ongar Town Forum Steering Group (0)	No member appointment required. Representatives of the Council may attend any meeting in a non-voting capacity.
	(f) Waltham Abbey Town Partnership (2)	H Kane J Lea
20.	Voluntary Action Epping Forest (1)	B Rolfe
21.	Waltham Abbey Royal Gunpowder Mills Ltd (1)	H Kane
22.	Waltham Abbey Tourist Information Centre (Joint Management Committee) (3)	J Lea A Mitchell E Webster
23.	West Essex Wellbeing Joint Committee (1)	Not required. Organisation has ceased operation.
24.	Leisure Management Contract Monitoring Board (6)	R Brookes G Chambers H Kane P Keska R Morgan J M Whitehouse

2. Appointments Held by Officers – Organisations Carrying Out Executive Functions (Appointments by the Leader)

	Organisation and Committee Responsible	Representative 2017/18
1.	Association of Retained Council Housing (ARCH)	Director of Communities (or representative)
2.	National Society for Clean Air (SE Division)	Director of Neighbourhoods (or representative)
3.	Standing Conference – Investigation of Air Pollution	Director of Neighbourhoods (or representative)
4.	Roding Valley Meadow Local Nature Reserve Working Group	Director of Neighbourhoods (or representative)

3. Appointments Held by Officers – Organisations Carrying Out Council Regulatory or Non-Executive Functions

This Appendix indicates those organisations where the Council determined on 25 April 1995 that the representatives should be officers.

	Organisation and Committee Responsible	Representative
1.	Essex Water Safety Liaison Committee	Director of Neighbourhoods (or representative)
2.	Voluntary Action Epping Forest (see also member appointments schedule)	Grants Officer (+one member)

REPRESENTATION ON OUTSIDE ORGANISATIONS 2018/19

1. Leader Appointments - Organisations Carrying Out Executive Functions

Organisation and Allocation Category		Nominations for 2018/19
1.	Association of Retained Council Housing - Executive Board	Housing Portfolio Holder Leader of the Council (Deputy)
2.	Civil Enforcement of Parking and Traffic Regulations Outside London - Adjudication Joint Committee	Safer, Greener & Transport Portfolio Holder
3.	Epping Forest District Community Safety Partnership	Safer, Greener & Transport Portfolio Holder Environment Portfolio Holder (Deputy)
4.	East of England Local Government Association	Leader of the Council
5.	Six Authorities Liaison Group (formerly Enfield, Essex and Hertfordshire Border Liaison Group)	R Bassett M Sartin E Webster Y Knight (Deputy) J Lea (Deputy)
6.	Epping Forest District Local Strategic Partnership (LSP) The LSP Manager has been requested to advise whether members should be appointed to each of the following LSP bodies for 2018/19.	
	(a) LSP Board	Leader of the Council
	(b) Health & Wellbeing Board	Finance Portfolio Holder Leisure & Community Services Portfolio
	(c) Safer Communities Partnership	Disbanded
	(d) Sustainable Communities Group	Disbanded
	(e) Economic Board	Assets & Economic Development Portfolio Holder
	(f) Tourism Board	Assets & Economic Development Portfolio Holder
	(g) Epping Forest Children's Partnership	E Webster
7.	Essex Community Wide Traveller Unit	Not required. The Council no longer subscribes to the EWTU.
8.	Essex Partnership for Flood Management	Environment Portfolio Holder

Organisation and Allocation Category		Nominations for 2018/19
9.	Essex Waste Partnership - Inter-Authority Member Working Group	Environment Portfolio Holder Safer, Greener & Transport Portfolio Holder (Deputy)
10.	Harlow-Stansted Gateway Transportation Board	Safer, Greener & Transport Portfolio Holder Assets & Economic Development Portfolio Holder (Deputy)
11.	Local Government Association - General Assembly	Leader of the Council Deputy Leader of the Council
12.	North Essex Parking Partnership	Safer, Greener & Transport Portfolio Holder Environment Portfolio Holder (Deputy)
13.	Off-Street Car Parking Contract Monitoring Board	Safer, Greener & Transport Portfolio Holder N Bedford
14.	South East Local Enterprise Partnership	Leader of the Council Assets & Economic Development Portfolio Holder
15.	Waste Management Partnership Board	Environment Portfolio Holder Finance Portfolio Holder
16.	West Essex Alliance	Leader of the Council Assets & Economic Development Portfolio Holder (Deputy)
17.	Co-operation for Sustainable Development Board	Leader of the Council Planning & Governance Portfolio Holder N Bedford (Deputy)

ANNUAL COUNCIL MEETING – 24 MAY 2018

CONSTITUTION OF POLITICAL GROUPS AND GROUP LEADERS

Local Government and Housing Act 1989 – Notice of Constitution of Political Groups and Group Leaders

To note in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups as follows:

Conservative Group:

Group Leader - Councillor C. Whitbread
Deputy Group Leader - Councillor S. Stavrou

Councillor Avey	Councillor Hughes	Councillor Patel
Councillor Bassett	Councillor Jones	Councillor Philip
Councillor Bedford	Councillor H Kane	Councillor Rolfe
Councillor Bolton	Councillor S Kane	Councillor Sandler
Councillor Brady	Councillor Keska	Councillor Sartin
Councillor Burrows	Councillor Knapman	Councillor Share-Bernia
Councillor Chambers	Councillor Knight	Councillor Stalker
Councillor Chana	Councillor Lea	Councillor Stocker
Councillor Dorrell	Councillor Lion	Councillor Sunger
Councillor Gadsby	Councillor McEwen	Councillor Vaz
Councillor Grigg	Councillor Mitchell	Councillor Webster
Councillor Hadley	Councillor Mohindra	Councillor H Whitbread
Councillor Heather		

Members 39

Green Party Group:

Group Leader - Councillor S. Neville
Deputy Group Leader - Councillor S. Heap

Members 2

Liberal Democrats Group:

Group Leader – Councillor J. M. Whitehouse
Deputy Group Leader - Councillor J. H. Whitehouse

Members 2

Loughton Residents' Association Group:

Group Leader - Councillor C. P. Pond

Deputy Group Leader - Councillor D. Wixley

Councillor R. Baldwin
Councillor A. Beales
Councillor R. Brookes
Councillor J. Jennings

Councillor R. Jennings
Councillor H. Kauffman
Councillor L. Mead
Councillor M. Owen

Councillor C. C. Pond
Councillor C. Roberts
Councillor D. Roberts

Members 13

Report to the Council

Committee: Cabinet

Date: 31 July 2018

Subject: Asset and Economic Development

Portfolio Holder: Councillor A. Grigg

Recommending:

That the report of the Asset and Economic Development Portfolio Holder be noted.

1. Visitor Economy

Partnership working – I am happy to report that the 2018 Tourism and Visitor Summit is being planned for the end of October and once again the Marriott Hotel Waltham Abbey is being approached as host and sponsor. A meeting is being organised with Harlow, East Herts and Uttlesford Councils to join with Broxbourne and Epping Forest District to explore joint marketing and promotion opportunities.

Visit Epping Forest website – The Visit Epping Forest website continues to grow. May 2018 saw the highest monthly visitors with a 26% increase over the previous highest month. 'Users' are being used as a KPI measurement with a target for the next quarter of 24,744.

Events - The proposed 2019 Food Fair for Waltham Abbey is moving forward with tentative dates of 05 and 06 May. Expressions of interest are being sought from potential stall holders and other participants. The organising committee includes Waltham Abbey Town Council, Waltham Abbey Church, Waltham Abbey Town Partnership, Vibrant Partnerships, Epping Forest District Museum, Abbey View Produce, P A Sparks and Sons Ltd and One Epping Forest. Funders are being sought and links explored with a number of organisations including the local schools, Town Twinning Association and the Health and Wellbeing Board. Following a series of discussions a locally based company is progressing its planning for a major destination event to be held at North Weald Airfield during the summer of 2019. Once final details have been agreed, a date for July 2019 will be announced and the event will be formally launched to the public.

External funding - An expression of interest has been made to Ville de Compiègne, a mid-sized town 80km north of Paris which is looking to lead on an EU Interreg bid for 2,500,000 € – 4,000,000 €. The bid requires other partners from countries within the EU and was referred to Visit Epping Forest by Invest Essex. The project seeks to link together visitor areas that fall just outside capital cities with a view to improving economic growth through branding, upskilling tourism staff and building visitor traffic between the participating locations and countries. In order to fulfil the geographic, population and diversity of attractions on offer, an area covering Waltham Abbey and Broxbourne, with the Lee Valley between, has been proposed for the bid. This bid is at an early stage with the bid lead currently talking to all those who have expressed interest, with a view to the selected participants developing a bid for submission in 2019.

2. Economic Development Strategy

The Team is focusing on the delivery of a new long term Economic Development Strategy as referenced in my April report. More updates will be provided in due course and Members will be invited to input into the strategy process in the autumn.

3. Business Support

Business contacts and GDPR - The Team is working to ensure that its database which includes approximately 2,000 contacts is fit for purpose going forward in terms of the requirements of GDPR. This also extends to ensuring that the Team is collecting and managing new details in the correct manner.

External Funding - The Team continues to work to attract external grant funding for businesses within the District. A few examples of this work are highlighted below:

South East Business Boost (SEBB) – as I have reported previously, SEBB is a grants scheme for business growth that is offering grants of £1,000 to £10,000 for up to 30% of total project costs. The Economic Development Team is working closely with SEBB in promoting the Fund and as at last reporting (May 2018) six grants have so far been awarded in the District. A couple of recent approvals are Connaught Farm Nurseries (£10,000) and Allen Watson Ltd (£10,000). Very recently the scheme has been extended to cover revenue as well as capital expenditure which is positive and the Team will be disseminating this message locally.

Low Carbon Across the South East (LoCASE) - The Team continues to help in the promotion of this scheme which assists SMEs in reducing business costs by cutting emissions and seeks to increase awareness of opportunities in the low carbon market. A total of 11 awards have now been made locally in the District; the total value of which being £86,000.

4. Epping Forest District Skills Board

The Skills Board met in April and presentations were made by Princess Alexandra Hospital, the LSCC and the Harlow Enterprise Zone. Partners outlined their skills needs going forward and the role schools and colleges need to play. As a result of the meeting, further meetings were agreed between PAH and Epping Forest College to create joint training opportunities and work experience for Care Students.

5. Digital Innovation Programme

This element of the Economic Development Team's work is covered in greater detail within Councillor Lion's Portfolio Holder Report so here I reference only a few headline activities in recent weeks. The Team coordinated a successful symposium to discuss the development of the Digital Innovation Strategy for the West Essex and Eastern Hertfordshire Digital Innovation Zone (DIZ) at Harlow College in mid-June with around 60 delegates spanning local, county and central government plus representatives from the health, education and voluntary sectors and a number of private sector and business representatives. The DIZ Board was also represented at the recent London Stansted Cambridge Consortium 2018 Conference and hosted a well-attended lunch-time pop-up session to discuss the formation of the DIZ, its aspirations and the wider picture for the Smart Place agenda beyond the usual city locations.

6. Food Sector

Closing the Gap: State of the area's food industry - I was pleased to attend the successful launch event for the final report of the Lea Valley Food Board with around 50 partners representing businesses, colleges and universities and enterprise partnerships. The event was held at the House of Commons hosted by the Rt. Hon. Dame Eleanor Laing M.P. on 23 May 2018. This report sets out the findings on local productivity and opportunities and

set out a series of recommendations to expand and sustain future growth. One of the report's key recommendations was the establishment of a new food partnership across the South East between government, business and academia.

South East Food Board - In its current format the Food Board will hold its final meeting in September. It will hopefully then become part of a wider regional partnership between local authorities and food industry representatives. A number of key partners from across the South East have indicated a willingness to become part of the South East Strategic Food board. The Vice Chairman of SELEP has agreed to host initial meeting; officers are making preparations for this.

BioBoost Project- The Team continues to work with the Food Board on this EU Programme. In June the project partners met in Belgium to review progress in the workstreams being led in each country around recycling and carbon reduction in the glasshouse industry. A series of events locally are being prepared and it is hoped that the food festival can be part funded for this service.

Asset Management and Development Projects – Members will be aware that progress on the management of the Council's Commercial Estate and Major Asset Management Projects, is reported on a regular basis to the Asset Management and Economic Development Cabinet Committee.

The Committee recently met on the 19 July, where a number of updates were received, to include the Epping Forest Shopping Park which is now reaching the anniversary of the first retail units opening and proving popular with customers, the disposal of Pyrles Lane Nursery, and progress on the St John's Road Epping redevelopment. If Members are interested in the detail, I would refer them to the report or the webcasting of the consideration of the item.

This page is intentionally left blank

Report to the Council

Committee: Cabinet

Date: 31 July 2018

Subject: Environment

Portfolio Holder: Councillor N. Avey

Recommending:

That the report of the Environment Portfolio Holder be noted.

Hazardous fly tipping

We continue to experience problems with the removal of hazardous waste including asbestos from the public highway. This is because we have to use contractors appointed by Essex County Council. As these contracts are not working ECC would like us to secure better contractors locally.

Due to the challenging nature of this work and the specialist skills required it is proving difficult to procure a local contractor. Waste Management Team are currently working with two providers to ensure the service continues. However costs are high and this is not sustainable. Officers are working with Biffa to train their operatives to carry out this function. If all goes according to plan than Biffa will be able to provide this service from next month.

Recycling banks

The Council has historically provided Bring Banks where residents can dispose all recycling materials. A review of the Bring Banks is being carried out to establish the type and tonnage of materials collected and viability of each site. The Council offers a comprehensive door step recycling services and it would be interesting to see performance of each Bring Bank. The review will enable future development of Banks.

Compost giveaway

As part of the Compost Awareness week, 7th to 11th May, Officers from County and District ran a "compost giveaway" event. Over 60 residents came and collected free compost in their own bags, over 3 tonnes of compost was given away. Officers answered questions from the public and gave advice. This free compost was made from the various green waste and food collections across the county.

Ministry of Housing, Communities and Local Government Recycling Rewards project

As Members know we have been running Recycling Reward Scheme for multi occupancy dwellings. The campaign has gone well, to encourage the separation of food waste, and to increase the level and quality of all recycling in flats. Waste Management Team have carried out a Waste analysis and the data is being assessed to see how the various parts of this project have performed. Findings will be shared with the Ministry as they provided all the funding.

Biodiversity improvements on Roding Valley Recreation Ground

As members will be aware, EFDC are responsible for the Roding Valley Recreation Ground which runs alongside the River Roding in Loughton and Buckhurst Hill. Via contact with Chris Neilan, the Council's Trees & Landscapes Officer, the Environment Agency have provided EFDC with £50,000 from a delayed capital scheme upstream on the Roding to fund biodiversity improvements and localised works to protect and enhance the river environment in the recreation ground. The Engineering Drainage and Water Team will be delivering a basket of works which have been identified through re-visiting and refreshing a previous study undertaken for EFDC a number of years back. Engagement with local stakeholders including Loughton Town Council and Essex Wildlife Trust (who lease their SSSI site from EFDC) will shortly take place to ensure the interests of these groups are fully taken in to account, and currently a range of tree planting, bank protection and other localised environmental improvements are proposed.

Planning Applications and the Local Plan

As the Local Plan process continues on its journey, planning applications with implications for drainage and flooding continue to be commented upon by the EDWT. With the weight that can be afforded to certain draft policies of the plan, Officers are making sure that where applicable drainage designs across the spectrum of applications meet the policies and national guidance levels expected. Through the Local Plan Implementation Team Officers are also helping to shape the outline masterplans that are coming through for the larger local plan sites. Making sure that drainage is designed in from the start is key to having robust and sustainable solutions to cater for the developments' lifetime.

Report to the Council

Committee: Cabinet

Date: 31 July 2018

Subject: Finance

Portfolio Holder: Councillor G. Mohindra

Recommending: That the report of the Finance Portfolio Holder be noted

Accountancy

Since the last Council meeting we have closed the accounts to the new earlier 31st May deadline. This was as expected quite challenging and was a little more hurried than planned, which was not ideal with some checking not being complete until after that date. The draft accounts were authorised for issue to the auditors on 30th May.

Normally there has been around two weeks between issuing the accounts and the audit commencing. Because of the change in date the audit by necessity moved a month earlier. The amount of work required by the auditor has if anything increased slightly and coupled with trying to do three month's work in two has made the earlier deadline quite tough for the Auditor as well as us. Hopefully this meeting will be in a position to approve the accounts which will mean the auditors have been able to complete their accounts work and issue their opinion. I remain to be convinced of the value of the earlier deadline and hope a full and thorough high level review of this will occur and seriously consider whether this tighter deadline is really necessary.

E-Invoicing on all invoices processed through our Marketplace ordering system was switched on during June. This will mean few paper invoices being passed around the organisation so should help improve our invoice processing performance indicator. Prior to this change around 120 e-invoices were being processed the latest figures show this to be around 250 per month. There are still a lot of paper invoices being received and these relate to orders initiated in communities for housing repairs. This is the next e-invoicing project to be tackled.

Benefits

Universal Credit full service continues to be rolled out across the country for new claims and the Jobcentre at Redbridge partially rolled out in June with the remainder of their postcodes becoming full service in July. Universal Credit is not currently having much effect on our Benefits Service at present as the majority of the District falls under the Loughton Jobcentre which will go live with full service in December 2018. The current plan by the DWP is that it will not be until 2023 until the existing Housing Benefit claims are transferred to Universal Credit.

One change to Universal Credit that has been made recently is that anyone placed in Bed & Breakfast accommodation by the Council, will be exempt from Universal Credit and they will still be able to claim Housing Benefit. This is a welcome change because under Universal Credit these vulnerable people could not afford to pay their rent for their Bed & Breakfast accommodation.

(N.B. The roll out schedule for Universal Credit in the District is on the website)

One success for the Benefits Service is the Data matching project that is being carried out in Essex to protect & increase the Council Tax base. After a slow start, this began to produce results in October 2017 and for the last 3 months, we have been in the top two authorities in Essex for increasing the council tax base. As of 4th July, we have increased the council tax by £85,500, whilst across Essex, the council tax has increased by £538,500.

Revenues

Collection performance at the end of Q1 2018/19 showed Council Tax at 27.54% which is around the target collection rate of 27.55. Business Rates collection exceeded last year's performance at the end of Q1 by 0.63%, at 29.88%. Whilst the Business Rates performance is welcome it is how much debit we are actually collecting and the benefits of increasing the Business Rates tax base through growth in the District's rateable value through economic development that is important. I can report that the rateable value for the District has increased since 1/4/18 by £800,000 to £96.8m through property growth in the valuation list.

Following the annual billing this year the number of residents signed up for self-service on their Council Tax accounts has risen to 3,400 with 1,400 now opting for e-billing. The figures continue to grow negating the need for residents to contact the Council for routine account enquiries or sign-up for Direct Debit. The next major phase of self-service has now gone live enabling residents to notify the Council Tax team when they move into, out of or within the District. The information is then updated automatically in the database without the re-keying of information by officers providing a faster service for residents with their Council Tax bills.

One major exercise that is anticipated over the summer months is the release of several technical consultation papers by Government that will outline the ideas around the move to 75% Local Business Rates Retention from the current level of 50%. This will have a major impact on how local government is funded and which service could be transferred as part of any settlement. A briefing paper will be forthcoming when the consultation papers are released.

Report to the Council

Committee: Cabinet

Date: 31 July 2018

Subject: Housing

Portfolio Holder: Councillor S. Stavrou

Recommending:

That the report of the Housing Portfolio Holder be noted.

MHCLG Prospectus for bids for additional HRA borrowing

The Government has issued a Prospectus to all stock-retained councils (such as our Council) and councils with arms-length management companies setting out a criteria for local authorities to bid for additional HRA borrowing approval over the next three years, from a total fund of £1billion, in order to increase their council housebuilding programmes.

The £1bn additional borrowing headroom will be apportioned between London boroughs and local authorities across the rest of the country on a 50/50 basis. Outside of London, only those councils determined as being "in areas of high affordability pressures" will be able to bid to use the additional borrowing approvals to build new rented housing. Areas of high affordability pressures have been defined by the Government as those where there is a difference of more than £50 per week between the average social rent and average private rent in their area. A list of 162 local authorities defined as being in areas of high affordability pressures are listed, which includes Epping Forest.

The deadline for submitting bids is 7 September 2018, and the Director of Communities is currently assessing the need, together with colleagues in the Housing and Finance Service, for any additional borrowing approvals to fund our Council Housebuilding Programme, following which he will advise me whether or not it will be necessary to submit a bid.

The Prospectus makes it clear that bids will be assessed by reference to, and councils will need to demonstrate, the following 3 key elements:

- Value for money - based on unit scheme costs and maximising the number of homes delivered, for example by utilising their own land or offering cross-subsidy where possible.
- Deliverability - local authorities must demonstrate that they are ready to start building in relevant years and have the capability and a track record of delivery to time and budget
- Affordability - bids will be ranked according to the areas of the highest affordability

Councils must also set out in any bid their existing HRA borrowing headroom and the extent to which such headroom is committed for other schemes in their 30-year HRA business plans. In assessing deliverability, factors taken into account will include:

- The stage of planning achieved
- The status of land ownership
- Forecast delivery in terms of numbers of units and draw down of borrowing approval; and
- The council's track record of housing delivery

Providing bids are assessed as demonstrating value for money and deliverability, they will then be ranked according to local authority areas where there are judged to be the highest affordability pressures - with the local authorities with the highest affordability pressures having priority in the allocation of additional borrowing headroom.

Council Housebuilding Programme

Since my last Portfolio Holder Report to Council, our Council Housebuilding Programme continues to make good progress. Further completions of 4 two and three bedroom houses are due for handover at the end of July at Stewards Green Road, Epping, with a further 8 one bedroom bungalows and two and three houses at Centre Avenue and Springfield, Epping. Completions of 5 further properties will take place in September and October at Parklands, Coopersale and Centre Drive, Epping.

The 51 flats and houses at Burton Road, Loughton are scheduled for handover in December 2018, with the 12 two and three bedroomed houses at Queens Road, North Weald scheduled for completion in late 2019.

I explained in my last report to Council that we have appointed ECD Architects Ltd as our Architects and Airey Millar Ltd as our Employers Agents to design, tender and manage the construction of the remaining affordable rented homes in our Programme, comprising Phases 4-6. I also explained that we had appointed a framework of four building contractors, based on a quality/price/interview (60/30/10) evaluation.

The consultants and the four framework contractors are now working together to formulate an appropriate package of sites, for which second-stage tenders will be sought from the four contractors to undertake the work.

Review of the Housing Repairs Service

In my last report to Council, I explained that with less than 2 years remaining for the current “in-sourced” Repairs Management Contract with Mears, the Council has appointed Cameron Consulting to undertake a detailed option appraisal for the future delivery of the Housing Repairs Service beyond 2020. The review is considering a range of options, from managing the works completely in-house to outsourcing the whole service.

Cameron Consulting has been making good progress with their review. They have met with myself and the Leader of Council, senior officers from across the Council, representatives from Mears and the Chair of the Epping Forest Tenants and Leaseholders Panel.

They have also facilitated a soft market testing exercise with existing repairs contractors in the market and visits to neighbouring Broxbourne Borough Council and Harlow Council to learn more about how they set up their wholly-owned subsidiaries, which is another available option.

The final Review Report should be received in August and I intend to report the findings of the review, together with my recommendations for the future delivery of the Housing Repairs Service, to the Cabinet in October – which should give our officers sufficient time to implement the agreed option before the current Repairs Management Contract expires in March 2020.

Review of the Homelessness Strategy

At its meeting on 12 June 2018, the Communities Select Committee gave detailed consideration to the 3-yearly review of the Council's Homelessness Strategy.

The new Draft Homelessness Strategy considered by the Select Committee includes the Council's approach to meeting the requirements of a number of new duties introduced under the Homelessness Reduction Act 2017, which came into force on 3rd April 2018.

The new provisions include:

- The period that a person can be considered to be threatened with homelessness, or it is likely that they will become homeless, is extended from 28 days to 56 days
- An applicant is threatened with homelessness at the point the Section 21 Notice (which is the standard notice period provided by private landlords to tenants and is recognised as the single biggest cause of homelessness), has been served as opposed to at the end of the notice period, also preventing councils to advise applicants to remain in occupation beyond expiry
- Placing an emphasis on services preventing homelessness from occurring and strengthening the duties on local authorities to provide advice, securing accommodation and other help available
- Ensuring services meet the needs of groups at particular risk to reflect their complex needs and vulnerabilities
- A duty to carry out an assessment of an applicant's case, notifying the applicant of the assessment in writing and the provision of a Personalised Housing Plan in order to provide effective support
- The applicant's Right to a Review of their assessment
- The ending of the homelessness duty if the applicant "is unreasonably refusing to co-operate"
- The requirement to secure accommodation (under the new "Relief Duty") for at least 6 months for all applicants who the authority is satisfied are eligible for assistance

The comments of the Communities Select Committee have been incorporated into the Draft Strategy and the Council has now commenced an 8 week consultation exercise with all partner agencies, including Town and Parish Councils. I will then consider the results of the consultation when I come to approve and adopt the final version in September 2018.

Additional Flexible Homelessness Support Grant

I explained in my last report to Council that, in order to combat the problem of homelessness and to assist in meeting with the requirements of the new duties introduced under the Homelessness Reduction Act 2017 (referred to in the previous item above), the Council has received a Flexible Homelessness Support Grant from the Government which was required to be ring fenced for homelessness services. The Grant comprised £277,000 in 2017/2018 and £313,000 in 2018/2019. The Cabinet has previously agreed that the Grant should be used on the following initiatives:

- To place up to 9 single homeless applicants (or parent and child applicants) at the Zinc Arts accommodation in Ongar, in order to meet the "top-up" funding representing the difference between the agreed rent levels and the relevant Local Housing Allowance. This will assist in reducing the numbers of applicants being placed in costly bed and breakfast accommodation
- To fund the Management Fees for Genesis Housing Association, who have provided private rented accommodation to the Council's homeless applicants for many years in order to prevent homelessness

- To provide landlord incentive payments, in partnership with Genesis Housing Association, in order to increase the number of units available, paid on the basis that the property is secured for the Council's homeless applicant for a minimum period of 2 years
- To appoint an additional temporary part-time Deputy Hostel Manager at the Council's Homeless Persons' Hostel Norway House in order to assist with the increasing numbers living at the Hostel and the introduction of the modular accommodation at the site for single homeless applicants
- To fund an external company to provide specialist services to rough sleepers in the District
- Following the withdrawal of funding by Essex County Council, to fund the required support at the Railway Meadow, the Young Parents Scheme Railway in Ongar to allow the much needed service to continue
- To provide additional rental and damage deposit guarantee loans
- To re-introduce the Preventing Repossession Fund, to provide small loans to assist those threatened with homelessness to overcome "income shock" and help them to remain in their current accommodation.

I am pleased to report that we have now received notification from the Government that the Flexible Homelessness Support Grant funding will be extended by a further year to 2019/20, when the Council will receive a further £358,000. Due to the success of the Council's homelessness prevention initiatives, which is confirmed by the fact that around 90% of all homelessness presentations are prevented, I intend to make a Portfolio Holder Decision that the Grant be used in the same way as currently for a further year, with the slight increase in funding being used for additional rental and damage deposit guarantee and preventing repossession loans,

Extension of licensing for Houses in Multiple Occupation (HMOs)

Until now, mandatory licensing of HMOs has applied only to the larger shared properties of 3 storeys or more with five or more people. As part of the Government's objective to deal with rogue landlords, mandatory HMO licensing has now been extended to include all HMOs of any storey. Landlords of HMOs that are included within the new criteria have until October 2018 to apply to the Council for a licence, after which they will be committing an offence for operating without a licence.

The exact number of additional properties that will fall within the new scope for HMO licensing is not known and although it is difficult to predict accurately, a desktop review and street survey by officers estimates that an additional 30-40 properties will require licences.

A review of the Council's procedures and charges for HMO licensing has been carried out, taking into account the additional number of properties (and therefore officer time) and the range of property sizes involved. I have approved a new fee structure that takes account of the costs to the Council in administering the scheme, using a risk-based approach towards property standards and management that rewards good landlords with well-run properties and encourages compliance.

The fees charged for the administration of the HMO Licensing Scheme are designed to be cost neutral. Based on the predicted number of additional properties involved, this is likely to equate to additional income to the Council of between £4,860 and £6,470 per annum, which will be used to resource the additional work carried out by the Private Sector Housing Team within their existing staffing resources.

Report to the Council

Committee: Cabinet

Date: July 2018

Subject: Leisure & Community Services

Portfolio Holder: Councillor H. Kane

Recommending: That the report of the Leisure and Community Services Portfolio Holder be noted.

Community, Health and Wellbeing

10 Year Anniversary of Epping Forest Youth Council:

I was delighted to take part in the 10 year anniversary of the Youth Council on 4th July, at a reception at the Houses of Parliament, Portcullis House. The evening, which highlighted ten years of local youth democracy in the Epping Forest district, was hosted by the Right Honourable Dame Eleanor Laing, MP. Dame Eleanor delivered a key note speech praising the work of the Youth Council and other speakers included our Chairman of Council, Cllr Holly Whitbread, who was one of our first Youth Councillors, Bryan Burrough, High Sheriff of Essex and Roger Hirst, Fire, Police & Crime Commissioner.

A film highlighting the work of the Youth Council was shown on the evening and over 80 Youth Councillors past and present shared their experiences with guests. Photographs spanning the 10 years, along with displays of previous youth-lead projects were all on view.

The prestigious event highlighted how local young people are given a democratic voice and are able to influence the decisions that directly affect their lives. Through consulting with their peers, Youth Councillors over the years have developed and delivered a range of project work covering themes such as; the promotion of local activities for young people, personal safety awareness, drugs education, youth volunteering and positive mental health campaigns.

New Youth Councillors take up their roles:

The latest cohort of Epping Forest Youth Councillors have already started their training and will see the culmination of the youth Drugs Awareness Project which will see a bus advert campaign running during August, September and October. The project highlights the message "Do Not Open the Gate" to gateway drugs. The project has been wide ranging and involved a clean-up day when over 300 Nitrous Oxide canisters were collected and also an anonymous on-line survey collating information about drugs awareness and drug usage by our local young people. To date over 3000 young people have completed the survey and the Police, Fire and Crime Commissioner, Roger Hirst has requested to see the results of the survey. Once their training is complete, our new Youth Councillors intend turning their attention to some work around gang awareness.

Active Living Children Project:

Our new Active Living Children Pilot Project has so far been delivered in three primary schools in the district; Ongar Primary, Hill House Primary and Thomas Willingale Primary. The project aims to educate children and their families about what constitutes a healthy lifestyle and to empower them to make healthy choices throughout their life. The 20 week programme mixes education with themed physical activity to help children at key stage 2 learn about nutrition, hydration and physical activity. The project concludes in each school with the children delivering an assembly to their parents on a health and wellbeing theme of their choice, with the ultimate aim of influencing parents and families to also make healthier choices. The Active Living Children Project will be added to the menu of opportunities that the West Essex School Sports Partnership offer to primary schools, meaning that schools can select to have this programme delivered in their schools from September.

Crucial Crew

Over 1,400 Year 6 pupils from schools in the Epping Forest District took part in our very successful Crucial Crew initiative, which provides a week of interactive days to educate young people about staying safe, fit and healthy. This year the annual event was hosted at Debden House Centre in Loughton for a week from 11th June 2018 to 15th June 2018. Epping Forest District Council's Apprentices did an excellent job delivering a drugs scenario as part of the week. The High Sheriff of Essex, Bryan Burrough, visited Crucial Crew and commented; 'Crucial Crew is a great way of introducing Year 6 to the issues in a friendly but informative way'.

Summer Activities 2018:

We have so many sporting and creative activities planned for the children's summer holidays this year. As ever our programme offers a wide range of activities for children of all ages, abilities and interests, available from July to September 2018. Activities include; multi-sport camps, Play in the Park and Play in the Forest sessions, some Drop In and Draw days, Little Storytellers, street tennis and basketball and lots more. We are also offering our increasingly popular Disability Inclusion Project activities for children and young people with SEND.

Buckhurst Hill Social Isolation Project

Buckhurst Hill was identified through the West Essex Clinical Commissioning Group Neighbourhood meetings as a pilot area for a project focussing on social isolation. Local GP's felt that loneliness and social isolation was a significant issue for many of their patients. Consequently, in line with our corporate objectives, the Council's Community, Health and Wellbeing Team has established a partnership Epping Forest Social Isolation Action Group. The group recognises that both loneliness and social isolation present a key challenge in relation to health, wellbeing and social care. The group is made up of partners from EFDC, West Essex Clinical Commissioning Group, VAEF, Buckhurst Hill Parish Council, Community Matrons, Community Agents, Waitrose and Essex Fire and Rescue Service. The purpose of the group is to enable local stakeholders to work together to best support the people and projects that are contributing to community wellbeing and reducing social isolation.

In order to obtain a better understanding of social networks and connections that exist in the neighbourhood of Buckhurst Hill, along with peoples' personal experiences of social isolation, the group has undertaken a door knocking exercise and conducted short interviews with people living in the area. Six streets were identified by the group and partners carried out the exercise

for one week in June. A total of 67 interviews were completed. A report is currently being put together and, following the analysis of the questionnaires, a Task & Finish Action Plan will be developed to address the needs identified by local residents.

Initial feedback was given to residents at a Buckhurst Hill Community Event on Friday 6th July at Roding Valley Hall. The event also provided an opportunity for wider partners to further engage with local people and allow residents to find out what is on offer in Buckhurst Hill and how they can get involved within their local community and the project.

Walking Football

Walking Football is a slow paced version of the beautiful game and is aimed at getting players back playing the sport they love. It is designed to help people have an active life whatever their age or ability. It is a very relaxed session based around socialising with like-minded football fans. The Community, Health and Wellbeing Team is now delivering walking football sessions in Loughton and Waltham Abbey, with approx. 14 people regularly attending each time. A new session will be starting soon in Epping.

Museums, Heritage and Culture (MHC)

LGA Review: The externally funded LGA Peer Challenge of MHC took place earlier this summer with the review team meeting with colleagues, stakeholders and partners and undertaking a range of desk research. I am delighted that the headline feedback from the LGA was that 'The service is excellent with demonstrable passion and commitment from councillors, staff and volunteers, and this is clearly demonstrated at all levels'. They also noted that: the service exemplifies good partnership working. More detailed feedback will be presented to the Communities Select Committee in September.

Engagement and Events

Museums at Night: On Thursday 17 May, EFDM opened its doors after dark for an evening of social dancing and refreshments. Visitors jived the night away with a DJ playing sounds from the 1940's and 50's with a chance to look around the Beauty and the Beach Exhibition which explored the style, design and inspirations of women's swimwear from the 1940's, 50's and 60's.

eNgage: On Friday 29 June Museums Heritage and Culture held its annual dance performance 'eNgage' at the Spotlight Theatre, Hoddesdon. Attended by the Deputy Mayor of Broxbourne, the event welcomed some 270 audience and 130 participants. Performers ranged from 8 to 74 years of age presenting a diverse range of talented performers from Herts, Epping Forest and wider Essex. The showcase was part of the U.Dance network of events which gives young dancers the chance to perform with others at least once a year.

Cloth Makers Wings: Our team will shortly be working with 'The Gifted', a Hertfordshire based charity working with vulnerable young women, to research, curate and archive heritage collections which explore women in textiles between 1790-1890 and the textiles industry at large across East/West Hertfordshire. The programme will begin in the autumn with textile workshops at EFDM, culminating in an exhibition at Lowewood, curated by the young women, opening in May 2019.

Older People's Dance workshops at EFDM: We have a range of new activities running in our activity space at the Museum including Museum Movers, which are fun, informal dance sessions, designed to promote health, well-being and freedom of movement for older people. People are welcome to do a seated version or can challenge themselves by performing the exercises standing. The sessions provide a range of visual arts and dance and fitness techniques, enabling local residents to express themselves through creativity whilst developing strength and stamina, a sense of wellbeing and social interaction.

Young Onset Dementia Group: In June, we launched a special programme of activities for people suffering from young onset and their partners/carers. Run in conjunction with Age UK Hertfordshire. The group were given the opportunity to handle original objects including a mammoth's tooth, Stone Age hand axes, bronze and Iron Age pottery. The objects were chosen for their tactile properties – they had a strong appeal to both the person with dementia and their carer. The topic was also chosen as an alternative to the regular reminiscence type session. Prehistory was a new topic for everyone in the group, so the carers as well as their partners had the opportunity to engage with objects to learn something new about a period of history they had no previous knowledge of. To finish, the group tried simple art and craft activities linked to the objects using charcoal and clay. The response from the group was extremely positive.

Spradbery: A new exhibition, 'Walter Spradbery, Artist in War and Peace' opens at the District Museum on Saturday 21st July. The exhibition, which also commemorates the centenary of the end of the First World War, is part of a project which received a grant of £49,950 from the Heritage Lottery Fund. The exhibition tells the story of Buckhurst Hill artist, Walter Spradbery, who was a committed pacifist. He served in the Royal Army Medical Corps during the war and received the Distinguished Conduct Medal for going out twice to rescue officers under intense enemy fire. Spradbery also continued to paint during the war. After the war he was one of several artists commissioned to create art for the first exhibition of the Imperial War Museum, which opened at Crystal Palace in 1920. The exhibition features many of the paintings made at the front line in France now in the collections of our Museum. There are also loans from the Imperial War Museum and reproductions from the Wellcome Collection. The project funding also includes the purchase of new plan chests to store Spradbery's art. There will also be a major celebration event on Saturday 29 September 2018 at St John's C of E Primary School in Buckhurst Hill, next to the site of Spradbery's former home, 'The Wilderness' in Epping Forest.

Pupils from St John's will recreate the 1938 Open Air Social that Spradbery held in the garden of his home. There will be tours to the site of 'The Wilderness', stalls, art displays and projections of Spradbery's work and the school will perform a specially commissioned dance choreographed by Flux Dance Collective, and Impropera - the World's Only Improvised Opera Company will perform to close the event.

Stephen Warner: Another Heritage Lottery Funded First World War exhibition at Lowewood Museum 'Stephen Warner: One Man's Journey through War' is still open to the public and includes work by students from Hertford Regional College and research undertaken by volunteers. The exhibition is receiving excellent visitor feedback. A second Heritage Lottery Funded partnership project with St. Catherine's school to celebrating its 200 year anniversary is now being undertaken and will lead to an exhibition opening in October.

Culture Without Borders Development Trust: Our new Development trust which covers Epping Forest District and Lowewood museums has held four board' meetings to date, whilst it waits to complete registration with the Charities Commission. Trustees have identified their

initial fundraising priorities to link to a formal launch of the trust in the autumn. These will be a campaign to sponsor 15 objects from Lowewood and 15 from EFDM to meet conservation and research costs; developing an unrestricted funds campaign and the start of a major fundraising campaign to support museum development in Broxbourne focused on the opportunity presented by the Spinning Wheel site.

Leisure Management

The new leisure centre build at Waltham Abbey is on schedule and is likely to open as expected on November 20th. The structure of the building is largely complete and the internal mechanical and electrical works are progressing well. The main power supply is scheduled for connection in the next week or so. The external work on the carpark and landscaping will start in late July. Early planning for the transfer of staff and equipment from the existing Waltham Abbey Pool is under way.

All Members of the District Council are invited on a visit to the new Leisure Centre on **Tuesday 11 September 2018 at 10.00 a.m.** The Tour will be an opportunity to view the new facilities at an advanced stage of construction, prior to public opening. If any Member would like to attend, please could you confirm with Peter Charman, Leisure Client Manager by pcharman@eppingforestdc.gov.uk

The extension of Loughton Leisure centre is also on schedule for completion in late-August (despite several recent break-ins and thefts from contractors' vehicles). The refurbishment of changing village is progressing well. There have been some complaints from local residents about increased noise coming from the centre and these are being investigated with a view to developing an operational solution.

The refurbishment of the Epping Sports Centre has been received very well with a noticeable increase in usage figures especially for the gym. A carpark charging regime will be implemented from September which will provide several hours free use to centre users while preventing use by non-users.

Across the contract, all centres are showing an increase in gym memberships, group workout classes and swimming visits. Loughton is showing a less marked improvement mostly due to the refurbishment work but this is expected to settle when the work is completed. All pools are now offering the use of pool inflatable sessions to encourage which has proved very popular during the warm weather.

This page is intentionally left blank

Report to the Council

Committee: Cabinet

Date 31 July 2018

Subject: Planning and Governance Portfolio

Portfolio Holder: Councillor J. Philip

Recommending:

That the report of the Planning and Governance Portfolio Holder be noted.

1. Local Plan

As members will be aware the submission of the Local Plan has been delayed following a Planning Court ruling on 20 March 2018 when Mrs Justice Lang in granting leave for a full hearing ordered that the Council be restrained from submitting the LPSV for independent examination until the final determination of the judicial review claim, or further order. The judicial review hearings were held on 23 and 24 May 2018. In the judgement given by Mr Justice Supperstone on 29 June 2018 the High Court dismissed the legal challenge to the Local Plan paving the way for the Council to submit the Plan to the Secretary of State for Independent Examination. The Court rejected all four grounds of challenge brought by property development company CK Properties (Theydon Bois) Ltd, endorsing the lawfulness of the Council decision to approve the Local Plan for 11,400 new homes over the Plan period up to 2033. The claimants now have 14 days to consider whether they wish to appeal and the injunction granted still applies during this period.

It is the Council's case that should the Claimant apply for permission to appeal within the agreed 14 day period the Council will resist the continuation of the injunction whether or not the Court grants permission to appeal. The Council will argue that the Plan is ready for submission and the continued absence of an up to date adopted Local Plan undermines the achievement of sustainable development in Epping Forest District in the public interest.

The Council website has been updated with all the proposed submission documents which include a copy of the judgment.

2. Implementation of the Local Plan

In the meantime work is continuing with site promoters, Essex County Council and where appropriate Harlow Council to put in place Planning Performance Agreements (PPAs) which will provide an agreed framework and project plan for the production of Strategic Masterplans for the Garden Communities and for the masterplan areas across the rest of the District. The PPAs and Strategic Masterplans will ensure that planning proposals for the sites will be 'front-loaded' and coordinated, whilst also ensuring the timely progression of planning applications and delivery.

The Council has received funding totaling £150,000 from the MHCLG Design Quality funding stream to support the implementation of the Local Plan to supplement the DDF funding agreed by Cabinet on 7 December 2017 to establish a new Implementation Team from 1 April 2018. Support under the Design Quality funding stream is offered to increase design skills in local authorities to ensure that new development meets the Governments ambitions for quality as well as quantity. The Council has been successful in filling the urban design officer post through the Public Practice scheme a not for profit social enterprise which places

private sector employees in public bodies with a minimum of three years' experience in practice. One Principal Planning Officer, a Land Drainage Engineer and Countryside Officer have been seconded from elsewhere in the Council and their posts will be backfilled. Following advertisement of the other posts an offer has been made to appoint a Project Coordinator and interviews are being held for the Implementation Manager, Strategic Infrastructure and Obligations Officer and for Principal Planning Officers.

The Quality Review Panel for both the District has been established and the terms of reference have been finalised and are on the website. The first panel meeting for Epping Forest District looked at the WAL.E8 an employment allocation in Waltham Abbey. The Quality Review Panel's feedback will be a material planning consideration for local authorities and the planning inspectorate when determining planning applications and will help ensure that new development is of a high quality and contributes to place making.

3. Epping Forest Special Area of Conservation and proposed mitigation strategy

Of particular importance is the potential impact of growth on the Epping Forest Special Area of Conservation (SAC) as a result of increased pressure from visitors and air quality effects as a result of increases in traffic. The MoU, which has been agreed by relevant local authorities, Natural England and the City of London Corporation (Conservators of Epping Forest) requires the authorities to monitor any impact on the environmental quality of the Forest, and to introduce mitigation measures where these are necessary.

The Mitigation Strategy will comprise two strands covering the management of visitor pressure and the management of air quality. Progress has been made on both these matters but an interim mitigation strategy has still to be agreed. A meeting with the relevant authorities is scheduled for 25 July 2018.

A visitor survey has been undertaken to update previous surveys using a more robust methodology that has been informed by best practice and surveys undertaken in other parts of the country. The report includes the identification of the Zones of Influence and identifies a Zone of Influence of 6.2km (75% of visitors to the Forest) distance together with an inner zone of 3km which is a larger zone than previously identified through a previous visitor survey. This Zone of Influence will be used to clarify the extent to which contributions will be sought for the management of visitor pressures. The level of contributions will be determined by schemes that can be delivered by the Conservators of Epping Forest. Despite repeated reassurance from the Conservators that this information would be available shortly details of projects to which contributions are sought is still awaited. In the meantime this will need to be taken into account when considering residential planning applications.

Further work is also being undertaken in respect of air quality monitoring. In the meantime Natural England has advised that until this is completed and *the HRA has been updated* *Natural England doesn't have the following critical information to provide any interim advice* regarding how to deal with air pollution impacts:

- The severity of the in-combination air pollution impacts, especially with respect to whether there are any adverse effects and
- The mitigation measures which will be applied to reduce or remove any impacts to enable a conclusion of no adverse effects to be reached (where adverse effects have been identified)

In the absence of this information they are unable to identify additional mitigation measures which could be applied to proposals for residential and employment development.

4. Neighbourhood Planning

Moreton, Bobbingworth and the Lavers Neighbourhood Plan is the most advanced in terms of its stage in preparation. The Plan was examined in 2016 but the independent examiner concluded that Plan did not meet all of the Basic Conditions, meaning that it could not proceed to referendum and the Council making the plan. The Parish is currently preparing to finalise and submit a revised Plan.

The Chigwell Neighbourhood Plan has been submitted to the Council and Regulation 16 publication has taken place. Preparations are now being made for the examination of the plan against the Basic Conditions. Subject to the outcome of the examination, the Plan would then proceed to a local referendum. If the referendum result is positive the Council will then need to determine whether the Plan meets the basic conditions and determine whether to make the plan.

Epping Neighbourhood Plan is currently out to consultation (Regulation 14) until 31 July 2018 and a questionnaire has been circulated with a deadline of 8 July 2018 to help with the formation of the North Weald Bassett Neighbourhood Plan.

All other neighbourhood plans in progress including those for Buckhurst Hill, Epping Upland, Loughton Town, Ongar, Theydon Bois and Waltham Abbey, are in their early stages of preparation.

5. Harlow and Gilston Garden Town

The Project Director for the Garden Town has worked with officers from the three districts and two counties to develop the work streams required to take the Project forward. There are 12 work streams underway which are being reported regularly to the Garden Town Board which meets regularly. The Council's representatives on the Board are currently Cllr Whitbread, Bedford and Philip.

Work is well advanced on the preparation of a spatial vision and design charter and proposals for the implementation of sustainable transport corridors for the Garden Town which will be subject to community engagement prior to finalisation. Public Exhibitions are took place at the Council's Civic Offices during w/c 3 and 10 July 2018 with a staffed session on 5 July 2018. The studies are due to be agreed by the Garden Town Member Board in September with reports back to the three local planning authorities to endorse them as material planning considerations in the determination of planning applications.

6. Development Management

Building Control

Building Control's income from April-June 2018 is £122,913 (budget £144,417) and comprises of nearly 25% of the overall budget set at £500,000 for 2018/19.

Given the level of business Building Control is currently achieving it is likely they will be able to meet the required increased budget targets of £49,000 per month for July to September 2018. This is encouraging news as it indicates that Building Control is able to match last years improved income figures.

Development Control

Development Control's Income from April-June 2018 is significantly over budget at £506,946 (budget £249,360) and comprises of 47% of the overall budget set at £1,080,000 for 2018/19.

The main reason for this large increase in Planning Income is mainly due to the submission of a number of high fee 'Major' applications for development at Tesco's site at Waltham Abbey, North Weald Golf Course in North Weald and Land at Dowding Way in Waltham Abbey. Also, in addition the planning fees increase in January 2018 has also had a positive impact on Planning Fee Income.

The budget targets for Planning have risen each year to the increased current budget of £1,080,000 for 2018/19 and whilst in the past increases in income are difficult to exceed in following years, it looks likely that this will be achieved this financial year.

Whilst DC income has been rising steadily each year it is worth noting that in 2015 Development Control's Planning Fee income was £595,000 and that the workload across Planning has increased accordingly, resulting in the need to bring in short-term additional planning officers.

Finally, as stated in section 3 above, the impact of growth on the Special Area of Conservation (SAC) means that at the current time, the Council cannot grant planning permission on any planning applications resulting in additional residential development which are within 6.2km of Epping Forest SAC until such a time that an appropriate financial contribution to mitigate against this adverse impact has been determined and agreed. It also cannot grant planning permission for proposals that result in additional residential and/or employment development within the entire District because of its likely air pollution impact on Epping Forest SAC, unless an Air Quality Assessment has been submitted providing full justification that the development will not result in any increase in air pollution or that the impacts from air pollution would be adequately mitigated. All submitted information would need to be agreed by Natural England prior to determining an application.

Applications can still be reported to planning committees, but it will not be possible to finalise the legal agreement or issue a decision notice until the mitigation strategy and the financial contributions required have been agreed. However, it has caused some delay, which resulted in the cancellation of July's Area Plans East and West sub-committees and concern among applicants on the progress of their planning applications, but they have been advised and details are on our website.

Report to the Council

Committee: Cabinet

Date: 31 July 2018

Subject: Safer, Greener & Transport

Portfolio Holder: Councillor S. Kane

Recommending:

That the report of the Safer, Greener & Transport Portfolio Holder be noted.

Countrycare

Since the last report Countrycare has worked on 10 different sites with its volunteers.

There were a few more visits to Bobbingworth LNR than usual as we have created a bee bank in the shape of a grass-snake. The bee bank is made of gravel and will heat up in the sun to attract 'basking' invertebrates such as dragonflies, butterflies and shield beetles.

Work has started on the St John's/Tower Road site that we are sharing the maintenance of with Grounds. Our area will be managed as a wildflower meadow. Two days so far have been spent cutting, raking and weeding this area.

In Linder's Field LNR we built a 'habitat tower' which has a hibernaculum in the basement for slowworms, a ground floor with two hedgehog apartments and a first and second floor for bug accommodation.

We have held many children's events. An Easter Scavenger Hunt (16 kids), A Hedgehog Day (12 kids), Pond Dipping at the Burial Park (10 kids), bug hunting with the North Weald Beavers (14 kids), and bug hunting with Ongar Rainbows (14 kids).

Countrycare has worked with two schools. We spent a day in Chigwell Row Wood with 24 pupils from Chigwell School looking to gain knowledge and experience of ancient tree and woodland management. We also participated in some workshops with St John's Primary School Epping (led by Yan Tan Tethera, storyteller) who were learning about nature, creating wildlife habitats, participating in faerie tale stories and naming the wild area on the site.

A guided walk took place in Upshire which was attended by 30 people.

Countrycare has given two presentations about Nature Reserves in the local area. One to the Loughton Guides and the other to the Lindsey Ladies. These reached a total of 50 people.

The Tree Warden Scheme has been going well and we have jointly produced a leaflet explaining the health benefits of trees and recommending 'tree bathing' or Shimrin Yoku. The leaflet is being displayed in doctors' surgeries, hospitals, libraries, health food shops, and is on the Countrycare website and that of the Tree Council. The Tree Council is using our leaflet as a case-study of what can be achieved by a Tree Warden group.

A day was also set up to learn about CAVAT, a method of putting a monetary value on trees. This was attended by 25 Tree Wardens and consisted of an indoor presentation and an outdoor practical session putting it into practice.

Two members of staff attended the annual Tree Warden Conference where the way forward for Tree Wardens was discussed and where there was the opportunity to swap experiences and ideas with other Tree Warden Coordinators.

Two members of staff took an exhibition stall to the Epping Town Show and networked with various local groups about possible joint events in the future.

Survey work has been continuing with reptiles at Willingale Road Community Orchard, where there is a medium population of slowworms, butterfly surveys at Church Lane and Bobbingworth LNRs and floral surveys of our Special Roadside Verges. This data contributes to national records for research into changes in the environment.

In our spare time we recruited for a two-year Countryside Assistant post (to free up resource for the Local Plan) and a permanent Countryside Assistant to replace a retiring member of staff. The temporary post has been filled and is settling in well.

Parking

Visitor and Staff Travel Plan:

As part of the Transformation Programme work has commenced on Travel Plan. First phase of this project consists of gathering data about current travel habits. An all staff consultation has been carried out to ascertain current travel to work arrangements. This information will enable us to develop the second stage which will consist of options for future arrangements. We will be looking at sustainable modes of transport as well as flexible and agile working to allow staff and customers to access our services differently. This will enable us to achieve the maximum benefit of Transformation.

Loughton Broadway Parking Review:

Following a meeting with local Members the proposals for parking restrictions for phase 2 of the Parking Review have been finalised. Officers of *North Essex Parking Partnership (NEPP)* are now finalising the formal Traffic Order for advertising locally. It is a legislative requirement that any objection has to be individually assessed and responded to. I shall update Members once all responses have been received and assessed by NEPP.

North Essex Parking Partnership (NEPP):

At the most recent meeting of The North Essex parking Partnership on 21 June 2018 it was agreed to set aside £50,000 for implementation of 3PR School Parking Initiative across the Partnership. This is a great initiative and with minimal costs road safety around schools can be improved.

At a previous Council I reported that some of the parking restriction scheme requests on our list date back many years and it is not always clear that sufficient local support exists. I am arranging meetings with Members to review schemes in their Ward with a view to remove any that are no longer required, due to changed circumstances, I shall continue these meetings to ensure our list is up to date.

At the next meeting of NEPP in October we will have the yearly opportunity to nominate our six schemes. Officers are collating the scheme list for our District and once we have all the

schemes ranked in the order of NEPP score, as per previous practice, I shall consult with the Members in whose Ward are the highest scoring schemes.

On the 8th July 2018 the following schemes became and live and are now enforceable, Milton Street Waltham Abbey, Stonards Hill, Epping, Cleall Avenue, Waltham Abbey, Oakwood Hill, Loughton, Algers Road, Loughton and High Road Buckhurst Hill.

Park Mark Safer Parking Scheme:

On the 11th/12th April a member of the parking team accompanied the Park Mark Safety Officer as our Park Mark Award was up for renewal for all our car parks across the Epping Forest District.

The Park Mark Safer Parking Scheme is a Police Crime Prevention Initiative and is aimed at reducing crime and the fear of crime in parking facilities. This award is awarded to parking facilities that have met the requirements of a risk assessment conducted by the police. We are delighted to announce that we have secured the Park Mark Award for a further 2 years and it was also noted that the assessor said that these car parks were some of the cleanest he had visited.

The DVLA have carried out our first audit since we took back the off street parking enforcement in March 2018 and we achieved a green light.

On May 6th 2018 Ongar Town Forum hosted a very successful Petanque Day which took place in The Pleasance Car Park which they had the use for the day. The car park was swept and cleared and ready for use again on the Monday morning. The event was so well received that they have already asked for permission for next year.

On Friday the 18th of May Essex County Council and Essex Police were working in the Epping Forest district to target road traffic offences such as mobile phone use, not wearing seat belts and no insurance.

We gave them permission to use our car park in Ongar, next to the library to pull these vehicles into. This is an example of a highly visible community safety event which has in the past taken drug dealers and burglars off of the streets while tackling local road safety matters.

To compliment this they also had the fire service and road safety staff engaging the public outside of Greggs in Epping and children from a local school speaking to drivers that are speeding outside of their school.

The results of op Nash are as follows

- 95 x No Seatbelts
- 33 x using Mobile Phone
- 5 x Careless Driving/Riding
- 2 x No insurance
- 2 x DOWL
- 3 x Section 165's
- 19 x Excess Speed (SL)
- 3 x Other Offences

A total of 13 people were stopped on School Speed Watch, with the highest recorded speed being 55mph in a 30 limit.

Car Park Tariff Review:

It is time to review parking tariff in our car parks. We have to strike a balance between the needs of short and long stay visitors, shoppers, workers and businesses. Due to the high demands in our car parks, especially those near the Central Line stations, we have to be innovative and avoid a blanket approach. I am hoping to bring a report to the 6 September Cabinet which will set out the revised parking charges.

Community Safety

Update on the new Community Safety Hub:

The introduction of the three dedicated Police Officers within the Community Safety Team is already proving to be very successful, with the team making several arrests for theft and an arrest for a drink driving offence. There has also been an evident reduction in the number of burglaries across the district, which could also be contributed to the visibility of the officers in key locations where crime has been high. A quarterly and more detailed report on these successes will be presented through Overview and Scrutiny.

The Community Safety team office has been completely refurbished in line with the Council's wider accommodation review and agile working requirements, and has recently passed a joint health and safety inspection on behalf of police federated ranks and Unison representing police support staff. This office conversion is a pilot for transformation and a range of learning from this will be implemented as the wider council accommodation review is rolled out.

I am pleased to report that Police IT systems are also running smoothly and the office is certainly operating as an integrated, multi-agency Community Safety Hub, with an effective tasking process to ensure work allocated meets the Police and Crime plan and Community Safety Partnership Plan priorities.

Although the team will be tasked according to key priorities in the district, exceptions to core tasking have already included support to council officers where there have been threats or intimidation to staff, in order to prevent a breach of the peace. Service areas across the council can submit an online tasking request for support from the officers, which is considered by the hub.

I was very pleased to have the honour of providing the opening address for the official launch of the Community Safety Hub on 20th July, which included the unveiling of a plaque by Dame Eleanor Laing and speeches from Roger Hirst, Essex Police, Fire and Crime Commissioner, and Andy Prophet, Assistant Chief Constable of Essex police. The new hub is seen as best practice in Essex in terms of the collaborative approach to tackling crime and disorder.

Anti-social Behaviour and Safeguarding:

The taking over and controlling of vulnerable people's homes by cuckooing, continues to be a real problem in the district and it is carried out by ruthless, cold and calculating criminals who generally prey on the elderly and people with mental health problems. A cuckooed premises almost always results in an increase in volume crime locally, in an order to feed the need for illegal drugs. This is putting pressure on council front line services, especially Community Safety and Housing, in dealing with these cases, which require evidence to be obtained, extensive enquiries to be made and the best course of intervention and assistance to adopt for the victims. Inevitably, the most effective intervention is premises closure to restrict unwanted visitors to the property.

Our ASB officers have successfully obtained another Closure Order on one of our properties in Barrington Close, Loughton in order to protect the vulnerable resident from attempts at exploitation and cuckooing. Our dedicated police team are carrying out regular checks to ensure the order is being complied with and will be in a position to arrest persons breaching the order, without reasonable excuse. This dedicated enforcement aspect is a significant benefit in policing the order, making it far more effective in reducing crime and ASB levels affecting residents in the locality. (Once a Closure Order is granted it lasts 3 months and gives Housing the grounds for absolute possession of the property should this be considered the most appropriate action. This is a decision which is not taken lightly and is considered at our regular multi-agency ASB Local Action Group meeting).

ASB officers have also been working with Housing and Safeguarding on a case in Loughton, where a female tenant has been causing significant levels of ASB. A decision had been made to commence possession proceedings for the property. However, during investigations it was established the tenant was suffering from serious mental health problems and was self-harming. This culminated when one of our ASB officers, concerned for the tenants' safety, visited her, only to find she was ready to commit suicide. Arrangements were made for the tenants' mother to take her to hospital where she received treatment. She is also now receiving professional support and has improved and possession proceedings have been suspended, and the tenant is working with her support workers. This was a timely intervention that may otherwise have had tragic circumstances.

This page is intentionally left blank

Report to the Council

Committee: Cabinet

Date: 31 July 2018

Subject: Technology and Support Services

Portfolio Holder: Councillor A. Lion

Recommending:

That the report of the Support Services and Technology Portfolio Holder be noted

Support Services

The Council has recently appointed to one of the two Strategic Director roles and Georgina Blakemore is due to start on 17 September. Work is continuing with Solace in Business to appoint to the other role. Internal applications have been requested for the new Service Director roles with interviews scheduled for week commencing 3 August. Posts not filled by internal candidates will be advertised externally.

The new Service Directors will work with the People Team and Transformation to develop the structures for their service areas. In the first instance, teams will be shifted into their respective areas. Process mapping, customer journeys and interfaces with the Customer and Business Support Teams will be considered before any proposals for the new structures are put forward. In line with our normal practices, staff and the trade unions will be consulted.

Those staff whose annual leave starts in April, are now able to use iTrent the electronic booking system to manage and record their annual leave. Remaining employees whose leave year starts in October will be able to use the new facility from from 1 October 2018.

A pilot is currently running for direct input of absence recording into iTrent by managers. If all goes well the process will be rolled out to all managers over the summer.

The recruitment module will begin to be built over summer in conjunction with Colchester. Training for staff developing the learning and development module is scheduled for October and November with development of the module starting shortly thereafter. Go live dates for the modules are yet to be determined, but the learning and development module is likely to be April 2019 and it is planned that as soon as the recruitment module is developed and managers are trained this will go live.

A further iTrent drop in session for new Members will take place before Council on the 31 July in Committee Room 1.

There was a good response to the staff skills audit of 62%. As reported last time this will help target management development and ICT skills training for the organisation.

Members will be aware that for a number of years we have run a successful Apprenticeship Programme with the aim of developing local young people for careers at the Council. As part of their development, all apprentices support council colleagues in Communities, Health & Wellbeing through our Crucial Crew event. Our apprentices have helped develop a drug awareness session which they presented. This cohort will move to their next placements

from September and they are also assisting with testing our new website and with the launch of our new Community Safety Hub.

A current apprentice has been successful in achieving their Maths GCSE and two apprentices from the previous cohort have passed their Level 3 qualifications, in Customer Service and the other in Business Administration, both have substantive roles with us. The Council is looking to fund Level 4 management qualifications for both of them through the Apprenticeship Levy.

For the third year we have been able to fund an intern role under the Change100 Programme run by Leonard Cheshire Disability. The role is a paid summer work placement lasting approximately 100 days, including mentoring, for disabled students and recent graduates.

A new Recruitment Strategy has been developed to support the hiring of the right people, with the right behaviours, at the right time, in the right place, with the right skills. This is being considered by officers and will be presented to Cabinet colleagues in the near future.

Facilities

The team is currently rewiring and refurbishing Homefield House to provide a new training room, meeting spaces and “touch down” office accommodation. The Housing Works Unit are providing much of the contractor resources by supplying plasterers, carpenters and decorators to assist.

The refurbishment of the Community Safety offices was completed at the start of June, all to the new corporate accommodation standards, with Facilities Management (FM) providing electrical and data points, carpets, decorative finishes, welfare facilities and logistical support for removals.

Design work has also begun to provide accommodation at Townmead depot for the Nursery Team who are due to relocate there soon. Existing buildings are to be reused and renovated to accommodate the nursery’s requirements and FM will be planning and implementing the required construction works over the next couple of months.

The refurbishment of nine passenger lifts at the Limes Farm Estate is currently underway and progressing well. The first lift, which is in Red Block B, has been completed and the whole project is due to finish in April 2019.

Works to renew the boiler room at Hemnall House has also just commenced and this will greatly improve the provision of heating and hot water for residents.

The tender has now been issued for the re-roofing of the Museum in Waltham Abbey along with external redecoration works and repairs to chimney stacks. Works are programmed to commence in August.

The replacement of dilapidated single glazed timber windows, doors and roof lights with new thermally efficient double glazed aluminum units at North Weald Airfield Gatehouse is due to commence later this month.

Although a lot of planned maintenance works are on hold at the Civic Offices because of the Accommodation Review, some essential Health and Safety works are and will be taking place. An order has been issued for the replacement of life expired fire alarm speakers throughout parts of the complex and smoke detection is being installed in some areas of the main building where there currently is none. Life expired electrical breakers and fuses in

some electrical risers are also being replaced in order to keep essential installations operational.

The FM electrical team have also been working closely with officers from the Neighbourhoods Directorate on the feasibility of installing electric vehicle charging points in the public car park at the Civic Offices.

Technology

From April until September the Helpdesk will be piloting an extension of its opening hours, between 8am-6pm. Monitoring will be carried out for the duration of the pilot.

In September a Customer Survey will be carried out, giving all ICT users an opportunity to provide feedback on the service they currently receive. This will provide a benchmarking platform to work from on making improvements to the current service and opportunity to look at alternative ideas for flexible/mobile working and the tools needed to operate a smarter working environment. Results of the survey will follow in due course.

Communities Safety Hub have piloted the new flexible working arrangements under the Accommodation Review and partnership working with Essex Police, with the three new Police Officers working from and being based at the Civic Offices. ICT infrastructure has been designed with a minimal look on the new white desks and grey partitions allow hot desking for the Safer Communities Team and the Essex Police Officers. Specific furniture has been purchased from the Orange Box design to safely store Police uniform/equipment, plus lockers for the staff to put their equipment away when leaving the office. The minimal look is very affective making hot desking easy to manage and the video conferencing booth allowing staff to have a joint discussion even when they are not on site, providing good agile working for all colleagues. The ICT element (including new hardware) was delivered on time, and included laptops, conferencing screens, conference webcams and desktop hardware as well the core infrastructure. An opening day for Members will be on the 3 August, with dignitaries from Essex Police and Dame Eleanor Laing MP in attendance.

The first 10 laptops from the main batch of 400 have been deployed to staff across the Council to meet immediate needs ahead of the full rollout which commences in Communities in July. A detailed rollout plan has been developed, and staff are being training on their new devices as they have issued them to make sure they are able to make use of the capabilities of the new hardware. A separate rollout will issue staff members who have identified an immediate need for mobile/home working. The new laptops have all been issued with Office 2016 installed, upgrading from our previous standard of Office 2010.

Implementation of Office 365 has begun, starting with a pilot in ICT covering a range of aspects, and in the broader Council with Safer Communities piloting Skype for Business ahead of a corporate rollout in the Autumn. Future pilots will cover the replacement of the Intranet and our file storage. As part of the training programme ICT are working with external providers to deliver a full online training and support package called eLearning o365, for Office 365 to allow staff to develop their skills and make full use of the extensive capabilities of Office 365.

The new corporate Gazetteer system is now live, and our address management and street naming and numbering processes have been migrated into this new system, radically streamlining our processes and improving the service we offer both internally and externally. We are now starting work on integrating more systems to the Gazetteer, which will improve corporate address management, which may lead to additional income if properties are identified which are not in systems, such as Council Tax.

The Engineering, Drainage and Water Team now have a number of staff testing mobile working solutions using the Environmental Systems Research Institute (ESRI), mapping products, and Housing Repairs are also testing mobile working solutions using our Firmstep form products. Mobile working solutions already being used by Waste Management are also being redesigned and updated to support new functionality offering smarter and more efficient ways of working. One of these solutions is their street cleansing KPI, which they are able to collect using mobile technologies and is calculated by an automatic report based on the data supplied, saving hours of officer time collating manual information.

Owing to delays externally with the mobile working solution for Building Control and Development Management, we have reprioritised and focused work on the mobile working system for Food Hygiene which has now been installed and is undergoing acceptance testing.

The ICT Networking Team is liaising closely with the Head of Customer Service, Council Tax and Benefits to configure the telephony system to provide telephone call surveying ability. Management of the Council's main incoming lines is being transferred to a system called 'Myriad' in the Cloud, so that out-of-hours telephone call routing is independent of the Shoretel system and gives more options in the case of a catastrophic failure of telephone lines coming into the Civic Offices or the Shoretel System.

The Firmstep, Customer Relationship Management (CRM) system is now live and the Electronic Forms section are working on migrating and enhancing numerous workflows and processes into the CRM system with as much automatic integration as possible.

They have also been working on a number of The General Data Protection Regulations (GDPR) workflows to manage requests under this new legislation, and are working with the Contingency Planning and Council Safety officer and Community Safety in developing processes and solutions to manage the Councils Accompanied Attendance/Cautionary Contact database.

Superfast Broadband High Speed Internet

A successful symposium to discuss the development of the Digital Innovation Strategy for the West Essex and Eastern Hertfordshire Digital Innovation Zone (DIZ) was held on 15 June at Harlow College. The symposium examined the opportunities for the DIZ that consultants Arup Consulting have identified as part of its strategy development. It also broke down into a number of workshops where the delegates examined in detail subjects such as how to digitally future-proof our local economic prosperity, how to ensure digital inclusion and participation, and how to ensure digital technology and approaches are built in to new developments and communities from the beginning. Arup will now take away the feedback from the workshops and main symposium and use this insight in developing the draft Digital Innovation Strategy. It is hoped to launch the strategy at a major event in September.

A team lead by the Council on behalf of the DIZ Board and in conjunction with Princess Alexandra Hospital, West Essex CCG and Essex Partnership University Trust has previously been successful in gaining a place on the LGA / The Design Council programme 'Design in the Public Sector' and have been examining options to use digital approaches to reduce A&E attendance amongst Over-75s. That programme has concluded but the work continues and the team is currently prototyping laptop technology for ambulance crews to improve the flow of patient information. The LGA have approached the Council to feature the project in 'first' magazine and the article should be published in late July.

The DIZ Board was represented at the recent London Stansted Cambridge Consortium 2018 Conference and the Team led a lunch-time pop-up session to discuss the formation of the

DIZ, its aspirations and the wider picture for the Smart Place agenda beyond the usual city locations.

The Rural Challenge Project to deliver ultrafast broadband was completed in early July. The project has seen in excess of 4,300 properties connected up to the fibre broadband network installed by Gigaclear and more than 235km of physical infrastructure installed in the ground across the district. This network can deliver world class speeds to the areas served and attention will now focus on encouraging take-up of the service.

Following agreement by Cabinet to contribute a further £350,000 of the Council funding towards further broadband infrastructure, the contract for the rollout of fibre broadband to a further 2,188 properties has been signed by Superfast Essex and the installation of these connections will bring the district's level of superfast broadband coverage up to 99.67% by December 2019. This will leave just 207 properties without superfast broadband in the district, however, the team is actively exploring options to bring coverage to these few remaining properties.

Legal / Corporate Fraud Team

GDPR forms part of the data protection regime in the UK, together with the new Data Protection Act 2018 (DPA 2018). The main provisions came into effect in May this year. The regulations require that all contracts comply with the regulations. This has meant that all of the Council's existing contracts need to be updated to include new GDPR provisions.

On 28 June 2018 the Council obtained a Closure Order (the "Order") for three months duration on premises in Loughton (the "Premises") in order to prevent the exploitation of a vulnerable older man in his 70s who suffered from dementia (the "Occupant") by a group of around 10 or so known drug addicts in their 30s (the "Visitors"). It was difficult to obtain the Order as there was a lack evidence of severe Anti-Social Behaviour (ASB) in the form of loud music, shouting or swearing. However, our ASB investigator was able to obtain evidence showing the required "serious nuisance" to a member of the public/the Occupant in the form of notes discovered on the Premises showing the Visitors were borrowing money from the Occupant and also Housing Officer witness statements which showed on two occasions where the Occupant was locked out of the Property only for the Housing Officer to let the Occupant back in and find one of the Visitors in the Property. The Council also collected evidence that the Visitors were using drugs on the Premises. The hard work of Safer Communities and Housing in collecting evidence and the case management and advocacy skills of Legal came together to obtain an Order offering protection to the otherwise vulnerable and exploited Occupant.

There are usually a number of prosecution cases each month. There have been two notably successful cases this month. These have also been reported in the Members Bulletin on 6 July 2018:

- Breach of Planning Enforcement Notice Requirements of Mr. Levi Smith, joint owner of Moor Hall Lodge, Moor Hall Road, Matching, Essex.
- Prosecution of Mr. Raymond Sturgess for failing to comply with a Notice requiring the tidying up of former Royal Observer Corps Bunker Site Roding Valley Nature Reserve, Chigwell.

The joint working initiative with the Corporate Fraud Team and Brentwood Borough Council is continuing to work well with more positive outcomes being achieved. The first criminal prosecution brought as a result of the initiative is currently being prepared for proceedings.

The Corporate Fraud Team is continuing to make significant strides in combatting Social Housing Fraud and continues to work closely with colleagues in Housing. They recently have obtained the issue of two Notices to Quit as a result of fraud investigations into the Councils tenants.

Report to the Council

Committee: Cabinet

Date: 31 July 2018

Subject: The Financial Impact of the Inability to Sell Recycling Materials in the Chinese Market

Portfolio Holder: Councillor N Avey (Environment)

Recommending:

(1) That the making of a financial contribution to Biffa Municipal be noted in recognition of the investment made by Biffa which would improve the quality of output materials from their MRF ensuring all of the Council's recycling materials were reprocessed and recycled and nothing was sent to landfill;

(2) That a supplementary capital estimate in the sum of £200,000 for 2018/19 be approved for the one off capital payment; and

(3) That a supplementary revenue estimate in the sum of £50,000 for 2018/19 be recommended to the Council for approval for the first of the revenue payments.

1. At its meeting on 10 April 2018, the Cabinet considered a report setting out the difficulties arising from the Chinese Government's decision to ban the import of paper produced by Material Recycling Facilities (MRF) in the United Kingdom. It was agreed to seek external specialist advice, which has now been sought from WYG Environment Limited.

2. The decision of the Chinese Government to ban imports has resulted in excess paper in the reprocessing market, which in turn has led to a major drop in its resale value. As it is a buyers' market, there is an increased focus on quality. Biffa have made significant capital investment in improving their Edmonton MRF, approximately £4.6 million, where the recycling materials from the District are processed. Biffa have claimed that the capital and ongoing operational costs amount to £133,680 per annum attributable to the processing costs of the Council's recycle.

3. In addition, Biffa asked for £39,000 in relation to historical errors in the way Recycling Unit Index Rate (RIUR) was calculated. In total Biffa has requested the Council to meet the total costs for the remaining six years (of the first of the two ten year term) of the contract to a sum of £841,080. The Council could reject all Biffa requests for making a contribution towards these costs. However, there are two risks with this approach:

(i) Biffa may elect to cease processing materials and recycling materials could end up in landfill; and

(ii) this will put further significant financial pressure on the waste

management contract.

4. Specialist advice was obtained by the Council from WYG Environmental Limited, who have considered the options and provided market intelligence to enable Officers to recommend a settlement offer to Biffa. Although the capital investment will benefit the MRF for longer, it is not reasonable for the Council to pay for more than the first ten years of contract. Some of the costs are related to contamination found in the recycling materials, as inadvertently some non-recycling materials find their way into recycling, and in arriving at the settlement figure the Council has factored in contamination levels.

5. It is felt that, against the Biffa request of £841,080, a settlement of £500,000 split into a one off capital contribution of £200,000 and six yearly payments of £50,000 is a fair and reasonable commercial offer; particularly if it is linked to the mitigation of risks on the future market for commodity prices. This was agreed by the Cabinet at its meeting held on 14 June 2018.

6. In order to proceed with this settlement, the Council is requested to agree a supplementary capital estimate in the sum of £200,000 for 2018/19 to cover the proposed one off capital payment, and a supplementary revenue estimate in the sum of £50,000 for 2018/19 to cover the first of the proposed revenue payments. The Cabinet has already agreed to make growth bids for the remaining revenue payments in future years.

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

Report to Council

Date of meeting: 31 July 2018

Subject: Annual Overview and Scrutiny Report to Council

Committee: Overview and Scrutiny

Chairman: Councillor M Sartin



Recommendation:

That the work undertaken by the Overview and Scrutiny Committee, the Select Committees and the Task and Finish Panel during the past municipal year (2017/18) as detailed in the annual report be noted.

Report:

1. This report was produced in accordance with Article 6, Overview and Scrutiny Rule 37 of the Constitution that requires an annual report to be submitted to the Council at the start of each year.
2. This is the thirteenth annual report under the scrutiny regime instituted by the Council in April 2005, incorporating four Select Committees and a Transformation Programme Task and Finish Panel.

This page is intentionally left blank

Report to Council

Date of meeting: 31 July 2018

Subject: Overview and Scrutiny Report to Council

**Contact for further information: Councillor M Sartin
(Chairman, Overview and Scrutiny Committee)**

Committee Secretary: Adrian Hendry, ext.4246



Recommendations/Decisions Required:

That the Overview and Scrutiny progress report from April 2018 to the present be noted.

Report:

Overview and Scrutiny Committee Meeting – 17 April 2018

1. At our meeting on Tuesday 17th April, we welcomed Alan Whitehead from the East of England Ambulance Service NHS Trust. He was there to answer questions on the recent CQC report and the judgement that the quality of the service provided by the Trust needed improvement. Members had submitted some advanced questions that were sent to him beforehand to enable him to prepare answers for the meeting. He provided answers to each of the 13 questions he had received and then went on to answer our supplementary questions.

2. We then went on to consider what we would like to discuss with County Councillor Gooding who was due to attend our next meeting. We came up with some points that we would want covered and subsequently wrote to him giving him advance notice of the questions we wished to raise.

3. We then reviewed the report from the Youth Council requesting our agreement of £8,000 for their current projects including £3,000 for their 'MiLife' project. We agreed this and also agreed that they should make an annual presentation to our Committee.

4. We then considered various reports on the Transformation Programme updating us on their progress so far.

5. The Committee also considered a request to merge the Governance and Resources Select Committees in the new municipal year. However we decided to defer any decision on the possible merging of the select committees to a future date.

Overview and Scrutiny Committee Meeting – 4 June 2018

6. At our meeting on 4 June we were expecting to have County Councillor Gooding to speak on passenger transport issues. However he pulled out just a few days before the meeting but sent in written answers to the questions we had sent him earlier. We resolved to resubmit our invitation to Councillor Gooding for him to attend a future meeting so that we could ask some supplementary questions.

7. We then received a presentation on the West Essex and Eastern Hertfordshire Digital Innovation Zone highlighting the background, ambitions and work streams of the Digital Innovation Zone. We also received an update on the Superfast Essex broadband rollout programme.

8. We then went on to confirm the terms of reference and work programmes of the Select Committees for this new year and to appoint members, chairmen and vice-chairmen to the four Select Committees. We also agreed to start a review in the autumn of the current Select Committee framework to reflect the new senior management structure.

9. We approved our annual report for 2017/18 and this is in your agenda for tonight's Council meeting for information. We then went through the outturn report for the corporate plan key action plan for 2017/18 and reviewed the project closures and project dossiers for the Transformation Programme.

10. Looking at our own work programme we decided we would like to invite Epping Forest College, County Highways, County Mental Health Services, Citizens Advice Epping Forest District and officers from Stansted Airport to future meetings.

Report to the Audit and Governance Committee



**Epping Forest
District Council**

Report reference: AGC-004-2017/18

Date of meeting: 30 July 2018

Portfolio: Finance

Subject: Statutory Statement of Accounts 2017/18

Responsible Officer: Peter Maddock (01992 564602)

Democratic Services: Rebecca Perrin (01992 564532)

Recommendations/Decisions Required:

(1) That a report be submitted to the Council recommending that the Statutory Statement of Accounts for 2017/18 be adopted.

Executive Summary:

One of the key roles of this Committee is scrutinising the annual Statutory Statement of Accounts. All Members of the Council will have the opportunity to debate the Accounts at Full Council and part of that debate will be to consider the recommendation of this Committee.

It is anticipated that the audit will be completed and that the Statutory Statement of Accounts will be presented to Council on 31 July. There is a separate report elsewhere on the agenda that sets out the key findings of the audit.

There has been no significant changes to presentation of the annual Statutory Statement of Accounts for 2017/18 but the completion timetable has changed such that this meeting rather than the September meeting will need to consider the accounts. The timetable is for the accounts to be completed by 31st May each year previously this was 30th June and for the audit to be complete by 31st July previously 30th September.

To assist Members with their consideration of the Accounts a report follows together with the Accounts themselves.

Reasons for Proposed Decision:

It is important that this Committee scrutinises the annual Statutory Statement of Accounts so that residents and other Members can have confidence in the Accounts.

Officers have exercised their professional judgement and liaised closely with external experts and the External Auditor to produce the Statutory Statement of Accounts. If Members are satisfied with the content of this report and the verbal responses to any questions raised, they are requested to recommend the Statutory Statement of Accounts for adoption by Full Council on 31st July.

Other Options for Action:

The Committee could decide that the accounts should be amended or expanded prior to them being presented to Full Council.

Report:

1. The Accounts and Audit Regulations require Full Council or an Executive Committee to adopt the Council's Statement of Accounts before the end of July. The Council's constitution reserves the adoption of the Accounts to Full Council only. However, prior to Council considering the accounts it is important that they have been subject to Member scrutiny. This Committee has scrutinised the Statement of Accounts for several years.

2. The consideration of the Statement of Accounts is contained in the Terms of Reference of this Committee, the relevant parts being:

“(p) To review the annual statement of accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.”

3. This review is performed through a consideration of key aspects of the accounts including:

- (i) critical accounting policies and practices, and any changes to them;
- (ii) decisions requiring a major element of judgement;
- (iii) the extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed;
- (iv) significant adjustments resulting from the audit; and
- (v) any material weakness in internal control reported by the Internal or External Auditor.

Critical Accounting Policies and Practices, and Any Changes to Them

4. There have been no significant changes in accounting policies and practices during the year. The accounting policies are set out on pages 23 to 30 of the Accounts.

Decisions Requiring a Major Element of Judgement

5. In preparing a set of accounts at a point in time it is inevitable that some of the information required will not yet be available. If an actual amount is uncertain an estimate is used. The estimate will be based on the assessment of information available at the time the accounts are closed. When the actual figures are determined any difference is usually accounted for in the following year. If the estimate was wrong by a material amount it would be necessary to consider re-stating the figures, this is extremely rare.

6. Two of the notes required by International Financial Reporting Standards are relevant here, Note 3 “Critical judgements in applying accounting policies” and Note 4 “Assumptions made about the future and other major sources of estimation uncertainty”. The key critical judgement highlighted in Note 3 is that the Council does not currently need to close facilities or significantly reduce levels of service provision. If this were not the case it would be necessary to consider any assets that would be affected and any consequent impairment of their values.

7. The main area included under Note 4, relates to the Council's pension liability. The substantial annual fluctuations in the pension liability make clear the element of judgement exercised by the actuary in establishing the pension figures. The largest creditor on the Balance Sheet is the Council's liability to the pension fund. The Balance Sheet shows that the pension liability for the Council has decreased in the year from £81.121 million to £74.860 million. This is due to the £3.072 million increase in the value of the projected liabilities being

lower than the £9.333 million increase in scheme assets.

8. The key to calculating the value of the projected liabilities is the discount rate, and as this falls the size of the liability increases. The decrease in the discount rate from 2.7% to 2.55% reflects the decrease in yields in the corporate bond market, which actuaries are required to base discount rates on.

9. The figures shown in the table below illustrate how the overall deficit has changed over time. Further fluctuations are likely in subsequent years as it becomes clear how members of the pension scheme are responding to the change from a final salary scheme to a career average based scheme.

	2017/18 £'m	2016/17 £'m	2015/16 £'m	2014/15 £'m	2013/14 £'m
Liabilities	(223.1)	(220.0)	(183.6)	(185.0)	(159.5)
Assets	148.2	138.9	116.7	115.1	101.7
Deficit	(74.9)	(81.1)	(66.9)	(69.9)	(57.8)

10. The inclusion of this amount in the Balance Sheet shows the extent of the authority's liability if the pension fund was to close on 31 March 2018. It does not mean that this full liability will have to be paid over to the pension fund in the near future.

11. There are two other areas in the Statement of Accounts to bring to Member's attention as having required a major element of judgement. The first of these is asset valuations, Property, Plant and Equipment (PPE), dominates the Balance Sheet with a value of nearly £753 million and Investment Properties are the next largest asset with a value of £114 million. Assets are revalued periodically to ensure their valuations are correct and up to date.

12. This year has seen an increase on revaluation of more than £21 million on PPE, of which more than £18 million relates to Council Dwellings and Garages. As in previous years, the valuation of the Council's Dwellings and Garages was undertaken by the District Valuer. Investment Properties were revalued by external valuers and this resulted in an increase of £4 million in the value of industrial estates and £42m in the value of commercial properties. The latter now includes the shopping park which in the prior year was classified as an asset under construction and part of PPE. The auditors have carefully considered all of the revaluations and are satisfied that the asset values are not materially misstated.

13. The other area is the provision for business rate appeals. Historically the values for non-domestic property have been updated every five years. If an occupier is unhappy with the valuation set by the Valuation Office Agency (VOA) they can appeal. Throughout the recession the number of appeals increased and the VOA was unable to keep up with the workload and process the appeals on a timely basis. This meant that when local retention came in there were a very large number of appeals outstanding, most of which related to the 2010 list but some went back to the 2005 list. Even though the appeals arose before the start of the new system, and central government had received the income from the bills being challenged, the liability for settling the outstanding appeals was given to local authorities.

14. The Collection Fund includes a Provision for Appeals of £3.4 million, which is similar to 2016/17. This provision was calculated with the help of an external firm of rating experts who analysed each outstanding appeal up to the end of March 2017 and gave a projected value for settlement. The Valuation Office Agency has made some progress during the year in settling these appeals but we still have around a hundred outstanding. To date the appeals that have been settled are similar in total to the provisions that were held against them and it appears the provision is not materially misstated. Although it is important to include a note of caution here as there are still appeals outstanding on some of the largest non-domestic premises in the District, including one with a rateable value of £5.83 million. From April 2017 the new rating list came into force and a new system of dealing with appeals was also introduced. To date no appeals relating to this list have been settled so there is no real information to base the provision relating to 2017/18 on. A best estimate using past trends

and information from central government has been used to assess the amount for this portion of the appeals provision.

15. Where it has been necessary to exercise judgement in the interpretation of the Code of Practice advice has been sought from CIPFA and staff have liaised closely with both the External Audit Manager and other Essex authorities.

The Extent to which the Financial Statements are Affected by any Unusual Transactions in the Year and how they are Disclosed

16. The financial statements for 2017/18 show the St Johns Site as an asset held for sale valued at £6.139 million. It was originally classified under Current Assets as completion of the sale was expected in February 2019. However it now looks likely to occur during 2019/20 and has therefore been reclassified as a Non-Current Asset. There have been no extraordinary items and no prior year adjustments.

Significant Adjustments Resulting from the Audit

17. There have been two significant adjustments required since the draft accounts were issued:-

- (a) The pensions information had to be restated as it was discovered that there was a significant difference in the overall estimated value of the fund (£6,630 million) compared to what actually transpired (£6,519 million). This meant the liability relating to this council recorded in the accounts increased from £72.001 million to £74.860 million.
- (b) Before the Shopping Park was reclassified as an investment property there was an increase in valuation which was added to the Revaluation Reserve. On reclassification this revalued amount should have been moved to the Capital Adjustment Account but the asset management system did not flag this entry and unfortunately this was not spotted until after 31st May. This has no affect on the Council's Comprehensive Income and Expenditure or Balance Sheet totals.

There were a couple of other more minor adjustments and reclassifications which is usually the case.

Any Material Weakness in Internal Control Reported by the Internal or External Auditor

18. Neither the Internal nor External Auditor has reported any material weakness in internal controls. If any arise before the conclusion of the audit they will be reported to this Committee.

Resource Implications:

The Accounts set out the resource implications of the Authorities activities for 2017/18. The recommendation of the Accounts to Full Council does not in itself have any resource implications.

Legal and Governance Implications:

Full Council must approve the Accounts before the end of September and as part of the overall governance framework the Accounts should be subject to Member scrutiny prior to their approval.

Safer, Cleaner and Greener Implications:

There are no environmental implications.

Consultation Undertaken:

None.

Background Papers:

Reports on the revenue and capital outturns to the Finance & Performance Management Cabinet Committee on 21 June 2018.

Impact Assessments:

There are no equalities or risk management impacts.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

This is a factual report detailing the Council's income and expenditure for 2017/18 and the overall financial position at the end of 2017/18. It does not involve the discussion of any matters of policy or the allocation of any resources. Therefore no groups of people are affected by this report and no discrimination will arise as a result of the report.

This page is intentionally left blank

Report to the Council

Date: 31 July 2018

Subject: Audit and Governance Committee 2018/19 – Membership

RECOMMENDING:

That an appropriate appointment be made to membership of the Audit and Governance Committee for the remainder of the 2018/19 municipal year, in place of Councillor A. Patel.

1. The Council's Constitution (Article 11, Paragraph 8 (Eligibility for Membership - Councillor Members)), provides that councillors appointed to the Audit and Governance Committee may not also be members of any select committee appointed by the Overview and Scrutiny Committee with responsibility for reviewing the Council's finances or financial procedures. For the purposes of the Council's current Overview and Scrutiny framework, this provision relates directly to the Resources Select Committee.
2. Councillor A. Patel was appointed to membership of the Audit and Governance Committee for 2018/19 at the annual meeting of the Council on 24 May 2018.
3. Membership of the select committees is appointed by the Overview and Scrutiny Committee at the first meeting in each year, as such appointments are reserved to the Committee and not made by the Council at its annual meeting. Councillor Patel was also appointed to membership of the Resources Select Committee by the Overview and Scrutiny Committee at its meeting on 4 June 2018. Unfortunately, the Article 11 provision of the Constitution was not appreciated at the time that Councillor Patel's appointment to the Resources Select Committee was made by the Overview and Scrutiny Committee.
4. Councillor Patel has indicated that he wishes to remain a member (and Chairman) of the Resources Select Committee for 2018/19 and has resigned from membership of the Audit and Governance Committee. It is therefore necessary for a new appointment to be made to the Committee for the remainder of the municipal year, on the nomination of the Conservative Group.

This page is intentionally left blank

Report to the Council

Report of: Constitution Working Group
(Councillor M. McEwen)

Date: 30 July 2018

Subject: Planning Process Review – Delegation

Recommending:

(1) That the words “Director of Governance” in paragraph (3) of the Working Groups Terms of Reference be replaced with the words “Monitoring Officer” as set out in Appendix 1 to this report.

(2) That the revised planning delegation (currently numbered CLD 2 in the scheme of delegation from the Council) as set out at Appendix 2 to this report be approved;

(3) That Article 10 of the Constitution (District Development Management Committee and Area Plans Sub-committees) be amended as follows (and as set out in Appendix 3 to this report):

(i) within the section on the Terms of Reference of the District Development Management Committee, the deletion of the following words in paragraph (f) of that subsection, “(and/or a spouse or partner thereof)” and the insertion of the words “(and/or their relevant person as defined in the Council’s Code of Conduct)” i;

(ii) within the section on the Terms of Reference of the Area Plans Sub-committees, deletion of paragraph (5) of that subsection and the insertion of a new paragraph (5) as follows:

“(5) Planning applications made by officers of Service Director level and above”

(iii) within the section on the Terms of Reference of the Area Plans Sub-committees the inclusion of the following additional words as a new subsection:

“(7) To request officers to undertake enforcement action on a site where members have refused a retrospective planning application; and

(8) To require a report to the relevant Plans Sub-committee from officers in those cases where no further action is subsequently proposed, such a report to give option to refer enforcement action to the District Development Management Committee; and

(9) To require such report be made within 2 months after the elapsing of the timescale within which a retrospective application can be appealed and that the sub-committee is informed if an appeal has been launched after the 6 week deadline.”;

(4) That the Monitoring Officer be asked to make the required changes to the schedule of delegations and Article 10 of the Constitution; and

(5) That the Constitution Working Group be asked to undertake a review of the impact of these changes after a year of operation.

Background

1. The Working Group have been reviewing the current arrangements for delegation of planning related matter to officers and the way in which the development management function operates in order to ensure the smooth implementation of the Local Plan.

2. We have met on four occasions since January 2018 to discuss changes that are required to the delegations in order to ensure that member's time at committees and sub-committees is put to the most effective use.

3. Our review is set against the backdrop of the need to deliver the Local Plan and the considerable resource implications for all service areas as the Council will receive a significantly increased volume of work – both at pre-application and application stage. Resources have been made available via an implementation team to accommodate this but experienced officers are at a premium.

4. It is key to such a review that we consider the need to match available staffing resources to ensure that they are being used in the most effective way, and gives the councillors the ability to ensure their oversight on sites that are of concern as they too will have greater pressures placed upon them in the wider planning role envisaged.

5. Increased member involvement will also be required over and above the determination of planning applications during the preparation of the strategic masterplans and concept frameworks and to be briefed on pre-application proposals in an open and transparent way in order to ensure that members are not caught by predetermination.

6. The reality of the delegation processes at the moment is that many of those applications decided by members do not meet the target of determination within eight weeks of receipt. Those determined by officers do. Statutory performance reporting includes those applications where we have agreed with the applicants an extension of time so that we can take longer to determine due to one of the parameters in the constitution requiring member scrutiny.

7. As part of our review, research has been undertaken on the number of applications that have been referred to committee for decision for the period November 2016-October 2017 that were recommended for approval. This revealed that of the total of 283 applications considered by members, 109 were household applications referred to committee by one of the delegation clauses.

8. Of those householder applications referred to members, only 14 applications were then refused. This represents 13% of all referred householder applications or 0.5% of the total applications that came before members in the last year. For each of these 109 applications, once representations have been received, the process to get the application to committee adds between three and six weeks to the determination timescale for applicants.

9. Our discussions with senior planning officers have revealed that each committee meeting takes between two and three days of preparation. Each of those 109 applications have required a Committee report to be written, reviewed and amended, all those that responded to the planning consultations are then written to advising of the date of the Committee giving representation details etc. This is clearly resource intensive.

Proposed changes to the Delegations

10. We are therefore proposing some adjustments to the current delegations as set out in Appendices 2 and 3. These changes will replace the current complicated schedule of officer delegations (which can be found here: <https://bit.ly/2yWNM62> Annex E) and give more clarity to those using the system.

11. We have undertaken two periods of consultations with District members and all Town and Parish Councils. A summary of the views expressed can be found here: <https://bit.ly/2tEnfFw>

12. We are proposing some changes however. In the cases where a local town or parish council has objected but that is not supported by local residents, we are recommending that these be dealt with under delegation unless the local town or parish council are prepared to come to the meeting to put their views directly to members. Any views submitted by local councils will of course still be taken into account in determining the applications.

13. We are also recommending that the automatic referral of applications based on the number of material planning objections should be standardised at five but in the rural areas (and responding to representations on this element by members and local councils), if less than five are consulted, the majority of those responding to consultation that are objecting. Local members will still have the ability to call-in applications to their respective Area Sub-committee.

14. Following discussions with the Chairmen of the Development Control Committees, we are proposing the members own applications (and those of their 'relevant person' should still be determined by the District Development Management Committee (DDMC), but that senior officers applications can be determined at the Area Plans Sub-committees.

15. We have responded to recent concern that, where members have refused a retrospective planning application, and they have the reasonable expectation that officers will seek to enforce against the breach of planning control, a further report will come back to that Subcommittee where officers have determined that no further action was considered necessary.

16. These two issues require minor adjustments to Article 10 of the Constitution as set out in Appendix 3.

17. We have noted that our Terms of Reference include the post name of Director of Governance which has been deleted from the establishment. We have suggested that this should read 'Monitoring Officer' as they are responsible for the updating of the Constitution. This change is suggested in our recommendations.

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

CONSTITUTION WORKING GROUP

TERMS OF REFERENCE

Title: Constitution Working Group
Status: Working Group
Terms of Reference: (1) To review any aspect of the authority's constitutional arrangements as requested by the Council; (2) To undertake general reviews of specific elements of the Constitution in order to ensure that the authority's constitutional arrangements complement current legislative requirements and decisions made by the Council; and (3) To consider any proposals of the <u>Monitoring Officer</u> for necessary revision to any element of the Constitution. Reporting: The Working Group shall report directly to the Council in connection with its Terms of Reference and the achievement of its work programme.
Chairman: Councillor M McEwen

S. Hill (July 2018).

Appendix 1
Replacement Planning Delegations

CLD2 Replacement

Service Director – Planning

A. To determine:

- (a) All Full Planning Applications
- (b) All Householder Planning Applications
- (c) All Outline Applications and Reserved Matters Applications
- (d) All applications for Advertisement Consent,
- (e) All Applications for Listed Building Consent
- (f) All applications for Demolition in Conservation Areas
- (g) All Applications for Hazardous Substance Consent
- (h) Tree Preservation Order Consent applications where felling is proposed.
- (i) All Applications for Variation or Removal of Conditions

except the following which shall be determined by the committee or subcommittee indicated in Article 10 to the constitution:

1. Applications for residential developments consisting of 10 or more dwellings (unless approval of reserved matters only) which are recommended for approval;
2. Applications made by the Council on land and / or property in its ownership which are for disposal, in accordance with the size of application set out in Article 10 of the Constitution.
3. Applications recommended for approval where at least one of the following have been received:
 - a. At least 5 expressions of objections material to the planning merits of the proposal are received (**or where less than five have been consulted, the majority of those responding have objected**); or
 - b. An objection is received from a local council, supported by at least one non-councillor resident, with material planning reasons; or
 - c. An objection from a Local Council, material to the planning merits of the proposal is received and confirming in writing their intention to attend and speak at the meeting where the proposal will be considered.

4. Applications which a member (**whose ward is within the Plans Subcommittee Area**) has requested be referred to committee for consideration subject to that member:
 - a. Providing a planning reason for the request; and
 - b. The request is made in writing within 4 weeks of that application's notification in the weekly list.
5. Any application by an elected member or Senior Officer (Head of Service and above) of the Council or a relevant person (see code of conduct for definition) recommended for approval;
6. Any other application which the Head of Planning considers appropriate to be determined by members.

B. To determine;

All matters, set out below, unless the **Service Director, Planning** considers it appropriate to be determined by members.

1. Planning Related Applications

- (a) Tree Preservation Order consent applications other than where felling is proposed
- (b) All notification applications
- (c) All prior approval applications.
- (d) All certificates of lawful use and development.
- (e) All applications for non-material amendments to applications.
- (f) All applications for approval of details reserved by condition.
- (g) All applications for Permission in Principle for Minor Housing Led Development and for Technical Details Consent

2. Planning and Related Procedures

- (a) Finalising the conditions or reasons for refusal, which appear on decision notices.
- (b) The preparation of legal agreements, in consultation with the ~~Head of Service, Governance and Strategy/Assistant Director Legal Services,~~ **Service Director Governance and Member Services/Solicitor to the Council,** within the terms of any relevant Committee resolution.
- (c) Determining the need for information required to make a decision on a planning application including the need for, and scoping of, an Environmental Assessment.
- (d) Deciding the charge to be made for the provision of information where the normal scale of charges is inappropriate (e.g. information requiring research and/or to be used for commercial purposes.)
- (e) Deciding what should be within the Councils Local Validation Checklist.

3. Enforcement

- (a) To determine whether any enforcement should be taken and what such action should entail.
- (b) Issuing Stop Notices, Temporary Stop Notices, Enforcement Notices, Breach of Conditions Notices, Building Preservation Notices, Listed Buildings Enforcement Notices, Planning Contravention Notices, Conservation Area Notices, Discontinuance Notices in respect of advertisements and Notices under Section 215-219 of the Town and Country Planning Act 1990 (as amended), for all breaches of planning legislation, in accordance with the Council's adopted enforcement policy.
- (c) Prosecution of the unauthorised display of advertisements, unauthorised works to a listed building, and non-compliance where enforcement action has previously been authorised.
- (d) Take appropriate enforcement action, including serving an injunction where the Head of Planning or their nominee, having regard to the evidence, considers the circumstances to require urgent action.
- (e) Investigation and prosecution of breaches of temporary market requirements
- (f) Variation of the requirements for compliance with any enforcement related notices already authorised, including altering the period required for compliance, service of further notices and withdrawal of notices.
- (g) To authorise direct action (or re-charge the cost of that action) in pursuit of a valid enforcement notice subject to budget provision being available and to local District Councillors being notified
- (h) **To report to an Area Plans Sub-committee on specific enforcement cases were requested by members.**

4. Entry onto Land

- (a) To Authorise officers and agents engaged by the Council to use the relevant powers of entry as necessary and make application to the magistrates court for a warrant authorising entry where applicable in relation to any matter set out in this Annex.

Proposed revised Article 10

ARTICLE 10**District Development Management Committee and Area Plans Sub-Committees**

The Council will establish the following Committees which shall be appointed at its annual meeting.

Membership

- (1) The following shall be the non-executive committees of the Council, consisting of the number of members set out below:

Committee or Sub-Committee	Number of Councillors	Membership
District Development Management Committee	15	15 members of the Council appointed by the Council at its Annual meeting, subject to pro rata requirements and including those members appointed as Chairman of each Area Planning Sub-Committee. Members to be appointed on the basis of aptitude, interest and planning experience
Area Plans Sub-Committee South	25 members (Max)	All District Wards in the Parishes of Buckhurst Hill, Chigwell and Loughton, subject to (3) below and quorum requirements set out in the Council rules
Area Plans Sub-Committee East	19 members	District Wards of Chipping Ongar, Greensted and Marden Ash; Epping Hemnall; Epping Lindsey and Thornwood Common; Hastingwood, Matching and Sheering Village; High Ongar; Willingale and The Rodings; Lambourne; Lower Sheering; Moreton and Fyfield; North Weald Bassett; Passingford; Shelley and Theydon Bois.
Area Plans Sub-Committee West	14 members	All District Wards in the Parish of Waltham Abbey together with the District Wards of Lower Nazeing; Broadley Common, Epping Upland and Nazeing and Roydon.

- (2) Members of the Council appointed to each Area Plans Sub-Committee shall be drawn solely from those representing wards within the area for which the Sub-Committee is responsible shown in the 'Membership' column above. Seats on each Sub-Committee shall be allocated to all Councillors representing electoral wards in the areas concerned. The requirement for the

appointment of Sub-Committees from all members of the Council shall not apply to the Area Plans Sub-Committees.

- (3) Area Plans Sub-Committee (South) shall comprise a maximum of 25 Councillors, being the total number representing wards in the area for which the Sub Committee is responsible. At the Annual Council meeting, the Council shall determine the membership of that Sub-Committee on the basis of the number of Councillors who sign a written notice stating that they wish to serve on the Sub-Committee for the ensuing year. Any Councillor who does not sign a notice shall be deemed not to be a member of the Sub-Committee for the year in question. Councillors may not retract a signed notice or seek to join the Sub-Committee by signing a notice until the next Annual Council meeting.
- (4) A member of the executive may serve on an Area Plans Sub-Committee if otherwise eligible to do so as a Councillor.

Responsibility for functions:

The Committee and Sub-Committees the subject of this Article have responsibility for determining matters which have been delegated by the Council and the Executive shown in Part 3 of this Constitution, showing those which are the responsibility of the Executive and those which are not Executive functions and any limitations on delegation.

Terms of Reference:

District Development Management Committee

- (1) To determine:
 - (a) Any development proposals which affect more than one Area Plans Sub-Committee;
 - (b) Any 'large scale' application¹ (as defined below);
 - (c) Any 'major' application² (as defined below) where the Council is the land owner;
 - (d) Any application referred by an Area Plans Sub-Committee by resolution, by a minority of members of an Area Plans Sub-Committee in accordance with the Council's Rules or where the Sub-Committee is unable to determine the application;

¹ 'Large-scale major development' means development involving any one or more of the following;

- (a) The provision of dwellinghouses where (i) The number of dwellinghouses to be provided is 200 or more: or (ii) The development is to be carried out on a site having an area of 4 hectares or more where the number of dwellinghouses is not known (normally an Outline application) or
- (b) The provision of a commercial building or buildings where the floor space to be created by the development is 10,000 square metres or more: or
- (c) Commercial development carried out on a site having an area of 2 hectares or more.

² 'major development' means development involving any one or more of the following;

- (a) The provision of dwellinghouses where (i) The number of dwellinghouses to be provided is 10 or more up to 199: or (ii) The development is to be carried out on a site having an area of 0.5 hectares or more but just less than 4 hectares where the number of dwellinghouses is not known (normally an Outline application)..
- (b) The provision of a commercial building or buildings where the floor space to be created by the development is 1,000 square metres or more up to 9,999 square metres: or
- (c) Commercial development carried out on a site having an area of one hectare but less than 2 hectares.

- (e) To determine any recommendation of an Area Plans Sub-Committee which relates to potential decisions liable to give rise to claims for costs or compensation, including development management matters and enforcement of planning requirements (including recommendations of no action) but excluding works on preserved trees; and
- (f) Any planning application or other planning matter submitted by, or on behalf of, a Councillor of the Authority ~~(and/or a spouse or partner thereof)~~ **(and/or their relevant person as defined in the Council's Code of Conduct)**

Area Plans Sub-Committees

- (1) To consider all applications (except as may be delegated to the ~~Assistant Director of Governance (Development Management)~~ **Service Director, Planning**) or fall to the District Development Management Committee to determine as set out above) received for development within the respective Sub-Committee area and, except as detailed below, to make decisions on behalf of the local planning authority thereon;
- (2) Subject to the prior approval of the Chairman of the Sub-Committee, to consider informal proposals for development and to give guidance to the ~~Assistant Director of Governance (Development Management)~~ **Service Director, Planning**;
- (3) To consider planning applications made by other authorities which are considered by the ~~Assistant Director of Governance (Development Management)~~ **Service Director, Planning** to require member response;
- (4) To consider and make recommendations to the District Development Management Committee on applications for development where:
 - (a) the Sub-Committee's proposed decision is a substantial departure from:
 - (i) the Council's approved policy framework; or
 - (ii) the development or other approved plan for the area; or
 - (iii) it would be required to be referred to the Secretary of State for approval as required by current government circular or directive;
 - (b) the refusal of consent may involve the payment of compensation; or
 - (c) the District Development Management Committee have previously considered the application or type of development and has so requested; or
 - (d) the Sub-Committee wish, for any reason, to refer the application to the District Development Management Committee for decision by resolution.
- ~~(5) Applications made by officers of the Council defined in Appendix A of the Planning Services Scheme of Delegation which are required to be determined by a Sub-Committee.~~
- (5) Planning applications made by officers of Service Director level and above**

- (6) Where an application is objected to by a Councillor in a purely personal capacity.
- (7) To request officers to consider enforcement action on a site where members have refused a retrospective planning application; and**
- (8) To require a report to the relevant Plans Sub-committee from officers in those cases where no further action is subsequently proposed, such a report to give option to refer enforcement action to the District Development Management Committee; and**
- (9) To require such report be made within 2 months after the elapsing of the timescale within which a retrospective application can be appealed and that the sub-committee is informed if an appeal has been launched after the 6 week deadline**

Public Participation at District Development Management Committee and Area Plans Sub-Committees on Planning Matters

- (1) There shall be afforded to those classes of persons specified in the rules for participation at Appendix 1 to this Article an opportunity, on request, to make oral representations to any Area Plans Sub-Committee (or in appropriate circumstances, the District Development Management Committee) meeting concerning any planning application or related matter before that Sub-Committee for determination.
- (2) The procedure for dealing with requests to address an Area Plans Sub-Committee or the District Development Management Committee shall be as prescribed from time to time by the Council and as set out in Appendix 1 to this Article.

Site Visits

- (1) Formal Site visits may be undertaken of any potential development site subject to application where there is a substantial benefit to the decision-making process. Such a visit may be approved by the Sub-Committee at the meeting where they are being asked to determine the matter or in advance on the recommendation of the Assistant Director of Governance (Development Management in consultation with the Chairman of the Sub-Committee.
- (2) Formal Site visits will be undertaken following the guidance at Appendix 2 to this Article.

**RULES FOR PARTICIPATION ON PLANNING MATTERS AT COUNCIL,
AREA PLANS SUB AND DISTRICT DEVELOPMENT MANAGEMENT
COMMITTEE MEETINGS**

1. The following persons shall be able, on request, to address the appropriate Area Plans Sub-Committee and/or District Development Management Committee on any planning application or related matter within its terms of reference and included on any agenda, for a period of three minutes:
 - (a) one objector;
 - (b) one representative of any relevant Parish or Town Council for the purpose of explaining the views of that Council on the matter in question;
 - (c) one representative of any other authority consulted on the application or as a statutory consultee where they have so requested; and
 - (d) the applicant (or one nominated agent or representative);
2. In the case of planning applications which have a District-wide significance, it shall be permissible for the Chairman of an Area Plans Sub-Committee or the District Development Management Committee, to allow any Parish or Town Council to speak on such an application.
3. For the purposes of this Standing Order the definition of "planning application or any related matter" shall not include any existing or proposed enforcement action under the Planning Acts.
4. The Chairman of the Committee or Sub-Committee may allow additional speakers in exceptional circumstances.
5. Persons wishing to address the Committee or Sub-Committee are required to register with Democratic Services by 4.00 pm on the day before the meeting. The Chairman may make changes or additions to speakers after that time at their discretion.
6. Persons addressing an Area Plans Sub-Committee shall be allowed no more than three minutes to present their case. At the discretion of the Chairman, speakers may clarify matters relating to their presentation and answer questions from Sub-Committee members.
7. Written submissions and photographic or similar material will not be considered by an Area Plans Sub-Committee or District Development Management Committee. Any written submissions received after the agenda is produced will be verbally summarised and reported to the Committee.
8. The right to address the Committees is extended to both the Area Planning Sub-Committees and the District Development Management Committee (but not to Council). Having previously made representations at an Area Sub-Committee does not preclude any applicant, objector or parish/town council representative from speaking again when the matter is reconsidered.

Guidance for Members at Site Visits

Formal site visits may be requested by any planning committee. These can be requested either before a planning meeting or resolved at the meeting concerned. However, these consume resources and delay determination of an application. It is good practice to consider site visits only where there is a substantial benefit to the decision-making process, e.g. when the impact of the proposed development is difficult to visualise from prior inspection from a public place, or from the plans and the supporting material; or it is particularly contentious.

It is recognised that Councillors are subject to lobbying on specific applications. In such cases, it is essential that care is taken to maintain the Council's and its members' integrity so as to protect the credibility of the planning process.

Councillors are asked to bear in mind the following guidance when undertaking planning site visits so as to avoid the perception of pre-determination.

- Site visits should be undertaken at an agreed predetermined time and conducted in a single group with a planning officer present at all times.
- Members of the committee concerned are encouraged to attend site visits.
- The site visit is managed by the Chairman, Vice-Chairman or planning officer present. The Chairman or Vice Chairman will remind Councillors of the guidance at the beginning of each visit. Members of the committee or Sub-Committee should not enter into discussions with interested parties, such as the applicant, the agent or neighbours during the visit.
- Councillors/Planning Officers should not allow interested parties to use the site visit as an opportunity of lobbying members of the committee. It is made clear to other parties at the outset that the purpose is to gather information and to view the site only.
- Any questions from Councillors should be limited to questions of fact and directed, in the first instance, to the planning officer present and not directly to interested parties present.
- In the interests of fairness to all parties, members as a single group should consider the desirability of viewing an application site from more than one property when the site visit is arranged.
- Councillors must ensure that the application is not determined at the site visit
- Councillors should avoid acceptance of any hospitality at a site visit which could be misinterpreted by third parties.

This page is intentionally left blank