

EPHING FOREST DISTRICT COUNCIL COUNCIL MINUTES

Committee: Council **Date:** 18 December 2007

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 9.30 pm

Members Present: Councillors Mrs C Pond (Chairman), J Knapman (Vice-Chairman), R Bassett, D Bateman, Mrs P Brooks, K Chana, R Church, M Cohen, M Colling, Mrs D Collins, Mrs A Cooper, R D'Souza, R Frankel, T Frankland, Mrs R Gadsby, A Green, Mrs A Grigg, J Hart, P House, D Kelly, R Law, J Markham, R Morgan, S Murray, G Pritchard, Mrs P Richardson, T Richardson, B Rolfe, Mrs P K Rush, B Sandler, Mrs M Sartin, P Spencer, Mrs P Smith, D Stallan, Ms S Stavrou, P Turpin, H Ulkun, Mrs L Wagland, A Watts, C Whitbread, Mrs J H Whitehouse, J M Whitehouse and J Wyatt

Apologies: Councillors K Angold-Stephens, Mrs S Clapp, J Demetriou, P Gode, Mrs A Haigh, Ms J Hedges, D Jacobs, Mrs J Lea, Mrs M McEwen, P McMillan, G Mohindra, Mrs E Webster and M Woollard

Officers Present: P Haywood (Chief Executive), D Macnab (Deputy Chief Executive), I Willett (Assistant to the Chief Executive), G Lunnun (Democratic Services Manager), S G Hill (Senior Democratic Services Officer), J Boreham (Assistant Public Relations and Information Officer) and S Mitchell (PR Website Editor)

78. WEBCASTING INTRODUCTION

The Chairman made a short address to remind all present that the meeting would be broadcast on the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

79. FORMER COUNCILLOR D SPINKS

It was with much sadness that the Chairman informed the Council of the death of former Councillor Don Spinks on 3 December 2007. The Chairman announced that Councillor Spinks had been a member of the District Council for a total of 13 years in two spells. He had been first elected to the District Council in 1987 to represent the Waltham Abbey East Ward and had been re-elected to represent that ward in 1991 for another 4 years. In 1991 he had been appointed Vice-Chairman of the District Council and he had been elected Chairman of the District Council in 1992. He had returned to the District Council in 2002 to represent the Waltham Abbey Honey Lane Ward and had been re-elected to represent that ward in 2003 for another 4 years. He had been the Council's Civil Engineering and Maintenance Portfolio Holder from 2004 until 2006. The Council noted that he had also been a member of the Waltham Abbey Town Council and had been elected Mayor of the Town Council in 1990.

All present stood for a minute's silence in tribute to the memory of Don Spinks.

Following the Chairman's announcement, Councillors Mrs D Collins, Ms S A Stavrou, J M Whitehouse, A Watts and Mrs P Brooks paid tribute to Don Spinks.

RESOLVED:

That the Council's condolences to the family of former Councillor Don Spinks be recorded.

80. MINUTES

RESOLVED:

That the minutes of the meeting held on 30 October 2007 be taken as read and signed by the Chairman as a correct record subject to:

- (a) substitution of the word "public" for "private" after the words "which backs onto" in the fourth line of the question under Minute 69(g) (Graffiti);
- (b) substitution of the words "the Councillor" for "tenants" in the third line of the question in Minute 69(e) (Limes Farm Estate - Anti Social Behaviour); and
- (c) inclusion of the name of Councillor H Ulkun in the list of members present.

81. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse declared a personal interest in agenda item 9 (Motion - Future Development of Epping Town Centre). The Councillor had determined that his interest was not prejudicial and that he would remain in the meeting for the consideration and voting on this matter.

82. ANNOUNCEMENTS

(a) Chairman's Announcements

(i) Christmas Service

The Chairman thanked members who had attended the Christmas Service. She advised that the collection had raised approximately £420 which would go to the Samaritan's Purse Operation Christmas Child Shoe Box Appeal and the League of Friends of St Margaret's Hospital.

(ii) Quiz Evening

The Chairman invited members to form teams to enter a quiz being held in aid of her charity at Theydon Bois Village Hall on 8 February 2008.

(iii) Raffle Tickets

The Chairman advised that raffle tickets in aid of her charity would be available from Jane Boreham after this meeting.

(iv) World Scout Jamboree

The Chairman announced that she had received a letter and a piece of glassware from the Scout Association thanking the Council for the support it had provided for the World Scout Jamboree by making North Weald Airfield available as a logistic hub. She advised that she would display the glassware in the Chairman's Room.

(v) Flowers

The Chairman announced that the floral display from tonight's meeting would be sent to Councillor Mrs Liz Webster.

The Chairman also advised that she would be sending some flowers to Councillor Mrs Janet Hedges who had had an accident on the way to the Christmas Service.

(b) Leader's Announcements

There were no announcements made under this heading.

(c) Other Cabinet Members

There were no announcements made under this heading.

(d) Epping Forest District Youth Council

The Chairman invited the Assistant to the Chief Executive to advise the Council of the names of the young persons elected to the Epping Forest District Youth Council to act on behalf of all young people in the District and to represent the District on the Essex Youth Assembly.

The Assistant to the Chief Executive reported that it had been agreed that all the secondary schools in the District and the Epping Forest College would each be allocated two Youth Council places. In addition, five further Youth Council positions would be filled by young people who lived, but did not go to school within the District.

The Council noted that most of the appointments had been achieved without the need for an election. The one exception had been St John's School, Epping where there had been a considerable number of candidates and a recount.

Members noted that the following had been elected:

Amy Laurence - Roding Valley High School
Duncan Haslam - Roding Valley High School
Kaylee Orchard - St John's School
Rosie Sheriff - St John's School
Daniel Lake - Davenant Foundation School
Ami Robinson - Davenant Foundation School
Merrin Hagger - King Harold School
Samantha Foley - King Harold School
Gabrielle Compton - Braeside School
Alexandria Martin - Braeside School
Ryan Wallace - Debden Park School
Billy Moore - Debden Park School
Samuel Clark - West Hatch High School
Nathaniel Rogers - West Hatch High School

The Assistant to the Chief Executive advised that in respect of the five places allocated to young people going to school outside of the District there had been six nominations:

Sarah Burr, Holly Whitbread, Harriett Mason, Reece Williams, Claire Gilbert and Simone Webb.

Members noted that the six nominations would be assessed and five candidates selected by the Youth Council at its first meeting in January.

In relation to Epping Forest College it was understood that there would not be an election and that the names of the two nominees would be confirmed in the near future.

83. PUBLIC QUESTIONS

By Mr Roger Salmon to Councillor Mrs A Grigg, Planning and Economic Development Portfolio Holder

Bus Stopping Arrangements in The Broadway, Loughton

"What further steps will the District Council be taking in order to try to get the County Council to rectify and resolve the difficult and impossible situation regarding the enormous inconvenience inflicted on local residents, by siting the bus terminus at the far end of Vere Road, Loughton, as it is nearly a quarter of a mile from the main supermarket and over a quarter of a mile for those wishing to get a connection from the underground station?"

Response by Councillor Mrs A Grigg, Planning and Economic Development Portfolio Holder.

"The Council is aware of the difficulties being caused by the bus companies' decision to relocate their stopping places to the northern end of Vere Road.

It has to be recognised that the previous arrangements, whereby buses waiting in Burton Road parked illegally on yellow lines or on the pedestrian footpath, were far from satisfactory. The Council's officers have met with their County Highways and Public Transport colleagues at The Broadway in order to discuss options which might enable the re-provision of bus waiting but which do not perpetuate the previous illegal parking arrangements. Any arrangements must also not prejudice the outcome of the recently agreed scoping study for The Broadway, which includes references to public transport interchanges, nor affect in the longer term the land owned by the Council in Burton Road which is earmarked for the provision of affordable housing.

Epping Forest and County officers are therefore in the process of bringing forward shorter medium term options which will enable buses to wait again in Burton Road. These options will need to be considered by the respective District and County Portfolio Holders and funding identified".

Councillor Mrs Grigg added that the District Council's Housing Portfolio Holder had recently approved the short term usage of the garage forecourts in Burton Road as locations for bus waiting until such time as a more permanent solution could be provided.

Supplementary question asked by Mr Salmon.

"What is the timescale for the changes as residents are feeling unsafe waiting for buses in Vere Road and there are no welfare facilities available there for the drivers of the buses?"

Response by Councillor Mrs A Grigg, Portfolio Holder for Planning and Economic Development.

"Although the Housing Portfolio Holder has signed a decision notice there is a need to await for the expiry of the call-in period. However, we are trying to move forward as quickly as possible as we are aware of the problems being caused".

84. REPORTS FROM THE LEADER, CHAIRMAN OF THE OVERVIEW AND SCRUTINY COMMITTEE AND MEMBERS OF THE CABINET**(a) Leader's Report**

By leave of the Council, the Leader of the Council made an oral report on matters falling within her area of responsibility.

Staff Awards

Councillor Mrs Collins reported that together with Councillor Mrs Grigg she had judged the staff awards. Eighteen excellent nominations had been received and all those nominated, whether individuals or teams, had made an oral presentation prior to decisions being made. A small lunch party was to be held at the end of January at which all those nominated would receive certificates. In addition, those who had achieved highly commended status would receive a small trophy. The winners would receive certificates at the lunch but their awards would be presented at the Civic Dinner in March 2008.

Councillor Mrs Collins advised that awards had been made as follows:

Category A - Improving Services to the Community - winner Lindsay Swan, for her work in connection with Care and Repair and Public Sector Housing.

- highly commended - Josie Falco for her work in relation to Waste Management.

Category B - Innovation - winner - Community and Culture Team in Leisure Services, particularly for their work at Limes Farm, Chigwell.

- highly commended - Sally Devine, Environmental Services for her new initiatives in getting empty properties back into use.

Category C - Dealing with the Public - winner - Shirley Hawkins for her work in dealing with complaints.

- highly commended - Terry Wyatt, Assistant Repairs Manager for his work in relation to Housing Repairs and Voids.

Councillor Mrs Collins also advised that this year, a fourth category had been added in recognition of the work undertaken by staff at North Weald Airfield in relation to the use of the airfield as a logistical hub for the World Scout Jamboree. It had been

necessary for the staff to work both night and day in order to continually repair the main access road which had been used by coaches serving the Jamboree. Accordingly, a Special Events Award was to be made to staff at the Airfield.

Limes Farm, Chigwell

On behalf of the Council, Councillor Mrs Collins expressed very grateful thanks to the residents of Limes Farm who had acted so responsibly over the recent death of Jack Large.

Olympic Games Business Breakfast

Councillor Mrs Collins announced that the Council, in conjunction with Business Link Essex, had held an Olympic Business Breakfast for locally based small and medium sized businesses. Speakers had included Danny Crates, Champion Paralympic who had talked about the athlete's perspective. Councillor Mrs Collins advised that she hoped many local businesses would take the opportunity of involving themselves with the Olympics in 2012 especially in view of the events which would take place on the borders of the District.

Liaison with Harlow and Uttlesford Councils

Councillor Mrs Collins advised that together with the Council's Chief Executive she had met recently with the Leaders and Chief Executives of Harlow and Uttlesford Councils in order to explore the possibility of working together in the future. She advised that the three authorities would continue to have a dialogue bearing in mind groupings and proposed groupings of other authorities in the County.

Local Area Agreement 2

Councillor Mrs Collins reported that together with Councillor Mrs Grigg and the Chief Executive she had attended a meeting of the Essex Partnership concerning Local Area Agreement 2. She advised that a large amount of money would be distributed by the County Council to District and Borough Councils depending on the achievement of targets. The meeting had discussed priorities and the results of the discussions were awaited. Councillor Mrs Collins emphasised the need for the Council to participate in order to benefit from the money available.

Epping Forest College

Councillor Mrs Collins advised that together with Councillor P House, Loughton Town Councillor Mrs J Davis and local resident P Relph she had attended a seminar at Epping Forest College with the aim of talking to students about local government. She advised that a similar event had been held the previous year and this had been well attended by students. Unfortunately, at the event this year there had been poor attendance at the sessions by students and generally a lack of interest. She expressed the hope that in future the response to the seminar would be similar to that achieved last year.

Secondary Education

Councillor Mrs Collins reported that she had met with County Councillor T Chapman, Schools, Children and Families Portfolio Holder in order to discuss secondary education in the District. More recently together with the Chief Executive she had met County Councillor Chapman again together with a County Council officer and five of the local secondary school Head Teachers. There had been an interesting

discussion and all present had agreed the need to work together to improve secondary education in the District. It had been agreed to set up termly forums with the first being held at the end of February 2008 at which representatives of the County Council, the District Council and at the schools would address problems.

Senior Management Review

Finally, Councillor Mrs Collins reported that at the Cabinet meeting held on the previous evening members had agreed the next stage of the Senior Management Review by appointing the majority of Assistant Director posts. Directors would now complete their new structures and it was anticipated that these would be available at the beginning of January for a month's consultation with staff and the Unions. This timescale would enable matters to be concluded at the February Cabinet meeting. Councillor Mrs Collins advised that further savings would be achieved as part of this final part of the restructuring amounting to approximately £250,000/£300,000.

Reports of the Chairman of the Overview and Scrutiny Committee and Other Portfolio Holders

The Council received reports (circulated) from the Chairman of the Overview and Scrutiny Committee, the Community Wellbeing Portfolio Holder, the Environmental Protection Portfolio Holder, the Finance, Performance Management and Corporate Support Services Portfolio Holder, the Housing Portfolio Holder, the Leisure and Young People Portfolio Holder and the Planning and Economic Development Portfolio Holder.

By leave of the Council, Councillor Ms S-A Stavrou, Community Wellbeing Portfolio Holder, updated members on developments at Limes Farm, Chigwell which had recently been reported in the local press. She advised that she could not comment on any matter relating to the ongoing Police criminal investigation or any aspects of policing up to and including the tragic incident on 30 November 2007. She asked members not to press her on these matters. Councillor Ms Stavrou advised that the inaugural meeting of the Limes Farm Special Action Group had been held on 6 December 2007. This multi-agency meeting had been well attended with representatives from the Police, Limes Farm Community Association, Safer Communities and Housing officers from the District Council, religious groups, the local Ward Councillor, Essex Fire and Rescue, residents and social landlords, Voluntary Action Epping Forest and Limes Farm Junior School. Three Sub-Groups had been formed to deal with social engagement, environmental and communication issues. The next Special Action Group was to be held on 31 January 2008. She reassured members that all services were continuing to be provided at Limes Farm and that in the New Year she hoped to introduce some new initiatives. She stressed that the Council and its partner organisations were taking the incident extremely seriously and would be applying any lessons learned.

85. QUESTIONS BY MEMBERS WITHOUT NOTICE

(a) Epping Forest College

By Councillor T Frankland to Councillor Mrs D Collins, Leader of the Council

You referred to your recent visit to Epping Forest College. Why were the two democratically elected members representing that ward not invited to the visit?

Response by Councillor Mrs D Collins, Leader of the Council

Councillor House and I were invited to the seminar by the College. The Council was not involved in issuing invitations.

(b) Pudding Lane and Gravel Lane, Chigwell - Traffic Conditions**By Councillor P Turpin to Councillor Ms S-A Stavrou, Community Wellbeing Portfolio Holder**

Pudding Lane, Chigwell has been an accident black spot for many years. It is subject to the maximum speed limit, has no speed cameras and no traffic calming measures. Gravel Lane, Chigwell is fast becoming as bad as Pudding Lane. It also is subject to the maximum speed limit, has no speed cameras and no traffic calming measures. A short distance from these roads is Chigwell Lane which is a four-way carriageway with 30mph speed limit where the Police are often present with speed guns. Why is there such a difference in the approach taken to these roads and can something be done to make Pudding Lane and Gravel Lane safer?

The Chairman advised Councillor Turpin that his question should be directed to the Civil Engineering and Maintenance Portfolio Holder and requested that Councillor A Green respond to the question.

Response by Councillor A Green, Civil Engineering and Maintenance Portfolio Holder

Essex County Council Highways are responsible for traffic calming and related matters and I will direct the question to the appropriate officers.

(c) Nottingham Declaration**By Councillor J M Whitehouse to Councillor Mrs D Collins, Leader of the Council**

I was delighted that the Cabinet agreed to sign the Nottingham Declaration following my original motion. The Cabinet said it would incorporate reference to the Declaration in strategic documents and I see that this has been done in respect of the Capital Strategy. Beyond that it is important that the Council and the wider community take specific steps to deal with the issue of climate change. Can you explain what action is actually being taken and can you confirm that you have actually signed the Nottingham Declaration?

Response by Councillor Mrs D Collins, Leader of the Council

I regret to say that I have not yet signed the Nottingham Declaration. As you will appreciate from my earlier report, recent weeks have been very busy but this is no excuse and I will sign the Declaration tomorrow morning. On every appropriate occasion, including development on our own land, we will be looking to cut the Council's carbon footprint. We have not yet taken any specific measures but we will be doing so as this is part of our strategic programme.

(d) Planning Application EPF/2458/07 - Erection of Telecommunications Mast in Oakwood Parade, Loughton

I would like to ask the Portfolio Holder if she is prepared to accept publicly a petition signed by over 200 residents in the Loughton Roding Ward objecting to planning

application EPF/2458/07 which seeks permission for the erection of a telecommunications mast.

Response by Councillor Mrs A Grigg, Planning and Economic Development Portfolio Holder

Yes, I will accept the petition and I will pass it to the appropriate officers for consideration as part of the processing of the planning application. (Councillor Murray handed the petition to Councillor Mrs Grigg).

86. MOTIONS

(a) Future Development in Epping Town Centre

Motion moved by Councillor Mrs J H Whitehouse and seconded by Councillor J M Whitehouse.

"This Council notes:

(a) that Essex County Council intends to vacate the current Epping Junior School site in St John's Road as part of its plan to amalgamate Epping Junior School and Epping Infants School on the Infants School Site in Coronation Hill, and that as a result the County Council is likely to sell the Junior School site for development;

(b) that consideration is being given to the future of the Epping Depot, which is adjacent to the Junior School;

(c) that the future of the former Youth and Adult Centre in St John's Road next to the Junior School is uncertain once the building is no longer required as a temporary home for Epping Infants School;

(d) that the draft Epping Conservation Area Appraisal identifies County Council land behind Epping Library as in need of regeneration;

(e) that other development proposals have been suggested in the area including land at Bakers Lane Car Park and next to St John's Church;

(f) that there is a concentration of community uses in the area including Epping Library, Epping Register Office, Epping Hall, St John's Church Hall, St John's Church, a Dental Surgery and Epping Methodist Church;

(g) that the Cabinet recently approved the preparation of a development brief for The Broadway, Loughton in order to make the most of the potential of that area;

and is of the opinion therefore:

(i) that the likely re-development of some or all of these sites will have a dramatic effect on the centre of Epping;

(ii) that if sites are brought forward for development in a piecemeal and unco-ordinated fashion, Epping could lose important community facilities and find unsustainable pressure being placed on local infrastructure;

(iii) that if the County and/or District Councils dispose of land in this area the impact on the community and the importance of providing community facilities for

Epping and the surrounding area should be fully considered and should not be of lesser priority than obtaining the largest capital receipt;

and calls upon the Portfolio Holder for Planning and Economic Development and the Cabinet:

(a) to ensure that a development brief covering the area likely to be affected by re-development is prepared; and

(b) to include in the scope of the development brief

- the need to take account of the built heritage of the area,
- the potential to improve and/or relocate community facilities,
- all other relevant issues".

Amendment moved by Councillor C Whitbread and seconded by Councillor A Green

"That paragraphs (a)-(g) of the motion be deleted and the following words substituted:

"(a) That the Portfolio Holder for Planning and Economic Development and the Director of Planning and Economic Development are aware of all the sites in the St John's Road area of Epping which may be made available for development in the near future and the complex and wide ranging issues these raise; and

(b) That the Chief Executive and Senior Officers have recently met with Essex County Council officers and their advisers regarding the County Council's property interests in the area and have discussed the need for a joint approach including the engagement of consultants to prepare a planning and development brief and design strategy;

and that all the words from "and is of the opinion therefore" be also deleted and the following words substituted:

(c) Calls on the Portfolio Holder to submit an early report to Cabinet on all aspects relating to the preparation of a development brief and the wider implications for the Epping area".

Carried

Motion as amended **ADOPTED**

RESOLVED:

(1) This Council notes that the Portfolio Holder for Planning and Economic Development and the Director of Planning and Economic Development are aware of all the sites in the St John's Road area of Epping which may be made available for development in the near future and the complex and wide range issues these raise;

(2) This Council notes that the Chief Executive and Senior Officers have recently met with Essex County Council officers and their advisers regarding the County Council's property interests in the area and have discussed the

need for a joint approach including the engagement of consultants to prepare a planning and development brief and design strategy; and

(3) This Council calls on the Portfolio Holder to submit an early report to Cabinet on all aspects relating to the preparation of a development brief and the wider implications for the Epping area.

87. QUESTIONS BY MEMBERS UNDER NOTICE

There were no questions asked by members under this item.

88. REPORTS OF THE CABINET

(a) Loughton Hall and Library Site adjoining Epping Forest College, Loughton - Right of Pre-emption

Councillor Mrs D Collins, Leader of the Council and Chairman of the Cabinet, invited the Finance, Performance Management and Corporate Support Services Portfolio Holder to present this report of the Cabinet.

(Mover: Councillor C Whitbread - Finance, Performance Management and Corporate Support Services Portfolio Holder)

The Portfolio Holder submitted a report proposing that the right of pre-emption be not exercised as the Council had no current operational requirement for office type accommodation in the Loughton area.

Amendment moved by Councillor S Murray and seconded by Councillor P House

"That the recommendation submitted be numbered (1) and that the following recommendation be added:

"(2) That in the light of the sale of the adjoining Sports Hall by Epping Forest College for the purpose of Care Home provision the Council urges the College not to replicate such a facility at Loughton Hall".

Lost

Report as first moved **ADOPTED**

RESOLVED:

That the Council's right of pre-emption to purchase Loughton Hall and/or the Library Site adjoining Epping Forest College be not exercised.

(b) Capital Strategy 2007-2012

Councillor Mrs D Collins, Leader of the Council and Chairman of the Cabinet, invited the Finance, Performance Management and Corporate Support Services Portfolio Holder to present this report of the Cabinet.

(Mover: Councillor C Whitbread - Finance, Performance Management and Corporate Support Services Portfolio Holder)

The Portfolio Holder submitted a report proposing approval of the draft Capital Strategy 2007-2012 including revised key capital priorities.

Report as first moved **ADOPTED**

RESOLVED:

- (1) That the ranking of the Council's key capital priorities be revised as follows:
 - (a) improving the Council's Housing Stock;
 - (b) meeting housing need;
 - (c) improving quality of life;
 - (d) protecting the environment;
 - (e) promoting economic development;
 - (f) re-generating areas in need;
 - (g) delivering quality public services through e-government; and
 - (h) improving private sector housing stock;
- (2) That no further Town Centre Enhancements or large-scale Parking Reviews be undertaken before 2012; and
- (3) That the draft Capital Strategy 2007-2012 be approved.

(c) Supplementary Estimates

Councillor Mrs D Collins, Leader of the Council and Chairman of the Cabinet, invited the Finance, Performance Management and Corporate Support Services Portfolio Holder to present this report of the Cabinet.

(Mover: Councillor C Whitbread - Finance, Performance Management and Corporate Support Services Portfolio Holder)

The Portfolio Holder submitted requests for supplementary estimates.

Report as first moved **ADOPTED**

RESOLVED:

- (1) That a revenue District Development Fund Supplementary Estimate in the sum of £5,000 be approved for 2007-08 in order to facilitate the initial induction and training period for members of the Epping Forest District Youth Council and part-time Administrative Support of 18 hours per week; and
- (2) That a revenue District Development Fund Supplementary Estimate in the sum of £20,000 for 2007-08 be approved for planning consultancy, site

surveys and other necessary reports for a planning application for Industrial Development at Langston Road Depot, Loughton.

(d) Waste Management Partnership Board

Councillor Mrs D Collins, Leader of the Council and Chairman of the Cabinet invited the Environmental Protection Portfolio Holder to present this report of the Cabinet.

(Mover: Councillor Mrs M Sartin - Environmental Protection Portfolio Holder)

The Portfolio Holder submitted a report proposing the establishment of a Waste Management Partnership Board.

Amendment moved by Councillor M Cohen and seconded by Councillor D Stallan.

"That a fifth recommendation be added as follows:

"That Councillor R Morgan be appointed on a temporary basis to attend any meetings of the Board convened prior to the Overview and Scrutiny Committee nominating a member to the Board and that nomination being approved by the Council".

Carried

Report as amended **ADOPTED**.

RESOLVED:

- (1) That, in accordance with the terms of the new Waste Management Contract, the establishment of the Waste Management Partnership Board be approved, with a membership of eight split equally between the Council and the Waste Management Contractor, SITA;
- (2) That the Council's membership of the Waste Management Partnership Board be as follows:
 - (a) the Environmental Protection Portfolio Holder (to be Chairman);
 - (b) the member nominated by the Overview and Scrutiny Committee;
 - (c) the Director of Environment and Street Scene; and
 - (d) the Council's representative under the contract;
- (3) That the meetings of the Board be held on a quarterly basis with one meeting designated as the Annual General meeting;
- (4) That the following key functions of the Board be approved:
 - (a) to monitor service performance;
 - (b) to encourage innovation and to monitor the Innovation Forums;
 - (c) to manage the contract pro-actively;

- (d) to encourage partnership working;
 - (e) to resolve differences;
 - (f) to review the partnership; and
 - (g) to report to the Cabinet on an annual basis; and
- (5) That Councillor R Morgan be appointed on a temporary basis to attend any meetings of the Board convened prior to the Overview and Scrutiny Committee nominating a member to the Board and that nomination being approved by the Council.

89. REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE

(a) Review of Protocol on Outside Organisations

(Mover: Councillor R Morgan, Chairman of the Overview and Scrutiny Committee)

Councillor Morgan submitted a report proposing changes to the Protocol on Outside Bodies in the light of experience gained over the last two years.

Report as first moved **ADOPTED**

RESOLVED:

That the revisions to the Protocol and Partnerships and other External Organisations as set out in the Appendix to the report be approved.

(b) Decision-making in Emergencies

(Mover: Councillor R Morgan, Chairman of the Overview and Scrutiny Committee)

Councillor Morgan presented a report proposing provision in the Council's Constitution for emergencies where there could be many members and officers unavailable through illness etc.

Report as first moved **ADOPTED**

RESOLVED:

That the draft Appendix to the Executive Procedure Rules (as set out in the Appendix to the report) be approved and published as part of the Council's Constitution.

(c) Area Plans Sub-Committees - Three Week Cycle

Councillor Morgan reported that this matter had been discussed at the last meeting of the Overview and Scrutiny Committee but no report was being submitted to this meeting of the Council as it had been decided to defer consideration of the matter to enable Town and Parish Councils to have more time to comment. Members noted that it was now proposed that a further report would be submitted to the Overview

and Scrutiny Committee in January and that the Committee would submit a report to full Council in February 2008.

90. REPORT OF THE CONSTITUTION AND MEMBERS' SERVICES STANDING SCRUTINY PANEL

(a) Constitution Changes - (1) District Councillors' Planning Applications and (2) Cabinet Committees

(Mover: Councillor R Church, Chairman of the Constitution and Members' Services Standing Scrutiny Panel)

Councillor Church presented a report of the Scrutiny Panel which had been authorised by the Overview and Scrutiny Committee to report direct to Council on these matters.

Report as first moved **ADOPTED**

RESOLVED:

Planning Applications - Decisions on Applications by Councillors

(1) That the terms of reference of Area Plans Sub-Committees be amended to exclude consideration of any planning application submitted by or on behalf of a councillor of the Authority (and/or a spouse/partner);

(2) That the terms of reference of the District Development Control Committee be amended to include consideration of any planning application submitted by or on behalf of a councillor of the Authority (and/or a spouse/partner);

(3) That the officers be authorised to make consequential changes to the Constitution; and

Cabinet Committees

(4) That the terms of reference of Cabinet Committees be amended to make it clear that nominations to Cabinet Committees can only be made by Groups having seats on the Cabinet; and

(5) That the officers be authorised to make consequential changes to the Constitution.

91. REPORT OF EPPING FOREST DISTRICT STANDARDS COMMITTEE

(a) Review of the Planning Protocol

In the absence of Mary Marshall, Chairman of the Epping Forest District Standards Committee, who had sent apologies for absence due to illness, the Chairman invited the Assistant to the Chief Executive to introduce this report.

I Willett submitted a report proposing changes to the Protocol to bring it into line with the Council's Code of Conduct, changes in Council procedures and new advice from the Standards Board for England. Members noted that Parish and Town Councils,

District Councillors (via Members' Bulletin), Planning Officers and Planning Agents had been consulted on how the Code was operating and those views had been taken into account in the review process.

Report as first moved **ADOPTED**

RESOLVED:

- (1) That the amended Planning Protocol attached as an Appendix to the report be adopted;
- (2) That, following this meeting of the Council, the Monitoring Officer sent copies to all District Councillors and to the Clerks of Parish and Town Councils and also seek their views on the need for further training in relation to the revisions to the Protocol; and
- (3) That the Monitoring Officer produce a Guidance Note for Clerks of Parish and Town Councils in relation to the requirements for dual-hatted Councillors, in particular regarding their involvement in considering planning applications at Parish/Town Council meetings.

92. AREA PLANS SUB-COMMITTEES

Members noted that the calendar of meetings for 2007/08 adopted by the Council on 24 April 2007 had not provided for any Area Plans Sub-Committee meetings after 16 April 2007. The first meeting of a Sub-Committee in the municipal year 2008/09 would be on 21 May 2008 after the Annual Council meeting. Members were advised that this gap in meetings would impact on the Council's targets for determining applications and it was proposed that it be closed by scheduling additional meetings.

RESOLVED:

That the following additional meetings be held during the municipal year 2007/08:

Area Plans South - 23 April 2008
Area Plans East - 7 May 2008
Area Plans West - 14 May 2008

93. EX-COUNCILLOR A LEE

The Chairman reported that Mr A Lee, member for the Loughton St Mary's Ward had submitted a letter of resignation dated 3 November 2007 and received by the Proper Officer on 5 November 2007. As the vacancy arose within six months of the date that the Councillor's term of office would have expired, the election to fill the vacancy would take place at the next ordinary election (1 May 2008).

RESOLVED:

That the resignation of ex-Councillor A Lee on 5 November 2007 be noted.

94. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

Councillor Mrs A Grigg reported as one of the Council's appointed representatives on the Local Strategic Partnership (LSP) and on the Children and Young Persons Strategic Partnership.

She advised that the LSP had produced the Epping Forest District Community Strategy 2004-2021 which addressed some of the important key challenges facing the District. In October 2007 at a seminar, action plans and priorities had been updated. The LSP Board met quarterly and minutes of meetings were published in the Members' Bulletin. There were eight Action Groups:

- (a) Green and Unique;
- (b) Homes and Neighbourhoods;
- (c) Economic Prosperity;
- (d) Getting About;
- (e) A Safe Community;
- (f) Fit for Life;
- (g) Life Long Learning; and
- (h) Children and Young People.

There was also a Steering Group which co-ordinated the work of the Action Groups.

Members noted that one of the main issues being considered by the LSP was Local Area Agreement 2. Councillor Mrs Grigg reported that together with the Leader of the Council she had attended a meeting recently hosted by the County Council to explore the setting up of an Essex Partnership Forum and a smaller Management Board.

Councillor Mrs Grigg encouraged members to view the LSP website for further information.

Councillor Mrs Grigg also reported as one of the Council's representatives on the Children and Young Persons Strategic Partnership, a Sub-Group of the LSP. She advised that the Partnership had a Management Board which met quarterly and co-ordinated the work of seven Action Groups which met approximately every eight weeks. The Management Board was also responsible for financial decisions. Members noted that Councillor Mrs A Haigh, the District Council's other appointed representative on the Partnership had recently been appointed as Vice-Chairman and in the absence of the Chairman this year was Acting Chairman. Councillor Mrs Grigg reported that the Action Groups were:

- (a) 0-5s;
- (b) Local Development Groups - Epping Forest South and Epping Forest Rural;
- (c) Young Peoples Action Group;
- (d) Play Strategy;

- (e) Common Assessment Framework;
- (f) Child and Adolescent Mental Health;
- (g) Community Strategy.

Councillor Mrs Grigg reported on a stakeholder meeting held in November at which excellent presentations had been made by officers supporting the Action Groups. It had presented an available opportunity for members to network and be brought up to date with work undertaken by other Groups.

Councillor Mrs Grigg reported that she had arranged for the minutes of future meetings to be placed in the Members' Room.

Councillor Murray asked Councillor Mrs Grigg if she considered that the LSP had achieved better co-ordination between the various organisations. He also asked if any of the other statutory members of the LSP made a financial contribution towards the running of the body. Councillor Mrs Grigg stated that the LSP was making a worthwhile contribution and that in view of the approach being taken to future Local Area Agreements it was clear that the LSP was to be at the forefront in progressing these arrangements. She advised that Essex County Council also made a financial contribution towards the costs of the LSP.

CHAIRMAN