

# EPPING FOREST DISTRICT COUNCIL COUNCIL MEETING MINUTES

Thursday 5 October 2023, 7.00 pm - 8.05 pm

**Council Chamber, Civic Offices, High Street, Epping**

<b>Members Present:</b>	Councillors D Sunger (Chairman), L Burrows (Vice-Chairman), I Allgood, C Amos, R Balcombe, D Barlow, R Bassett, N Bedford, P Bolton, H Brady, R Brookes, E Gabbett, R Jennings, J Jennings, H Kane, S Kane, H Kauffman, P Keska, J Lea, A Lion, J Lucas, T Matthews, C McCann, C McCredie, J McIvor, L Mead, L Morgan, S Murray, C Nweke, M Owen, L Paine, J Parsons, A Patel, S Patel, J Philip, Caroline Pond, C C Pond, R Pugsley, K Rizvi, R Sharif, D Stocker, B Vaz, C Whitbread, H Whitbread, J H Whitehouse, J M Whitehouse, K Williamson and D Wixley
<b>Members Present (Virtually):</b>	Councillors S Heap
<b>Apologies:</b>	Councillor(s) R Baldwin, P Bhanot, A Green, I Hadley, S Heather, J Jogia, M Markham, R Morgan and S Yerrell
<b>Officers In Attendance:</b>	Georgina Blakemore (Chief Executive), Andrew Small (Strategic Director, Corporate and Section 151 Officer), Nathalie Boateng (Service Manager (Legal) & Monitoring Officer), Gary Woodhall (Team Manager - Democratic & Electoral Services), Tom Carne (Corporate Communications Team Manager) and Steven Mitchell (PR Website Editor)
<b>Officers In Attendance (Virtually):</b>	Vivienne Messenger (Democratic Services Officer)

---

## [A RECORDING OF THIS MEETING IS AVAILABLE FOR REPEATED VIEWING](#)

### **31 WEBCASTING INTRODUCTION**

The Democratic and Electoral Services Team Manager 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.

### **32 DECLARATIONS OF INTEREST**

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

### **33 MINUTES**

The Democratic & Electoral Services Team Manager reported that the minutes of the last meeting were not ready but would be available for agreement at the next meeting of the Council.

### **34 ANNOUNCEMENTS**

(a) **Former Councillor Ann Miller**

The Chairman informed members of the death of former Councillor A Miller. Members stood for a minute's silence, and then paid tribute to the memory of former Councillor A Miller, who had served as Chairman of the Council in 1988/89.

**(b) 'Greater in Spirit, Larger in Outlook'**

The Chairman reported that the 'Greater in Spirit, Larger in Outlook' event was running at the District Museum until 22 December 2023, and encouraged Members to visit the exhibition.

**(c) Civic Awards 2024**

The Chairman had attended a seminar that highlighted the 'unsung heroes' who got no recognition, and reminded Members that nominations were now open for the Civic Awards event in 2024; Members were encouraged to submit their nomination for their local 'unsung heroes'.

**(d) Diwali**

The Chairman invited Members to attend his reception to celebrate the festival of Diwali on Saturday 11 November 2023 between 4.00pm and 6.00pm.

**35 PUBLIC QUESTIONS (IF ANY)**

The Council noted that no public questions had been received for consideration at the meeting.

**36 QUESTIONS BY MEMBERS UNDER NOTICE**

The Council noted that there were no questions by members under notice that had been submitted for consideration at this meeting.

**37 REPORTS FROM THE LEADER & MEMBERS OF THE CABINET**

The Council received written reports from Portfolio Holders. The Chairman invited the Leader of Council to provide an oral report and the opportunity for other members of the Cabinet to give updates on matters concerning their relevant portfolios.

**(a) Leader of the Council**

The Leader of the Council reported that there had been very few meetings or events during the summer, but there were now numerous meetings taking place with the Cabinet and other Councillors on various projects that were being progressed. The Leader had met with the new Chairman of Qualis and discussed various issues with him, and the Cabinet was due to meet tomorrow on North Weald Airfield to discuss the Masterplan.

The report of the Leader of the Council was noted.

**(b) Place Portfolio Holder**

The report of the Place Portfolio Holder was noted.

**(c) Finance & Economic Development Portfolio Holder**

The Portfolio Holder reported that Qualis wished to make some minor alterations to their structure to reflect the tax advice that had been received; a new subsidiary company, Qualis

Land, would be created.

The report of the Finance & Economic Development Portfolio Holder was noted.

**(d) Housing & Strategic Health Partnerships Portfolio Holder**

The report of the Housing and Strategic Health Partnerships Portfolio Holder was noted.

**(e) Community Health & Wellbeing Portfolio Holder**

The Portfolio Holder was pleased to report that the Council had successfully bid for £10,000 worth of funding to support Essex County Council with the Multiply Programme in the District.

The report of the Community Health & Wellbeing Portfolio Holder was noted.

**(f) Contracts, Service Delivery & Improvement Portfolio Holder**

The report of the Contracts, Service Delivery & Improvement Portfolio Holder was noted.

**(g) Regulatory Services Portfolio Holder**

The report of the Regulatory Services Portfolio Holder was noted.

**(h) Customer & Corporate Support Services Portfolio Holder**

The report of the Customer & Corporate Support Services Portfolio Holder was noted.

**38 QUESTIONS BY MEMBERS WITHOUT NOTICE**

The questions by Members without notice, and the answers given, can be viewed in full as part of the recording of the meeting available on the Council's YouTube channel; a link to which is available on page 1 of these minutes.

<u>Question asked by:</u>	<u>Question asked to:</u>	<u>Subject of the Question:</u>
Cllr R Brookes	Regulatory Services Portfolio Holder Cllr K Williamson	Operation Dial in Loughton Broadway, lunchtime patrols requested.
Cllr T Matthews	Regulatory Services Portfolio Holder Cllr K Williamson	Resources to help communities who suffer frequent fly tipping.
Cllr J M Whitehouse	Finance & Economic Development Portfolio Holder Cllr J Philip	Re-organisation of Qualis & any change of strategy for Qualis.
Cllr J Lea	Customer & Corporate Support Services Portfolio Holder Cllr S Kane	Enforcement of parking restrictions.
Cllr S Murray	Leader of the Council Cllr C Whitbread	Completion of multi storey car park in Epping, exponential increase in use of food banks, or 4 local schools had to close because of concrete issues in September. Which is more worrying for

		residents?
Cllr M Owen	Housing & Strategic Health Partnerships Portfolio Holder Cllr H Whitbread	Contributions from the leaseholders in Loughton Broadway, when will they be notified?
Cllr S Heap	Finance & Economic Development Portfolio Holder Cllr J Philip	Reassure residents that a stringent policy is in place before we class any resident as vexatious.
Cllr J Lucas	Community Health & Wellbeing Portfolio Holder Cllr S Patel	Support for vulnerable & elderly residents during the winter? Any 'Stay Safe & Well' events planned for WA?
Cllr C Nweke	Leader of the Council Cllr C Whitbread	Can we do more to celebrate Black History month and other similar events?
Cllr J H Whitehouse	Finance & Economic Development Portfolio Holder Cllr J Philip	Update on the leasing of the space in the Civic Offices for a café & the Library?
Cllr H Kane	Community Health & Wellbeing Portfolio Holder Cllr S Patel	Preparations to safeguard residents from Halloween & fireworks night anti-social behaviour?
Cllr A Patel	Contracts, Service Delivery & Improvement Portfolio Holder Cllr R Balcombe	Update on progress with missed collections and construction of the Waste Management Hub?
Cllr D Wixley	Place Portfolio Holder Cllr N Bedford	Biodiversity net gain, does this apply to rivers and waterways?
Cllr C Amos	Finance & Economic Development Portfolio Holder Cllr J Philip	EFDC loan to Thurrock Council?
Cllr R Sharif	Leader of the Council Cllr C Whitbread	ECC Locality grants, criteria for determining.
Cllr C McCredie	Regulatory Services Portfolio Holder Cllr K Williamson	Disruption of building developments to local communities?

### 39 MOTIONS

The Chairman reported that there were no motions to be considered at the meeting.

### 40 AUDIT AND GOVERNANCE COMMITTEE ANNUAL REPORT 2022/23

The Chairman of the Audit & Governance Committee, Cllr P Bolton, presented the Audit & Governance Committee Annual Report for 2022/23.

The Finance & Economic Development Portfolio Holder, Cllr J Philip, thanked the Audit & Governance Committee for their work throughout the 2022/23 municipal year.

**Resolved:**

- (1) That the Annual Report of the Audit & Governance Committee for 2022/23 be noted.

**41 PROPOSED CHANGES TO THE AUDIT & GOVERNANCE COMMITTEE TERMS OF REFERENCE**

The Chairman of the Constitution Working Group, Cllr A Lion, presented a report recommending changes to Terms of reference for the Audit & Governance Committee. The Terms of Reference had been updated to reflect the latest advice from the Chartered Institute for Public Finance & Accountancy.

**Resolved:**

- (1) That the proposed changes to the Terms of Reference for the Audit & Governance Committee be approved.

**42 JOINT ARRANGEMENTS & EXTERNAL ORGANISATIONS**

- (a) Royal Gunpowder Mills

Cllr H Kane outlined the staffing changes for the benefit of Members, and the agreed schedule of repairs to the buildings. There were also Halloween events taking place at the Royal Gunpowder Mills on 28 and 29 October 2023.

**CHAIRMAN**

This page is intentionally left blank