

## **EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES**

**Committee:** Council **Date:** 18 December 2012

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 9.03 pm

**Members Present:** Councillors B Rolfe (Chairman), Mrs M Sartin (Vice-Chairman), K Angold-Stephens, R Bassett, A Boyce, W Breare-Hall, K Chana, Mrs T Cochrane, R Cohen, C Finn, Mrs R Gadsby, L Girling, P Gode, Mrs A Grigg, J Hart, Ms J Hart, D Jacobs, Mrs S Jones, Ms H Kane, P Keska, J Knapman, Ms Y Knight, Mrs J Lea, L Leonard, A Lion, Mrs M McEwen, H Mann, J Markham, A Mitchell MBE, G Mohindra, R Morgan, J Philip, Mrs C Pond, B Sandler, Ms G Shiell, P Spencer, D Stallan, Ms S Stavrou, H Ulkun, Mrs L Wagland, G Waller, Ms S Watson, A Watts, Mrs E Webster, C Whitbread, Mrs J H Whitehouse, J M Whitehouse, D Wixley and N Wright

**Apologies:** Councillors K Avey, Mrs H Brady, G Chambers, S Murray, Mrs P Smith, Mrs T Thomas and J Wyatt

**Officers Present:** G Chipp (Chief Executive), D Macnab (Deputy Chief Executive), C O'Boyle (Director of Corporate Support Services), R Palmer (Director of Finance and ICT), I Willett (Assistant to the Chief Executive), G Lunnun (Assistant Director (Democratic Services)), A Hendry (Democratic Services Officer), P Seager (Chairman's Secretary) and J Twinn (Assistant Director (Benefits))

### **76. WEBCASTING INTRODUCTION**

The Assistant to the Chief Executive, on behalf of the Chairman of the Council, 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.

### **77. MINUTES**

#### **RESOLVED:**

That the minutes of the meeting held on 6 November 2012 be taken as read and signed by the Chairman as a correct record.

### **78. DECLARATIONS OF INTEREST**

No declarations of interest were made pursuant to the Council's Code of Conduct for Members.

### **79. ANNOUNCEMENTS**

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

##### **(i) Remembrance Sunday – 11 November 2012**

The Chairman reported on wreath laying ceremonies and services held across the District to commemorate Remembrance Sunday on 11 November 2012. He advised

that thousands of members of the local community had been brought together to pay their respects and remember those who had lost their lives fighting for their country.

**(ii) Children's Sports Awards Lunch**

The Chairman reported that he had attended the Annual Children's Sports Awards lunch held at North Weald Airfield on 4 November 2012. Disabled children and their helpers from special schools had attended and the highlight had been an award ceremony to some of the children who had made significant achievements in sport. He emphasised that the awards recognised endeavour rather than elitism and varied from swimming two or three strokes to taking part in an outward-bound type course.

**(iii) Carol Service for Deaf and Deafblind People**

The Chairman advised that he had attended a carol service for deaf and deafblind people which had taken place at Chelmsford Cathedral on 14 December 2012. He pointed out that the service had been conducted in British sign language (with voice over).

**(iv) Civic Carol Service**

The Chairman expressed his thanks to members and officers for supporting the Civic Carol Service held at St John's Church, Epping on 14 December 2012. He advised that the collection had raised £555 which had been divided equally between the Church and his charity. Councillor Rolfe reported that the amount donated to his charity had been passed to "The Box" (the social space, information point and education people for young people) which was currently experiencing financial difficulties.

**(v) Chairman's Charity**

The Chairman encouraged members to purchase raffle tickets which would be sold in aid of his charity immediately after this meeting.

**(vi) Chairman's Charity – Quiz Night**

The Chairman informed members that arrangements had been made for a quiz to be held on 8 February 2013 at Theydon Bois Village Hall in aid of his charity. He invited members to attend in teams of 8 at a cost of £5 per head.

**(vii) Floral Display**

The Chairman announced that he intended to send the flowers from tonight's meeting to Jubilee Court, Waltham Abbey.

**(b) Announcements by the Leader of the Council**

The Leader advised that he had no announcements to make under this heading.

**(c) Announcements by Portfolio Holders**

There were no announcements made under this heading.

**80. PUBLIC QUESTIONS (IF ANY)****(a) Webcasting of Meetings – North Weald Airfield and Asset Management Cabinet Committee**

**By Mrs S De Luca, Clerk to the North Weald Bassett Parish Council to Councillor Ulkun, Support Services Portfolio Holder.**

“Can meetings of the North Weald Airfield and Asset Management Cabinet Committee of Epping Forest District Council be webcast to give greater transparency to Epping Forest District residents”.

**Response by Councillor Ulkun, Support Services Portfolio Holder:**

“Thank you Mrs De Luca for your question.

The Council’s existing webcasting contract with Public-I is for a term of four years from 1 April 2011 at a cost of £20,400 per annum. The contract has a restriction of 15 hours of webcasting per month, which equates to 180 hours per annum. It is difficult to estimate the time any meeting will take but experience suggests that approximately nine meetings can be webcast per month.

The meetings currently webcast are:

Council  
Cabinet

Overview and Scrutiny Committee  
District Development Control Committee  
The three Area Plans Sub-Committees  
Audit and Governance Committee  
Local Councils’ Liaison Committee  
Local Plan Cabinet Committee

Some of the meetings of the Finance and Performance Management Cabinet Committee and the Finance and Performance Management Scrutiny Panel concerned with the preparation of the budget.

Estimates of the webcast hours for these meetings in the current Council year and in 2013/14 indicate that the 180 hours will be fully used.

To accommodate meetings of the North Weald Airfield and Asset Management Cabinet Committee will necessitate either increasing the hours in the contract at a cost of £2,250 per annum or removing a committee from the existing schedule. In the current economic climate in which Portfolio Holders and officers have been making savings in order to achieve no increase in the District Council Tax for 2013/14 I do not consider it would be appropriate to seek a growth bid.

I propose therefore to look at the alternative of substituting the North Weald Airfield and Asset Management Cabinet Committee for one of the committees on the existing schedule. I have asked the officers to provide me with the hits on each of the meetings currently webcast and when I have those figures I will consult with the appropriate chairmen before making a decision. If it does not prove possible to webcast meetings of the North Weald Airfield and Asset Management Cabinet Committee I will consider other ways in which these meetings could be made more accessible to the public.

I will keep you informed of developments and will make a decision as quickly as possible”.

## **81. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET**

The Council received written reports from the Asset Management and Economic Development Portfolio Holder, the Environment Portfolio Holder, the Finance and Technology Portfolio Holder, the Housing Portfolio Holder, the Leisure and Wellbeing Portfolio Holder, the Planning Portfolio Holder, the Safer, Greener and Highways Portfolio Holder and the Support Services Portfolio Holder. The Council also received a supplement to the report of the Asset Management and Economic Development Portfolio Holder.

The Chairman invited the Leader to provide an oral report and other members of the Cabinet to give an oral update of their written reports.

### **(a) Leader of the Council**

Councillor Whitbread reported that over the last six weeks since the last Council meeting he had attended a number of engagements, some of a strategic nature but others of a local nature which had been aimed at resolving issues affecting the lives of residents. He referred to a meeting with local nightclub proprietors in Epping which he had attended together with the Safer, Greener and Highways Portfolio Holder to discuss the resolution of antisocial behaviour issues in the town.

The Leader reported that he had attended a meeting with the Leader of Harlow Council and respective Planning and Economic Development Portfolio Holders to discuss potential growth around Harlow. He pointed out that this issue would be a key consideration in this Council's Local Plan and he emphasised the importance of continuing to work with Harlow and other neighbouring authorities.

The Council noted that the Leader had attended a meeting with County Councillor Peter Martin, the Leader of Essex County Council at which a number of issues of mutual concern had been discussed including the effects of changes to the benefits system, community budgets and the integrated county strategy for growth.

Councillor Whitbread advised that the first meeting of the Epping Forest Locality Board had been held during the last month. He reminded members that the former local MPs, local County Councillors and Cabinet members liaison meetings that had been held for a number of years had been reconstituted to become the Locality Board. The Council noted that for the first 12 months this new Board would be chaired by Essex County Council Cabinet Member, Councillor John Aldridge with the Leader of this Council being appointed Vice Chairman. Councillor Whitbread invited members to advise him of any items they would like placed on future Locality Board agenda.

Councillor Whitbread reported that he had been pleased to host a visit by the High Sheriff, Christopher Palmer-Tomkinson who had been interested to understand the key issues affecting this District.

The Leader reported that he had also attended a meeting of the South East Local Economic Partnership.

Councillor Whitbread reported that he had chaired a productive board meeting of the Local Strategic Partnership, "One Epping Forest" which had received some very positive reports on the recent health summit, the launch of the tourism strategy and a

new initiative being worked up by the Children's Partnership around youth employment. The Leader advised that the theme of the LSP conference this year would be young people and it would be hosted at Epping Forest College on 22 February 2013.

In closing the Leader referred to the recent Celebrating Success event that he had attended where the Chairman of the Council had presented a wide range of certificates to District Council staff who had successfully completed in-service training qualifications.

**(b) Planning Portfolio Holder**

Councillor Bassett advised that since he had prepared his written report, changes had been made to the dates and venues of the workshops for the Local Plan. He reported that workshops would now be held on 26 January 2013 at Waltham Abbey Town Hall, on 9 February 2013 at Buckhurst Hill and on 9 March 2013 at Epping Town Hall.

Councillor Bassett reported that he had met representatives of the London Borough of Enfield to discuss their Northern Gateway Access Package. He advised that this Council had been offered a place on the group looking at the proposal and he would liaise with Waltham Abbey ward councillors with a view to one of them representing this Council.

The Portfolio Holder drew attention to the section of his report regarding the glasshouse industries. He pointed out that the London Assembly had allocated £600,000 to the London Borough of Enfield to investigate issues and set up schemes to increase/start food production. He advised that following a meeting with representatives of the London Borough of Enfield and the Borough of Broxbourne, discussions were taking place as to how the three authorities could work closely together on this issue.

**(c) Finance and Technology Portfolio Holder**

Councillor Stavrou reported that the Secretary of State for Communities and Local Government was due to announce the Local Government Finance Settlement 2013/14 on 19 December 2012. In relation to the Autumn Statement she advised that whilst Local Government planned budgets would be protected for 2013/14 there would be a further 2% cut in the 2014/15 budget period in addition to planned cuts. Councillor Stavrou advised that the Government foresaw Local Economic Partnerships playing a greater role in the future and had indicated that they would be able to obtain discounted loans for infrastructure projects. The Portfolio Holder also drew attention to proposals for extending the Small Business Rates Scheme which had already helped over half a million small businesses across the country.

**(d) Leisure and Wellbeing Portfolio Holder**

Councillor Webster referred to the reference in her written report that the Christmas opening hours for all of the Leisure Centres would be published in the Christmas edition of "The Forester". She advised that unfortunately the deadline for publication in "The Forester" had been missed but details of the opening hours were available on the Council's website, on the website of SLM and were displayed at the centres and the Council's reception desks.

**82. QUESTIONS BY MEMBERS WITHOUT NOTICE****(a) Bridge Strengthening Works – Roding Lane, Buckhurst Hill**

Councillor Spencer asked the Safer, Greener and Highways Portfolio Holder if he would make representations to Essex County Council to take steps to mitigate the delays being caused to traffic by temporary traffic lights which had been installed on Roding Lane preparatory to strengthening works being undertaken to the bridge.

Councillor Waller, Safer, Greener and Highways Portfolio Holder stated that he would be happy to make representations but that the final decision would be one for Essex County Council.

Councillor Knapman advised that he had already made representations to the County Council Cabinet Member for Highways and Transportation and as a result the strengthening works had been brought forward from Autumn 2013 to February 2013.

**(b) Civic Offices Car Park**

Councillor J M Whitehouse thanked the Asset Management and Economic Development Portfolio Holder for finding £35,000 to enable Town Centre Partnerships and other bodies to put into place practical schemes to enhance high street viability. He asked if continuing this theme she could think of any reason why in principle the staff car parks at the Civic Offices could not be made available to shoppers at weekends.

Councillor Grigg, Asset Management and Economic Development Portfolio Holder referred to the arrangements which had been made for free parking in the build up to Christmas and undertook to discuss the suggestion with officers following which she would report the outcome in the Council Bulletin.

**(c) Local Plan**

Councillor Wagland referred to the Planning Portfolio Holder's announcement regarding the dates and venues of workshops. She stated that some residents would be disappointed that workshops would not be held in their locality. She also referred to the expectation that there should be consistent input into the workshops which would require a commitment of 18 hours within a six week period. She suggested that it was not particularly satisfactory to expect such a commitment and she asked the Portfolio Holder if he would reconsider both the number of workshops to be held and whether each workshop should be self contained.

Councillor Bassett, Planning Portfolio Holder, stated that he had spread the workshops across the District as far as possible and that the workshops were intended for District Councillors, representatives from each Parish Council, local County Councillors and local Members of Parliament rather than residents. He pointed out that the views of residents had already been expressed as part of the consultation and that these would be taken forward in the workshops. He also pointed out that there would be a further major consultation exercise with the public in relation to preferred options. He said he would give further consideration to the format of the workshops when further details became available.

**(d) Community Services**

Councillor Jennie Hart congratulated the Leisure and Wellbeing Portfolio Holder on the external funding that had been secured to expand community and health

improvement provision across the District. She expressed disappointment however at the decision to withdraw funding for seated exercise for the elderly at a residential home in the Loughton Broadway ward and asked the Portfolio Holder if this could be reinstated in the light of the amount of external funding which had been attracted.

Councillor Webster, Leisure and Wellbeing Portfolio Holder, suggested that Councillor Hart should discuss this matter with her after the meeting and pointed out that it may have been an activity which had not been supported by external funding.

**(e) Local Plan - Workshops**

Councillor McEwen referred to the written report and the statement made by the Planning Portfolio Holder regarding the workshops to be held in the new year and asked if a workshop could be held in Ongar whose residents had expressed an intense interest in the process. She said that she appreciated the Portfolio Holder had attempted to spread the workshops across the District but pointed out that none was proposed to be held in the north of the District.

Councillor Bassett, Planning Portfolio Holder, stated that the venues for the workshops had been selected having regard to their suitability and that one was to be provided in each Plans Sub-Committee area. He emphasised that Councillor McEwen and a representative of Ongar Town Council would have the opportunity to attend all of the workshops irrespective of the venues.

**(f) Local Plan – Brown Field Sites**

Councillor Philip advised that he was pleased to read in the Planning Portfolio Holder's written report that the Forward Planning Team would be compiling a list of brown field sites which they had considered as part of the Local Plan process. He asked the Portfolio Holder when the information would be available and how it would be published bearing in mind that it would be important for residents to access the information and have an opportunity to comment on the list.

Councillor Bassett, Planning Portfolio Holder, stated that an Excel spreadsheet was being prepared which would identify sites to be considered wholly brown field, partly brown field/partly green field and green field. He stated that he expected the spreadsheet to be available within the next few days when it would be sent to all councillors. Councillor Bassett continued that officers in the Forward Planning Team were in addition, revisiting this issue to ensure that they had identified all of the brown field sites. He suggested that in some instances there may have been confusion over place names as officers did not necessarily have the same local knowledge as residents and ward members. Councillor Bassett invited members to draw his attention to sites which they considered had been missed or wrongly designated as part of this process.

**(g) Local Plan – Workshops**

Councillor Knapman drew attention to the statement in the Planning Portfolio Holder's written report that the results of workshop 1 would be analysed and reported back to participants to inform workshop 2. He pointed out that those not present at workshop 1 would be unable to participate fully at workshop 2 and he asked the Portfolio Holder to consider this issue. He also sought an assurance that the workshops would not be officer-led and would be conducted in plain English rather than technical planning language. Councillor Knapman also asked the Portfolio Holder to reconsider the intention that all participants should discuss all areas as he was not convinced that this would work.

Councillor Bassett, the Planning Portfolio Holder, stated that he would make all members aware of the results of workshop 1 so that they would be able to participate fully in workshop 2. He confirmed that the workshops would be member-led with the aim of setting out a strategy as to how to progress with preferred options. He emphasised his preference not to develop green field sites.

(The Chairman indicated that Councillor Knapman had in effect asked three questions despite his request at the outset of this item for members to ask only one question at a time. Accordingly he directed that the Portfolio Holder should not answer the third point raised by Councillor Knapman in order to allow other members an opportunity to ask questions within the agreed time limit).

**(h) Council Car Park – Plume of Feathers, Church Hill, Loughton**

Councillor Markham advised that the vacant car park had recently been cleared and he asked the Asset Management and Economic Development Portfolio Holder if the Council was proposing to re-market this site.

Councillor Grigg, Asset Management and Economic Development Portfolio Holder, advised that, together with officers, she was continuously looking at the Council's assets but had nothing planned at present for this site.

**(i) Borders Lane, Loughton – Pothole**

Councillor Leonard asked the Safer, Greener and Highways Portfolio Holder for an assurance that the jetstream system for repairing potholes would not be used in future on roads like Borders Lane in view of the limited time which the repair lasted.

Councillor Waller, Safer, Greener and Highways Portfolio Holder, reminded Councillor Leonard that this was a matter for Essex County Council and that the District Council had no control over the methods used by that authority. He said that he was prepared to make representations to the County Council but would be unable to influence their decision.

**(j) Access to Civic Offices – Standards Committee**

Councillor J H Whitehouse reported that the Independent Persons on the Council's Standards Committee had found it difficult to gain access to Committee Room 1 for a recent meeting of the Committee. She asked the Support Services Portfolio Holder to review the signage in the reception area and to improve the advertising of meetings on the Council's notice boards.

Councillor Ulkun, Support Services Portfolio Holder undertook to discuss these matters with officers with a view to introducing improvements.

**(k) Countrycare**

Councillor Angold-Stephens invited the Leader of the Council to write to Countrycare and the Essex Wildlife Trust to express his thanks for the work they had recently undertaken in erecting fencing and planting 800 hedging shrubs at the Roding Valley Nature Reserve all within a four hour period. He advised that the work had led to a great improvement in the street scene.



Councillor Whitbread, Leader of the Council, agreed that this was something to be applauded and said that he would be delighted to write to them expressing his thanks.

**(l) Planning Applications – Pre-application Discussions**

Councillor J M Whitehouse referred to a number of major development proposals being progressed by developers in the District and asked the Planning Portfolio Holder what advice was being given to potential developers seeking to develop Green Belt sites.

Councillor Bassett, Planning Portfolio Holder, stated that Planning officers listened to proposals, informed developers of relevant planning policies but made no judgement about proposals at the pre-application stage. He pointed out that the pre-application processes had been discussed at a recent meeting of the Planning Scrutiny Panel.

**(m) The Box, Epping**

Councillor Angold-Stephens reported that “The Box” in Epping provided a much needed service for young people. He advised that he had heard earlier in the day that the service was facing problems with short term funding and might be forced to close. He continued that he understood the paid staff had agreed to continue working until April without pay. He asked the Leader to consider whether funding could be provided to ensure that the service was kept open.

Councillor Whitbread, Leader of the Council, thanked Councillor Angold-Stephens for bringing this matter to the attention of the Council. He agreed that “The Box” provided a very good facility and that the Council was anxious to support the voluntary sector. He said that he understood grant application forms had been sent to “The Box” in the past but had not been returned and that they received support from elsewhere. However, he would ask the Policy and Research Officer to contact the organisation in order to establish if the Council could offer assistance.

**83. MOTIONS**

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

**84. QUESTIONS BY MEMBERS UNDER NOTICE**

The Chairman announced that there were no questions by members under notice to be considered at this meeting.

**85. REPORT OF THE CABINET - HEALTH AND SAFETY AT WORK ETC ACT 1974 - PROSECUTION OF CASTERBRIDGE NURSERIES**

**Mover: Councillor Breare-Hall, Environment Portfolio Holder**

In inviting the Environment Portfolio Holder to present this report the Chairman urged members to exercise caution when making comments or remarks in order to ensure that they did not prejudice the outcome of a court hearing to be heard early in the new year.

Councillor Breare-Hall submitted a report seeking a supplementary District Development Fund estimate to cover the estimated costs of the prosecutions of Casterbridge Nurseries and its employees.

**Report as first moved ADOPTED****RESOLVED:**

That a supplementary District Development Fund estimate for 2012/13 of £40,000 be approved to cover the remaining estimated costs of the prosecutions of Casterbridge Nurseries and its employees.

**86. REPORT OF THE CABINET - LOCALISATION OF COUNCIL TAX SUPPORT****Mover: Councillor Stavrou, Finance and Technology Portfolio Holder**

Councillor Stavrou submitted a report seeking adoption of the Local Council Tax Support Scheme and associated Exceptional Hardship Policy. In presenting the report Councillor Stavrou advised that since it had been written, Brentwood Borough Council had agreed to adopt the common core framework agreed by all of the other authorities in the County.

In response to questions, Councillor Stavrou advised that she was unaware of the approach being taken by London Borough Councils in relation to this matter. She explained the reasons for implementing the proposed scheme and by leave of the Council these reasons were expanded upon by the Director of Finance and ICT and the Assistant Director – Benefits.

**Report as first moved ADOPTED****RESOLVED:**

- (1) That the Local Council Tax Support Scheme and the associated Exceptional Hardship Policy attached as Appendices to the report of the Cabinet be adopted; and
- (2) That delegations in the Constitution be updated to include reference to Local Council Tax Support as well as Council Tax Benefit.

**87. REPORT OF THE CABINET - TECHNICAL REFORMS OF COUNCIL TAX****Mover: Councillor Stavrou, Finance and Technology Portfolio Holder**

Councillor Stavrou submitted a report focussing on the technical reforms of Council Tax as a result of the Local Government Finance Act 2012. She advised that the main areas of the technical reforms allowed for greater Council discretion over some discounts and exemptions and that it was necessary for the Council to determine its position in relation to these matters in order to establish the Council Tax Base for 2013/14.

The Portfolio Holder explained the reason for there being alternative recommendations and explained why she was recommending that the Council should adopt the first set of recommendations.

**Report as first moved ADOPTED****RESOLVED:**

- (1) That with effect from 1 April 2013 properties under Section 11A of the Local Government Finance Act 1992 and falling within Class B of the Council

Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 classified as unoccupied and furnished (second homes) receive a discount of 5%;

(2) That with effect from 1 April 2013 properties in need of major repair as defined under Section 11A(4A) of the Local Government Finance Act 1992 and falling within Class D of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 receive a discount of 50% for twelve months;

(3) That with effect from 1 April 2013 properties which are unoccupied and substantially unfurnished as defined under Section 11A(4A) of the Local Government Finance Act 1992 as defined under Class C of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 receive a discount of 100% for a period of three months after which a discount of 0% will apply; and

(4) That with effect from 1 April 2013 properties which are long term empty dwellings for over two years under Section 11B of the Local Government Finance Act 1992 will be charged a Council Tax premium of 50%.

#### **88. REPORT OF THE CABINET - CALENDAR OF MEETINGS 2013/14**

**Mover: Councillor Ulkun, Support Services Portfolio Holder**

Councillor Ulkun submitted a report seeking adoption of a calendar of Council meetings for 2013/14.

In response to questions he confirmed that meetings of the Local Plan Cabinet Committee would be webcast and that the commencement time of Licensing Sub-Committee meetings held in the evening, if any, had yet to be determined.

**Report as first moved ADOPTED**

**RESOLVED:**

That the calendar of Council meetings for 2013/14 attached as an Appendix to these minutes be adopted.

#### **89. REPORT OF THE CABINET - LOUGHTON CCTV**

**Mover: Councillor Waller, Safer, Greener and Highways Portfolio Holder**

Councillor Waller submitted a report seeking a supplementary capital estimate to part fund the renewal and restructure of the current network of CCTV cameras covering High Road, Loughton.

In answer to questions, Councillor Waller acknowledged that in some areas parish councils provided funding for CCTV but emphasised the need for District Council provision. He invited members to inspect the control room in the Civic Offices in order to fully appreciate the service provided.

**Report as first moved ADOPTED**

**RESOLVED:**

That a supplementary capital estimate of £10,000 in 2012/13 be approved to part fund the renewal and restructure of the current network of CCTV cameras covering High Road, Loughton and to extend the system northwards to cover the shopping parades both sides of the High Road between Brooklyn Avenue and Traps Hill.

**90. OVERVIEW AND SCRUTINY****(a) Report of the Chairman of the Overview and Scrutiny Committee**

The Council received a written report from Councillor Morgan, the Chairman of the Overview and Scrutiny Committee.

**(b) Reports of the Overview and Scrutiny Committee**

The Chairman announced that there were no reports to be considered under this item.

**(c) Reports of Overview and Scrutiny Panels**

The Chairman announced that there were no reports to be considered under this item.

**91. DECISION BY THE LEADER OF COUNCIL - CHIEF EXECUTIVE APPRAISAL PANEL**

The Council noted a decision taken by the Leader of the Council establishing a Chief Executive Appraisal Panel.

In response to questions, Councillor Whitbread confirmed that he would be discussing with the appropriate officers the training requirements of the Panel. He also explained the reasons for the make up of the Panel.

**92. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS**

The Chairman informed members that there were no reports to be considered on the business of joint arrangements and external organisations.

**RESOLVED:**

That the Council's appointed representatives on the Grange Farm Trust and the Citizens Advice Bureau submit written reports to the next meeting of the Council on the work of those bodies.

**CHAIRMAN**