

<b>Committee(s):</b> Epping Forest Consultative Group Epping Forest and Commons	<b>Dated:</b> 15/06/2022 11/07/2022
<b>Subject:</b> Natural Environment Epping Forest Forward Agenda Plan 2022 (SEF 19/22b)	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	n/a
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>£</b>
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>Y/N</b>
<b>Report of:</b> Juliemma McLoughlin, Executive Director, Environment	<b>For Information</b>
<b>Report author:</b> Paul Thomson, Epping Forest	

### Summary

In order to help guide members expectations regarding the content of each Committee Agenda and to facilitate improved engagement with the Committee Report process, the Chairman has requested that an Epping Forest Agenda Plan covering the next six meetings of the Epping Forest and Commons Committee is published as part of each Committee Agenda.

The same plan will be provided to the Epping Forest Consultative Group with the intention of providing the potential for the Consultative Group by agreement to request a report to each Committee on a subject not already addressed through the forward Agenda Plan.

### Recommendation(s)

Consultative Group Members are asked to

- note the report
- consider proposals for Committee Reports of interest to the Consultative Committee in addition to those outlined on the Agenda Plan

### Background

1. The business of the Epping Forest and Commons Committee is currently managed through an internal Agenda Planning process which coordinates the production of Committee Reports by Epping Forest Officers alongside reports provided by Chamberlains, City Surveyors and Town Clerks Departments.

2. The Strategy and Management Plan for Epping Forest 2020-2030 approved by your Committee on 18 November 2019 also includes a timetable for the production of additional Policy and Strategy documents for Committee consideration proposed over the next three years.

### **Current Position**

3. Given the size and complexity of Epping Forest, the administration of Forest business often governs the majority of the agenda and limits time for the discussion of matters associated with The Commons. Members have also raised concerns about the volume of business, size of reports and attachments and the regular need to exceed the two hours normally allotted for Committee business.
4. The Agenda Plan is designed to help regulate the overall number of Committee Reports considered by each bimonthly Committee and to provide the opportunity for members of both the Service and Consultative Groups to make reasonable requests for additional reports to address matters of policy, risk, and funding.

### **Options**

5. The provision of an Agenda Plan is seen as a helpful guide to future Committee business which will endeavour to regulate the overall flow of Committee Reports to enable business to be properly discussed and enacted within the two-hour time period allotted to the Committee. **This option is recommended.**

### **Proposals**

6. That a Committee Agenda Plan for the forthcoming next six Committees is provided as part of each Committee Agenda with the intention of managing the Committee's overall workload to facilitate reasonable debate and decision making within the two hours' time allotted for Committee business.
7. The Agenda plan should also allow Service Committee and Consultative Group Members to request subject to Officer capacity a reasonable level of additional reports to address matters of general interest and concern.

### **Corporate and Strategic Implications**

8. Financial – no implications
9. Legal – Standing Orders provide the Committee Chairman with the opportunity to request Officers to bring forward reports on matters of concern.

### **Conclusion**

10. The publication of a regularly updated Epping Forest forward Agenda Plan as part of each Committee Agenda should help to manage future business ensuring that the consideration of items is conducted within the two hours allotted to the Committee, while regulating the overall volume of business presented for

consideration. The process should also allow, subject to officer capacity, requests for additional reports to address matters of general interest and concern.

## **Appendix**

Committee Agenda Plan – March 2022 – January 2023

### **Paul Thomson**

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<b>Appendix Updated 27.06.22</b>	
<b>NATURAL ENVIRONMENT - EPPING FOREST FORWARD AGENDA PLAN March 2022 - January 2023</b>	
<b>March EF&amp;CC</b>	
NO MARCH COMMITTEE	
<b>May EF&amp;CC</b>	
Epping Forest - Superintendent's Update for December 2021 to March 2022	DMT
Epping Forest Work Programme 2022/2023	GS
Rent Reviews	TV
Epping Forest Car Park Charging Phase 3	JE
Platinum Jubilee Celebrations 1952-2022 Queen's Green Canopy – Proposed Tree Planting Projects report v	GS
Natural Environment Epping Forest Forward Agenda Plan 2022	PAT
Application to Natural England for recognition as a National Nature Reserve	PAT
Cyclical Works Programme Bid (was Provisional Additional Works Programme)	City Surveyor
<b>June EFCG</b>	
Assistant Director Update December 2021 - March 2022	DMT
Natural Environment Forward Plan	JEH
Epping Forest Work Programme 2022/2023	GS
Countryside Stewardship 2023 Application Proposals	SG
Copped Hall Proposals	SG
<b>July EF&amp;CC</b>	
Assistant Director Update April - May 2022	DMT
Copped Hall Proposals	SG
Chingford Golf Course Machine Renewal	LR
CSS Application Preview	SG
Gateway 2 Path Repair Project (moving to October EFCG and November EF&CC)	GS
Capel Road - Leasing	TV
Woodredon Easement	TV
Green Acres Easement	TV
Year End Business Plan Update	NED
Revenue Outturn 2021/22 - Epping Forest and Commons	Chamberlain/NED
Epping Forest Trustees Annual Report and Financial Statements for the Year Ended 31 March 2021	Chamberlain
EF and the Commons Risk Management Update	NED
<b>September EF&amp;CC</b>	
Assistant Director's Update June - July 2022	DMT
Annual Review of Access Restrictions	PAT
Historic Encroachment	TV
Deer Management on Buffer Lands	PAT
Parklife	JE/LL
<b>October EFCG</b>	
Assistant Director's Update April - May 2022	DMT
Assistant Director's Update June - July 2022	DMT
Buffer Lands PDN	GS
Forest Furniture PDN	GS
Gateway 2 Path Repair Project	GS
Sustainable Visitor Strategy	JE
Litter and Waste Management Strategy	MN
Epping Forest Annual Review	JE
Tree Safety PDN	GS
Wayleaves Policy	PAT
<b>November EF&amp;CC</b>	
Assistant Director Update	DMT
Wayleaves Policy	PAT
Gateway 2 Path Repair Project	GS
Charity Accounts (Burnham Beeches & Stoke Common, City Commons, Epping Forest)	Chamberlain
Revised Estimates	Chamberlain
<b>January EF&amp;CC</b>	
Assistant Director Update	DMT
Natural Department Business Plan - Six month Performance Update: April to September 22/23	Chamberlain/NED
Epping Forest and Commons Committee 2023 Dates	TC's
Natural Department Business Plan 2022/23	NED
Licences, Sports, Wayleaves and Produce Fees and Charges	JE