



### **Cabinet Monday, 2nd February, 2015**

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

**Time:** 7.00 pm

**Democratic Services:** Gary Woodhall      The Directorate of Governance  
Tel: 01992 564470      Email:  
democraticservices@eppingforestdc.gov.uk

---

#### **11. CONSTRUCTION OF OFF-STREET PARKING ON HOUSING LAND - REVIEW OF RANKINGS FOR FUTURE SCHEMES AND REVIEW OF CAPITAL PROGRAMME (Pages 179 - 186)**

(Housing Portfolio Holder) To consider the attached report (C-059-2014/15).

#### **17. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

#### **17.a Finance and Performance Management Cabinet Committee - 19 January 2015**

(Finance Portfolio Holder) To consider the minutes from the recent meeting of the Finance & Performance Management Cabinet Committee, held on 19 January 2015, and any recommendations therein.

#### **19. 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):

<u>Agenda Item</u>	<u>Subject</u>	<u>Paragraph No.</u>
21	Epping Forest Shopping Park – Update Report	3

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.

#### Confidential Items Commencement

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

#### Background Papers

Paragraph 8 of the Access to Information Procedure Rules of the Constitution 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 (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

### **21. EPPING FOREST SHOPPING PARK - UPDATE REPORT (Pages 187 - 190)**

(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-063-2014/15).

## ***Report to the Cabinet***

**Report reference:** C-059-2014/15  
**Date of meeting:** 2 February 2015



**Portfolio:** Housing

**Subject:** Construction of Off Street Parking on Housing Land – Review of Rankings for Future Schemes & Review of Capital Expenditure.

**Responsible Officer:** P Pledger (01992 564248)

**Democratic Services:** Gary Woodhall (01992 564470)

---

### **Recommendations/Decisions Required:**

1. That the updated ranking table for future off-street parking schemes at Appendix 1 be agreed;
2. That for any site listed in Appendix 1 where it is linked to any of the sites earmarked for future Council House-building the Council House-building Cabinet Committee be delegated authority to consider the benefits of providing off street parking as part of the Feasibility Study and recommend to the Cabinet when each site is to be included in future years of the off street Programme;
3. That detailed feasibility studies be undertaken on the next eight schemes in the updated ranking table at Roundhills (Red Cross Site), Waltham Abbey; Etheridge Green, Loughton; Watermans Way, North Weald; Alderwood Close, Abridge; Tillingham Court, Waltham Abbey; Sycamore House, Buckhurst Hill; Roundhills (Site 4), Waltham Abbey; and Rochford Green, Loughton that planning applications be submitted and then each of the schemes be constructed, subject to:
  - (a) the support of local residents following public consultation;
  - (b) the successful grant of planning consent;
  - (c) the average cost per bay being no more than £5,000; and
  - (d) the works and fees being able to be delivered within the existing Capital Programme budget;
4. That Millfield, High Ongar and Chester Green, Loughton be removed from the list as there is insufficient land suitable to provide additional off street parking; and
5. That subject to recommendation 2 above, the two sites at Pyrles Lane, Loughton, along with the sites at Hillyfields, Loughton; Hornbeam Road, Buckhurst Hill; Graylands, Theydon Bois; and Parkfields, Roydon be placed on hold pending a further recommendation from the Council House-building Cabinet Committee taking into account the affect, if any, a house-building scheme may have on parking in the vicinity.

## **Executive Summary:**

Commencing in April 2011, the Cabinet has approved a succession of off-street parking schemes on Housing land across the district, undertaken in priority order based on an approved list of sites. At its meeting in December 2012, the Cabinet agreed to undertake feasibility studies, consult residents, submit planning applications and construct a number of schemes (where approval was granted), all subject to the cost per bay being below £5k. This report sets out progress achieved in delivering the programme to date and seeks approval of the updated ranking table attached at Appendix 1, as well as approval to progress with the next eight schemes on the list.

## **Reasons for Proposed Decision:**

This report is presented at the request of the Cabinet, following its decisions to approve construction at a limited number of sites on the Off-Street Parking Programme since in April 2011. The Cabinet seeks to approve schemes only after assessing the effectiveness of the work undertaken on previously approved schemes, taking account of the cost and benefit. In order to progress with any further schemes, and in order to divert adequate resources to manage the Off-Street Parking Programme, which is one of the most resource intensive programmes within the Housing Assets Section, a Cabinet decision is sought, committing to both the updated ranking table and the capital expenditure. This report also seeks to tie together the impact that the Council House-building Programme may have on parking in the streets and the need for off street parking.

## **Other Options for Action:**

- (a) Not to undertake the construction of the further off street parking bays. However, this would not resolve the parking problems recognised during recent parking surveys.
- (b) To progress with a different number of schemes than proposed in the report. However, should the number be less than proposed, it may mean reporting back to the Cabinet sooner, as it is likely that some schemes will not actually be feasible for any number of reasons, including residents not being in favour; planning approval not being granted; the cost per bay exceeding £5k or there not being sufficient land available to facilitate a scheme.
- (c) To seek approval from the Cabinet on a stage by stage basis. However, this would lead to an increase in the frequency of future reports to the Cabinet.

## **Report:**

1. In April 2011, the Cabinet agreed to commence an off street parking programme, which has seen schemes constructed at:

- Colebrook Gardens, Loughton;
- School Lane, Abbess Roding;
- Hillcroft, Loughton;
- Chester Close, Loughton;
- Harvey Gardens, Loughton;
- Audley Gardens, Loughton;
- Barfields Gardens, Loughton; and
- Avenue Road, Theydon Bois.
- Collard Green, Loughton
- Harveyfields, Waltham Abbey
- Parndon House, Buckhurst Hill
- Queens Road, North Weald

2. Planning approval has been achieved for the scheme at Ladyfields, Loughton and 3 design options out to consultation for Paley Gardens in Loughton, with work due to commence on site in January 2015 and March 2015 respectively (subject to consultation and planning consent). However, schemes cannot proceed at St Peters Avenue, Ongar; Roxwell House, Buckhurst Hill; Stanway Road, Fullers Close, Woodford Court and Badburgham Court in Waltham Abbey as there is insufficient housing land available for off-street parking. The scheme at Western Avenue, Epping has been withdrawn following the outcome of the Controlled Parking scheme, which has reduced the overall score after a reassessment of the conditions.

3. A series of three separate designs were prepared for Park Square, Lambourne End. However, following a consultation exercise the local residents voted against off street parking on the only area of housing land that was available. Therefore, this site has no suitable alternative land for an off street parking scheme.

4. The scheme at Centre Avenue/Green, Epping continues to be on hold pending the outcome of a consultation by Essex County Council on Resident Parking.

5. To date, the Council has constructed a total of 182 off-street parking bays at a total cost of £607,940 inclusive of works costs and fees, which on average equates to around £3,340 per bay. All schemes have been completed on time and within budget.

#### Review of completed off-street parking schemes

6. At its meeting in October 2011, the Cabinet asked that a review of completed off-street parking schemes be undertaken, to assess the success or otherwise to give the Cabinet re-assurance that the investment represented value for money.

7. For the purpose of assessment, each completed site is re-surveyed and scored in the same way as other pre-works sites are scored and ranked to establish if the provision of off-street parking has overcome the problems initially observed.

8. From Appendix 1, it can be seen that the off street parking schemes that have been completed have made a positive improvement to the parking situation at each of the sites. The scores achieved for each of the schemes after the works have been completed would place them significantly lower on the ranking table.

9. The latest financial profile is given in the table below. This shows actual expenditure in 2012/13 and the current budget allocation for Off-Street Parking schemes within the Capital Programme:

	2013/14 (Actual) £000	2014/15 (Revised) £000	2015/16 (Revised) £000	2016/17 (Revised) £000	2017/18 (Forecast) £000	2018/19 (Forecast) £000	<b>Total £000</b>
HRA	111	175	784	41	41	41	1,193
General Fund	94	175	358	358	40	40	1,065
<b>Revised Total</b>	<b>205</b>	<b>350</b>	1142	399	81	81	<b>2,258</b>

10. Of the overall budget from 2014/15 onwards, as shown in the table above, the anticipated expenditure for the planned schemes at Ladyfields and Paley Gardens in Loughton is £74,956 and the estimated costs for Centre Avenue/Green, Epping, should the scheme progress is £61,579, which leaves a budget of £1,916,465 for future Off-Street Parking schemes up to March 2019.

11. Based on the schemes completed to date, as a guideline, the average cost per bay for a

standard scheme, including all fees is around £3,340 per bay. However, Members will be aware that in February 2014, the Cabinet agreed that the contribution from the HRA and the General Fund is proportional to the number of Council tenants / RTB sold properties at the time the works commences.

12. The list of off street parking schemes at Appendix 1 has been reviewed and updated with the latest information available. Should the Cabinet be minded to maintain its commitment to the current budget provision of the Off-Street Parking Programme, it is recommended that the top 8 parking schemes be drawn down in the priority order from the revised ranking table at Appendix 1 for detailed design up to and including obtaining planning consent, subject to a positive Resident Consultation exercise, and that they be constructed, subject to the average cost per bay being under £5,000 and the programme being delivered within the existing Capital Programme.

13. Where sites included on the priority list for off-street parking that also feature on the agreed list for future Council House-building, then the effect each programme has on the other should be considered together. It is therefore recommended that the Council House-building Cabinet Committee be delegated authority to consider the benefits of providing off street parking as part of the Feasibility Study and recommend to the Cabinet when each site is to be included in future years of the off street Programme.

14. Following a review of Council owned land available to provide additional off-street parking spaces, no land could be identified in Millfield, High Ongar and Chester Green, Loughton to provide any additional spaces. Therefore, it is recommended that these sites be removed from the list. In addition, the two sites at Pyrles Lane, Loughton, along with the sites at Hillyfields, Loughton; Graylands, Theydon Bois; Parkfields, Roydon and Hornbeam Road, Buckhurst Hill be placed on hold pending a further recommendation from the Council House-building Cabinet Committee taking into account the affect, if any, a house-building scheme may have on parking in the vicinity. As a result, the next eight schemes in the updated ranking table are as follows:

- Roundhills (Red Cross Site), Waltham Abbey;
- Etheridge Green, Loughton;
- Watermans Way, North Weald;
- Alderwood Close, Abridge;
- Tillingham Court, Waltham Abbey;
- Sycamore House, Buckhurst Hill;
- Roundhills (Site 4), Waltham Abbey; and
- Rochford Green; Loughton

#### **Resource Implications:**

The overall remaining budget within the Capital Programme for the installation of off street parking bays is a total of £2,258,000 as set out in the table above. The anticipated expenditure for the schemes at Ladyfields and Paley Gardens in Loughton is £74,956 and the estimated costs for Centre Avenue/Green, Epping, should the scheme progress is £61,579, which leaves a budget of £1,916,465 for future Off-Street Parking schemes.

#### **Legal and Governance Implications:**

The Housing Act 1985.

#### **Safer, Cleaner and Greener Implications:**

Sites for future off-street parking have been assessed, taking account of access for emergency vehicles and waste lorries, as well as damage caused to green verges and open spaces.

#### **Consultation Undertaken:**

Consultation with residents for future schemes will be consulted as part of any feasibility study.

ECC Highways have also been consulted, since some of the schemes will result in the parking bays becoming adopted for future maintenance by ECC Highways

**Background Papers:**

Previous Cabinet decisions in September 2008, April 2011, October 2011, December 2012 and February 2014.

**Risk Management:**

The main risks to the Council are that:

The contract to construct the off-street parking schemes has been developed to allow a continuation of work by using SOR's. However, the contract has annual break clauses so that there is no commitment to undertake any further works.

A safety audit is undertaken as part of the design stage, and this is agreed with ECC Highways as part of the consultation process.

All public utility companies are consulted to establish the extent and position of all underground services, so that the Council can minimise the risk of incurring unexpected costs when works commence.

As with all works procured by the Council, contractors are paid for work completed and not in advance. This means that if the Contractor goes into administration part-way through a contract, then the Council would have to step in and complete the works, but would not have over-paid.

# 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.

---

In April 2011, the Cabinet agreed to the construction of off-street parking, starting with schemes at the top of an approved priority list of sites based on a site by site assessment of safety and need, and taking account of the percentage of Council owned properties in the vicinity. This was due to the fact that a number of Council properties have over the years been purchased under the Right to Buy Scheme, and the land on which the off-street parking would be HRA land. Financial rules do not permit funding General Fund expenditure from the HRA.

The Cabinet appointed the Main Contractor to commence the construction works for the top six schemes on the priority list. The Cabinet also considered a revised priority list, taking account of any newly added sites.

The Cabinet once again reviewed the priority ranking of sites, taking account of additional sites added at the request of the Cabinet. These additional sites were assessed using the agreed assessment criteria, namely:

- Percentage of council tenants;
- Lack of off street parking;
- Road width;
- Verge/footway damage;
- Accident risk to pedestrians/drivers; and
- Special parking requirements.

Whilst the assessments take into account any technical or legal issues known at the time the initial assessments were undertaken, it does not take into account any technical or legal matters that may arise as part of a more detailed feasibility study, which may mean that some of these schemes may not actually be possible.

In all instances, local residents are consulted on whether they support an off-street parking scheme in their area, and if a majority does, they are consulted on the design and layout. All schemes that achieve the support of local residents are then subject to a planning application.

Disabled parking is incorporated in all off street parking schemes.



## Appendix 1

Off Street Parking Rating Table 2015-16 (Updated January 2015)											
This table includes schemes that have been reassessed under the new assessment procedure by the Housing Assets Section. The locations are listed in priority scoring.											
Location:	Area:	Status:	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total Score
Centre Avenue/Green	Epping	Surveyed	5	3	Yes	5	5	3	4	¥	22
Update: Sites currently on-hold.											
Ladyfield Close	Loughton	Surveyed	3	5	Yes	6	3	0	0		17
Update: Start on-site planned for January 2015											
Paley Gardens	Loughton	Surveyed	4	3	No	6	1	0	1		15
Update: Tenant consultation planned for January 2015											
Wormyngford Court	Waltham Abbey	Surveyed	10	3	No	5	1	2	0		21
Update: On hold due to trees preventing development. If the situation regarding the trees changes, scheme to go forward.											
Hillyfields-	Loughton	Surveyed	7	4	No	6	3	4	4	¥	22
Roundhills Red X site	Waltham Abbey	Surveyed	4	2	No	2	3	3	1		15
Pyries Lane	Loughton	Surveyed	3	3	No	3	4	0	4	¥	14
Etheridge Green	Loughton	Surveyed	3	2	No	5	3	1	0		14
Hornbeam Road	Buckhurst Hill	Surveyed	5	4	No	3	3	4	4	¥	14
Watermans Way	North Weald	Surveyed	8	2	No	3	0	0	1		14
Alderwood Close	Abridge	Surveyed	8	1	No	4	0	0	0		13
Tillingham Court	Waltham Abbey	Surveyed	7	2	No	3	0	0	1		13
Sycamore House	Buckhurst Hill	Surveyed	5	5	No	2	1	0	0		13
Millfield	Ongar	Surveyed	4	4	No	4	0	0	4		13
Chester Green	Loughton	Surveyed	4	0	No	6	2	1	0		13
Graylands	Theydon Bois	Surveyed	3	4	No	4	2	3	0	¥	13
(100-132) Pyries Lane	Loughton	Surveyed	3	2	No	3	5	0	0	¥	13
Parkfields	Roydon	Surveyed	3	4	No	4	4	0	1	¥	13
Roundhills (site 4)	Waltham Abbey	Surveyed	1	2	No	4	3	3	0		13
Rochford Green	Loughton	Surveyed	2	4	No	5	1	1	0		13
Torrington Drive	Loughton	Surveyed	7	2	No	2	0	1	0		12
Borders Lane	Loughton	Surveyed	3	3	No	1	4	0	1		12
Colson Path	Loughton	Surveyed	3	1	No	6	2	0	0		12
Millhoo Court	Waltham Abbey	Surveyed	3	5	No	3	1	0	0		12
Foxley Close	Loughton	Surveyed	2	5	No	5	0	0	0		12
Thaxted Road	Buckhurst Hill	Surveyed	4	2	No	3	1	2	0		12
Cascade Close	Buckhurst Hill	Surveyed	3	2	No	5	1	1	0		12
Buxton Road	Waltham Abbey	Surveyed	5	1	No	4	1	0	0		11
Caterham Court	Waltham Abbey	Surveyed	4	3	No	3	1	0	0		11
Newmans Lane	Loughton	Surveyed	3	2	No	2	3	0	1		11
Amwell Court	Waltham Abbey	Surveyed	3	2	No	3	2	0	1		11
Coopers Close	Chigwell	Surveyed	2	0	No	4	2	2	1		11
Roundhills (site 7)	Waltham Abbey	Surveyed	2	1	No	4	1	3	0		11
Hanson Close	Loughton	Surveyed	3	2	No	4	1	0	0		10
Princesfield Road	Waltham Abbey	Surveyed	4	1	No	4	1	0	0		10
Skarning Court	Waltham Abbey	Surveyed	2	3	No	3	1	0	1		10
Western Avenue	Epping	Surveyed	4	2	No	4	0	0	0		10
Hornbeam Close	Buckhurst Hill	Surveyed	5	0	No	4	4	0	0	¥	10
Stewards Green Road	Epping	Surveyed	5	4	No	3	0	0	0	¥	9
Sudicamps Court	Waltham Abbey	Surveyed	4	3	No	2	0	0	0		9
Morris Court	Waltham Abbey	Surveyed	4	1	No	3	1	0	0		9
Greenfields	Loughton	Surveyed	3	0	No	4	2	0	0		9
Theydon Court	Waltham Abbey	Surveyed	3	3	No	3	0	0	0		9
Barnmead, Toot Hill	Toot Hill	Surveyed	2	5	No	2	0	0	0		9
Blackmore Court	Waltham Abbey	Surveyed	2	3	No	4	0	0	0		9
Bridge Hill	Epping	Surveyed	2	1	No	2	1	3	0		9
The Croft	Loughton	Surveyed	2	2	No	3	0	2	0		9
Wrangley Court	Waltham Abbey	Surveyed	2	3	No	4	0	0	0	¥	9
Hornbeam Road (HH site)	Buckhurst Hill	Surveyed	4	0	No	3	1	1	0		9
Hansells Mead	Roydon	Surveyed	4	0	No	3	1	0	0		8
Maynard Court	Waltham Abbey	Surveyed	3	1	No	3	1	0	0		8
Plumtree Mead	Loughton	Surveyed	3	3	No	2	0	0	0		8
Green Glade	Theydon Bois	Surveyed	3	1	No	3	1	0	0		8
Bromefield Court	Waltham Abbey	Surveyed	4	4	No	3	0	0	0	¥	8
Winters Way	Waltham Abbey	Surveyed	3	0	No	3	1	0	0		7
Blackmore Road	Buckhurst Hill	Surveyed	1	2	No	3	1	0	0		7
Harveyfields	Waltham Abbey	Done	10	0	Done	3	0	0	1		14
Queens Road	North Weald	Done	5	3	Done	4	0	0	1		13
Parndon House	Buckhurst Hill	Done	8	0	Done	3	1	0	0		12
Collard Green	Loughton	Done	3	1	Done	5	0	0	0		9
Barfields Gardens	Loughton	Done	5	0	Done	4	1	0	0		10
Avenue Road	Theydon Bois	Done	7	0	Done	2	0	0	0		9
Colebrook Gardens	Loughton	Done	2	1	Done	3	1	2	1		10
Hillcroft	Loughton	Done	4	1	Done	3	0	0	1		9
School Lane	Abbess Roding	Done	8	0	Done	2	0	0	1		11
Chester Path	Loughton	Surveyed	No Council tenants in the Road								
Park Square (New Road)	Lambourne End	Surveyed	Residents voted against OSP development on the green (no Housing land available)								
Shrublands Close	Chigwell	Surveyed	No Council tenants in the Road								
Coles Green	Loughton	Surveyed	No Council tenants in the Road								
St Peters Avenue	Ongar	Surveyed	No suitable Housing land for improvements								
Roxwell House	Buckhurst Hill	Surveyed	No suitable Housing land for improvements								
Fullers Close	Waltham Abbey	Surveyed	Limited scope as off street parking schemes already completed								
Badburgham Court	Waltham Abbey	Surveyed	Limited scope as off street parking schemes already completed								
Woodford Court	Waltham Abbey	Surveyed	Limited scope as off street parking schemes already completed								
Stanway Road	Waltham Abbey	Surveyed	Limited scope as off street parking schemes already completed								
Western Avenue	Epping	Surveyed	Re-evaluated following Permit Parking Enforcement (outcome score 10)								
Gravel Close	Loughton	Surveyed	No Housing land for improvements								
Grosvenor Close	Loughton	Surveyed	Limited scope as scheme already completed								
Colson Gardens	Loughton	Surveyed	Limited scope as scheme already completed								
Loughton Court	Waltham Abbey	Surveyed	No Housing land for improvements								
The Chestnuts	Abridge	Surveyed	No Housing land for improvements								
			Q1 - Percentage of council tenants. Q2 - Lack of off street parking Q3 - Consultation undertaken with residents Q4 - Road width Q5 - Verge/footway damage Q6 - Accident risk to pedestrians/drivers Q7 - Special parking requirements Q8 - Linked to the Council House-building Programme								

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank