Supplementary Committee Agenda



Area Planning Sub-Committee East Wednesday, 10th February, 2016

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

Time: 7.00 pm

Democratic Services: M. Jenkins Tel: (01992) 564243

Email: democraticservices@eppingforestdc.gov.uk

6. 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 requires 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.

7.a Item 13 EPF/2163/15 - Allotments rear of 8 To 22 Institute Road, Coopersale, Epping (Pages 3 - 14)

(Director of Governance) To consider the additional planning application attached.





Epping Forest District Council

Agenda Item Number 13



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Application Number:	EPF/2163/15
Site Name:	Allotments rear of 8 to 22 Institute Road, Coopersale, Epping, CM16 7QY
Scale of Plot:	1/2500

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Report Item No: 13

APPLICATION No:	EPF/2163/15
SITE ADDRESS:	Allotments rear of 8 To 22 Institute Road Coopersale Epping Essex CM16 7QY
PARISH:	Epping
WARD:	Epping Hemnall
APPLICANT:	Mr Phillip Wright
DESCRIPTION OF PROPOSAL:	Erection of 18 dwellings, including access, parking, amenity and landscaping.
RECOMMENDED DECISION:	Refuse Permission

REASON FOR REFUSAL

The proposed development fails to provide an adequate amount of suitable affordable housing on site despite an independent assessment showing that such development would be economically feasible. The development is therefore contary to Polcies H4A, H5A, H6A H7A and H8A of the Adopted Local Plan and Alterations.

This application is before this Committee since it is an application that is considered by the Director of Governance as appropriate to be presented for a Committee decision (Pursuant to The Constitution, Part Three: Planning Services – Delegation of Council functions, Schedule 1, Appendix A.(k))

Description of Site:

The application consists of privately owned former allotment land located to the rear of properties in Institute Road, Coopersale, bounded to the west by the Epping to Ongar railway line and to the north by properties in Chevely Close. To the east there is a hard court belonging to the adjacent village hall and further allotments. Access is at a sharp bend in the road between number 1 Laburnum Road and number 22 Institute Road, via a gated track. The site itself amounts to approximately half a hectare in area and slopes gently up from south to north. There are trees and hedgerows around the perimeter of the site and it is currently overgrown.

The site is not within the Metropolitan Green Belt or a Conservation Area.

Description of Proposal:

The application under consideration is for the erection of 18 dwellings consisting of 6 two bed apartments (with shared ownership) in a 2.5 storey block, 2 three bed houses and 10 four bed houses.

The dwellings are traditionally designed 2 and 2 .5 storey dwellings set around a cul de sac. The proposed houses all have on site parking for at least 2 cars and the flats each have 2 allocated spaces. In addition 5 visitor parking spaces are proposed close to the entrance to the site.

Relevant History:

In 1964 Outline Planning permission was refused for development of the allotments as a residential estate, on Green belt and access grounds. There is no other planning history.

Policies Applied:

CP1 – Achieving sustainable development objectives

CP2 – Protecting the quality of the rural and built environment

CP3 – New development

CP6 – Achieving sustainable urban development patterns

CP7 – Urban form and quality

DBE1 – Design of new buildings

DBE2 – Effect on neighbouring properties

DBE3 – Design in urban areas

DBE8 - Private amenity space

DBE9 - Loss of amenity

H1A - Housing provision

H3A - Housing Density

H4A - Dwelling mix

H5A – Provision of Affordable housing

H6A - Thresholds for Affordable housing

H7A - Levels of Affordable Housing

H8A - Availability of Affordable housing in Perpetuity

LL5 – Protection of Urban open Spaces

LL6 – Partial Development of Urban Open Spaces

LL10 – Adequacy of provision for landscape retention

LL11 – Landscaping schemes

ST1 – Location of development

ST4 – Road safety

ST6 - Vehicle parking

U3A - Catchment effects

U3B – Sustainable drainage Systems

RP4 - Contaminated Land

The above policies form part of the Council's 1998 Local Plan. Following the publication of the NPPF, policies from this plan (which was adopted pre-2004) are to be afforded due weight where they are consistent with the Framework. The above policies are broadly consistent with the NPPF and therefore are afforded full weight.

Consultation Carried Out and Summary of Representations Received:

158 neighbours were consulted and a Site Notice was displayed,

OBJECTIONS were received from the following addresses:

- 1, 5, 6 and 7 CHEVELEY CLOSE,
- 6, 15, 17 and 33 LABURNUM ROAD
- 1, 3, 5, 7, 14, 18, 21 and 30 INSTITUTE ROAD
- 12, 15, 18, 19 and 24 VICARAGE ROAD
- 2, 6 and 15 St ALBANS ROAD.

The objections received relate to the following issues;

- Harm to highway safety, due to increased traffic on very narrow road where cars frequently
 park on the pavements and there is congestion particularly when the adjacent hall is in use.
 Also concern over increased use of the junction of Institute Road with Coopersale
 Common, which is seen to be dangerous. Concern that the traffic survey was carried out at
 wrong time and in wrong way giving false results. Proposed access inadequate and
 dangerous. Inadequate access for emergency vehicles.
- Inadequate parking provision within the site. (NB the original layout showed only 1 space for each of the 2 bed flats, this has since been changed to 2 to meet current standards). Inadequate parking for the 4 bed houses, inappropriate tandem parking and garages too narrow to count as parking spaces. All likely to result in increase in on street parking in surrounding roads, which are already over parked. Loss of on street parking in Institute Road will cause inconvenience.
- Development is too large for the village out of character with the rural/village nature of the area, flats and houses not in keeping with local design and layout.
- Harm to residential amenity and highway safety during the construction period, with heavy vehicles likely to cause damage and congestion as well as noise and disturbance.
- Loss of the allotments, which have not been well advertised and some local people showed interest in them but received no reply to their calls.
- The development will cause loss of light and privacy to numbers 5 and 6 Chevely Close, due to proximity to south facing rear gardens and windows. Proposed boundary planting will cause additional loss of light. (NB the plans have been amended to remove the overlooking and to reduce the bulk adjacent to these properties)
- Loss of privacy and direct overlooking o rear of 14 Institute Road.
- Both the local school and the local doctor's surgery are oversubscribed and the development is not therefore sustainable.
- Inadequate water pressure in the area to meet the needs of the new development.
- Electricity problems in the locality with frequent power cuts at peak times. This will make it worse.

- Loss of important natural habitat utilised by foxes, woodpeckers, rabbits etc. Should be retained and enhanced as a nature reserve not built on.
- Development will be harmful to quality of life of surrounding residents and the village community.
- Development will suffer noise and pollution from the adjacent rail track.
- The access often floods and this will make that worse.
- Surrounding properties will suffer noise and light pollution
- Possible increase in anti social behaviour.
- The opportunity should be taken to improve facilities for the community which has been growing over the years with now new facilities.
- Properties will be too expensive for local people.

There was one letter of SUPPORT from:

1 LABURNUM ROAD – I feel the that the development will make a scruffy overgrown patch of allotment ground a much nicer area and also provide good quality local homes.

TOWN COUNCIL - The Committee have NO OBJECTION to the design and layout of the development, but do have concerns over the adequacy of access to the site for both vehicles and pedestrians, in accordance with policies ST2(i) and ST4. The NPPF, para 32 states that safe and suitable access to the site should be achieved for all people.

Committee also have concerns over the capacity of the existing infrastructure to cope with an additional 18 dwellings (including doctors and schools) and the removal of vital street lighting, in accordance with CP3(i) and U1.

At the core of national planning policy is the planning system's social role in supporting strong vibrant and healthy communities, by providing not only the housing required to meet present and future generations, but also creating accessible local services that reflect the community's needs and support its health, social and cultural wellbeing.

Main Issues and Considerations:

The key issues within this application are the suitability of the site for such a development, affordable housing considerations, amenity considerations, design, highway and parking considerations, trees and landscaping, ecology, land contamination, flooding and drainage.

Suitability of site:

The site is within the urban area of Coopersale, is privately owned, but has been used as allotment land.

Policy RST13 of the Local Plan states:

"The Council will: (i) Not permit the development or change of use of existing allotment sites unless adequate replacement facilities are provided in close proximity: and (ii) seek to provide conveniently located allotments should there be a satisfactory demand."

At present the applicants argues that only one of the allotments is utilised and that there are other allotment sites available close by. They also state that the allotments have been marketed but that there was only very limited interest which emphasises the lack of demand. They have provided a report that details this.

The site does not appear to have been heavily used as allotment land for many years and as this is privately owned land there is no way to insist that the owners of the land keep it in such use.

Given the current significant housing need in the District and the lack of a five year housing land supply, it is considered that this kind of site, outside of the Green Belt, can be suitable for residential development. In addition whilst the site can currently be regarded as Urban Open Space, which, in dense urban areas we would seek to retain for the benefit of the community, this site is within close proximity of public footpaths with access to the surrounding rural area, open spaces and Epping Forest and as such the need to retain such open space is less critical.

The site is largely hidden from public view by the surrounding housing and is therefore not as important as many urban open spaces with regard to contributing to the character and amenity of an area.

The site is within a relatively sustainable location close to the village shops and facilities.

On the basis of the above it is considered that the site is suitable for residential redevelopment.

Affordable Housing

The site is within a settlement with a population of less than 3000 and is a green field site, as such there is a requirement under current policies for 50% of any residential development to be affordable housing.

The current proposals would provide just 6 no. 2 bed flats for shared ownership and do not meet our policy requirement for affordable housing. For development schemes providing affordable housing of 10 dwelling or less, we require 100% of the dwellings to be provided as affordable **rented** housing. We also require the property mix of the affordable housing to be reflective of the mix of the market housing in terms of the ratio of houses to flats and numbers of bedrooms. This proposal provides the affordable housing as 2 bed flats with the market housing being 3 and 4 bed houses. In terms of numbers of bedrooms, the affordable housing represents only 21% of the overall scheme. The proportion of land area allocated for the affordable housing is less than 20% of the overall site area from the plans provided. As such the development is clearly contrary to current policy and the advice from the senior development officer in housing is that the development should be refused on this basis.

The applicants are arguing that the development of the site for housing will not be viable if there is a requirement for 50% affordable units. They have submitted a viability assessment and this has been assessed by the independent consultants Kift.

The Kift validation clearly demonstrates the viability of this proposed development to meet the requirement for the provision of 50% of the dwellings as affordable rented housing. The development appraisals produced by Kift, which were amended to take account of a number of comments made by the applicant's consultants on 21.12.15, demonstrate that a policy compliant scheme which meets the affordable housing requirements in full, would deliver a surplus of £1,538,575, based on the Benchmark Land Value. Likewise, their appraisals also demonstrate that a policy compliant scheme would increase the land value from £94,430 to £1,686,388.

The applicants argue that the land value used by Kift (which is based on its current status as allotment land) is incorrect, and that the much higher value, as a residential development site should be taken into account. However, the approach to valuing the site has been considered the most appropriate by our independent consultants who have considerable experience of carrying out validations. They have also consulted a Chartered Valuer who has assessed that this is the most appropriate valuation method in this case. However, if an Alternative Use Value approach were to have been adopted, as suggested, it is quite clear from both the NPPF and RICS guidance that the valuation of land in viability appraisals needs to reflect planning obligations, which includes meeting affordable housing contribution requirements in full. On this basis it is not accepted that it can be argued that the proposed 6 shared ownership flats can be accepted as meeting the current affordable housing requirement set out in the Local Plan.

The applicants are adamant that the scheme with affordable housing at the level proposed is unviable and that the land will not be developable if we insist on this requirement. I set out their argument in full below:

"I write in reply to your recent response letter to James Shutt at Epping Forest Council in response to viability matters at the above address, dated 5 January 2016.

Your Section 7 – Benchmark Land Value, applies an uncompromising existing use value akin to agricultural land prices, which has the effect of sterilising this parcel of land in the short to medium term. I believe this land has every prospect of coming forward for residential development given its sustainable location within settlement and that it would be reasonable to apply residential land values now to help unlock this site. Epping Forest Council fall well short of delivering their five year housing supply and really need to look to parcels of land like this to bolster their numbers. I make a planning case below which clearly sets out a reasoned argument for considering this site at residential land values:

5 Year Land Supply

Epping Forest Council confirm that they cannot demonstrate a five year housing supply, which is in strict contradiction of Para 47 of the National Planning Policy Frame NPPF 2012.

Presumption in favour of Sustainable Development

This site is located within the settlement boundaries of Coopersale and is not located within Green Belt. The site is outside of the metropolitan green belt and is not a conservation area, nor is it in a Flood Zone 2 or 3. The location is considered sustainable in planning terms and this point has not been contradicted by Epping Forest Officers.

Para 49 of the NPPF clearly states that relevant polices for the supply of housing should not be considered up-to-date if the local planning authority cannot demonstrate a five year supply of deliverable housing sites.

Para 14 of NPPF states that the 'presumption in favour of sustainable development' should be seen as the golden thread running through the plan making and decision making process. Where the plan policies are out of date (i.e. no 5 year housing supply) then permission must be granted unless adverse impact would outweigh the benefits, which is certainly not the situation in this case.

Three Dimensions to Sustainable Development

Para 7 of the NPPF refers to the three dimensions of sustainable development as being economic, social and environmental. All three of these roles are satisfied by this proposal and our case is made in our Planning Statement which accompanies this application.

Loss of allotment use is accepted

The policy officer for Ian White, Epping Forest Council has confirmed in his consultee response dated 7 October 2015 that there is no policy objection to the loss of these unused allotment gardens nor could they require any replacement facilities:

"I note the comments in the Planning Statement (repeated in other documents) that the allotments are now essentially unused, and that the person managing the one remaining active allotment is willing to move elsewhere on site, but outside the proposed development area. If this is an accurate description of the current situation, I do not think that there can be a policy objection, or that we can press for "replacement facilities" under policy RST13(i)."

No Local Plan Policy objections to our proposal

Mr Ian White, Policy Officer also confirms 7.10.15 that a provision of 40% affordable provision would only add one unit which is not significant in the context of need and concludes he has no policy objections.

"However a 40% provision would only add one affordable housing unit to the total, which is not significant in the broader context of identified need."

"Based on the information provided in the Planning Statement and other documents, I therefore have no policy objections to the application."

The site is identified in the SHLAA 2012 as suitable for residential (24 units)

Significant identified housing need in the Borough

The council are consistently under delivering on their requirement to provide a five year housing supply and the scarcity of new dwellings is compounded with every passing year. The council's policy officer points out that the slight shortfall in affordable housing (in this particular case) is 'not significant in the broader context of identified need'.

Site Allocations Development Planning Document

The Development Plan for Epping Forest Council is still the 1998 Local Plan and Alterations 2006, published 2008 is clearly out of date given the NPPF publication in 2012. The council's ability to deliver a revised local plan is significantly delayed and the publication of a Site Allocations DPD and consultation process is not timetabled. The delivery of housing should not be prejudiced by the council's inability to deliver an up to date local plan.

There is no doubt given the information supplied above that this site would be allocated as a housing site if the council had progressed and updated their local plan in line with the NPPF.

Conclusion

Given the overwhelming planning argument set out above this site will be developed out residentially given its location within defined settlement, surrounded by existing dwellings and the support shown by officers. Clearly no land owner would consider selling their land at agricultural prices given the residential potential of this site. It cannot be in anyone's interest to sterilise this much needed parcel of land in the short to medium term by applying this benchmark land value? Surely it makes sense in light of the above to acknowledge that this site will undoubtedly be developed out residentially and that a pragmatic view should be arrived at in respect of land value, which will help unlock this site and deliver the much needed houses locally?"

It is for this reason that the application has been brought before members, rather than being refused under delegated powers as contrary to affordable housing policy. It allows members to consider the applicants arguments and whether the need to bring forward housing of all types in the District is sufficient to outweigh the policy requirement for 50 % affordable housing.

The question is whether the early development of this site which is not Green Belt and is located in a relatively sustainable location for much needed housing is sufficient to outweigh the usual policy requirement for 50% affordable housing.

In officer's view this is not the case and that to accept such an argument would set a dangerous precedent that would undermine the Council's ability to achieve affordable housing targets in the future.

The NPPF currently seeks to boost significantly the supply of housing, and states that applications should be considered in the context of the presumption in favour of sustainable development. However Para 50 also states that where they have identified that affordable housing is needed (LPA's should) "set policies for meeting this need on site, unless off site provision or a financial contribution of broadly equivalent value can be robustly justified." It is considered that the Council's current Local Plan Policies are in accordance with the NPPF and should be given full weight.

It is acknowledged that there is a government emphasis on bringing forward development and not standing in the way of development. There has also been a recent consultation from Government with regard to broadening the definition of affordable housing to include starter homes (that is homes for first time buyers under 40 at a discount of 20%) which would likely be considerably less

costly to developers than the current requirement. This does indicate that policies within the NPPF may change in the future, to allow for greater flexibility on sites such as this, but as yet there has not been any change in policy

Amenity considerations:

The development is located such that very few properties are likely to be impacted by the built development. Whilst concern has been raised regarding overlooking and loss of privacy to the rear of properties in Institute road, the back to back distance is approximately 40m which is well in excess of the standard requirements, so there will be no adverse overlooking or loss of privacy. The other two properties most likely to be impacted are numbers 5 and 6 Chevely Close. These properties have shallow rear gardens bounded by the application site and whilst there are some existing trees along this boundary they are relatively sparse in winter. There is concern that the bulk and massing of the proposed nearest dwellings, which will be 2.5 storeys in height will have an adverse impact on light and outlook from these dwellings. Since the original submission the plans have been amended to remove side facing windows that would have overlooked these properties, in addition the houses have been handed, so that the greatest mass of the building is now set away from these properties. The orientation of the properties in Chevely Close is such that they are not facing directly on to the application site, and although there will be some loss of outlook and a greater sense of enclosure, it is not considered that there will be excessive loss of residential amenity as a result of the development, provided suitable landscaping, which is not of excessive height, can be provided along the shared boundary. This can be covered by a landscaping condition.

Design and layout

The development which results in the creation of a cul de sac off Institute Road provides a logical way of developing this site. The buildings are set more than 45m back from the access and will not be read as part of the street scene of Institute Road. The design of the buildings is relatively traditional with pitched roofs, gables and dormers and an appropriate palette of materials. Development provides a unified development which with suitable landscaping will provide an attractive street scene. There would not be excessive inter-overlooking between the properties and they will provide a good standard of accommodation with adequate private amenity space. Some concern has been raised that the occupants of the dwellings would suffer noise from the adjacent rail track. A noise assessment was submitted with the application which concludes that the noise levels can be suitably mitigated by standard double glazing and boundary fencing and it is not considered that there would be excessive impact on living conditions.

Parking provision/Highways:

It is acknowledged that Institute Road and the surrounding roads are narrow and suffer from on street parking, it is important therefore to ensure that the proposed development does not add to this problem.

The Essex County Council Vehicle Parking Standards require two parking spaces for every 2+ bed residential unit, plus 0.25 visitor spaces per unit (rounded up). The proposed development, originally indicated only one space for each of the two bed flats, but this has since been rectified. The scheme now more than meets the adopted standards, with 2 spaces for each of the flats, a space and a garage for the 3 bed units, and two spaces and a garage for each of the 4 bed units plus 4 visitor spaces and a space for number 22 Institute Road. The garages and spaces are to the required Essex parking standard size, and conditions can be attached to prevent the loss of the garage spaces to other uses.

The proposal includes improvements to the existing access and adequate sight lines are achieved. The road and parking layout meets the required standards and there is no objection, subject to conditions, from Essex as the highway Authority. Adequate turning space is available and the site will be accessible to larger service vehicles.

Whilst concern has been raised with regard to the increase use of the junction of Institute Road with Coopersale Common, which is perceived as a dangerous junction, this is an existing heavily used junction within a 30 mile an hour area and it is not considered that and the increase in traffic from this relatively small development would have an adverse impact, the additional movements generated even at peak times will be relatively small.

The applicants have offered to make an application to County for the introduction of double yellow lines in Institute road in order to reduce the on street parking a visibility problems that currently exist, particularly when the adjacent hall is in use, but it is not considered that these are required to make the development acceptable and such lining may cause greater parking conflict on surrounding roads. However if members consider that such an application would make the development more acceptable this could be incorporated within a legal agreement under section 106.

Trees and landscaping

Tree and landscaping details were submitted with the application which indicate that trees along the boundaries of the site can largely be kept; only poor quality or category c trees are to be lost. There are no preserved trees at the site. The tree and landscape officer is satisfied that a suitable landscape scheme can be achieved at the sire and that the development is appropriate in landscape terms so has raised no objection subject to conditions.

Ecology and wildlife

The site is significantly overgrown and at the pre application stage the applicant was advised to carry out a phase one habitat survey, they submitted with the application a phase 1 survey. An ecological assessment was submitted with the application including an assessment for protected species and the ecological impacts of the development together with suggested mitigation.

This identified that the site provides a habitat for reptiles as slow worms were found, there is in addition medium potential for bats, high potential for breeding birds, low potential for badgers, medium potential for hedgehogs, low potential for dormice, low potential for Great crested newts and negligible potential for water vole and otter.

The report recommends additional surveys for reptiles and bats and sets out suggested mitigation to ensure that the ecological value of the site is maintained. This can be required by condition.

Contaminated Land:

A preliminary risk assessment indicates that there are potentially unacceptable risks of contamination on this site given that residential properties are considered a particularly vulnerable use; as such the contaminated land Officer has suggested the imposition of our standard contaminated land conditions to ensure that this is fully investigated and where necessary mitigated prior to development.

Flooding and Drainage:

The site is not within flood zones 2 or 3 where we would seek to restrict residential development, but The proposed scale of development may present risks of flooding on-site and/or off-site if surface water run-off is not effectively managed. Major developments are required to demonstrate that they have given priority to the use of SuDS in line with the Ministerial Statement made on 18 December 2014

A Flood risk assessment has been submitted and the applicants are in consultation with our land drainage section. It is clear that a scheme can be provided which will meet SuDs requirements and it is therefore considered that conditions can be applied to ensure suitable surface water drainage is provided. In addition land drainage consent is required.

Other issues

Water pressure and electricity problems.

Concern has been raised that the water pressure in the area is low and that there are problems with the electricity supply. Whilst these issues can be material to planning it is not considered that the scale of the development here is such that such matters would be grounds to refuse the application. It is for the providers of these services to ensure that adequate provision is made.

Inadequate school and GP places available.

Considerable concern has been raise with regard to the lack of primary school facilities and doctors in the vicinity. With regard to the primary school provision the education authority did confirm at the pre application stage that there is a shortfall in primary and early years provision in the locality, and suggested the imposition of a legal agreement to provide contributions towards such provision. Since then, however the ability to require such contributions has been severely restricted such that County are only requesting such contributions with regard to particularly major development.

Whilst the pressures are acknowledged, given the overriding need for additional residential development throughout the District it is not considered that the relatively small increase proposed will lead to such pressure as to warrant refusal of the application.

Parking, noise, disturbance and damage to roads and pavements during construction.

Considerable concern has been raised with regard to these issues, which is understandable due to the proximity of large numbers to residential properties and the narrowness of the surrounding road network. These are not material to the determination of the application, but a condition can be applied which requires details of the site management during construction to be agreed prior to commencement. This can cover how deliveries are handled, and the provision of storage parking and turning space within the site. In addition restrictions to the hours during which works can take place can be applied.

Conclusion:

In light of the above it is considered that whilst the proposed development appears acceptable in all other respects (subject to suitable conditions) it fails to provide adequate suitable affordable housing on site, contrary to the adopted policies of the Local Plan and Local Plan Alterations, and the NPPF. The applicants argue that to insist on the required level of affordable housing would make the development unviable and prevent the redevelopment of this land for housing. They argue that given the need for housing in the District, the lack of an up to date local plan and the

lack of a 5 year housing land supply, to refuse the development on this basis would be contrary to Government guidance and the National Planning Policy Framework.

It is acknowledged that there is a government emphasis on bringing forward development and not standing in the way of development. but as yet there has not been any change in policy and therefore in the light of the independent viability validation which indicates that a suitable development including 50% affordable housing would be viable, the application is recommended for refusal..

Should you wish to discuss the contents of this report item please use the following contact details by 2pm on the day of the meeting at the latest:

Planning Application Case Officer: Jill Shingler Direct Line Telephone Number: 01992 564228

or if no direct contact can be made please email: contactplanning@eppingforestdc.gov.uk