



CABINET
Thursday, 11th June, 2015

You are invited to attend the next meeting of **Cabinet**, which will be held at:

Council Chamber, Civic Offices, High Street, Epping
on Thursday, 11th June, 2015
at 7.00 pm .

Glen Chipp
Chief Executive

Democratic Services
Officer

Gary Woodhall
The Directorate of Governance
Tel: 01992 564470
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Members:

Councillors C Whitbread (Leader of the Council) (Chairman), S Stavrou (Deputy Leader and Finance Portfolio Holder) (Vice-Chairman), R Bassett, W Breare-Hall, A Grigg, D Stallan, G Waller, H Kane, A Lion and J Philip

PLEASE NOTE THE START TIME OF THE MEETING

1. WEBCASTING INTRODUCTION

- (a) This meeting is to be webcast;
- (b) Members are reminded of the need to activate their microphones before speaking; and
- (c) the Chairman will read the following announcement:

"I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of subsequent repeated viewing, with copies of the recording being made available for those that request it.

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights. If you have any concerns then please speak to the Webcasting Officer.

Please could I also remind Members to activate their microphones before speaking.”

2. APOLOGIES FOR ABSENCE

(Director of Governance) To be announced at the meeting.

3. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any item on this agenda.

4. MINUTES

To confirm the minutes of the last meeting of the Cabinet held on 13 April 2015 (previously circulated).

5. REPORTS OF PORTFOLIO HOLDERS

To receive verbal reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on the agenda.

6. PUBLIC QUESTIONS

To answer questions asked by members of the public after notice in accordance with the motion passed by the Council at its meeting on 19 February 2013 (minute 105(iii) refers) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

7. OVERVIEW AND SCRUTINY

(a) To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function.

(b) To consider any matters that the Cabinet would like the Council's Overview and Scrutiny function to examine as part of their work programme.

8. NORTH WEALD BASSET NEIGHBOURHOOD AREA DESIGNATION (Pages 5 - 18)

(Planning Policy Portfolio Holder) To consider the attached report (C-004-2015/16).

9. HOUSING RELATED SUPPORT CHARGES (Pages 19 - 32)

(Housing Portfolio Holder) To consider the attached report (C-001-2015/16).

10. LOCAL DEVELOPMENT SCHEME AND LOCAL PLAN RESOURCING (Pages 33 - 44)

(Planning Policy Portfolio Holder) To consider the attached report (C-007-2014/15).

11. PROVISION OF NEW DEPOT AT OAKWOOD HILL (Pages 45 - 48)

(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-008-2015/16).

12. SITE LICENCE CONDITIONS ON HOLIDAY CARAVAN AND CAMPING SITES (Pages 49 - 70)

(Housing Portfolio Holder) To consider the attached report (C-002-2015/16).

13. REVISED PROGRAMME OF WORKS FOR OFF-STREET PARKING AT TORRINGTON DRIVE, LOUGHTON (Pages 71 - 76)

(Housing Portfolio Holder) To consider the attached report (C-003-2015/16).

14. CORPORATE PLAN KEY OBJECTIVES - 2014-15 OUTTURN (Pages 77 - 106)

(Leader of the Council) To consider the attached report (C-005-2015/16).

15. TENDER FOR INSURANCE POLICIES (Pages 107 - 110)

(Finance Portfolio Holder) To consider the attached report (C-010-2015/16).

16. 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. EXCLUSION OF PUBLIC AND PRESSExclusion

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):

Agenda Item No	Subject	Exempt Information Paragraph Number
18	Licence for North Weald Market	3
19	Epping Forest Shopping Park	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.

18. LICENCE FOR NORTH WEALD MARKET (Pages 111 - 116)

(Asset Management & Economic Development Portfolio Holder) To consider the attached restricted report (C-006-2015/16).

19. EPPING FOREST SHOPPING PARK (Pages 117 - 138)

(Asset Management & Economic Development Portfolio Holder) To consider the attached restricted report (C-009-2015/16).

Report to the Cabinet

Report reference: C-004-2015/16
Date of Meeting: 11 June 2015



Portfolio: Planning Policy

Subject: North Weald Bassett Neighbourhood Area Designation

Responsible Officer: Ken Bean (01992 564610)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

(1) To agree that the application from North Weald Bassett Parish Council for the designation of the whole Parish for the purposes of preparing a Neighbourhood Plan should exclude an area to the west of the M11 for the following reasons:

- (a) a number of strategic cross boundary matters have been identified which include, but are not limited to, Green Belt review, cross district boundary agreement of housing and job growth figures, and planning and delivery of key strategic infrastructure;**
- (b) the matters identified in (a) above are not within the remit of a Neighbourhood Plan to address;**
- (c) a comprehensive assessment of all of the possible sites around Harlow (in Epping Forest, Harlow and East Hertfordshire District Council areas) must be carried out to ensure that the most suitable site(s) (if any at all) are allocated for development in local plans for those three Districts; and**
- (d) the proposed area to be excluded from the Neighbourhood Area designation is defined by existing physical and administrative boundaries, and does not cover an area of high existing population.**

Executive Summary:

An application for the designation of a Neighbourhood Area for the purposes of the preparation of a Neighbourhood Plan was received from North Weald Bassett Parish Council on 8 September 2014. At the Parish Council's request, to allow additional time to consider EFDC officers' recommendation, the consideration and determination of the Parish Council's application was deferred at the Cabinet meeting held on 9 March 2015.

The location of North Weald Bassett Parish, immediately adjacent to Harlow's administrative boundary, and the possibility of strategic cross-boundary growth via the Local Plans of Epping Forest, Harlow and East Hertfordshire District Councils, has caused EFDC officers to question the desirability of designating the whole of the Parish as a Neighbourhood Area for neighbourhood planning purposes, at this stage in the preparation of the District Local Plan.

In considering the alternatives available, EDFC officers have sought legal advice from Counsel

specialising in planning law. Having considered that legal advice, officers confirm that the District Council has a broad discretion in determining whether, in the particular circumstances relevant to this application, it is desirable to designate the entire area identified in the application. As a result, officers consider that the north western part of the Parish, bounded by the M11 to the east, the administrative boundary with Harlow to the north, the Parish boundary to the west and the London Road (B1393) and Rye Hill Road to the south, should be excluded from the Neighbourhood Area designation (see attached map at appendix 2).

Reasons for Proposed Decision:

In summary, the reasons for recommending that the Council designate an area smaller than the entire North Weald Bassett Parish are that, having regard to the location of the Parish on the District boundary with Harlow, there are a number of strategic and cross-boundary issues that must properly be considered under the Council's Duty to Cooperate. It is not within the remit of the neighbourhood planning process to address and deliver matters including, but not limited to, Green Belt review, cross-boundary agreement of housing and job growth figures, and the planning and delivery of key strategic infrastructure.

Other Options for Action:

- (i) To designate the whole of North Weald Bassett Parish area as a Neighbourhood Area.
- (ii) To designate the whole of North Weald Bassett Parish area as a Neighbourhood Area, alongside a memorandum of understanding (or similar) setting out the matters which can be addressed and desired sequencing of plan preparation.
- (iii) To designate alternative areas of the Parish, as per part g. of Appendix 1.

As a result of the legal advice received from Counsel, officers do not consider that option 2 (above) would be lawfully available to the Council.

Report:

1. Neighbourhood planning was introduced as part of the Localism Act 2011. It enables town/parish councils and neighbourhood forums to actively participate in plan making by preparing Neighbourhood Development Plan (NDP). Once a NDP has been independently examined, approved by way of a local referendum and subsequently 'made' by the local planning authority (LPA), it will form part of the statutory development plan. As such, planning decisions must be taken in accordance with the NDP as part of the development plan. NDPs can include housing and employment land allocations, policies and design statements; they can be as simple or as complicated as the town/parish council choose. Crucially, the NDP must be in general conformity with national planning policy as well as the strategic policies of the LPA's Local Plan.

2. To date, in Epping Forest District seven applications for the designation of neighbourhood areas have been received from parish councils and the Council has designated six of these, all of which have included the whole parish identified in each application. The seventh application is the subject of this report. In each of the areas that have been designated to date no matters of a strategic nature have been identified and, in accordance with the regulations, it was considered desirable and appropriate for the whole of the parish areas to be designated as neighbourhood areas.

3. In a parished area a LPA is required to have regard to the desirability of designating the whole of the area of a parish or town council as a neighbourhood area (s. 61G(4) of TCPA 1990 refers). The LPA should take into account the parish or town council's statement explaining why

the area applied for is considered appropriate to be designated as such. Whilst the LPA should aim to designate the area applied for, it can refuse to do so if it considers the area is not appropriate. Where it does so, the LPA must give reasons. Therefore, LPAs have some flexibility in determining whether it is desirable to designate the whole parish and subsequent case law supports this approach. In *R (Daws Hill Neighbourhood Forum) v Wycombe District Council, (2013)* the Court of Appeal confirmed that the LPA has a broad discretion as to the area which it considers appropriate to designate as a neighbourhood area and that, on the facts of the case, the LPA had not acted unlawfully by designating a smaller area than that which had been applied for. The key matter in that case was that the areas excluded from the designation contained two strategic development sites, (as allocated in the Core Strategy), and that the LPA did not consider it was desirable for these areas to be included as part of the Neighbourhood Area.

4. Local Plan preparation for Epping Forest District is at a stage where it is not yet known whether and to what extent it will be necessary to include any strategic land allocations within the emerging Local Plan and, in the event that it is appropriate to include one or more strategic land allocations, their location.

5. North Weald Bassett Parish Council made an application for designation of a Neighbourhood Area on 8 September 2014. It was recognised that this application and any such subsequent application which includes land immediately adjacent to the administrative boundary of Harlow, is likely to raise issues of cross boundary/strategic concern. Therefore, legal advice has been sought from Counsel specialising in planning law as to the desirability and legality of a range of alternatives regarding the determination of the Parish Council's application for designation as a Neighbourhood Area. Those alternatives are:

- (i) to designate the area as applied for (i.e. the whole Parish);
- (ii) to designate the area as applied for, and draft a Memorandum of Understanding (or similar) between the Parish Council and District Council, setting out the strategic matters and areas that would be outwith the remit of the Neighbourhood Plan, and suggested sequencing to take forward the Neighbourhood Plan; or
- (iii) to designate a smaller area of the parish.

6. It is clear that the 1990 Act (s. 61G(5)) confers on the Council a broad discretion as to whether it is appropriate to designate the entire parish, or any part thereof, as a neighbourhood area. In respect of the first and third alternatives, (above), it is for the Council to determine whether it is desirable to take such action, and that a clear process would likely make such decisions lawful. Officers considered in detail the second option as a potential solution to consideration of complex and strategic issues in the broader Harlow area, and were particularly keen to pursue this alternative should it be confirmed as a lawful option. However, following advice received, it was determined this action would not be lawful as the Regulations make no allowance for conditional designation of neighbourhood plan areas.

7. In considering the application for designation before the District Council by North Weald Bassett Parish Council, and any others that may be made by parishes that include cross boundary or strategic matters, it is important to set out a clear structure for how such applications will be considered. At the meeting held on 13 April (2015 report C-078-2014/15 refers) the Cabinet agreed to apply a detailed set of criteria when determining the designation of a Neighbourhood Area. As the Local Plan process evolves and strategic site allocations are identified throughout the District, it will be necessary to consider all subsequent applications for then designation of neighbourhood areas against the same criteria.

8. Application of the detailed criteria enables a consistent approach to be taken when

considering applications for neighbourhood areas. This ensures that, prior to designation, any known and potential strategic and cross boundary matters that should rightfully be addressed by the District Council under the Duty to Cooperate are identified and assessed.

Application by North Weald Bassett Parish Council

9. The Parish Council's application received on 8 September 2014, was advertised subsequently with the period allowed for representations between 22 September and 31 October 2014. A single representation was received from Boyer Planning, on behalf of the promoters of land at Latton Priory, to the north-west of North Weald Bassett Parish and on the boundary with Harlow District Council. This representation did not raise an objection to the designation of the Parish as a neighbourhood area but opined that there may be some logic to using the M11 as a dividing line in the Parish suggesting that only the eastern portion of the Parish should be designated. In the event that the District Council were inclined to designate the whole of the Parish, Boyer Planning have established that they would be willing to contribute information as it relates to Latton Priory to aid the preparation of a Neighbourhood Plan.

10. Further to the period for representations ending, and as a result of the representation received from Boyer Planning, EFDC officers canvassed the views of Harlow District Council officers. In response Harlow officers stated *"In order to secure the proper strategic planning of the area I consider that it would be premature to include sites on the edge of Harlow, but in Epping, within the area of the NWB Neighbourhood Plan. This should only be considered once agreement has been reached between the respective LPA's on the housing numbers across the area. Even then growth around Harlow should be considered in the context of perhaps a joint Area Action Plan."*

11. The established criteria referred to above have been applied in respect of this proposed Neighbourhood Area designation and the resulting analysis is set out at Appendix 1. In this case it is clear there are a number strategic and cross boundary issues that must be analysed, discussed and agreed at the district level. It is not within the remit of the neighbourhood planning process to deal with matters including the overall establishment of housing and job growth figures, strategic transport matters and green belt boundary review. Furthermore, the Duty to Cooperate requires that EFDC continues to work closely with neighbouring authorities and other key regulatory and infrastructure provision organisations, and at this level such matters are beyond the remit of the neighbourhood planning function.

12. North Weald Bassett Parish Council wrote to EFDC on 19 April 2015 requesting further information regarding the legal advice received in respect of the option considered of establishing a memorandum of understanding; in particular clarification as to why EFDC consider the creation of such an agreement to be unlawful. EDFC's response of 23 April 2015 reiterated that the District Council has yet to publish its consultation draft Preferred Option Local Plan and, as such, no decision has been taken on the allocation of sites to deliver proposals for development. The letter also made reference to the Court of Appeal's decision in the Daws Hill case and referred to in paragraph 3 above. This decision confirmed that the discretion conferred on the Council is broad and should be based on the specific factual and policy position that exists relevant to the neighbourhood area application at the time of determination. In respect of the memorandum of understanding option EFDC's letter explained, with reference to the salient sections of the 2004 Act (as amended), that the statutory provisions establishing neighbourhood planning do not include any power to enter into a memorandum of understanding and, consequently, any attempt to exercise such a purported power is likely to be ultra vires.

13. The Parish Council wrote again on 28 April 2015, also referring to the decision of the Court of Appeal in the Daws Hill case, highlighting what the Parish Council considered to be a fundamental difference between the current situation in the Parish and the Daws Hill case where the two relevant sites had already been designated / categorised as strategic sites and progress

was well under way in terms of their development. The letter goes on to express the Parish Council's view that EFDC's basis for excluding part of the Parish from the Neighbourhood Plan area, "is not a sound and valid reason by virtue of the current status of its Local Plan process and that strategic sites have not been agreed and intends to challenge this decision for the benefit of its residents." The letter then advises that the Parish Council is taking legal advice on the matter. The Council's response sent on 12 May advised that the Parish Council's further representations would be taken into account in drafting this report.

14. In considering the most appropriate area to be designated, careful regard has also been had to the Government's Planning Policy Guidance and legal advice. Consequently, in accordance with section 61G(4) of the 1990 Act, it is not considered desirable to designate the whole of North Weald Bassett Parish area as a neighbourhood area. There are no clear parameters for how an amended designation should be formulated, but it would appear reasonable to ensure that any such revised designation is created on the basis of known factors. To this end, and for reasons set out in detail in Appendix 1, it is suggested that the area at the north western extent of North Weald Bassett Parish, bounded by the M11 motorway in the east, the District administrative boundary in the north, the parish boundary in the west and the London Road (B1393) and Rye Hill Road to the south, is excluded from the neighbourhood area.

15. Should the District Council as part of its Local Plan make any allocations in the area excluded from the neighbourhood plan area, the Council would involve the Parish in the process and any subsequent masterplanning or Action Area Plan.

Resource Implications:

Neighbourhood planning is supported by the Planning Policy team from within existing resources. Government funding is available at particular stages, and this is sought at the appropriate times.

Legal and Governance Implications:

The Localism Act 2011 introduced neighbourhood planning and brought about changes to the Town and Country Planning Act 1990 (as amended). Relevant subordinate legislation is provided by Neighbourhood Planning (General) Regulations 2012 and detailed policy and guidance is provided within the National Planning Policy Framework (NPPF) and the Planning Practice Guidance (PPG).

Safer, Cleaner and Greener Implications:

The SCG Scrutiny Panel is required to keep under review the application of Strategic Environmental Assessment (SEA) as it applies to the preparation of the new Local Plan. The SEA is one of the key mechanisms by which alternative sites and policy options will be tested to determine which is the most appropriate to deliver the vision and objectives of the Local Plan.

Consultation Undertaken:

Representations were invited on the application for designation between 22 September and 31 October 2014. One representation was received, as set out in the body of this Report.

Background Papers:

North Weald Bassett Parish Council application for designation of Neighbourhood Area – 08/09/2014

Representation received from Boyer Planning – 31/10/2014

Letter received from North Weald Bassett Parish Council – 07/01/2015

Report to Cabinet C-075-2014/15 – 09/03/2015

Report to Cabinet C-078-2015/16 – 13/04/2015

Letter received from North Weald Bassett Parish Council – 19/04/2015

Response sent by EFDC to North Weald Bassett Parish Council – 23/04/2015

Further Letter received from North Weald Bassett Parish Council – 28/04/2015

Response sent by EFDC to North Weald Bassett Parish Council – 12/05/2015

Risk Management:

There are a number of potential risks associated with this decision, which could include the Council's decision on the designation of the neighbourhood area being challenged. Accordingly, Counsel's advice has been sought to ensure that a lawful approach is being taken.

CABINET REPORT: APPENDIX 1
DESIGNATION OF NEIGHBOURHOOD AREAS

Area application received: **NORTH WEALD BASSETT PARISH COUNCIL**
Assessment date: **10 FEBRUARY 2015**

Criterion	Response (Yes / No / N/A)	Justification
a. Does the application include the whole of a Parish area?	Yes	Application letter dated 8 September 2014 identifies the Parish Council consider the area is appropriate for the following reasons: <ol style="list-style-type: none"> 1. The area defined is covered by North Weald Bassett Parish Council in it entirety. 2. The area is recognised by the local community, EFDC and ECC as being the Parish of North Weald Bassett. <p>The letter gives no explanation in planning terms as to why the area is considered appropriate.</p>
b. If only part of the Parish has been applied for, have appropriate reasons been supplied to justify this approach?	N/A	
c. If more than one Parish area is seeking designation as a neighbourhood area, have appropriate reasons been supplied to justify this approach?	N/A	
d. Does the Parish immediately adjoin the district boundary?	Yes	North Weald Bassett Parish immediately adjoins Harlow District Council area on its northern boundary.
i. If yes, are there any known or potential matters covered by the Duty to Cooperate that cannot lawfully or reasonably be addressed via the Neighbourhood Plan process?	Yes	The potential growth of Harlow, into land within Epping Forest District, has been mooted for more than decade. As a result of continuing changes to the national planning system, progress in terms of land allocations via Local Plans and an agreed method of delivery, have been delayed. The Duty to Cooperate requires Local Planning Authorities to establish matters of cross boundary significance, and to reach consensus on how these matters should be addressed. A number of such matters have been identified between Harlow and Epping Forest District Councils. These include, but are not limited to, establishment of housing and employment need figures, apportionment of growth

		<p>needs across the SHMA/Functional Economic Area, and identification and delivery of key strategic infrastructure. It is clear there are a number of key strategic matters that need to be addressed in taking forward the possible growth of Harlow, notwithstanding that at this stage, Epping Forest District Council has not yet determined whether such growth is the most appropriate to meet the needs of the district as a whole.</p> <p>Further, there are a number of known development interests on the borders of Harlow, all of which are being actively promoted for inclusion in the Local Plan. As above, Epping Forest District Council has not yet determined which, if any, of these sites may be appropriate for allocation in the Local Plan. However, the matters which must be addressed in order to reach reasonable conclusions are complex and wide ranging. It is not considered it would be reasonable for the Parish Council to undertake this function. The consideration of such matters also includes areas that are not part of the remit of a neighbourhood development plan, for example a Green Belt Review.</p> <p>The potential allocation at Latton Priory is an area where the issues of Green Belt Review, landscape sensitivity, transport infrastructure and links to Harlow are of particular concern. A cross boundary approach, including (at least) Epping Forest, Harlow and East Hertfordshire District Councils, is required to ensure a comprehensive assessment of all the possible sites around Harlow is carried out.</p> <p>If a stage is reached in which the area at Latton Priory is allocated for development purposes, there may then be an opportunity for the neighbourhood area to be altered. In the meantime, the District Council must continue to work closely with neighbouring district authorities under the Duty to Cooperate, and in due course will seek to actively engage with the parish council on any emerging proposals.</p>
<p>e. Where the parish does not immediately adjoin the district boundary, are there any identified strategic matters for consideration by the Local Plan process, including those that may be covered by the Duty to Cooperate?</p>	<p>N/A</p>	<p>North Weald Bassett parish immediately adjoins the district boundary, question d. above refers.</p>
<p>f. Considering d. and e. above, does the</p>	<p>Yes</p>	<p>It is not considered desirable to designate the whole of North Weald Bassett Parish as a</p>

<p>presence of any identified issues indicate an amended area would be desirable?</p>		<p>neighbourhood area for reasons set out in d. above.</p> <p>It would be more appropriate if the area immediately adjoining the district boundary, encompassing potential development sites bordering Harlow were not subject to a neighbourhood area designation.</p>
<p>g. If it is desirable to designate an alternative area, what is the new area that is proposed? (Reflecting guidance provided by NPPG section 41-033-20140306)</p>	<p>Yes</p>	<p>There are several alternatives available in considering the most appropriate and desirable area to be designated as a neighbourhood area. The law is clear that it is for the District Council to make such a determination, but that this must be fully justified. Planning Practice Guidance identifies that ward boundaries may provide an appropriate starting point. North Weald Bassett parish comprises three wards – Hastingwood, North Weald Village, and Thornwood.</p> <p>Exclusion of Hastingwood ward would enable comprehensive consideration of all of the area that immediately borders Harlow. However, a long held principle in considering possible development in this area is that the M11 provides a strong and defensible boundary, beyond which the growth of Harlow should not encroach. Further, Hastingwood and Foster Street would be excluded from any neighbourhood plan, and it is in these areas that the majority of the resident population and built development is found across Hastingwood ward. There are few residential properties in the area to the west of the M11 motorway. Given the absence of possible strategic development in the area to the east of the motorway, it would not seem appropriate to exclude the entirety of the area.</p> <p>A further submission from North Weald Bassett Parish Council, whilst making no mention of the aspirations for any potential neighbourhood plan, nor providing any justification in planning terms, does set out that the Parish Council does not consider it is logical to use the M11 solely as a boundary for any neighbourhood area. This is considered illogical by the Parish Council, because using the M11 as a boundary line would separate parts of wards. It would therefore appear that a compromise between the two positions would be reasonable, with the area in the north western corner of the parish (bounded by the M11 to the east, the district boundary to the north, the parish boundary to the west, and the ward boundary to the south – plan attached) being excluded from the neighbourhood area.</p>

CONCLUSION

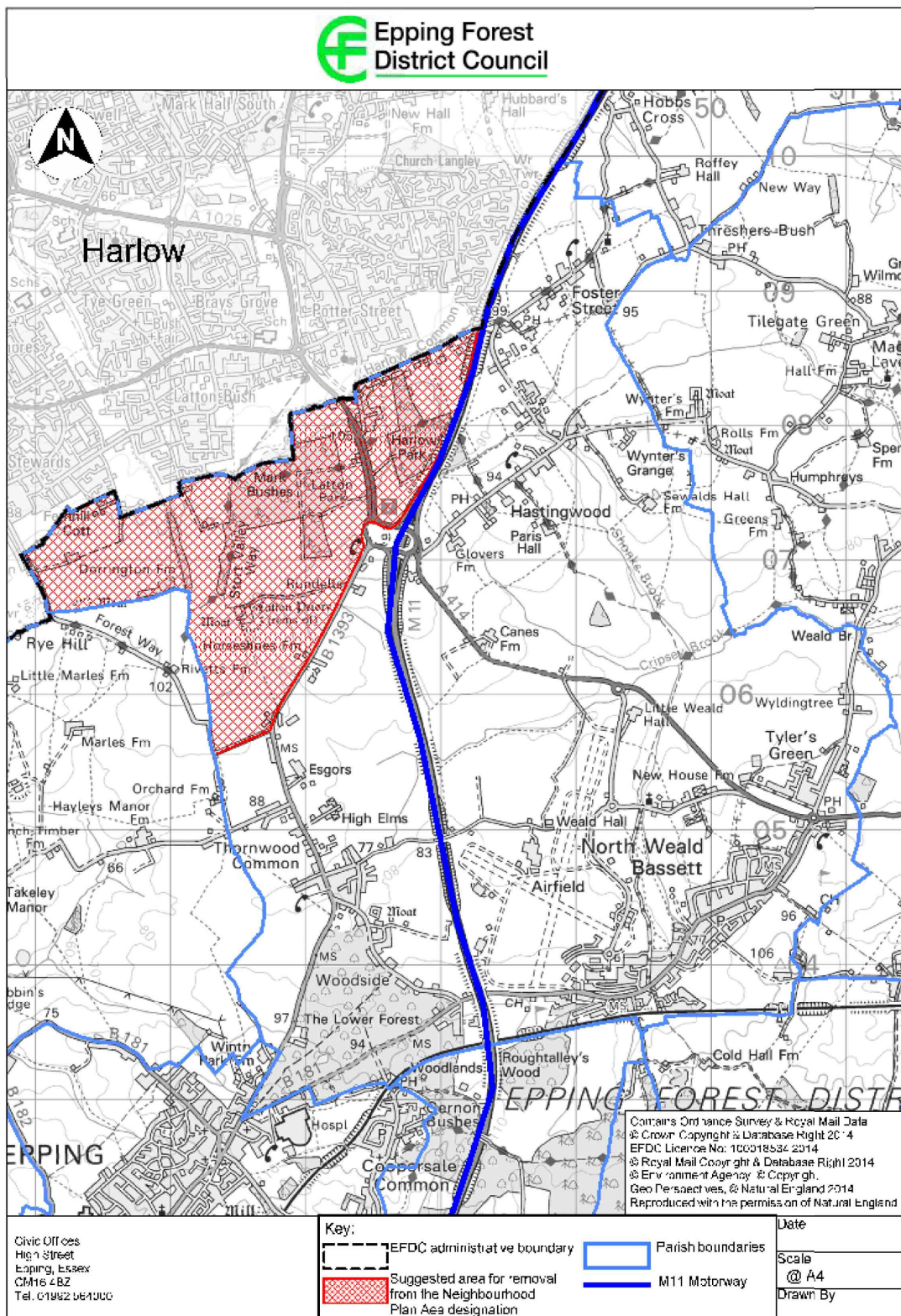
In accordance with s. 61(G) of the Town and Country Planning Act 1990 (as amended) it is not considered desirable to designate the whole of North Weald Bassett Parish Council as a neighbourhood area.

REASONS FOR DECISION

1. A number of strategic cross boundary matters have been identified which include, but are not limited to, Green Belt review, cross District boundary agreement of housing and job growth figures, and planning and delivery of key strategic infrastructure;
2. The matters identified in 1. (above) are not within the remit of a Neighbourhood Development Plan to address;
3. A comprehensive assessment of all of the possible sites around Harlow (in Epping Forest, Harlow and East Hertfordshire District Council areas) must be carried out to ensure that the most suitable site(s) (if any at all) are allocated for development.
4. The area proposed for exclusion is defined by existing physical and administrative boundaries, and does not cover an area of high existing population.

A revised boundary is proposed as shown on the attached plan at appendix 2 of this report..

CABINET REPORT: APPENDIX 2



Due Regard Record

Name of policy or activity:

Determination of Neighbourhood Area designation for North Weald Bassett

What this record is for: By law the Council must, in the course of its service delivery and decision making, think about and see if it can eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. This active consideration is known as, 'paying due regard', and it must be recorded as evidence. We pay due regard by undertaking equality analysis and using what we learn through this analysis in our service delivery and decision making. The purpose of this form is as a log of evidence of due regard.

When do I use this record? Every time you complete equality analysis on a policy or activity this record must be updated. Due regard must be paid, and therefore equality analysis undertaken, at 'formative stages' of policies and activities including proposed changes to or withdrawal of services. This record must be included as an appendix to any report to decision making bodies. Agenda Planning Groups will not accept any report which does not include evidence of due regard being paid via completion of an Equality Analysis Report.

How do I use this record: When you next undertake equality analysis open a Due Regard Record. Use it to record a summary of your analysis, including the reason for the analysis, the evidence considered, what the evidence told you about the protected groups, and the key findings from the analysis. This will be key information from Steps 1-7 of the Equality Analysis process set out in the Toolkit, and your Equality Analysis Report. This Due Regard Record is Step 8 of that process.

Date / Name	Summary of equality analysis
Ken Bean / Amanda Thorn 18/02/2015	<ul style="list-style-type: none"> • The Cabinet report is seeking the designation of a neighbourhood area covering part of the Parish of North Weald Bassett • Once commenced, the Neighbourhood Plan may have various equality implications for a number of different groups, both in terms of the level of engagement that is undertaken during its preparation and the impact that any policies may have on different sections of the local community. However it is the duty of the Parish Council to consider such issues during the preparation of the neighbourhood plan, and as such, the neighbourhood plan should be subject to equality analysis separately. • For reasons set out in the Cabinet Report, it is not considered

	<p>desirable to designate the whole of the Parish for Neighbourhood Plan purposes. In summary these reasons relate the District Council's proper assessment of matters to be addressed under the Duty to Cooperation in respect of the preparation of the Council's District Local Plan.</p> <ul style="list-style-type: none">• The area proposed to be excluded from the Neighbourhood Area is defined on the basis of administrative boundaries and existing physical features, and is done so to deliver effective and appropriate spatial planning for the area. No equality issues are identified.
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Report to the Cabinet



**Epping Forest
District Council**

Report reference: C-001-2015/16
Date of meeting: 11 June 2015

Portfolio: Housing

Subject: Housing Related Support Charges

Responsible Officer: Alan Hall (01992 564004).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That the approach to Housing Related Support (HRS) charges set-out in Option 5 within the report be taken, and that:

(a) the HRS charges made to Council tenants and private Careline users for 2015/16 continue for the remainder of the current year; and

(b) the Housing Portfolio Holder recommends to the Cabinet, in advance of the budget cycle for 2016/17, a plan on how much HRS charges should be increased each year from April 2016 until the cost of the Scheme Management Service becomes self-funded, having regard to any annual reductions in HRS funding from Essex County Council;

(2) That the Housing Select Committee be asked to:

(a) consider whether more properties specially designated for older people on housing estates should be de-designated, with future vacancies used to meet the increasing demand for younger housing applicants; and

(b) review the associated level of staffing required to provide the Scheme Management Service to determine if staffing costs (and therefore HRS charges) can be reduced as a result; and

(c) make recommendations to the Housing Portfolio Holder accordingly; and

(3) That letters be sent to all service users in February 2016, once the Cabinet has set the HRS charges for 2016/17 and the amount of HRS funding to be received from Essex County Council for 2016/17 is known, explaining the proposed approach and the reasons.

Executive Summary:

The Council increased its Housing Related Support (HRS) charges to private Careline users and Council tenants living in sheltered and other housing designated for older people for 2015/16 by amounts higher than inflation, mainly to cover a significant reduction in HRS funding to the Council from Essex County Council (ECC) of at least £133,000 (42%) - that ECC officers had advised would be made from April 2016 – but also to achieve a position whereby the Council's Careline Service is fully self-funded.

In the event, and at a very late stage, ECC decided not to proceed with the planned HRS funding reduction for 2015/16. However, since the Council has already implemented the increased charges and advised all affected tenants, the Housing Portfolio Holder has requested that the Cabinet be provided a report on the main options available to respond to the associated implications of this late decision by ECC.

The report therefore sets out five options, and assesses the advantages and disadvantages of each one.

This options exercise has highlighted the fact that, due to annual reductions in HRS funding from ECC over the years since 2003, the combined income from HRS charges and ECC's funding no longer bears any resemblance to the cost of the providing the service and all other Council tenants, who do not receive the service, now subsidise the cost by around £10 per property per annum – which has resulted in the above recommendations.

Reasons for Proposed Decision:

It is felt that the under-recovery of costs for the Scheme Management Service is unfair on other Council tenants who do not receive the service, and is untenable in the longer term.

Other Options for Action:

- (i) Rescind the 2015/16 increase in HRS charges and, where considered appropriate, refund payments made by tenants back to April 2015.
- (ii) Rescind the 2015/16 increase by reducing the 2015/16 HRS charges mid-year to an amount below the 2014/15 HRS charge, in order to off-set the increased charges made from April 2015, and refund where appropriate.
- (iii) Continue with the 2015/16 charges and take into account any increase above that required as a result of the expected ECC funding cut when setting charges for 2016/17.
- (iv) Variations to options (i) – (iii) above for different categories of service user.
- (v) Continue with the 2015/16 charges and increase charges further from April 2016 over a period of time until the cost of the Scheme Management Service is self-funded.

Report

1. This report is presented to the Cabinet at the request of the Housing Portfolio Holder to provide options on ways to respond to the very late decision by Essex County Council (ECC) not to implement a proposed cut in funding to the Council of £133,000 (42%) for Housing Related Support (HRS) services, together with the advantages and disadvantages of each option.

2. Housing Related Support covers the Council's:

- Careline Service
The Council's 24-hour speech alarm service based at Parsonage Court, Loughton; and
- Scheme Management Service
Which is provided by Scheme Managers (previously known as "wardens"), who visit all older tenants in sheltered housing daily, and tenants living in other housing designated for older people on a less frequent basis (dependent on individual tenants' risk assessments) to assess their well-being; to provide any assistance they need to enable them to sustain their tenancy (e.g. co-ordinate their care needs, report repairs, access other Council services

etc.); to liaise with relatives and carers; and to provide emergency assistance.

Background

3. At the meeting of the county-wide Essex Housing, Health and Social Care Partnership Forum (which comprises representatives from all Essex district councils, housing providers and others), commissioning officers from ECC advised that they had been required to save around £2 million per annum (around 10%) from the County Council's HRS budget from 2015/16 and that they wanted to consult with all the district councils and representatives of housing providers to identify the most appropriate way for implementing the required funding cut. The Partnership Forum set up a small HRS Savings Sub-Group to consider how ECC's total £20million HRS budget is currently utilised and to propose to ECC where the £2 million cuts could best be made.

4. At the meeting, members of the Partnership Forum explained to ECC that, whatever cuts are made, district councils and other HRS providers need to know the level of funding they will be receiving (in general terms) in advance of budget cycles, so that they can make appropriate arrangements to deal with any reduced income accordingly.

5. The HRS Savings Sub-Group formulated a range of proposals to achieve ECC's required £2 million funding reduction. ECC officers then considered the proposals, made a number of changes to them and presented their intentions (very much based on the Sub-Group's proposals) at the meeting of the Partnership Forum on 24th November 2014. At this meeting, ECC officers also explained that, having determined where the £2 million savings would come from, they had been more recently advised that further savings may need to be required from the HRS budget of up to an additional £1 million (i.e. totalling £3 million). Again, the Partnership Forum asked Essex CC to confirm to all HRS providers how their individual funding would be affected as soon as possible, and before HRS providers finalised their budgets.

6. Despite this request, no formal confirmation was received. At the next Partnership Forum meeting in January 2015 (well after most budgets had been finalised), HRS providers asked ECC officers for an update on the funding position, and were advised that discussions were still ongoing.

7. The Council and other HRS providers then heard nothing more, until a letter was received from ECC - out of the blue - on 25th March 2015 (less than 2 weeks before the start of the new financial year) advising that ECC's proposed reduction in funding for HRS in 2015/16 would not now be implemented. The letter stated that "there are no plans for changes to HRS funding in 2015-16" and that, for services to older people "we will build on work we have already done to work with stakeholders to identify the best way to support vulnerable older people. We intend to have a clear agreed position in place for 2016-17".

8. The Director of Communities has expressed concern to ECC officers, on behalf of the Council, for making the decision and notifying the Council so long after the budget and charges for 2015/16 had been set. This criticism appears to have been accepted by ECC officers, who have said that they will endeavour to ensure that ECC makes decisions on HRS funding well in advance of budget cycles for 2016/17.

The Council's Position

9. The Council's current HRS funding from ECC is around £300,000 per annum and the effect of ECC's intentions would have meant that the Council's funding would have been cut by £133,000 per annum (42%) from April 2015, as follows:

- £81,000 per annum for the Scheme Management Service.
- £52,000 per annum for the Careline Service.

10. For this reason, leading up to the Council's budget cycle, the Housing Portfolio Holder reviewed how this expected lost income could be replaced through increased charges to service users and the following proposals were agreed by the Finance and Performance Management Cabinet Committee (and subsequently the Cabinet), including the spreading of the required increase in charges to service users over the following two years:

- The intention for the Careline Service to break-even and the loss in HRS funding from ECC for the Scheme Management Service to be fully recovered from April 2016;
- The charges for the Council's Careline Service be increased by £0.27 per week, for both Council tenants and private clients, with effect from 6th April 2015;
- Following a review of the duties undertaken by Scheme Managers, 10% of their time previously attributed to HRS be re-classified as "Intensive Housing Management" and charged as a Service Charge accordingly (which is eligible for housing benefit);
- The charges for the Council's Scheme Management Service (i.e. HRS Charges and Intensive Housing Management Service Charges combined) be increased by 5% from 6th April 2015;
- The increased charges for the Careline and Scheme Management Services provided to Council tenants in receipt of housing benefit not be met through any increase in compensating HRS Credit and that, furthermore, the HRS Credit currently received by such tenants be reduced by 8% with effect from 6th April 2015 – this meant that tenants in receipt of housing benefit would pay a small charge for the first time;
- As a result of spreading the required increases in charges over two years, the HRA subsidises the Careline Service and Scheme Management Service by around £58,000 during 2015/16; and
- That the potential for further reductions in HRS funding by ECC in 2015/16 and/or 2016/17 was noted.

11. Following the Cabinet's decision to increase the charges, letters were sent to all the tenants affected in February 2015 to explain the increased charges and the reasons. Letters were not sent to private Careline service users.

12. The following table summarises the increases in HRS charges for different categories of tenants from April 2015:

	2014/15 Charge (£)	Increase (£)	Increase (%)
Sheltered Tenants (Scheme Management & Careline):			
Not on HB	£12.15 p/w	£0.71 p/w	5.8 %
On HB	Nil	£1.53 p/w	N/A
Area Tenants (Scheme Management & Careline):			
Not on HB	£5.54 p/w	£0.39 p/w	7.0 %
On HB	Nil	£0.79 p/w	N/A
Private Careline Users			
All Users	£95.30 p/a	£14.02 p/a	14.7 %

13. The following table summarises the total income that was expected to be received by the Council for HRS in 2014/15 and the increased income to be received in 2015/16 as a result of the increased charges:

	Income 2014/15			Increased Income for 2015/16 from Increased Charges					
	ECC HRS	Service Users	Total	Careline (Private)	Careline (Tenants)	HRS Charge	IHM S/Charge	Reduced HRS Credit	Total
Careline	£141,000	£184,000	£325,000	£20,350	£13,360				£33,710
S/Mgmt	£177,000	£49,000	£226,000			£11,630	£350	£15,200	£27,180
Total	£318,000	£233,000	£551,000						£60,890

14. As can be seen, as a result of the expected cut in HRS funding from ECC, the Council has increased the total charges to service users for HRS by around £61,000 in 2015/16. Since, in the event, the cut in HRS funding did not materialise, it could be argued that the increase in charges was unnecessary and action should be taken as soon as possible to rectify the situation, which is the subject of the next section of this report. However, there some important considerations that need to be borne in mind before considering the options on the way forward:

- The Council's costs in delivering both the Careline Service and the Scheme Management Service have increased by inflation in 2015/16. The Council's property rents have been increased by 2.2% for 2015/16 and all other housing-related fees have increased by 2.3%. Therefore, irrespective of ECC's actions, it is likely that all the Council's HRS charges would have been increased by 2.3% in 2015/16 anyway. This would have resulted in increased charges to service users totalling £13,100;
- One of the Cabinet's objectives in increasing the charges was not only to recover the expected loss of HRS funding from ECC but to also eradicate the deficit of around £20,000 per annum in providing the cost of the Council's Careline Service (i.e. the difference between the total costs of providing the Careline Service and the total income received from ECC, service users and others (e.g. housing associations));
- Therefore, irrespective of any reduction in HRS funding, it is likely that the Council would have increased HRS charges to service users by around £33,000 in 2015/16 anyway;
- When the HRS regime (previously known as "supporting people") was originally introduced in 2003, the funding received from service users (through charges) and ECC met the total cost of providing the Council's Scheme Management Service. Although the Council's HRS charges and ECC's funding were increased by inflation in the early years from 2003, which met the Council's increased inflationary costs, over more recent years ECC's funding has not increased, whilst the Council's costs have increased by inflation. In each year that ECC's HRS funding was not increased, the Council did not increase the HRS charges made to service users either (until this 2015/16 increase);
- In April 2011, ECC reduced its HRS funding to the Council by 7.3% (£14,000) per annum. However, this loss in funding was not passed on to service users through increased charges;
- As a result of ECC's funding and the Council's charges to service users not being increased every year by inflation since 2003, a large difference between the cost to the Council of providing the Scheme Management Service and the income received has developed. The staffing cost in 2015/16 for the Scheme Management Service alone (i.e. excluding all other costs such as accommodation, IT, telephony etc) is around £320,000, which is around £67,000 (21%) more than the total income received from ECC and service users in 2015/16

even with the increased charges that have been made for 2015/16. The Scheme Management Service is therefore now operating at a deficit;

- This deficit is therefore being subsidised by all 6,400 Council tenants, including the majority who do not live in sheltered or other accommodation designated for older people – which amounts to around £10 per annum for every Council property;
- The Careline cost for private users in 2015/16 is still the lowest in Essex, despite the increase in charges made for 2015/16.

Options

15. Since the HRS charges for 2015/16 were primarily increased to fund around 50% of the expected loss of HRS funding from ECC, had it been known at time of setting the charges that the funding cut would not be made, it is likely that the Council would not have increased the charges by as much as it has. For this reason, the Housing Portfolio Holder has asked for the Cabinet to be appraised of the options available for rectifying this position.

16. However, since the increased charges have already been implemented, tenants have been notified and are now paying the increased charges, it is not at all straightforward to simply rescind the increases - without significant administrative difficulties, incurring additional costs and causing a lot of confusion for tenants – especially in view of the limited staffing capacity to undertake all the resultant time-consuming changes that would be required.

17. The main options that appear to be available to the Council are as follows:

Option 1 – Rescind the 2015/16 increase in HRS charges and, where considered appropriate, refund payments made by tenants back to April 2015.

Option 2 – Rescind the 2015/16 increase by reducing the 2015/16 HRS charges mid-year to an amount below the 2014/15 HRS charge, in order to off-set the increased charges made from April 2015, and refund where appropriate.

Option 3 – Continue with the 2015/16 charges and take into account any increase above that required as a result of the expected ECC funding cut when setting charges for 2016/17.

Option 4 – Variations to Options 1-3 above for different categories of service user.

Option 5 - Continue with the 2015/16 charges and increase charges further from April 2016 over a period of time until the cost of the Scheme Management Service is self-funded.

Option 1 – Rescind the 2015/16 increase to HRS charges and refund payments made by tenants back to April 2015

18. Under this option, all HRS increases from April 2015 would effectively be nullified and adjustments made to all rent accounts and (in the case of private Careline users) sundry debtor accounts to amend the 2015/16 HRS charges back to the 2014/15 levels for the whole year. Any payments made would be refunded (or alternatively, in the case of self-funding tenants, would result in a credit on their account).

19. The adjustments could also allow for an inflationary (2.3%) increase on the 2014/15 HRS charges and/or the planned additional income to enable the Careline Service to be self-funding.

20. *Advantages*

- It would put private Careline service users and Council tenants in sheltered housing and other designated housing for older people back to the same position as they would have been had the HRS charges not been increased to recover the anticipated loss of HRS funding from ECC

21. *Disadvantages*

Private Careline Users

- All 1,450 private Careline user accounts have already been issued for 2015/16 through sundry debtor invoices - and the majority of users have either paid their accounts for the whole year or for the first quarter
- All these accounts would have to be cancelled, refunds would have to be provided for all payments made and then new accounts issued (for the lower charge). All the cancellations, refunds and issuing of new invoices would have to be undertaken individually on a manual basis, which would involve significant staff time and resources. There would be a financial cost of issuing cheques for refunds and posting invoice cancellations letters, cheques and new invoices. All users would then have to pay their new (lower) charge, which is likely to be inconvenient for many users, bearing in mind the vulnerability of this older client group and the fact that most would have already gone through the process of making payments.
- Private Careline users would still need to use most of the refunded money to then pay for their slightly lower charge – but between the time the revised sundry debtor invoice is issued and the tenant makes payment the service user will technically be in arrears, which it is known many older residents find distressful.
- The Council is looking to introduce a new direct debit facility for regular sundry debtor accounts, such as Careline charges, during 2015/16. The above complications would delay the introduction of this convenient facility.

Council Tenants

- The processes required to adjust all 950 Council tenants' accounts in order to backdate the rescinded charges to April 2015 would be even more time consuming than the usual year-end process which, in itself, is resource-intensive. There would also be greater scope for error.
- Each rent account would need to be checked individually for payments made since April 2015 and then cheque refunds, for very small amounts, would need to be generated and sent to those in receipt of housing benefit. Again, this would be staff intensive and involve a financial cost of raising and posting cheques. Some older tenants do not have bank accounts, for whom special arrangements would need to be made.
- All tenants who pay their rent by direct debit would need to have their direct debit calculation and arrangements amended manually, which would be staff-intensive and could lead to further confusion and distress for tenants
- Since the 780 tenants who receive the Scheme Management Service and are in receipt of housing benefit also receive housing benefit for the new Intensive Housing Management Service Charge, their housing benefit entitlement would need to be individually

recalculated. The resultant overpayments would automatically produce invoices which would need to be cancelled and the overpayments would then need to be applied to the rent accounts of individual tenants to offset the reduction in rent. This process would be a manual process and would be staff-intensive for both Benefits and Housing staff. Furthermore, any change to Housing Benefit entitlement, no matter how small, requires a notification to be sent to the tenant and therefore, in addition to the staff cost, there would be additional costs for printing, stationery and postage for all 780 tenants – which would also lead to further confusion and distress for many tenants.

- Under the Housing Act 1985, all tenants affected by a change in rent and other charges (either through an increase or reduction in charges) would have to be given 4 weeks' notice in writing of the changes – which would delay further the speed at which all the necessary adjustments and other actions could be undertaken.
- Although it is unlikely to be challenged, technically, in view of the requirement to give 4 weeks' notice (in advance) of any change in rent or other charge, it would be contrary to the provisions of the Council's standard Tenancy Agreement (provided to all tenants) to backdate a change in a rent level or charge retrospectively.

Both Groups of Service Users

- Considering the older client group involved, it is likely that there would be widespread confusion and concerns amongst both private Careline users and Council tenants over the reasons and the arrangements for refunds and revised charges
- There is a risk of reputational damage to the Council if users are critical of the Council's decision to cancel, refund payments and then re-issue accounts - and the associated inconvenience and confusion caused – in order to vary the payment by relatively small amounts (which would be even lower if an inflationary increase is applied and/or an increase made to eradicate the current deficit in providing the Careline Service).
- If ECC reduce the Council's HRS funding from April 2016, which the Director of Communities believes is highly likely (in view of the overall budget reductions that ECC needs to make in future years), service users may wonder why the charges were increased, then reduced a few months later and then increased back again (possibly by around the same amount or more) only a few months later, which again could result in reputational damage to the Council.
- The HRS charge base for 2015/16 would be lower than currently. Therefore, if ECC's HRS funding is reduced from April 2016 as expected, both the monetary and percentage increase in HRS charges required to cover the loss would be a lot higher than it would otherwise be if the current charges continued.
- The overall income received from HRS charges and ECC's HRS funding would continue to be less than the actual cost of providing the service, with the cost of the service continuing to be subsidised by all other Council tenants in perpetuity.

Option 2 – Rescind the 2015/16 increase by reducing the 2015/16 HRS charges mid-year to an amount below the 2014/15 HRS charge, in order to off-set the increased charges made from April 2015 and refund where required

22. This is a similar option to Option 1 but, instead of making adjustments to all rent accounts and sundry debtor accounts back to the 2014/15 levels, the increased HRS charges for the first five months of 2015/16 would be retained, but the charges for, say, the remaining seven months of

2015/16 (i.e. from 1 September 2015) would be reduced to an amount *below* the 2014/15 charges, in order to result in a nil increase across the whole year. As with Option 1, any overpayments could be refunded (or alternatively, in the case of self-funding tenants, result in a credit on their account).

23. Again, as with Option 1, the charges for the remaining seven months could also allow for an inflationary increase on the 2014/15 HRS charges and/or the additional income required to enable the Careline Service to be self-funded.

24. *Advantages*

- All the advantages of Option 1 plus:
- It would not be necessary for Benefits staff to have to manually backdate housing benefit adjustments – however, Benefits staff would still need to make adjustments to the amount of housing benefit paid from the date the charges are reduced and the staff resources and printing and postage costs referred to under Option 1 would still be required, since all tenants affected would still need to be notified of the change in their housing benefit entitlement.
- It may be easier to explain to service users that charges are being reduced from a further (mid-year) date, than backdating reduced charges to April 2015.

25. *Disadvantages*

- All the disadvantages of Option 1 (except the additional advantages above) plus:
- It would be a longer period before tenants were put back into the pre-increase position than Option 1
- The planned introduction of a direct debit facility for regular sundry debtor accounts would have to be delayed further.
- If ECC reduces the Council's HRS funding from April 2016, any criticism about why the Council increased charges, then reduced them a few months later and then increased back again may be greater, since the latter increase would be closer to the date of reduction.
- Since the reduced mid-year charges would need to be lower than the 2014/15 charges (to compensate for the initial increased charges), the HRS charge base for 2015/16 would be even lower than under Option 1. Therefore, if ECC's HRS funding is reduced from April 2016, both the monetary and percentage increase in HRS charges required to cover the loss would be even higher than under Option 1.

Option 3 – Continue with the 2015/16 charges and take into account any increase above that required as a result of the expected ECC funding cut when setting charges for 2016/17

26. Under this option, the increased HRS charges for 2015/16 would simply continue for the remainder of the year – and the increased income from the higher charges paid by service users over the year would be taken into account when setting the charges for 2016/17, having regard to the decisions made by ECC on the amount of HRS funding provided to the Council for 2016/17 onwards.

27. If, as the indications suggest, HRS funding from ECC is reduced from 2016/17, it may not be necessary to make any significant increases to service users in 2016/17 under this Option, due

to the increased income received during 2015/16. Alternatively, if the current level of ECC funding continues for 2016/17, the charges for 2016/17 could be reduced as part of the scheduled rent-setting process and consideration could even be given, towards the end of the year, of making refunds to service users for any actual “overpayments” made during the current year.

28. *Advantages*

- Avoids all of the disadvantages with Options 1 and 2
- As a result, the need for additional staff resources, the additional costs, the confusion and distress for service users and any reputational damage related to Options 1 and 2 would be avoided
- The HRS charges base for 2015/16 would be at a higher level, enabling any increases required from April 2016 to be dampened, or even result in a reduction in charges for 2016/17

29. *Disadvantages*

- Service users would have paid more than necessary during 2015/16, had the HRS charges not been increased to recover the anticipated loss of HRS funding from ECC – which was the main stated reason given to service users for the increase
- If ECC’s funding is not reduced from April 2016, and the Cabinet determines (towards the end of the year) that refunds should be made to tenants for the amounts “overpaid” during 2015/16 (rather than adjusting the charges for 2016/17), it would be necessary to arrange cheque refunds to tenants for relatively small amounts – especially to those in receipt of housing benefit – which would be staff-intensive and involve a cost.

Option 4 – Variations to Options 1-3 above for different categories of service user

30. There are a number of different HRS charges made to different service users, as follows:

- Careline charges made to private Careline users
- Careline charges made to sheltered tenants and other older tenants who pay the Careline charge in full
- Careline charges made to sheltered tenants and other older tenants in receipt of housing benefit who now pay a small amount for the service
- Scheme Management charges made to sheltered tenants and other older tenants who pay the Scheme Management charge in full
- Scheme Management charges made to sheltered tenants and other older tenants in receipt of housing benefit who now pay a small amount for the service
- Intensive Housing Management Service charges made to sheltered tenants and other older tenants who are not in receipt of housing benefit

31. The charges made to any of the above categories of service user could be varied in line with the approaches set out in Options 1-3. For example:

- The increased HRS charges made to private Careline users could continue for 2015/16, but the Careline charges made to Council tenants could be rescinded; or
- The charges could be rescinded, but the associated HRS credits made to the accounts of tenants in receipt of housing benefit could be reduced.

32. However, in view of the multitude of different approaches that could be taken, the implications of treating different categories of users in different ways have not been assessed as part of this report.

Option 5 - Continue with the 2015/16 charges and increase charges further from April 2016 over a period of time, until the cost of the Scheme Management Service is self-funded

33. Options 1-3 above seek to put tenants and private service users back into the same financial position as they would have been if the Council had not increased charges to recover the expected lost HRS funding from ECC.

34. However, as explained earlier in the report, a large deficit has now developed between the cost to the Council of providing the Scheme Management Service and the income received from tenants through HRS charges. Even with the increased charges for 2015/16, the deficit amounts to around £67,000 per annum, which is being subsidised by all Council tenants by around £10 per property per annum.

35. There is therefore a strong argument that those tenants who receive the Scheme Management Service should, over time, be charged appropriate amounts that meet the costs of the Council providing the Service in full, and that all other tenants who do not receive the service (i.e. the majority) should not be expected to subsidise the costs.

36. Therefore, under this Option, the HRS charges for 2015/16 would continue for the remainder of the current year, and charges for future years would be increased by amounts above inflation over a period of time until the income from charges funded the cost of the Scheme Management Service in full. As a guide, if the “full” cost was to be recovered now, and based on today’s costs, taking account of ECC’s current HRS funding and assuming that tenants in receipt of HB meet the increased cost of charges above the 2014/15 levels, the combined charges for the Scheme Management Service and the Intensive Management Service would be as follows:

	Combined Scheme Management / HM Charge (£ Per Week)		Difference
	2015/16	Full	£ Per Week
Sheltered tenants:			
Self-funders	£9.28	£14.54	£5.26
On-HB	£1.00	£6.26	
Area tenants:			
Self-funders	£2.35	£3.58	£1.23
On-HB	£0.25	£1.48	

37. The annual pace and amount of annual increases could be determined by the Cabinet each year.

38. *Advantages*

- All the advantages of Option 3 plus:
- Over time, the cost of the Service would be self-funded and would not require other tenants to subsidise the cost

39. *Disadvantages*

- As with Option 3, service users would have paid more than necessary during 2015/16, had the HRS charges not been increased to recover the anticipated loss of HRS funding from ECC – which was the main stated reason given to service users for the increase.
- The charges made to service users in future years would be much higher than the 2015/16 charges, with tenants in receipt of housing benefit likely to be financially affected to a greater extent, which is likely to be unpopular amongst service users.
- The higher charges may result in some vacancies in sheltered housing becoming difficult-to-let.

Conclusion

40. It is very unfortunate that the late decision by ECC not to implement the expected funding reduction has placed the Council in a difficult position, whichever option is chosen. However, this options-exercise has highlighted the fact that:

- HRS charges no longer bear any resemblance to the cost of the providing the service; and
- The level to which all other Council tenants, who do not receive the service, subsidise the cost.

41. It is felt that this under-recovery of costs is untenable in the longer term and, as a result, that Option 5 above should be the option taken forward, with the HRS charges made to Council tenants and private Careline users for 2015/16 continuing for the remainder of the current year and that, in advance of the budget cycle for 2016/17, the Housing Portfolio Holder recommends to the Cabinet a plan on how much HRS charges should be increased each year from April 2017, and over what period, until the cost of the Scheme Management Service becomes self-funded, having regard to any reductions in HRS funding from Essex County Council.

42. It is suggested that letters be sent to all service users in February 2016, once the Cabinet has set the HRS charges for 2016/17 and the amount of HRS funding to be received from Essex County Council for 2016/17 is known, explaining the proposed approach and the reasons.

Review of Designated Properties Suitable for Older People

43. In the 1980's the Council designated many properties on housing estates as being especially suitable for older people and installed hard-wired Careline alarm systems in the properties and provided a visiting Scheme Manager service. However, over the years, these became increasingly difficult-to-let to older people, at a time when the demand for general-needs accommodation has increased. Therefore, since the 1990s, a number of reviews of the list of designated properties have been undertaken by Housing Portfolio Holders resulting in the number of designated properties being significantly reduced.

44. This situation has continued in recent years and, therefore, irrespective of the approach adopted, the Housing Portfolio Holder proposes that the Housing Select Committee be asked to consider whether or not more designated properties should be de-designated (with future vacancies used to meet the increasing demand for younger housing applicants) and to also review the associated level of staffing required to provide the Scheme Management Service, in order to determine if staffing levels and costs (and therefore HRS charges) can be reduced over time as a result – and to make recommendations to the Housing Portfolio Holder accordingly.

Resource Implications:

Varies – as set out in detail in the report

Legal and Governance Implications:

Housing Act 1985. Changes to charges are also governed by the Tenancy Agreement.

Safer, Cleaner and Greener Implications:

None

Consultation Undertaken:

The Tenants and Leaseholders Federation is being consulted on the contents of this report and has decided to hold a special meeting on 9th June 2015 to discuss the options and the recommendations. The views of the Federation from its meeting will be tabled at the Cabinet meeting.

Background Papers:

Letter from Essex County Council dated 25th March 2015 advising the Council of its decision relating to HRS for 2015/16.

Risk Management:

The main identified risk is the potential reputational risk to the Council if tenants feel that the Council has made the wrong decision in responding to the situation caused by ECC.

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.

One of the protected characteristics of the Equality Act 2010 relates to age, and public authorities must therefore ensure that they do not discriminate against service recipients as a result of their age.

The options within this report and the associated recommendations primarily relate to older people living in sheltered housing and other housing designated for older people. However, the issues and recommendations do not relate to these tenants solely due to their age; they relate to them as a result of them being provided with specialist services by the Council. Indeed, the Council has other older tenants who do not receive and benefit from the services.

As part of the equality analysis for this report, it should be noted that although new service users in the future will have a choice as to whether or not they receive the service and pay the associated charges, and current tenants had the same choice in the past, realistically, current tenants who receive the services have no real choice as to whether or not they pay the HRS charges; they could only decide to move away from sheltered accommodation or other accommodation designated for older people.

Clearly, any increase in charges – especially any above inflation – would have a detrimental financial effect on those older people who receive the services. Conversely, any reduction in charges would have a beneficial financial effect.

It should also be borne in mind that, if charges are increased too much, it could effectively inhibit access to sheltered housing and other housing designated for older people for older people who need the service, due to them being (or feeling) unable to pay them amount. However, older tenants with low incomes are eligible to receive housing benefit and, indeed, over 80% of older tenants who receive these services already do receive housing benefit. Although the 2015/16 increased charges, and any future increases in charges, are now payable by tenants in receipt of housing benefit, they still continue (and will continue) to have most of the charges paid for them.

Overall, it is considered reasonable that the costs of providing these specialist services to older people should be funded by those who receive the services, having regard to any external financial support received (e.g. from ECC through HRS funding).



Report to the Cabinet

Report reference: C-007-2015/16

Date of meeting: 11 June 2015

Portfolio:	Planning Policy
Subject:	Local Development Scheme and Local Plan Resourcing
Responsible Officer:	Kassandra Polyzoides (01992 564119)
Democratic Services Officer:	Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) To agree that the updated Local Development Scheme appended to this report be adopted and published on the Council's website; and**
- (2) To note expenditure against the Local Plan budget in 2014/15, the projected expenditure for 2015/16, and the estimated expenditure for 2015/16 and future years, including a need to reconsider the project fund as a whole in the next available budget cycle.**

Executive Summary:

This report seeks agreement to an updated Local Development Scheme (LDS), the high level project plan for the preparation of the Epping Forest District Local Plan. The proposed new scheme would supersede the earlier Local Development Scheme agreed in July 2014, with the preparation of the single District wide local plan scheduled for submission to the Secretary of State for examination in Autumn 2017. The report also highlights progress and expenditure since the last LDS was approved in July 2014.

Reasons for Proposed Decision:

The Council is obliged under the Localism Act 2011 to prepare and publish a Local Development Scheme so that the public and stakeholders are aware of the likely timing of key stages of the plan making process. The current LDS, approved a year ago, is due for renewal.

Other Options for Action:

Not to agree or to vary, the Local Development Scheme.

Report:

1. The Localism Act 2011 amended the provisions set out in the Planning & Compulsory Purchase Act 2004. However, S111 maintains the requirement that a local authority must prepare and maintain a scheme to be known as their Local Development Scheme. The scheme should specify the local development documents which are to be development plan documents, the subject matter and geographical

area for each development plan document, and the timetable for them. Essentially the Local Development Scheme (LDS) lists and programmes the documents that will be produced by a Local Authority. Although there is no longer a requirement for this to be submitted to the Secretary of State new provisions in the Act state that the local planning authority must make the following available to the public:

- the up to date text of the scheme;
- a copy of any amendments made to the scheme; and
- up to date information showing the state of the authority's compliance with the timetable set out in the scheme.

2. The last Local Development Scheme was formally adopted by the Council in July 2014. This set out the proposed programme for the preparation of a single document – the Epping Forest District Local Plan which will provide a framework for the future development of the district for the period up to 2033. The Plan will contain the strategic vision and policies, site allocations and development management policies. There is no longer a requirement for the Local Development Scheme to list any proposed supplementary planning documents or the statement of community involvement.

3. Since the publication of the Local Development Scheme in July 2014 the Council has made good progress in developing the evidence base and the development of reasonable alternative options for testing. However there have been a number of factors that have affected the timetable approved last year. The publication of 2011 census information by ONS and the new 2012 CLG household projections published at the end of February 2015 has led to a need to update the Strategic Housing Market Assessment in order to identify the objectively assessed housing need. This has also needed to take into account updated East of England Forecasting Model (EEFM) 2014 employment data published in Spring 2015, to identify the projected jobs growth in accordance with national guidance. This work has been commissioned in conjunction with other authorities within the housing market and functional economic market area and has led to some delay. Further consultation on the Draft Plan is now scheduled to take place in the Summer 2016. It is proposed that the appended scheme is agreed, and would supersede the earlier Local Development Scheme with the preparation of the single district wide local plan scheduled for submission to the Secretary of State for potential examination, in Autumn 2017.

Local Plan Progress

4. In order for the Local Plan to be found sound at Examination, any proposals must be founded on a robust evidence base. The compilation of the evidence base has progressed largely as anticipated within the current LDS. However it became apparent as a result of observation of the experiences of other councils taking Local Plans through Examination in Public, and new Government guidance that a comprehensive Green Belt review of the entire district was required. Other factors that have affected the timetable approved last year are:

- (i) The considerable work required under the duty to cooperate and working with SHMA partners in particular to update the SHMA. EFDC has been at the forefront of instigating the establishment of the Cooperation of Sustainable Development Board – the terms and reference for the officer group were agreed in July 2014 and this is Chaired by this authority's Chief Executive. In addition terms of reference for a member level body were

agreed in October 2014. Its primary purpose is to support Local Plan making and delivery for sustainable communities across geographical and administrative boundaries in West Essex, East Hertfordshire and the adjoining London Boroughs. It will do this by identifying and managing spatial planning issues that impact on more than one local planning area within West Essex, East Herts and the adjoining London Boroughs.¹ For EFDC this means co-operation with the 10 adjoining authorities.

(ii) The latest CLG household projections for 2012-2037, which were delayed and published on 27 February 2015, updated the 2011 based interim projections. These were awaited in order to comply with Planning Practice Guidance that wherever possible local needs assessments should be informed by the latest available information (the full dataset was further delayed). Additional work has also been required to test the employment/job target assumptions used based on the EEFM data and to provide a shared, common employment growth projection for the SHMA area. As a result additional work was jointly commissioned from Hardisty Jones Associates to feed into the SHMA. A final draft report of the SHMA is anticipated in early June.

(iii) Additional work required to complete the SFRA – changes to Planning Practice Guidance has meant that as part of the existing brief, consultants have been asked to undertake additional work to produce a Level 1 “compliant” SFRA.

(iv) Advice and assistance provided for the development of Neighbourhood Plans – most recently in ensuring that the Moreton, Bobbingworth and the Lavers NP will meet the basic conditions and undertaking an SEA screening.

(v) Delays in the **strategic transport assessment** using the new VISUM modelling. The initial results were not received until the end of April 2015, but further work and model runs are required.

(vi) The changing requirements being placed on local planning authorities as a result of lessons learnt from examinations and Inspector’s decisions. There is a view emerging following Inspector’s letters in respect of the recent Amber Valley and South Derbyshire examinations, which suggest that authorities within a SHMA should be undertaking strategic sustainability appraisals of the apportionment of the objectively assessed development needs and options. Accordingly the SHMA officers have been discussing with our retained consultants URS (now AECOM) the potential for undertaking this work.

(viii) More recently the Inspector for the Maldon examination has written on 8 May 2015 to indicate that the initial findings are that policy H6 (Provision for Travellers accommodation) which used a criteria based approach rather than site allocations to advise that the policy, and thus the Plan, is unsound. This is the first local plan to be found unsound on the basis of the provision for gypsies and travellers. Officers are waiting the outcome of the recent consultation undertaken by DCLG on the planning definition of travellers so

¹ The core constituent administrative areas are identified as Epping Forest, Harlow and Uttlesford districts, Brentwood Borough and Essex County Council, East Herts and Broxbourne districts and Hertfordshire County Council, and the London Boroughs of Waltham Forest, Redbridge and Enfield.

that it would not include those who have ceased to travel permanently to determine whether the Essex wide GTAA will need to be updated.

(ix) Preliminary conclusions on the Cambridge City and South Cambridgeshire Local Plans were issued on 20 May 2015 and raised concerns that their objectively assessed housing needs was not based on the updated Planning Practice Guidance issued in late February and has reaffirmed the view that the Council needs to ensure that the SHMA is completed on the basis of the latest information.

5. The table below sets out the proposed strategic timeline as the basis for the new Local Development Scheme based on a complete review of the programme and assessment of resources/skills available for preparation of the Local Plan going forward.

LDS adopted July 2014	New LDS adopted June 2015 (key dates in bold)
	GBR2 results and sieve for final site pool to take place in Nov/ Dec 2015
	Air Quality outputs Jan 2016
	Options selection and SA Jan 2015 – March 2016
	Council draft for approval May 2016
May 2015 - July 2015 for 14 weeks	Draft Plan consultation July 2016 to September 2016 (a/c for summer)
	Proposed revisions for submission plan publication discussions Dec 2016
	Publication plan to Cabinet and Council March 2017
March – April 2016	Publication for reps April/ May 2017
October 2016	Submission October 2017
	Examination early 2018
	Adoption September 2018

6. The key pieces of work that will affect the critical path are the SHMA, strategic transport work, provision for GRT, Stage 2 of the Green Belt review and fulfilling the duty to cooperate. On the latter there is now an established officer and member group which meets regularly.

Staffing

7. With the extra requirements and work that is required to complete a successful local plan we have been constantly reviewing resource availability. As such we have restructured and brought in extra resources as required. However we have been competing with our neighbouring authorities who have all been seeking to

recruit experienced staff. There is a limited pool of experienced planners available and the authority has found that it has taken longer to recruit experienced planners to the new posts with a limited number of suitably qualified applicants despite budget resources being made available. As such it has been agreed to use the budget from the vacant planning officer post and technical support post to recruit a fixed term contract senior planner post for 18 months.

Resource Implications:

The table below indicates the existing budgetary position as reported at Council in February 2015. The budgetary requirement is adjusted to reflect the proposed new timetable.

	2014/15	2015/16	2016/17	2017/18	2018/19	Total
Budget available 2014/15 (Cabinet July 2014 updated by Management Board Report March 2015)	£230,000	£250,000	£280,000	£0	£0	£760,000
Spend	£251,350	£12,900	£0	£0	£0	£264,250
Committed	£0	£164,923	£60,000	£0	£0	£224,923
Estimated spend (evidence)	£0	£262,500	£105,700	£25,100	£0	£393,300
Estimated spend (Consultation periods & legal advice)	£0	£5,000	£110,600	£110,600	£189,000	£415,200
TOTAL BUDGET REQUIRED	£251,350	£445,323	£276,300	£135,700	£189,000	£1,297,673
Surplus/shortfall (rolling)	-£21,350	-£216,673	-£212,973	-£348,673	-£537,673	-£537,673

As detailed in the report above, the timetable for preparation of the Local Plan has been extended. The budgetary provision therefore also needs to be extended, and this will be addressed through the next budget cycle. There are sufficient funds available in the Local Plan DDF to cover projected expenditure for 2015/16. A number of key pieces of evidence are likely to require updating, notably the study into the Glasshouse Industry in the Lee Valley, the Town Centres Study, the Gypsy & Traveller Accommodation Assessment and the Open Space, Sport and Recreation Study. Additional estimate is included for further local transport testing and modelling, and it is anticipated that a contribution towards the strategic transport modelling work for the wider Harlow area may also be required.

The financial resources taken to fully meet the Duty to Co-operate are considerable, although it has proved possible to achieve some economies of scale in commissioning work jointly with neighbouring authorities. Initial officer discussions have taken place amongst the authorities in the SHMA grouping (EFDC, East Herts, Harlow and Uttlesford District Councils) around whether a jointly appointed officer may be required to coordinate joint working. There may be CLG funding available for this type of post, and as such no budgetary provision has been made at this time.

The additional funds required total £537,673 up to 2018/19, split across financial years as indicated above and will come from the DDF. Funding for Local Plan preparation has been in the region of £1.2m since 2004/05.

Legal and Governance Implications:

The Council is obliged to publish and maintain a Local Development Scheme. Approval of a revised document will fulfil this obligation.

Safer, Cleaner and Greener Implications:

The delivery of a Local Plan, informed by a robust evidence base, will contribute to safer, cleaner, greener objectives by planning for sustainable development.

Consultation Undertaken:

Management Board.

Background Papers:

- Report to Cabinet 22 July 2013 Planning Budgets – Local Plan and Maternity Cover Ref C-008-2013/14
- Report to Cabinet 22 July 2013 Review of North Weald Airfield C-018b-2013/14
- Report to Cabinet 22 July 2013 re: LDS C-007-2013/14
- Report to Cabinet 11 June 2012 Local Plan Budget requirements 2012/13, 2013/14, and 2014/15 Ref C-006-2012/13
- Report to Cabinet 21 July 2014 Ref C-010-2014/15

Risk Management:

Preparation of the Local Plan is a key priority for the Council and it is important that the published project plan is kept up to date to inform all stakeholders, and that the project is adequately resourced.

Due Regard Record

Name of policy or activity:

What this record is for: By law the Council must, in the course of its service delivery and decision making, think about and see if it can eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. This active consideration is known as, ‘paying due regard’, and it must be recorded as evidence. We pay due regard by undertaking equality analysis and using what we learn through this analysis in our service delivery and decision making. The purpose of this form is as a log of evidence of due regard.

When do I use this record? Every time you complete equality analysis on a policy or activity this record must be updated. Due regard must be paid, and therefore equality analysis undertaken, at ‘formative stages’ of policies and activities including proposed changes to or withdrawal of services. This record must be included as an appendix to any report to decision making bodies. Agenda Planning Groups will not accept any report which does not include evidence of due regard being paid via completion of an Equality Analysis Report.

How do I use this record: When you next undertake equality analysis open a Due Regard Record. Use it to record a summary of your analysis, including the reason for the analysis, the evidence considered, what the evidence told you about the protected groups, and the key findings from the analysis. This will be key information from Steps 1-7 of the Equality Analysis process set out in the Toolkit, and your Equality Analysis Report. This Due Regard Record is Step 8 of that process.

Date / Name	Summary of equality analysis
28 May 2015 Kassandra Polyzoides	<p>Analysis carried out of proposal to update the Local Development Scheme, the high level statutory project plan for the preparation of the Local Plan, and associated resourcing indicated that in itself this does not have any impact on equality issues or promote good relations.</p> <p>As key role of Local Plan is to make provision for jobs, homes etc for future population, the Plan is likely to have an impact on local people with protected characteristics in future. Therefore the absence of a project plan and associated resourcing is likely to have a detrimental impact through potentially slowing Plan preparation. The Plan itself will be subject to EqIA .</p>

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Epping Forest District Council Local Development Scheme Adopted June 2015

The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare and maintain a local development scheme setting out the development plan documents it intends to prepare together with details and a timetable for their preparation. This document seeks to provide that information.

The Council's first local development scheme was published in March 2005, and was reviewed in October 2007. This scheme proposed a number of development plan documents: a core strategy DPD, land allocations DPD and two action area plans. The most recent local development scheme was adopted in July 2014: this proposed to produce a single document – the Epping Forest Local Plan. The timetable for this has changed and the scheme set out below supersedes the July 2014 local development scheme.

The present policy position

The Government published the National Planning Policy Framework in March 2012 which replaced a significant amount of detailed national policy. In addition further national guidance is set out in the online Planning Practice Guidance first published in March 2014 and regularly updated.

The current Local Plan was adopted in January 1998. Alterations to that Plan were adopted on 10 July 2006 and superseded or changed some of the policies in the adopted 1998 Local Plan. The remaining policies in the Local Plan will be used in conjunction with the Local Plan Alterations as the local planning policies for this District and given weight in accordance with the degree to which the policies are deemed to be compliant with the National Planning Policy Framework and Planning Practice Guidance. Those policies rated as compliant, generally compliant or partially compliant will continue to be used until the adoption of the new Local Plan supersedes them.

The Council is progressing with the preparation of a single district wide local plan. This new Local Plan for the area therefore will determine the amount and distribution of development and policies related to development but must be in general conformity with national policy.

Planning for minerals and waste will continue to be undertaken by Essex County Council, and it will produce its own Local Development Scheme for the future production and review of a Minerals Development Framework and a Waste Development Framework. Epping Forest District Council will continue to be a consultee during production of these.

1. Following the analysis of responses to the Community Choices consultation which took place between 30 July and 15 October 2012, the Council agreed to prepare a district-wide local plan. This will provide a framework for the

future development of the district and include strategic vision and policies for the period up to 2033, site allocations and development management policies. The projected timetable is set out in the table below.

2. There will be opportunities for community engagement in the content of the plan on a 'continuous' basis but for practical purposes the next key stage will be the consultation on the Draft Plan which is scheduled to take place between July and September 2016. Following consideration of the consultation responses the Council will prepare the plan for submission. Prior to the submission of the plan for examination by an independent inspector, all interested parties will be invited to make representations relating to the soundness of the plan. This is scheduled to take place for 6 weeks (in accordance with the regulations) between April/May 2017 with the submission of the Plan for examination scheduled for September/October 2017.
3. The consultation documents will be accompanied by draft Policies Maps, prepared to the appropriate level of detail for each stage, and which will be kept up to date as the plan is developed and amended. Sustainability Appraisals and Reports will be published simultaneously as part of these consultation exercises.
4. In preparing the new local plan, the Council needs to satisfy the 'duty to co-operate' requirements of the Localism Act 2011 which mean that Councils need to co-operate on relevant cross boundary planning matters. This applies particularly to Harlow District Council where provision may be made in this district for some of Harlow's proposed expansion. Epping Forest Council adjoins ten local planning authorities – Harlow, East Herts and Broxbourne in Hertfordshire; Uttlesford, Chelmsford and Brentwood in Essex; and the London Boroughs of Havering, Redbridge, Waltham Forest and Enfield. Preparation of the local plan also involves co-operation with Hertfordshire and Essex County Councils, the Greater London Authority, Lee Valley Regional Park Authority, the City of London Corporation, Epping Forest Conservators and all appropriate statutory undertakers and relevant Government agencies.
5. The Council is also considering the introduction of a Community Infrastructure Levy (CIL) in the district. This is the mechanism that Councils are able to use to collect contributions from developers toward the infrastructure needs of the district. If the Council decides to implement a CIL charge in the district, consultation will be undertaken on the proposed charging schedule in accordance with the appropriate regulations and subject to a separate examination.
6. The adopted Policies Map will be revised as and when new local development documents, or their revisions, are themselves adopted.
7. This revised Local Development Scheme will come into effect on 11 June 2015. It will continue to be reviewed on a regular basis. The reviews will be reported to Members and published on the Council's website, to ensure (i) that progress with the preparation of the local plan is closely monitored and managed; and (ii) the local community and other interested parties are kept fully informed.

Local Plan	
Role and Subject	Determines the amount and location of development for the district together with some release of Green Belt land for this purpose. Sets out the spatial vision, objectives and strategy, all development sites and development management policies for the development of the district for the period up to 2033.
Which "saved" policies will it replace?	All
Geographical coverage	District wide
Status	Development Plan Document
Conformity	Consistent with national planning policy and planning practice guidance
Timetable	
Evidence gathering & background work Issues & Options preparation and public consultation including initial sustainability appraisal ♣	October 2011 – September 2012 Consultation on the issues & options 'Community Choices' took place between 30 July 2012 and 15 October 2012
Draft plan preparation and sustainability appraisal	October 2012 – May 2016
Consultation on draft plan (a minimum of 8 weeks)	July - September 2016
Preparation of Submission Plan and Sustainability appraisal	September-February 2017
Pre-submission publication and representations on soundness (6 weeks) Regulation 19	April/May 2017
Submission to Planning Inspectorate for Examination Regulation 22	September/October 2017
Examination in public Regulation 24	Subject to discussion with the Planning Inspectorate and timetabling – likely to be

	early 2018
Receipt of report Regulation 25	May 2018
Expected Adoption & Publication (including policies map) Regulation 26	September 2018
Production	
Lead department	Planning Policy (Neighbourhoods Directorate)
Management	The Portfolio Holder (and the relevant Scrutiny Panel and Cabinet as necessary) will consider drafts. Full Council will approve final draft documents prior to submission.
Resources	Planning Policy Team with consultative input from Development Management Team Corporate Support, Economic Development, Environment and Street Scene, Country Care, Finance and ICT, and Housing'
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement

Report to the Cabinet

Report reference: C-008-2016/16

Date of meeting: 11 June 2015



**Epping Forest
District Council**

Portfolio: Asset Management & Economic Development

Subject: Provision of New Depot at Oakwood Hill.

Responsible Officer: Chris Pasterfield (01992 564124).

Democratic Services Officer: Gary Woodhall (01992 564470).

Decisions Required:

(1) To accept the tender of £2,385,176 from T. J. Evers Ltd to undertake the design, build and construction of the new depot at Oakwood Hill for Grounds Maintenance and Fleet Operations; and

(2) That, pursuant to Overview and Scrutiny Rule 21(Special Urgency), the Chairman of the Council be requested to waive the call-in arrangements for this decision due to its urgency as any delay in relocating services from Langston Road Depot may impact on the programme for delivering the new Epping Forest Shopping Park.

Executive Summary:

In order for the development of the Epping Forest Shopping Park, Langston Road to take place the existing services need to be relocated. It is proposed to relocate Grounds Maintenance Service and Fleet Operations garage to a new depot at Oakwood Hill.

Reasons for Proposed Decision:

To provide new accommodation for relocated staff and to vacate Langston Road Depot in order to facilitate a valuable retail warehouse development.

Other Options for Action:

To not relocate staff to this location and delay the construction of Epping Forest Shopping Park.

Report:

1. The Cabinet report approved on 15th December 2014 a budget of £2,520,000 plus fees of £75,000 for Stace LLP as project managers and £62,500 for engineering consultancy. The tender bid from T.J.Evers Ltd seems to be in line with this budget when contingencies are taken into account.

2. The design layout of the new buildings has been undertaken in detail with the two services involved to ensure that they adequately provide accommodation and facilities required. The mezzanine office floor level above the Grounds Maintenance works shop will

provide 5,800 sq ft of space which will provide flexibility relating to head office staff.

3. The specification will include a full fit out of equipment required in the offices including power points, heating and IT points as required but will assume that furniture and computers will be relocated from the existing premises.

4. The project was offered to five construction companies to tender and three companies submitted tenders. The lowest tender was from T.J.Evers Ltd.

5. T J Evers were interviewed on Friday 22rd May at Stace LLP offices and their tender and Method Statement were examined in some detail and their answers were found to be satisfactory. The company is based in Tiptree and has recent experience of constructing Ernest Doe new depots which have similar facilities to the proposed Council depot.

6. It was noted that statutory diversions had not been included in the tender price which would relate to the highways works necessary to construct the depot entrance and relocate the bus stop. Stace advised that £50,000 should be sufficient but costs could not be obtained until these works were progressed.

7. T.J.Evers have allowed for statutory signage but not signage specific to the depot services. This would be covered under the contingency allowance.

Resource Implications:

The lowest tender is £134,824 below the approved budget and it is intended to retain this amount as a contingency.

Relocating the glass house and nursery function from Pyrles Lane Nursery to Oakwood Hill will allow this 2.42 acre site be considered for potentially valuable re-development.

Legal and Governance Implications:

Planning conditions are being met by the development and provision of consultant information.

Safer, Cleaner and Greener Implications:

These implications have been taken into account in the design of the buildings and site where possible and in consultation with the Planning Department and Senior Contaminated Land officer.

Consultation Undertaken:

TFL as the site adjoins railway lines on one boundary. Asset Management & Economic Development Group and Committee. Cabinet on 15th December 2014.

Background Papers:

None.

Risk Management:

By employing Stace LLP as project managers, quantity surveyors and designers the Council have minimised risk by employing a consultant with proven skills and experience in these areas.

Due Regard Record

Name of policy or activity:

What this record is for: By law the Council must, in the course of its service delivery and decision making, think about and see if it can eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. This active consideration is known as, ‘paying due regard’, and it must be recorded as evidence. We pay due regard by undertaking equality analysis and using what we learn through this analysis in our service delivery and decision making. The purpose of this form is as a log of evidence of due regard.

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Date / Name	Summary of equality analysis
15.12.2014 Director of Governance	There are no implications for equality as the proposal is to construct a new depot for existing Council employees and services.

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Report to the Cabinet

Report reference: C-002-2015/16
Date of meeting: 11 June 2015



Portfolio: Housing
Subject: Site Licence Conditions on Holiday Caravan and Camping Sites
Responsible Officer: Sally Devine (01992 564149).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That following consultation with site operators, statutory consultees and other interested parties, the Standard Licence Conditions for Holiday Caravan and Camping Sites in Epping Forest District attached at Appendix 1 be adopted.

Executive Summary:

The Council is responsible, through its site licensing regime, for ensuring that health, safety and fire safety provisions are satisfactory on the holiday caravan and camping sites within the District. The existing site licence conditions for holiday sites have not been reviewed for many years and are outdated.

Following consultation with site operators, statutory consultees and other interested parties, new conditions have been produced which the Cabinet is now being asked to adopt as the Epping Forest District Council Standard Site Licence Conditions for Holiday Camping and Caravan Sites.

Reasons for Proposed Decision:

The Council is required to issue licences on all park homes sites in the District with conditions that are relevant, consistent and will adequately protect the health and safety of people residing at, or visiting the sites. New proposed standard park home site licence conditions for permanent residential sites occupied by the settled community were agreed by the Cabinet in July 2012 (C-012-2012/13), and new site licence conditions for the Gypsy, Roma and Traveller sites were agreed in September 2014 (C-015-2014/15). The existing site licence conditions for Holiday Sites in the District have not been reviewed for many years. In the light of this the Cabinet agreed that consultation should be undertaken with the site operators and other interested parties, to agree suitable licence conditions for these sites. This consultation has now been carried out and the resulting comments have been taken into account in the proposed site licence conditions that are attached at Appendix 1.

Other Options for Action:

The option of not producing new licence conditions has been discounted as the existing conditions are outdated and such an approach could compromise the health and safety of those visiting the sites.

The option not to consult has been discounted as the legislation that allows a local authority to alter site licence conditions, requires that the licence holder be given an opportunity to make representation before any changes are imposed. The legislation also requires that the Fire Service is consulted before any changes are made.

Report:

1. In July 2012 and September 2014 respectively, following consultation with site owners, residents and other interested parties, the Cabinet agreed the conditions to be attached to the site licences for the permanent residential park homes sites (C-012-2012/13) and the Gypsy, Roma and Traveller sites in the District (C-015-2014/15). The Cabinet was also advised that new standard licence conditions for the District's holiday sites would follow. This is considered necessary because the Council is responsible, through its site licensing regime, for ensuring that health, safety and fire safety provisions are satisfactory and the existing site licence conditions for holiday sites have not been reviewed for many years and are outdated.

2. There are currently 5 Holiday Sites in the District. One site operates for touring use only where visitors provide their own caravan/ motorhome or tent for the duration of their stay. Three sites operate as static holiday sites where visitors stay in holiday units that are permanently stationed on the site and one site operates as both a static and touring holiday site.

3. The Caravan Sites and Control of Development Act 1960 allows a local authority to alter site licence conditions at any time but in exercising such powers it must have regard to any Government standards. Two sets of standards exist for holiday sites, the 1989 Model Standards for Holiday Caravan Sites and the 1983 Standards for Touring Sites, and these standards have provided the framework for the proposed standard licence conditions for holiday sites in the Epping Forest District. However, these Model Standards are themselves somewhat dated and so the proposed new standards also take account of modern practices such as the use of 'pods' on sites as a modern alternative to tents and caravans. Pods are permanently sited timber built structures of different specifications which may contain a sleeping area and cooking facilities but have no bathing or toilet amenity provided.

4. Proposed site licence conditions were drafted and presented to the Portfolio Holder for Housing who agreed that consultation should be undertaken with the site operators of the holiday sites already existing in the District. The consultation period lasted 6 weeks and ended on 10 April 2015.

5. Officers in the Private Sector Housing Team have also consulted with and considered the views of other officers within the Council (Forward Planning and Enforcement Team, Environment and Neighbourhood Team, Engineering, Drainage and Water Teams), together with other external parties including the Essex County Fire and Rescue Service and the Essex County Traveller Unit, the Ambulance Service, the Health and Safety Executive and the Environment Agency. Their comments have been taken into account as detailed in Appendix 2 and the proposed new site licence conditions for Holiday Caravan and Camping sites are set out in Appendix 1.

6. Members are advised that the Mobile Homes Act 2013 introduces the ability of a council to charge for its licensing and enforcement functions on relevant protected sites. However, whilst permanent residential sites are included within the definition of 'relevant protected site', holiday sites are not, and as such the Council are not able to consider charging site operators of holiday sites in the way it has done for permanent residential sites and Gypsy Roma and Traveller sites on the District.

7. Members are asked to agree these conditions as the Epping Forest District Council Standard Site Licence Conditions for Holiday Camping and Caravan Sites. If adopted it is proposed that all site operators will be notified of the Cabinet decision and new site licences with the new conditions

will be issued within the following 2 months.

Resource Implications:

Within existing resources

Legal and Governance Implications:

Caravan Sites and Control of Development Act 1960
Model Standards 1989 for Holiday Caravan Sites in England
Model Standards 1983 for Touring Caravan Sites in England

Safer, Cleaner and Greener Implications:

Adopting new standard conditions for Holiday Caravan and Camping Sites will ensure measures are in place to protect the health and safety of holiday makers on these sites.

Consultation Undertaken:

In drafting the proposed site licence conditions, Private Sector Housing Team officers have consulted and considered the views of other officers within the Council (Forward Planning and Enforcement Team, Environment and Neighbourhood Team Engineering, Drainage and Water Teams), together with representatives of Essex County Fire and Rescue Service.

The formal consultation included the site operators of the 5 existing Holiday Sites on the District; relevant internal services within the Council; and other external parties including the Essex County Fire and Rescue Service, the Ambulance Service, the Health and Safety Executive and the Environment Agency. Three responses were received from the consultation. The table attached as Appendix 2 to the report sets out the responses from each organisation and the comments and suggested changes.

The Lee Valley Regional Park Authority (LVRPA) raised a number of comments and concerns and these are highlighted in Appendix 2. Representatives of the LVRPA met with officers of the Private Sector Housing Team to discuss the issues and some amendments to the draft conditions were made (principally around period of occupation of the site and allowing different amenity provision for tourers and static caravans). In addition the Private Sector Housing Team considered some additional amendments were necessary (principally around allowing some further differences between static and touring sites, and also to include particular consideration for disabled people in the provision and siting of amenities) and these are also included in Appendix 2. The amended draft conditions were re-circulated to all the site operators and other interested parties for further consultation and no adverse comments were received.

Background Papers:

None.

Risk Management:

Failure to set and ensure compliance with appropriate licence conditions would compromise the health and safety of holiday makers staying on these sites by limiting the control measures that may be imposed.

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.

The proposed site licence conditions are produced in order to protect the health safety and welfare of all holiday makers visiting holiday caravan and camping sites in the District.

The site licence conditions principally cover the physical aspects of the site and the provision and siting of amenities within it. It was identified that disabled people with mobility restrictions may not be able to benefit from the use of these sites if certain amenities such as washing and toilet facilities are not made accessible to them. The proposed licence conditions therefore require that there is particular consideration for disabled people in the provision and siting of amenities to make them accessible where at all practical.

The requirement to comply with site licence conditions and any costs incurred rests with the site operators who are not a protected group in terms of equalities legislation. The licence conditions are not considered prohibitive and will not detrimentally affect the sustainability of their business (which might otherwise indirectly affect a sector of the community that may have protected characteristics).

Appendix 1

EPPING FOREST DISTRICT COUNCIL

STANDARD LICENCE CONDITIONS FOR HOLIDAY CARAVAN AND CAMPING SITES IN EPPING FOREST DISTRICT

The Annex attached to these Standard Site Licence Conditions contains conditions specifically relating to the Regulatory Reform (Fire Safety) Order 2005. Fire safety standards will be enforced by the Fire Authority on all holiday caravan sites where informal action by the Local Authority has not resolved any issues of concern.

Schedule of Conditions

General

- (i) () site is licensed for a maximum of () holiday caravans.
- (ii) This licence shall only apply to that area of land in respect of which planning permission has been obtained to station holiday caravans or tents for holiday use.
- (iii) For the purpose of these licence conditions reference to 'caravan' can be equally applied to any tent, pod or any other structure designed or adapted for human habitation which is capable of being moved from one place to another (whether being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle so designed or adapted.
- (iv) For the purpose of these licence conditions a 'static' caravan means a caravan that is stationed on the site all year including the period of time that the site is closed and prohibited from use as a caravan site by virtue of the planning conditions pertaining to that site. A 'touring' caravan means a caravan that is moved on and off the site for occupation whilst the site is open and it is not stationed on the site during the period when the site is prohibited from use as a caravan site by virtue of the planning conditions pertaining to that site.

1. PERIOD OF OCCUPATION OF SITE

- (a) A touring caravan must not be occupied by the same person or persons for more than 28 days within 36 consecutive days.
- (b) All caravans may only be occupied during the periods stipulated by planning consent relevant to the site.
- (c) The site licence holder must make available the records of occupancy to the Local Authority upon request.

2. SITE BOUNDARIES

- (a) The boundaries of the site from any adjoining land must be clearly marked by a man-made or natural feature.
- (b) No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.

- (c) A plan of the site must be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.
- (d) The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and must be of suitable quality.

3. ROADS, GATEWAYS AND FOOTPATHS

- (a) Roads and footpaths must be constructed of suitable materials and adequately maintained to the satisfaction of the Local Authority.
- (b) All roads must have adequate surface water/storm drainage and must comply with Section 10(f) below.
- (c) Roads and footpaths must be designed to provide adequate access for fire appliances (detailed advice and guidance on turning circles is available from the Fire Authority).
- (d) Roads must be provided so that no caravan standing is more than 50 metres from a road.
- (e) Where the approach to the caravan is across ground that may become difficult or dangerous to negotiate in wet weather, each caravan standing must be connected to a carriageway by a footpath with a hard, well drained surface which must be maintained in good condition.
- (f) Roads must not be less than 3.7 metres wide, or if they form part of a clearly marked one way traffic system they must not be less than 3 metres wide.
- (g) One-way systems must be clearly signposted.
- (h) Where existing two way roads are not 3.7 metres wide, passing places must be provided where practical.
- (i) Gateways must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- (j) Footpaths and pavements must not be less than 0.90 metres wide.
- (k) Roads must have no overhead cables less than 4.5 metres above the ground.
- (l) Emergency vehicle routes within the site must be kept clear of obstruction at all times.

4. LIGHTING

Roads, communal footpaths and pavements must be suitably lit taking into account the needs and characteristics of the particular site.

5. HARD-STANDINGS

- (a) Where possible, every caravan must stand on a hard-standing of suitable material which must extend over the whole area occupied by the caravan placed upon it. Hard-standings must project a sufficient distance outwards from the entrance or entrances of the caravan to enable occupants to enter and leave safely.
- (b) Hard standings may be dispensed with if the caravans are removed during the winter or if they are situated on ground which is firm, well drained and safe in poor weather conditions.

6. TELEPHONES

Where a telephone is available on site for visitors to call the emergency services, it must be maintained in working order and a notice must be provided adjacent to the telephone with details of the site address.

7. STORAGE OF LIQUIFIED PETROLEUM GAS (LPG)

- (a) All Gas Installations and Equipment must comply with the Gas Safety (Installation and Use) Regulations 1988 and applicable parts of the following (or successor guidance):
- (b) **LPG supplied from bulk tanks**
LP Gas Association Code of Practice 1: Part 1; Design, Installation and Operation of Vessels Located Above Ground, and, Part 4; Buried/Mounded LPG Storage Vessels.
- (c) **LPG supplied from cylinders**
LP Gas Association Code of Practice 7: 1999 Storage of Full and Empty LPG Cylinders and Cartridges.
- (d) **Installations in caravans**
British Standard 5482: Code of Practice for Domestic, Butane and Propane Gas Burning Installations: Part 2: 1977: Installations in Caravans and Non-permanent Dwellings.
- (e) A copy of all current safety check certificates required by gas safety legislation in respect of appliances provided for the use of the caravan occupiers must be kept available for inspection by authorised officers of the Local Authority.
- (f) Unless otherwise approved by the Local Authority, every gas appliance provided for the use of the caravan occupiers, must be fitted with an effective flame failure device.
- (g) Gas bottles and cylinders must not be positioned or secured to caravans in such a way as to impede access or removal in the event of an emergency.
- (h) Exposed gas bottles and cylinders must not be stored or left within the separation boundary of any caravan.
- (i) Exposed gas bottles and cylinders must be stored in a suitable cage or container which must be kept locked at all times. LPG storage

cages/containers must not be kept in the separation space.

8. ELECTRICAL INSTALLATIONS

- (a) Sites must be provided with an electricity supply that is sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- (b) Electrical installations (other than Electricity Board works and circuits subject to regulations made by the Secretary of State under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947) must be installed, tested and maintained in accordance with the provisions of the Institute of Electrical Engineers (IEE) Regulations for Electrical Installations for the time being in force, and where applicable, to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, Statutory Instrument 1988, No 1057.
- (c) Work on electrical installations and appliances must only be carried out by a competent person such as the manufacturer's appointed agent, the electricity supplier, a professionally qualified electrical engineer, a member of the Electrical Contractor's Association, a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC), or a qualified person acting on behalf of one of the above.
- (d) The electrical installations must be inspected periodically: under the IEE Wiring Regulations, every year or such longer period as is considered appropriate in each case (not exceeding 3 years). When an installation is inspected it shall be judged against the current regulations.
- (e) If an inspection reveals that an installation no longer complies with the regulations in existence at the time it was first installed, any deficiencies must be rectified. Any major alterations and extensions to the installation affected by them should comply with the latest version of the IEE Wiring Regulations.
- (f) The inspector must within one month of carrying out the inspection, issue an inspection certificate in the form prescribed in the IEE Wiring Regulations. The certificate must be retained by the site licence holder and must be displayed, supplemented or replaced by subsequent certificates, with the site licence. The cost of the inspection and the report shall be met by the site licence holder.
- (g) The site licence holder must provide the Local Authority with a copy of the electrical certificate upon request.
- (h) If there are overhead cables on the site, suitable warning notices must be displayed at the entrance to the site and on the support for each of the lines. Where appropriate, particular attention shall be drawn to the danger of masts of yachts or dinghies contacting the lines.
- (i) All static caravans and pods must be connected to, electrical hook-up-points (HUP) with minimum Ingress Protection Rating of IP44. An adequate number of HUP suitably positioned to be available for all touring caravans and camper vans. The electrical hook-up points must be fitted with a lockable window flap over protection device and also fitted with a Residual Current Circuit Breaker with Overload Protection (RCBO).

9. WATER SUPPLY

- (a) Sites must be provided with an adequate, constant and wholesome water supply in accordance with all current legislation, regulations and British or European Standards piped to the inside of the caravan. The water supply must be maintained at an adequate flow rate and pressure even when the system is placed under maximum demand.
- (b) The water supply and distribution system must be maintained in accordance with all current relevant legislation, regulations and British or European Standards, including codes of good practice. Records of maintenance should be kept and supplied to the Local Authority upon request.
- (c) A Water Safety Plan, including plan of the distribution system, should be prepared for the supply and supplied to the Local Authority on request. Risks to the supply should be addressed in accordance with the Water Safety Plan.
- (d) All new fittings and any materials or substances attached or used in connection with the supply or distribution system must comply with appropriate legislation, regulations and British or European Standards and/or be approved by the Water Undertaker and/or Drinking Water Inspectorate.
- (e) All repairs and improvements to water supplies and installations must be carried out so as to conform to current legislation and British or European Standards.
- (f) Work on water supplies and installations must be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards, including codes of good practice.
- (g) Where the water supply is not provided by a recognised water undertaker, the Local Authority must be informed as to the nature of the supply.
- (h) Where there is no piped supply to static caravans or pods and where the site is available for touring caravans, camper-vans and tents, no caravan, camper-van or camping pitch must be more than 90 metres from a drinking water tap supplied with a constant and wholesome water supply in accordance with all current legislation, regulations and British or European Standards. The water supply from drinking taps must be maintained at an adequate flow rate and pressure even when the system is placed under maximum demand.
- (i) Each drinking water tap must be provided with a suitable gulley or soakaway.

10. DRAINAGE, SANITATION AND WASHING FACILITIES

- (a) There must be satisfactory provision for foul and waste water drainage either by connection to a public foul water sewer or sewage treatment works or by discharge to a properly constructed and installed septic tank or cesspool, approved by the Local Authority and with a permit from the Environment Agency where appropriate. The foul water treatment or containment facility must be of sufficient capacity for the number of persons living/visiting the site and for the type of effluent that it is intended to receive. Where effluent is removed from the site the licensee/owner/occupier must provide the Local

Authority if requested, with a copy of the Discharge Consent as issued by the Environment Agency and/or Waste Transfer Notes. The treatment plant or containment facility must be adequately maintained by a suitably qualified or competent person.

- (b) All drainage and sanitation provision must be in accordance with all current legislation and British and European Standards, including Approved Document H of the Building Regulations (or as updated or amended). For new sites, approval from the Council's Building Control, or an approved inspector, will be required for the foul and waste water system/s prior to installation and occupation of the site. Septic tanks and cesspools must be emptied as often as necessary to prevent the contents overflowing and at no time must the foul and waste water system/s pollute any land or watercourse, or pose a risk to public health or cause a nuisance.
- (c) Where there is no piped system serving static caravans or pods and where the site is available for touring caravans, camper-vans and tents, properly designed disposal points for the contents of chemical closets must be provided with an adequate supply of water for cleansing the containers. The water supply shall be clearly labelled as unsuitable for drinking.
- (d) Where there is no piped system serving static caravans or pods and where the site is available for touring caravans, camper-vans and tents, waste water disposal points shall be provided so that each pitch is no further than 90 metres from a waste water disposal point.
- (e) For static caravans including pods without their own water supply, shower facilities and WCs, communal facilities must be provided and suitably located, with adequate supplies of water on at least the following scales:
- Male: 1 WC and 1 urinal per 15 caravans/pitches;
 - Female: 2 WCs per 15 caravans/pitches;
 - Wash basins with hot and cold water: 1 per WC or group of WCs; and,
 - Shower or Bath with hot and cold water: 1 for each sex per 20 caravans/pitches.
- (f) Where touring caravans, camper-vans or tents are permitted on the site the following communal facilities must be provided and suitably located, with adequate supplies of water on at least the following scales:
- Male: 1 WC and 1 urinal per 30 caravans/pitches. Female: 2 WCs per 30 caravans/pitches. This condition may be relaxed on approval by the local authority where the site has less than 10 pitches or more than 120 pitches;
 - Wash basins with hot and cold water: 4 per 30 caravans/pitches: 2 each for men and women positioned adjacent to the WCs; and,
 - Shower or bath with hot and cold water: 1 for each sex per 25 caravans/pitches. This condition may be relaxed on approval by the Local Authority where the number of pitches is less than 70.
- (g) Toilet blocks must be sited conveniently so that all site occupants have reasonable access by means of a road or footpath.

- (h) Particular consideration must be given to the needs of disabled people in provision made for water points, toilets, washing points and showers such that they are made accessible where at all practical.
- (i) There must be satisfactory provision for surface water drainage from all static caravans and pods, either by connection to a public surface water sewer, use of Sustainable Drainage Systems (SuDS), discharge to a pond/lake or a watercourse providing the relevant permissions are in place and water quality and/or environmental quality are not adversely impacted. A soakaway will not be suitable unless the results of a percolation test, carried out in accordance with Approved Document H of the Building Regulations (or as updated or amended), indicate that the ground has sufficient permeability and the infiltration must be clean surface water only into uncontaminated ground. The surface water drainage system must be approved by the Local Authority.
- (j) All systems must be properly functioning and maintained and any system proposed must not increase flood risk to the site and/or to neighbouring land and properties.
- (k) Prior written consent from the Environment Agency, for a main river, and Local Authority (Land Drainage), for ordinary water courses, is required for any proposed works or structures, in, under, over or within 8 metres of the top of the bank of a watercourse.

11. REFUSE DISPOSAL

- (a) Every static caravan standing including pods must have an adequate number of suitable non-combustible refuse bins with close-fitting lids. Arrangements must be made for the bins to be emptied regularly to prevent the contents from overflowing.
- (b) Satisfactory arrangements must be made for the disposal of refuse from touring caravans, camper-vans and tents. Where communal refuse bins are provided these must be of suitable non-combustible material and housed within properly constructed bin stores which must be kept clean and tidy.

12. RECREATION SPACE

- (a) Where children stay on the site, suitable space equivalent to about one-tenth of the total area must be allocated for children's games and/or other recreational purposes. This provision will normally be necessary because of the limited space available around the caravans.
- (b) Recreation space may be omitted where there are suitable alternative publicly provided recreational facilities which are readily accessible.

13. NOTICES

- (a) A suitable sign must be prominently displayed at the site entrance indicating the name of the site.
- (b) A copy of the site licence with its conditions must be displayed prominently on the site.

- (c) Notices and a plan of the site must be displayed on the site setting out the action to be taken in the event of an emergency. They shall show the location of:
- Police;
 - Fire Brigade;
 - Ambulance;
 - Local Doctors' Surgery;
 - Nearest Public Telephone; and,
 - Name, location and telephone number of the licence holder or his/her accredited representative.
- (d) At sites subject to flood risk, warning notices must be displayed giving advice about the operation of the flood warning system.
- (e) All notices must be suitably protected from the weather and displayed where possible out of the direct rays of the sun and preferably in areas lit by artificial lighting.

14. CARBON MONOXIDE POISONING

- (a) All camping and caravan units provided on site by the site owner must be fitted where practical with an audible CO gas detector.
- (b) There must be suitable information (site notices or information leaflets) readily accessible to all site visitors that warns about and gives advice on how to reduce risk of carbon monoxide poisoning while camping and caravanning. The use of fuel – burning appliances, including barbeques in a tent or awning must be prohibited.

15. FLOODING

- (a) The site owner and/or the potential occupiers must refer to the Environment Agency's flood map. If the site falls within a Flood Zone 2 or 3 and the occupation of the site so determines, a Flood Risk Assessment must be carried out, before occupation of the site, in order to demonstrate that the proposed development will be safe for the duration of its lifetime. The Flood Risk Assessments must be approved by both the Environment Agency and the Local Authority.
- (b) No occupation of mobile homes intended for holiday or short-let caravans use is allowed if the site falls within a Flood Zone 3b. Flood Zone 3a may be appropriate for occupation subject to the passing of a sequential test and exception test as approved by the Local Authority.
- (c) Subject to (b) above, if the site falls within a Flood Zone 2 or 3, in addition to a Flood Risk Assessment being submitted the owner and/or occupier must sign up to the Environment Agency's Floodline Warnings Direct system. The owner and/or occupier must also submit to the Local Authority a specific warning and an Evacuation Plan including reference to safe access and egress routes and take any other reasonable measures, as approved by the Local Authority, to ensure the safety of the occupants of the site. All residents must be made aware of any evacuation plan and procedures. A copy of the approved Evacuation Plan must be lodged with the Council's Emergency Planning Officer.

- (d) Any approval given by the Local Authority will always take into consideration any potential flood risk and safety issues to neighbouring properties and land, in addition to the site itself and the occupants of the site.

EPPING FOREST DISTRICT COUNCIL: ANNEX TO THE STANDARD LICENCE CONDITIONS FOR HOLIDAY CARAVAN AND CAMPING SITES IN EPPING FOREST DISTRICT COUNCIL

This Annex to the Site Licence Conditions contains conditions specifically relating to the Regulatory Reform (Fire Safety) Order 2005. Fire safety standards will be enforced by the Fire Authority on all holiday caravan sites where informal action by the Local Authority has not resolved any issues of concern. Any proposal other than to meet the requirements set out below will be subject to a Fire Risk Assessment by a competent person and will require formal approval by the Essex County Fire and Rescue Authority.

1. SPACING BETWEEN CARAVANS

- (a) Subject to the following variations, the minimum spacing distance between caravans made of aluminium or other materials with similar fire performance properties must be not less than 5 metres between units and 3.5 metres at the corners. [See specimen layout attached (extracted from Circular 14/89: Caravan Sites and Control of Development Act 1960- Model Standards Appendix 1)].
- (b) For caravans and pods with a plywood/timber or similar skin and for canvas tents or where there is a mixture of holiday caravans of aluminium and plywood or tents, the separation distance must be 6 metres. The point of measurement for porches and awnings is the exterior cladding of the caravan.
- (c) Porches may protrude 1 metre into the 5 metres (or 6 metres) and must be of the open type.
- (d) Where awnings are used, the distance between any part of the awning and an adjoining caravan must not be less than 3 metres. They must not be of the type which incorporates sleeping accommodation and they must not face each other or touch.
- (e) Eaves, drainpipes and bay windows may extend into the 5 metre (or 6 metre) space provided the total distance between the extremities of two adjacent units is not less than 4.5 metres.
- (f) Where there are ramps for the disabled, verandas and stairs extending from the unit, there must be 3.5 metres clear space between them and the next unit (4.5 metres where there is a mixture of caravans) and such items must not face each other in any separation space. If they are enclosed they shall be considered as part of the unit and, as such, must not intrude onto the 5 metre (or 6 metre) separation space.
- (g) A garage, shed or other covered storage space shall be permitted between units only if it is of non-combustible construction (including a non-combustible roof) and sufficient space is maintained around each unit so as not to obstruct or prejudice the means of escape in the event of a fire. Windows in such structures must not face towards the units on either side. Covered walkways must in no circumstances be allowed within the 5 or 6 metres separation space. For conditions relating to cars and boats between units, see the standard on **Parking**.

2. PARKING

- (a) One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces must be provided where necessary to meet the additional requirements of the occupants of the site and their visitors.
- (b) No additional combustible material or other objects including plastic or wooden boats, jet skis or trailers may be parked or positioned between adjoining caravans.

3. FIRE FIGHTING APPLIANCES

FIRE POINTS

These must be established so that no caravan or site building is more than 30 metres from a fire point. They must be housed in a weather-proof structure which is easily accessible and clearly and conspicuously marked "FIRE POINT".

- (a) Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes must be situated at each fire point.
- (b) There must also be a reel that complies with British Standard 5306 Part 1, with a hose not less than 30 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand control nozzle.
- (c) Hoses must be housed in a box painted red and marked "HOSE REEL".
- (d) Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants must be installed within 100 metres of every caravan standing. Hydrants must conform to British Standard 750.
- (e) Access to hydrants and other water supplies must not be obstructed or obscured.
- (f) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point must be provided with either water extinguishers (2 x 9 litre) or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or a bucket pump.
- (g) The following alternatives to the requirements above may be acceptable subject to the agreement of the Fire Officer:

FIRE FIGHTING EQUIPMENT

- (a) One 2.0 kilogramme Dry Powder fire extinguisher to **BS EN 3-7:2004 + A1:2007** OR one x 9 litre water extinguisher must be provided for every three caravans. These appliances must be externally sited in enclosed housings with "break glass" fronts and in such positions on site as are approved by the Fire Authority.

- (b) Any additional or alternative fire fighting equipment must be provided in addition to those required in paragraphs above if so required by the Fire Authority.

FIRE WARNING

- (a) A suitable means of raising the alarm in the event of a fire must be provided at each fire point. This could be by means of a manually operated sounder, e.g. metal triangle with a striker, gong or hand operated siren.
- (b) Where fire extinguishers are provided in purpose built/factory standard boxes with battery operated alarm facilities, this shall be the means of raising the alarm.
- (c) The advice of the Fire authority must be sought on an appropriate alarm system.

MAINTENANCE OF FIRE FIGHTING EQUIPMENT

- (a) All alarm and fire fighting equipment must be installed, tested annually and maintained in working order by a competent person in accordance with BS 5306-3:2009 and be available for inspection by, or on behalf of, the Local Authority.
- (b) A log book must be kept to record all tests and any remedial action undertaken.
- (c) All equipment susceptible to damage by frost must be suitably protected.

FIRE NOTICES

A clearly written and conspicuous notice must be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice must include the following information:

- “On discovering a fire*
 - i. Ensure the caravan or site building involved is evacuated*
 - ii. Raise the alarm*
 - iii. Call the Fire Brigade (the nearest telephone is sited.....)*
 - iv. Attack the fire using fire fighting equipment provided, if safe to do so*

It is in the interest of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment”.

FIRE HAZARDS

- (a) Long grass and vegetation must be cut back at frequent and regular intervals where necessary to prevent it becoming a fire hazard to caravans, buildings or other installations on the site. This includes the area immediately adjacent to and beneath the caravans.

- (b) Where boundaries are defined by hedges these must be cut back and maintained as necessary to ensure a 3 metre wide area is kept clear on the inside at all times.
- (c) The space beneath and between caravans must not be used for the storage of combustible materials.

ADDITIONAL FIRE PRECAUTIONS

- (a) All camping and caravan units provided on site by the site owner must be fitted, where practical with a smoke detector with a 10 year life lithium battery.
- (b) All recreational buildings used by occupiers of the site must be subject to a Fire Risk Assessment to identify the fire hazards and to identify and put in place the physical fire precautions and management arrangements necessary to ensure the safety of people using the facilities. For further information see the CLG Guide – Small & Medium Places of Assembly (or as updated).
- (c) There must be suitable information (site notices or information leaflets) readily accessible to all site visitors that warns about and gives advice on how to reduce risk of fire incidents while camping and caravanning.

REQUIREMENT TO COMPLY WITH THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

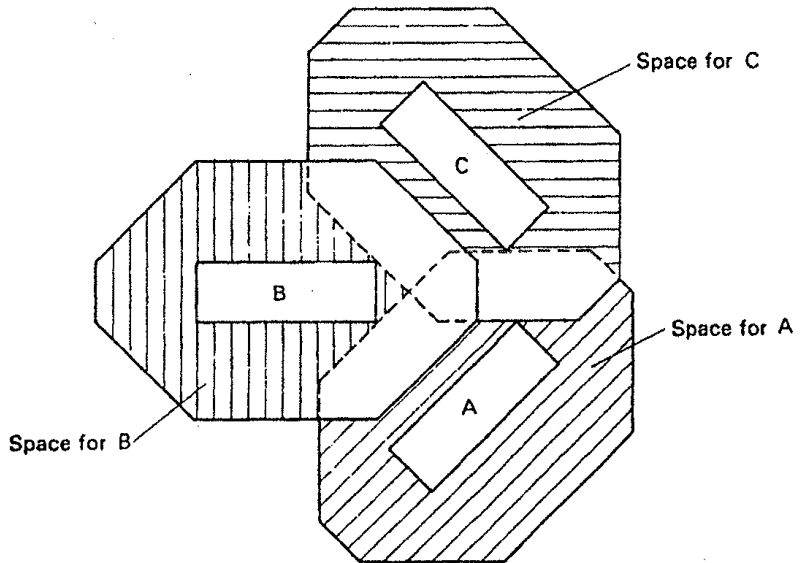
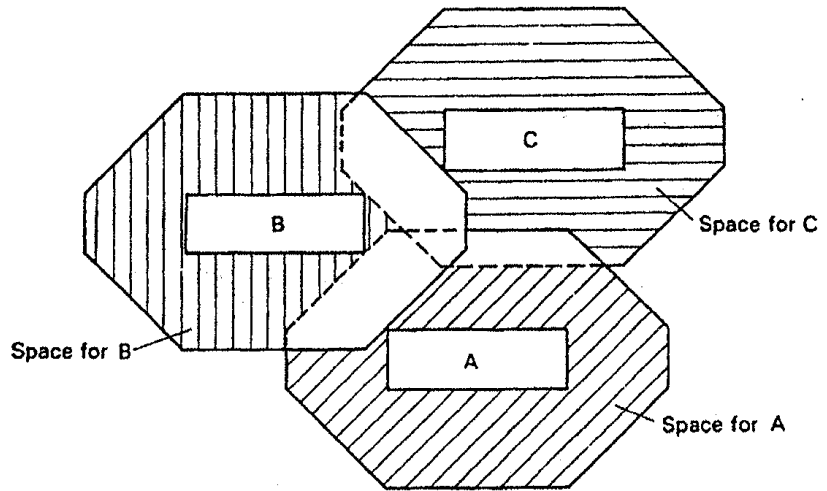
The site licence holder must make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the Local Authority.

CIRCULAR NO. 14/89: CARAVAN SITES AND CONTROL OF DEVELOPMENT
ACT 1960—MODEL STANDARDS

4-503

APPENDIX 1

HOLIDAY CARAVAN LAYOUTS



4-503

40750

[Release 104: 1 - 1 - 93.]

Appendix 2: Consultation responses to the draft Site Licence Conditions for Holiday Caravan and Camping Sites in Epping Forest District and proposed changes

Organisation	Consultation Response	Comments/ Suggested changes
<p>Lee Valley Regional Park Authority (LVRPA)</p>	<p>The LVRPA consider that the requirements of Para1: Period of Occupation of Site, can be complied with in respect of touring caravans but not for static caravans which are often owned by individual families who would not be prepared to be restricted to using their caravan for limited periods at a time. Planning permission allows an 11 month opening season and the planning condition in place that requires it be for holiday use only is monitored and controlled by various stipulations and checks. The LVRPA argue that the 28 day rule for static units would be impossible to effectively enforce because the rule relates to the individual and not the unit.</p> <p>The LVRPA consider that the proposed number of washing and toilet facilities per male/ female on site is unreasonable and currently its site would not comply. The Lee Valley site is a 4* holiday site and has never received feedback that there is an inadequate number of toilet facilities.</p>	<p>It is agreed that the Planning conditions imposed on holiday sites protect against the potential use of a site for permanent use and the existing measures in place are effective. The draft conditions are amended to:</p> <ol style="list-style-type: none"> 1. Define the meaning of a static caravan and a 'touring' caravan 2. Require the period of occupation for <u>touring caravans</u> (but not static caravans) to be maximum 28 days in 36 consecutive days 3. Require that <u>all</u> caravans may only occupy sites in accordance with planning conditions and that all records of occupancy to be made available to the LA on request. <p>The Model standards require different levels of amenity provision for static and touring sites which officers had not appreciated at first draft. This affects the overall amenity requirement for the Lee Valley site which has both statics and tourers. In order to distinguish and clarify between the two the draft is amended to reflect the two separate standards for wc, wash basins, bathing facilities.</p>

	<p>The LVRPA consider that the spacing requirement of 6m between units is unreasonable and it had obtained planning approval based on a proposed spacing between pods of 5 metres. The cost of re-siting the pods would be financially prohibitive.</p>	<p>The Private Sector Housing Team consider that the units should be sited a minimum of 6m apart and further consultation with ECFRS advises that ideally a site should be designed in line with the Model Standards. However, a Fire Risk Assessment should be carried out by a competent person. If there are compensatory features within or between the units over and above that which is required by the Model Standards, it is possible that reduced spacing between units may be permitted.</p> <p>As a result of the ECFRS response the draft conditions are amended to include a sentence in the introductory paragraph of the Annex to the conditions that states: 'Any proposal other than to meet the requirements set out below will be subject to a Fire Risk Assessment by a competent person and will require formal approval by the Essex County Fire and Rescue Authority'.</p>
<p>Essex County Fire and Rescue Service (ECFRS)</p>	<p>ECFRS advised that the draft condition relating to the provision of smoke detectors in recreational buildings on sites should be amended because each building will be different and will be dependent on a Fire Risk Assessment to determine what is appropriate</p>	<p>The draft conditions are amended to reflect the requirements of ECFRS of a Fire Risk Assessment for all recreational buildings on site and refers on to a CLG Guide- 'Small and Medium Places of Assembly.'</p>
<p>Engineering, Drainage and Water Team</p>	<p>The draft conditions do not take account of current legislation, regulations and European Standards</p>	<p>The draft conditions are amended to reflect the current requirements regarding water quality supply standards as specified by the Council's</p>

		Engineering, Drainage and Water Team
Private Sector Housing Team	Having reviewed the draft conditions again following its meeting with the LVPRA further amendments were considered appropriate	<p>The draft is amended to include an additional condition to require waste disposal points within 90 metres of each pitch where no piped system exists on sites</p> <p>The draft is amended to include particular consideration for disabled people in the provision and siting of amenities to make accessible where at all practical.</p> <p>The draft is amended to distinguish between the different requirement for statics and tourers in respect of refuse disposal facilities.</p> <p>The draft conditions are amended by taking out condition 12 of first draft and inserting at condition 2 of the Annex to the conditions because the requirements regarding parking are relevant to fire safety and more appropriately enforced by the ECFRS than the Council</p>
Rushymead Clubhouse Ltd	The Rushymead Clubhouse Ltd made observations regarding its proposals for its site. The main concerns are in respect of drainage of waste water from individual units and re-positioning of existing units	Comments are duly noted



**Epping Forest
District Council**

Report to the Cabinet

Report reference: C-003-2015/16

Date of meeting: 11 June 2015

Portfolio: Council Housebuilding Cabinet Committee

Subject: Bringing Forward Off-Street Parking at Torrington Drive, Loughton

Responsible Officer: Paul Pledger (01992 564248)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

- (1) That the off street parking scheme at Torrington Drive, Loughton be brought forward for inclusion in the 2015/16 programme to coincide with the Council house-building development, subject to resident consultation and planning approval; and**
- (2) That subject to recommendation 1 above, any new off-street parking spaces is provided as a Residents Parking Scheme, consistent with other schemes across the district with permits limited to one per household.**

Executive Summary:

At its meeting in February 2015, the Cabinet delegated authority to the Council House-building Cabinet Committee to consider the benefits of providing off street parking spaces in areas in close proximity to house-building sites at the same time as when the associated house-building feasibility study is considered and recommend to the Cabinet if and when any off-street parking sites are to be included in future years programmes. The recommendations set out in this report reflect the decisions of the Cabinet Committee at its meeting on 5 March 2015.

Reasons for Proposed Decision:

The Cabinet Committee have recommended that a report be submitted to the Cabinet recommending that priority be given to the provision of an off-street parking scheme in Torrington Drive, Loughton being undertaken, subject to a resident consultation; and that the Director of Neighbourhoods be asked to give consideration to including any new off-street parking spaces being provided as a Residents Parking Scheme.

Other Options for Action:

- (i) Not to bring forward the off street parking scheme at Torrington Drive. However, this would not offset the fears of local residents that any new housing development would create a parking problem in the future.**
- (ii) Not to provide the parking spaces as a Residents Parking Scheme. However, this would create free parking for commuters and would not benefit the local residents.**

(iii) To allow residents to apply for more than one parking permit on a first come first served basis. However, this would mean some residents would not be able to park their car and the availability of permits should be made available to all residents.

Report:

1. At its meeting in February 2015, the Cabinet decided that 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, and 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.

2. In line with that decision, when considering the house-building development site at Burton Road, Loughton, the Cabinet Committee recommended that priority be given to the provision of an off-street parking scheme in Torrington Drive, Loughton being undertaken, subject to a resident consultation and that the Director of Neighbourhoods be asked to give consideration to including any new off-street parking spaces being provided as a Residents Parking Scheme. Torrington Drive is already top of the list for next year, so this report is looking to bring this scheme at Torrington Drive forward by 9-months.

3. This was in recognition that only 50% unallocated parking would be provided for the development and that an off-street parking scheme for Torrington Drive would offset any additional parking stress created, particularly bearing in mind the proximity to Debden Tube Station.

4. Due to the location of this proposed scheme being in the vicinity of Debden Tube Station, there is already a problem of high levels of commuters parking on Torrington Drive. It was therefore considered necessary that the implementation of this scheme should be provided as a Residents Parking Scheme.

5. North Essex Parking Partnership (NEPP) advises that this is feasible and that a budget of £3,000 – £3,500 plus advertising costs should be budgeted for.

6. The enforcement costs vary depending on what sort of level of enforcement is required but if this scheme is simply to be added to the area patrol list, it will cost £900 per annum. If more enforcement than that is required the cost would go up. The level of enforcement that £900 will pay for is based on the scheme currently operated in the Broadway. This generally involves a Civil Enforcement Officer patrolling in the mornings with another CEO sometimes patrolling in the afternoon. It is considered that this should be sufficient to enforce the scheme in the first instance but this will need to be kept under review.

7. We would not be able to start any work on an order for the area until after the new car park order is in place. This parking order is currently being developed for the Burton Road Area. This is currently being finalised and is due to come into force on 6th July.

8. The car park order that is currently being put in place for the locality has set parking charges at £43 per year for the first household permits issued to individual households. There are discounts for further permits.

9. An evaluation of the land available for an off-street parking scheme has taken place and it is possible to provide as many as 64 spaces in Torrington Drive, equivalent to 1 for each of the west facing flats that overlook the Central Line.

10. Using the average cost per bay of £3,340, this would equate to a total cost for

construction of around £215,000. The unallocated budget for off street parking currently stands at £1,916,465.

11. It is recommended that in the first instance, permits should be limited to one per household to ensure that all 64 in Torrington Drive have the opportunity to purchase one.

12. If permits were to be charged on the same basis as the local parking order at £43 per annum, assuming that 64 are issued, this would equate to an income of £2,752. With annual costs of £900, this would lead to a surplus of £1,852 per annum. Budgeting start-up costs of £4,000 including advertising, this would therefore be paid back by the third year of the scheme assuming all 64 spaces are taken up. If during consultation residents prefer a scheme with fewer spaces, then payback of the start-up costs will inevitably take longer.

Resource Implications:

The overall unallocated budget within the Capital Programme for the installation of off street parking bays is a total of £1,916,465. The anticipated expenditure for a scheme consisting of 64 spaces in Torrington Drive would be around £215,000. Income from the sale of permits would equate to £2,752 per annum. However, the one off start-up costs for the introduction of a Residents Parking Scheme would be around £4,000 and an annual cost of £900 to enforce.

Legal and Governance Implications:

The Housing Act 1985
Sections 45 and 46 of The Road Traffic Regulation Act 1994

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 take place. However, Local Ward Councillors were consulted at the time the feasibility study for the associated house-building scheme was considered by the Cabinet Committee.

Background Papers:

Previous Cabinet decisions in February 2015 and the decisions of the Cabinet Committee in March 2015.

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.

All residents are consulted, and only schemes that attract the support of the majority of local residents are built. Therefore the risk of adverse publicity is reduced but not eliminated.

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 February 2015, the Cabinet agreed to delegate authority to the Cabinet Committee to consider the merits of bringing forward off street parking schemes where it was felt it would local residents in the vicinity of house-building developments. Each parking scheme that is considered has already been assessed and ranked taking account of:

- 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.

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Epping Forest District Council

Report to Cabinet

Report reference: C-005-2015/16

Date of meeting: 11 June 2015

Portfolio: Leader of the Council

Subject: Corporate Plan Key Objectives - 2014/15 Outturn

Responsible Officer: Barbara Copson (01992 564042)

Democratic Services: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

(1) That the Cabinet review the end of year position in relation to the achievement of the Council's key objectives for 2014/15.

Executive Summary:

The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the four-year period from 2011/12 to 2014/15, with strategic themes reflecting those of the Community Strategy for the district. Updates to the Corporate Plan are published annually, to reflect the key objectives for each year of the plan period and progress against the achievement of objectives for previous years.

The annual identification of key objectives provides an opportunity for the Council to focus attention on how areas for improvement will be addressed, opportunities exploited and better outcomes delivered during the year. The key objectives are intended to provide a clear statement of the Council's overall intentions for each year, and are supported by a range of actions and deliverables designed to achieve specific outcomes.

A range of key objectives for 2014/15 was adopted by the Cabinet in April 2014. Progress in relation to individual actions and deliverables is reviewed by the Cabinet and the Overview and Scrutiny Committee on a quarterly and outturn basis.

Reasons for Proposed Decision:

It is important that relevant performance management processes are in place to review progress against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under-performance. This report presents year-end progress against the key objectives for 2014/15.

Other Options for Action:

No other options are appropriate in this respect. Failure to monitor and review performance against the key objectives and to consider corrective action where necessary, could have negative implications for the Council's reputation and judgements made about its progress, and might mean that opportunities for improvement were lost. The Council has previously agreed arrangements for the review of progress against the key objectives.

Report:

1. The Corporate Plan for 2011/12 to 2014/15 translates the vision for the District set out by the Community Strategy, into the Council's strategic direction, priorities and the most important outcomes that it wants to achieve. The Corporate Plan helps to prioritise resources to provide quality services and value for money.

2. The key objectives adopted for each year of the Corporate Plan represent the Council's high-level initiatives and over-arching goals for the year. The objectives are not intended to reflect everything that the Council does, but instead focus on national priorities set by the Government and local challenges arising from the social, economic and environmental context of the district.

3. The key objectives for 2014/15 were adopted by the Cabinet at its meeting on 7 April 2014. The achievement of the objectives is supported by a range of individual deliverables and actions, with target dates spread throughout the year (and beyond in some instances). Some of the deliverables can only be achieved incrementally or are dependent upon the completion of other actions, and are intended to be fluid to reflect changes in priorities and other influencing factors.

4. Progress against the key objectives was an area of focus in former corporate inspection processes, in order to assess the Council's success in improving the services that it delivers, and to identify and reflect plans to secure improvement. Whilst such external assessment processes have generally ceased, it remains important to review progress against the key objectives, and to take appropriate corrective action where necessary in areas of slippage or under-performance. Progress towards the achievement of individual deliverables and actions is therefore reviewed on a quarterly basis, in order to ensure the timely identification and implementation of appropriate corrective action. Performance for the first nine months of the year was considered by the Cabinet at its meeting on 9 March 2015.

5. A schedule detailing year-end progress against the fifty-four individual deliverables and actions designed to support the achievement of each of the key objectives, is attached as Appendix 1 to this report. In reporting progress, the following 'status' indicators have been applied to the outturn position for each individual deliverable or action:

(a) **Achieved (Green)** - specific deliverables or actions were completed or achieved in accordance with in-year targets; and

(b) **Behind Schedule (Red)** - specific deliverables or actions were not completed or achieved in accordance with in-year targets.

6. At the end of the year:

- 35 (65%) of the individual deliverables or actions supporting the key objectives had been achieved; and
- 19 (35%) of the deliverables or actions were not completed by year-end albeit significant progress has been made. Details of the progress made are set out in the comments against the individual deliverables or actions in the attached schedule.

7. The Cabinet is requested to review year-end progress against the key objectives for 2014/15. This report will also have been considered by the Overview and Scrutiny Committee at its meeting on 9 June 2015.

Resource Implications:

Resource requirements for actions to achieve specific key objectives for 2014/15 will have been identified by the responsible service director/chief officer and reflected in the budget for

the year.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific key objectives for 2014/15 will have been identified by the responsible service director/chief officer.

Safer, Cleaner, Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner, Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific key objectives for 2014/15 will have been identified by the responsible service director/chief officer.

Consultation Undertaken:

Progress against actions to achieve specific key objectives for 2014/15 as set out in this report, has been submitted by each responsible service director/chief officer direct to the 'Ten' performance management system. Current progress in respect of each of the key objectives for 2014/15 has been reviewed by Management Board (13 May 2015) and will have been considered by the Overview and Scrutiny Committee on 9 June 2015.

Background Papers:

Year end progress submissions for the key objectives for 2014/15 and relevant supporting documentation is held by responsible service directors/chief officers.

Risk Management:

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific key objectives for 2014/15 will have been identified by the responsible service director/chief officer.

Due Regard Record

SUBJECT: Corporate Plan Key Objectives 2014/15 – Outturn

REPORT TO: Cabinet (11 June 2015)

Date/Officer	Summary of equality analysis
<p>13 May 2015</p> <p>B Copson</p>	<p>The Council remains subject to a duty imposed by the Local Government Act 1999, to secure continuous improvement in the way in which its functions and services are exercised. An overriding aim of the key objectives is to improve outcomes and circumstances for all sections of the community.</p> <p>The annual identification of key objectives provides an opportunity to focus attention on how areas for improvement will be addressed, opportunities exploited and better outcomes delivered over the coming year.</p> <p>There are no equality implications arising from the specific recommendations of this report. Relevant implications arising from individual deliverables or actions to achieve key objectives for 2014/15 will be identified and considered by the responsible service director/chief officer.</p>

1. Proactively promote the policies and reputation of the Council internally and externally

Action	Lead Directorates	Target Date	Status	Progress
(a) - Communicate information about the waste contract	Neighbourhoods	(not specified)	Achieved	<p>(Q1 2014/15) - The Council appointed its new Contractor, Biffa, in May 2014 who is in their mobilisation phase with handover planned first week in November. The new Contractor and the Council will be developing a communication plan to inform the public of the planned 4 day collection arrangements due to start in April 2015.</p> <p>(Q2 2014/15) - The Council's new Waste Management Contractor has been working closely with the Council during the mobilisation period up to the start of the contract on the 3rd November to ensure that a smooth transition is achieved. These arrangements have included joint work on communications to provide accessible and timely information about the revised 4- day collection arrangements due to start in April 2015.</p> <p>(Q3 2014/15) - the target date for commencement of the new revised four day collection arrangements has been set for early May 2015. A communications plan has been developed to ensure adequate notice is given to residents, the majority of whom will have if not a day change, but a change of collection time.</p> <p>(Q4 2014/15) the revised 4 day waste and recycling collection arrangements are due to commence on the 12 May 2015. In liaison with the contractor a communications plan has been developed which will see all households mailed directly about the revised arrangements and the launch of an on-line tool on the Council's Website.</p>
(b) - Communicate information about the Local Plan	Neighbourhoods	(not specified)	Behind Schedule	<p>(Q1 2014/15) - The Local Development Scheme published in July 2013 is due to be updated and published in July 2014.</p> <p>(Q2 2014/15) - The updated Local Development Scheme was agreed by Cabinet at their meeting in July 2014 and has been published on the Council's Website.</p> <p>(Q3 2014/2015) - The timescales outlined in the Local Development Scheme have slipped as a result of further work to update the Strategic Housing Market Assessment being undertaken with the Council's partner authorities.</p>

					(Q4 2014/2015) - The timetable for the Local Plan, the Local Development Scheme is due to be considered by the Cabinet on the 11th June 2015. Thereafter, it will be published on the Council's website and other supporting information will be provided. It is planned to update all Town and Parish Councils at a special Local Council's Liaison Committee on the 15 June where information will also be provided with respect to the conclusions of Phase I of the Green Belt Review.
(c) - Communicate information regarding welfare reforms	Resources	(not specified)		Achieved	(Q1 & Q2 2014/15) - There have been no significant announcements to publicise in the first half of 2014/15. (Q3 & Q4 2014/15) No significant announcements in Q3 or Q4 and it is unlikely that there will be any now until after the general election.

2. Engage with communities and put them at the centre of the Council's policy development and service design

Action	Lead Directorates	Target Date	Status	Progress
(a) - Development programme for areas with identified health inequalities	Communities	31-Mar-15		Achieved (Q1 - Q4 2014/15) Comprehensive community engagement programmes have been developed and delivered in key SOAs throughout 2014/15: Limes Farm – Activity has included; a weekly Community Café initiative, table top sales, children's craft sessions, boccia, bingo and vibrant football and boxing programmes for young people. A number of community days were staged in The Limes Centre, a community newsletter has been produced and support is on-going to re-establish a representative community association for the estate. Waltham Abbey - Following the launch of the 3G pitch a balanced programme of bookings has been established throughout the week on the pitch. This includes the Epping Forest College and Tottenham Hotspur Foundation Football Development programme for 16 -18 year olds, local clubs and a free Friday night Football Inclusion programme every week for 11-16 year olds. Average attendance at these sessions is 40-50 young people per week. An environmental tree planting project was delivered in partnership with Hill House Primary School and an extremely well attended community craft event was facilitated at the Town Hall. Support is on-going for the Ninefields Residents Panel and Older Peoples` Group. Play-schemes have been delivered at Leverton

					School, along with Play in the Park sessions at Town Mead and Ninefields estate. Oakwood Hill – Community events have been staged and support has been given to OHERA in order to successfully increase membership by 25%. Engagement projects have included; support for the Older Peoples` Group and the introduction of a variety of new activities for members, table top sales, craft sessions and coffee mornings. A Good Neighbour Pilot Project was successfully rolled out on the estate. Play in the Park and Street Play sessions were delivered. Shelley, Ongar – Support is on-going for the Shelley Residents Association and the Ongar Orchard Project, work undertaken with children from Shelley Primary School via the Active Assemblies project and Motiv8 event. Play in the Park was delivered and a Good Neighbour Pilot Project was successfully rolled out on the estate.
(b) - (i) Undertaking a consultation exercise on gypsy & traveller site licences	Communities	31-Jul-14		Achieved	(Q1 2014/15) The Housing Portfolio Holder agreed draft site licence conditions in June 2014 (based on the previously-agreed conditions for permanent residential sites) for consultation. The consultation exercise is in progress and a report will be considered by the Cabinet in September 2014 on the proposed final version of the Conditions, following which new site licences will be issued. (Q2 2014/15) The Cabinet agreed the proposed new site licence conditions at its meeting in September 2014, and the Private Sector Housing Team are currently in the process of issuing the licences (Q3 2014/15) All new licences, with the new licence conditions, have been issued (Q4 2014/15) As Q3
(b) - (ii) Introduction of gypsy & traveller site licences and licence conditions	Communities	31-Mar-15		Achieved	(Q1 - Q4 2014/15) See 2(b)(i) above.
(c) - (i) Undertaking a consultation exercise on proposed car park tariffs	Neighbourhoods	31-Oct-14		Achieved	(Q1 2014/15) Intention to undertake survey in early summer. (Q2 2014/15) 2 (c) (i) Survey completed and results used to inform the new Parking Strategy.

					<p>(Q3 2014/15) 2 (c) (ii) The Car Parking Strategy containing a range of revised tariff proposals was agreed by Cabinet in February 2015 and subsequently adopted by Full Council.</p> <p>(Q4 2014/15) As Q3.</p>
<p>(c) - (ii) Adoption of off-street car parking strategy and parking tariffs by 31 March 2015</p>	<p>Neighbourhoods</p>	<p>31-Mar-15</p>		<p>Achieved</p>	<p>(Q1 2014/15) Consultation work on tariff review commenced.</p> <p>(Q2 2014/15) As above the survey has concluded. The generation of income from off-street car parking will be a key consideration as part of the 2015/16 budget proposals. It is time-tabled to consider the off-street parking policy and any revised tariff arrangements in December 2015.</p> <p>(Q3 2014/15) 2 (c) (ii) The Car Parking Strategy with proposed tariff charges are due to be formally considered by the Cabinet in February 2015. A business case to guarantee £100K of additional revenue from off street parking has been incorporated as part of the budget process. Further investment is to be made in new payment machines and CCTV to be sought as part of the Strategy.</p> <p>(Q4 2014/2015) The Car Parking Strategy containing a range of revised tariff proposals was agreed by Cabinet in February 2015 and subsequently adopted by Full Council.</p>

3. Deliver a robust and resilient Local Plan that facilitates appropriate growth, whilst protecting the special character of the district.



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Action	Lead Directorates	Target Date	Status	Progress
(a) (i) - Publication of Local Plan Preferred Options Consultation	Neighbourhoods	31-Oct-14	Behind Schedule	<p>(Q1 2014/15) The proposed new Local Development Scheme subject to agreement in July 2014 predicts that the revised date for the preferred options consultation will take place from mid-May 2015.</p> <p>(Q2 2014/15) The Local Development Scheme agreed by Cabinet in July 2014, still indicates that the preferred options consultation will take place from mid-May 2015.</p> <p>(Q3 2014/15) Due to the delay in compiling the evidence base, it is unlikely that the preferred options consultation will be undertaken until the Summer of 2015.</p> <p>(Q4 2014/2015) Revised Local Development Scheme due to be considered by Cabinet on the 11 June 2015. Preferred Options timescale dependent on this item being considered.</p>
(a) (ii) - Publication of Local Plan	Neighbourhoods	31-Mar-15	Behind Schedule	<p>(Q1 2014/15) Following the preferred options consultation, the new draft Local Plan should be published in the autumn of 2015.</p> <p>(Q2 2014/2015) Incorporating the findings of the preferred options consultation, the new draft Local Plan should be published in the Autumn of 2015.</p> <p>(Q3 2014/15) The Local Development Scheme published in July 2014 has slipped due to the need for further work on the evidence base. Unlikely that the preferred options consultation will be undertaken until the Summer 2015.</p> <p>(Q4 2014/2015) Revised Local Development Scheme due to be considered by Cabinet on the 11 June 2015. Preferred Options timescale dependent on this item being considered.</p>




4. Promote cultural change to breakdown silo working, and implement new, flexible ways of working.

Action	Lead Directorates	Target Date	Status	Progress
(a) - Develop overarching Organisational Development Plan	Resources Governance Chief Executive Neighbourhoods Communities	31-Dec-14	Behind Schedule	<p>(Q1 2014/15) Completion of Organisational Development Plan dependent on achievement of related actions. Completion scheduled for end of third quarter.</p> <p>(Q2 2014/15) Management Board away day considered different types of organisational structure to help inform the organisational development structure. The session scheduled to progress this to the next stage was substituted by a joint session with the cabinet to set strategic priorities.</p> <p>(Q3 2014/15) A draft of the Corporate Plan incorporating the Council's strategic priorities has been reviewed by Cabinet and is scheduled for wider consultation during the 4th Quarter. The next stage of the Organisational Development Plan will be considered at an away day scheduled for late March / early April.</p> <p>(Q4 2014/15) A workshop was held on 24 April 2015 and the Organisational Development Plan was discussed. Outcomes to be developed.</p>
(b) - (i) Agreement of Phase 2 organisational structure	Chief Executive Resources Neighbourhoods Governance Communities	30-Sep-14	Achieved	<p>(Q1 2014/15) Phase II reviews in progress and being conducted by each Assistant Director, although unlikely to have all been agreed by the end of September 2014. Restructure of ICT and Forward Planning completed, but outcome of the Debt Working Party awaited to inform resource requirements for review of Legal Services.</p> <p>(Q2 2014/15) Economic Development and Asset Management Phase 2 agreed at Council. Legal, Governance and Performance Management and Development Management ready for Management Board consideration; and Internal Audit/Corporate Fraud – out for consultation with affected service areas. Phase II reviews still progressing with savings generated in some areas. Debt working party draft report ready.</p> <p>(Q3 2014/15) Governance restructures complete and agreed at appropriate levels. During Q3 Cabinet approved the restructure of the Benefits Service.</p> <p>(Q4 2014/15) Phase 2 restructure is complete.</p>

<p>(b) - (ii) Implementation of Phase 2 organisational structure</p>	<p>Governance Communities Resources Neighbourhoods Chief Executive</p>	<p>31-Mar-15</p>		<p>Achieved</p>	<p>(Q1 & Q2 2014/15) See 4(b)(i) above.</p> <p>(Q3 2014/15) Appointments made / awaiting Job Evaluation or on hold pending transfer between Directorates. The restructure of the Benefits Service approved late in Q3 will be implemented in Q4.</p> <p>(Q4 2014/15) Phase 2 restructure is complete.</p>
<p>(c) - (i) Development of action plan to embed values & behaviours</p>	<p>Neighbourhoods Resources Chief Executive Governance Communities</p>	<p>31-Mar-14</p>		<p>Achieved</p>	<p>(Q1 2014/15) Draft designs for poster campaigns considered by Leadership Team. Roll-out anticipated in September 2014.</p> <p>(Q2 2014/15) Poster campaign now expected for November.</p> <p>(Q3 2014/15) Subject matter for the posters has been considered by Leadership Team and the final designs reviewed by Management Board. Values and Behaviours have been incorporated into the PDR process for all staff and two training sessions held with Managers to explain the new format of PDRs. Posters illustrating good examples of each the values have been discussed at an all staff briefing and will be displayed in Council buildings.</p> <p>(Q4 2014/15) Final poster design signed off and being printed. New PDR process incorporates values and behaviours discussion for all staff.</p>
<p>(c) - (ii) Assessment of performance against values & behaviours</p>	<p>Resources</p>	<p>31-Dec-14</p>		<p>Achieved</p>	<p>(Q1 2014/15) Human Resources are completing the analysis of the initial trial and this will be used to inform the rollout later in the year.</p> <p>(Q2 2014/15) The analysis of the initial trial was presented to Management Board on 20 August and a session is planned with Leadership team for 5 November to take forward the rollout later in the year.</p> <p>(Q3 2014/15) Values and behaviours have been incorporated into the PDR process for all staff and two training sessions have been held with managers to explain the revised format of PDR documentation.</p> <p>(Q4 2014/15) New PDR process incorporates values and behaviours discussion for all staff.</p>

<p>(d) - (i) Adoption of customer centric approach to service delivery</p>	<p>Neighbourhoods Governance Communities Chief Executive Resources</p>	<p>30-Sep-14</p>		<p>Achieved</p>	<p>(Q1 & Q2 2014/15) Potential service areas for pilot study considered by Leadership Team. Possible external partners for the development of a service review methodology to be investigated.</p> <p>(Q3 2014/15) Improvements made to the customer experience from the work identified by the Corporate Debt Working Party include better communication, early contact and revising the procedure for instigating legal proceedings. The methodology used by this group has been shared with Leadership Team and further process reviews are planned for the customer experience around lifetime events such as bereavement, redundancy, unemployment. This approach will be rolled out to other processes in due course.</p> <p>(Q4 2014/15) A working methodology has been established and will be used by other services as processes are reviewed.</p>
<p>(d) - (ii) Generation of increased revenue by traded services</p>	<p>Communities Neighbourhoods Chief Executive Resources Governance</p>	<p>31-Mar-15</p>		<p>Achieved</p>	<p>(Q1 & Q2 2014/15) Parking review underway and report anticipated in October 2014. Presentation by East of England Local Government Association on commercialisation of local authority services to be made to Leadership Team in September 2014. Proposals for the commercialisation of the Council's MOT and vehicle servicing facilities via a controlled company able to generate profit, being investigated. Trade waste service to be provided as part of new Waste Management Contract.</p> <p>(Q3 2014/15) The review of the Council's MOT and vehicle servicing facilities concluded that developing a commercial operation of sufficient scale to return a profit would be difficult. Alternative proposals to reduce the number of service bays on relocation of Fleet Operations to Oakwood Hill were approved. This should reduce the costs of servicing the in-house fleet to a sustainable break even point. Proposals to revise parking tariffs which will yield an additional income are being considered by Cabinet for recommendation to Council in the 2015/16 budget. Fees and charges for other services have been reviewed to ensure the Council is at least recovering costs.</p> <p>(Q4 2014/15) New parking tariffs approved by Council as part of the budget for 2015/16. We continue to perform strongly in Development Management and Building Control areas.</p>

<p>(e) - Review of outsourced Out Of Hours Call Handling Service</p>	<p>Communities</p>	<p>31-Mar-15</p>		<p>Achieved</p>	<p>(Q1 2014/15) The new call handling service operated by Mears was successfully introduced in April 2014. Some teething problems have been identified which are being resolved and a formal review of the new arrangements will be undertaken later in the year.</p> <p>(Q2 2014/15) As Q1 above.</p> <p>(Q3 2014/15) As Q1 above.</p> <p>(Q4 2014/15) As Q1 above.</p>
<p>(f) - (i) Investigation of options for flexible working</p>	<p>Chief Executive Governance Resources Communities Neighbourhoods</p>	<p>30-Sep-14</p>		<p>Achieved</p>	<p>(Q1 & Q2 2014/15) ICT capability has been identified to enable flexible working opportunities and a bid for capital funding is to be made as part of budget process for 2015/16. The trialling of a number of options has taken place and appropriate service areas to pilot flexible working approaches are to be identified.</p> <p>(Q3 2014/15) Trials of iPhones and iPads have been conducted by the Planning, Facilities Management and Housing teams. Branch routers are being used by approximately 40 staff allowing them quick, reliable and secure remote access to Council servers to work remotely. This technology will eventually replace the cumbersome VPN technology. Facilities Management staff on call have improved their efficiency by being able to log into Council servers out of hours. Development work is proceeding to enable remote access to the M3 system which will transform the way the Neighbourhoods team are able to deal with customer calls relative to waste management. The next step is to use the learning from all of the trials and look at the potential for further roll out to other services. This will be co-ordinated with a review of work spaces across the Council in action (n) below.</p> <p>(Q4 2014/15) The wider concept of this is scheduled for discussion at Leadership Team in April 2015.</p>

<p>(f) - (ii) Adoption of flexible working strategies</p>	<p>Resources Neighbourhoods Chief Executive Governance Communities</p>	<p>31-Mar-15</p>		<p>Behind Schedule</p>	<p>(Q1, Q2 & Q3 2014/15) See 4(f)(i) above.</p> <p>(Q4 2014/15) Visit to Colchester Borough Council attended by Portfolio Holder for Technology & Support Services, Chief Executive and Director of Resources. Project brief drafted to engage space planning consultants. Service Director responsible for implementing flexible working in Colchester will attend EFDC Leadership Team meeting in April 2015. See comments in 4 (f) (ii) above. Initial pilot trials conducted. Full roll out will be undertaken in 2015/16 using reserves specifically set aside to improve efficiency.</p>
<p>(g) - Implementation of National Land & Property Gazetteer</p>	<p>Resources</p>	<p>31-Jul-14</p>		<p>Achieved</p>	<p>(Q1 2014/15) - All major issues have been resolved but work is continuing to eliminate some duplicate references.</p> <p>(Q2 & Q3 2014/15) - All major issues have been dealt with and there are only a few duplicate references still to be resolved.</p> <p>(Q4 2014/15) This objective has been achieved.</p>
<p>(h) - (i) Review of Allocation Scheme and Tenancy Policy</p>	<p>Communities</p>	<p>30-Dec-14</p>		<p>Achieved</p>	<p>(Q1 2014/15) Officers have identified a number of proposed changes to both the Housing Allocations Scheme and Tenancy Policy, following the introduction of the new Schemes in September 2013. Following informal discussion with Cabinet Members, the Housing Portfolio Holder will make a Portfolio Holder Decision on proposed changes in principle, which will be considered in detail by the Housing Scrutiny Panel in October 2014.</p> <p>(Q2 2014/5) The Housing Portfolio Holder made a formal Portfolio Holder Decision in October 2014 on proposed changes that he would like the Housing Scrutiny Panel to consider. Officers have produced a report based on these principles, along with a number of more minor issues, for consideration at the Housing Scrutiny Panel meeting on 21st October 2014.</p> <p>(Q3 2014/15) At its meeting in October 2014, the Housing Scrutiny Panel considered a number of recommended changes to the Allocations Scheme and Tenancy Policy from the Housing Portfolio Holder and officers, and made a number of recommendations to the Cabinet on proposed changes, which will be considered at the Cabinet its meeting in March 2015, after the required statutory consultation exercise on the proposed changes has been undertaken.</p>

					(Q4 2014/15) The recommendations of the Housing Scrutiny Panel were considered and agreed at the meeting of the Cabinet on 9th March 2015. The target date for implementation is 1st July 2015.
(h) - (ii) Implementation of any changes required to Tenancy Policy	Communities	31-Mar-15		Achieved	<p>(Q1 2014/15) Not yet required.</p> <p>(Q2 2014/15) As Q1 above.</p> <p>(Q3 2014/15) As Q1 above.</p> <p>(Q4 2014/15) Following adoption of the revised Tenancy Policy by the Cabinet in March 2015, officers are currently preparing for the implementation of the new Policy. The target date is 1st July 2015.</p>
(i) - Implementation of Child and Adult Safeguarding Policy	Communities	31-Mar-15		Achieved	<p>(Q1 2014/15) Following the appointment to the new posts of Safeguarding Officer and Safeguarding Administration Assistant, good progress is being made with delivering the identified actions within the action plan, produced following the safeguarding audit in 2013, in accordance with the Council's Child and Adult Safeguarding Policy. A full training programme commenced in April 2014 which has been provided to 80 staff and 25 Members. Work has commenced on a full review of the Council's Safeguarding Policy.</p> <p>(Q2 2014/15) Work on the review of the Council's Safeguarding Policy, and the implementation of the training programme, continues.</p> <p>(Q3 2014/15) The Safeguarding Audit has nearly been completed, and the numerous actions undertaken since the last Audit have now placed the Council in a much better position with regard to its approach in this very important area. The deadline for completing and submitting the Audit is the end of January 2015. A new Safeguarding Policy and associated procedures have been produced. The new Policy will be submitted to Cabinet in March 2015 for adoption.</p> <p>(Q4 2014/15) The new Safeguarding Policy (which covers both children and adults with care and support needs) was adopted by the Cabinet on 9th March 2015.</p>

<p>(j) - Determination of the Council's Housing Strategy for 2013-2016</p>	<p>Communities</p>	<p>31-Dec-14</p>		<p>Behind Schedule</p>	<p>(Q1 2014/15) The Housing Portfolio Holder has previously agreed that the new Housing Strategy should be deferred until the production of the Preferred Options for the Local Plan (see 3(a)(i)), due to the inter-relationship between the two documents and the significant influence that the Local Plan will have on the Housing Strategy. Due to the extension of the timescale for production of the Preferred Options for the Local Plan being extended, the production of the new Housing Strategy has been similarly delayed.</p> <p>(Q2 2014/15) As Q1.</p> <p>(Q3 2014/15) As Q1.</p> <p>(Q4 2014/15) As Q1.</p>
<p>(k) - Development of Council's Economic Development Strategy</p>	<p>Neighbourhoods</p>	<p>30-Sep-14</p>		<p>Behind Schedule</p>	<p>(Q1 2014/15) Progress in formulating a draft Economic Development Strategy has continued alongside work on economic development activities. The Waltham Abbey Town Centre Economic Development Plan has been presented to the Asset Management & Economic Development Cabinet Committee and further geographic and thematic plans are being formulated. However the target timescale for the development of the Council's Economic Development is unrealistic in light of current staffing resources available.</p> <p>(Q2 2014/15) New staffing structure agreed at Council on 30/9/14. Work on new JDs/person specs underway for job evaluation and advertisement via HR</p> <p>(Q3 2014/15) One Economic Development Officer appointed - further recruitment on hold pending transfer between Directorates.</p> <p>(Q4 2014/15) Work on the new strategy delayed pending receipt of Economic Development evidence being prepared as part of the Local Plan.</p>
<p>(l) - Development of Council's Waste Strategy</p>	<p>Neighbourhoods</p>	<p>31-Mar-15</p>		<p>Behind Schedule</p>	<p>(Q1 2014/15) - The Council's new Waste Strategy will be influenced by the work that is currently underway with respect to the review of the Inter Authority Agreement at a County level. This may lead to some slippage.</p>



					<p>(Q2 2014/15) The work around the review of the Inter Authority Agreement at a County level is ongoing and will not conclude until early in the new year. it is hoped to report a more definite timescale at Q3.</p> <p>(Q3 2014/15) Work on the Inter Authority Agreement at County level is still to conclude. Further work on a pan Essex basis has been commissioned by ECC to explore synergies across the County. It is hoped to provide a more definite timescale at Q4.</p> <p>(Q4 2014/15) Work being undertaken on the Inter-Authority Agreement at County level, which is outside the Council's control, is still to be completed and outcomes yet to be agreed between the partners.</p> <p>The outcome of this action is dependent upon external factors outside the Council's control.</p>
<p>(m) - Development of Council's Leisure, Culture and Community Strategy</p>	<p>Communities Neighbourhoods</p>	<p>31-Jul-14</p>		<p>Achieved</p>	<p>(Q1 2014/15) Draft Strategy due to be considered by Portfolio Holder Advisory Group in September 2014, with final adoption by Cabinet in November 2014.</p> <p>(Q2 2014/15) The new Leisure and Cultural Strategy for the District, to include the proposed procurement process for the next Leisure Management Contract was considered by the Cabinet on the 3 November, and will be considered by Council on 16 December.</p> <p>(Q3 2014/15) The Council formally adopted the new Leisure and Cultural Strategy in December 2014. The Strategy is now being used to shape the procurement of the new Leisure Management Contract.</p> <p>(Q4 2014/15) Initial feasibility studies of what facilities could be provided through a new Leisure/Community Hub at Hillhouse, Waltham Abbey are under consideration, including discussions with Waltham Abbey Town Council, who are supportive of the initial thinking. As at Q3, the new Leisure and Cultural Strategy has been formally adopted. Consultants to support the procurement of the new Leisure Management Contract have been appointed and will utilise the objectives within the strategy to steer the process.</p>


<p>(n) - Development of Council's Operational Property Strategy</p>	<p>Chief Executive Resources</p>	<p>30-Sep-14</p>		<p>Behind Schedule</p>	<p>(Q1 2014/15) Recent improvements in the Council's wireless capability will facilitate the development of the Operational Property Strategy. A review of potential partners to carry out a workspace review is to be undertaken.</p> <p>(Q2 2014/15) Recent improvements in the Council's wireless capability will facilitate the development of the Operational Property Strategy. A review of potential partners to carry out a workspace review is to be undertaken.</p> <p>(Q3 2014/15) Visits to Essex County Council's flexible working hub and Maldon District Council's contact centres have taken place and a visit to Colchester Borough Council is being scheduled to meet the Director responsible for implementing their flexible working space. Progress has been slower than hoped but it was important to complete Phase II of the organisational review before proceeding further. Good progress has been made in trialling technology to enable remote working in the mean time.</p> <p>(Q4 2014/15) Visit to Colchester took place and the Service Director responsible will attend EFDC's April Leadership Team to share their experiences. Draft terms of reference for engaging space planning experts agreed by Management Board and Portfolio Holder for Technology & Support Services. Full roll out will be in 2015/16.</p>
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5. Deliver key priorities within budget.

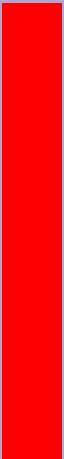
Action	Lead Directorates	Target Date		Status	Progress
<p>(a) (i) - Achievement of target for all KPIs</p>	<p>Chief Executive Governance Communities Resources Neighbourhoods</p>	<p>31-Mar-15</p>		<p>Behind Schedule</p>	<p>(Q1 2014/15) At the end of the first quarter of the year, 61% of the key performance indicators for 2014/15 had achieved target performance.</p> <p>(Q2 2014/15) At the end of the second quarter of the year, 69% of the key performance indicators for 2014/15 had achieved target performance.</p> <p>(Q3 2014/15) At the end of the second quarter of the year, 72% of the key performance indicators for 2014/15 had achieved target performance.</p>

					(Q4 2014/15) At the end of the 4th Quarter of the year, 72% of the key performance indicators for 2014/15 have achieved target performance.
(a) (ii) - Achievement of specified deliverables for key objectives	Neighbourhoods Resources Communities Chief Executive Governance	31-Mar-15		Behind Schedule	<p>(Q1 2014/15) At the end of the first quarter of the year, 68% of the individual deliverables or actions supporting the key objectives for 2014/15 had either already been achieved or were anticipated to be completed in accordance with in-year targets.</p> <p>(Q2 2014/15) At the end of the second quarter of the year, 80% of the individual deliverables or actions supporting the key objectives for 2014/15 had either already been achieved or were anticipated to be completed in accordance with in-year targets.</p> <p>(Q3 2014/15) At the end of the third quarter of the year, 87% of the individual deliverables or actions supporting the key objectives for 2014/15 had either already been achieved or were anticipated to be completed in accordance with in-year targets.</p> <p>(Q4 2014/15) At the end of the 4th Quarter of the year 65% of the individual deliverables or actions supporting the key objectives for 2014/15 have been achieved.</p>
(b) - Consumption of resources within budget	Resources	31-Mar-15		Achieved	<p>(Q1 2014/15) It is very early in the year to make predictions about the outturn. At this time there are no reasons to believe that overall expenditure will not be contained within the budget.</p> <p>(Q2 2014/15) The financial monitoring reports for the end of Q2 are still being prepared. However, early indications suggest that overall expenditure will be contained within the budget.</p> <p>(Q3 2014/15) The revised estimates for 2014/15 show an improvement of £250,000 on the original estimate of the General Fund position. A budget is being proposed for 2015/16 that is in line with the guidance set by Members.</p> <p>(Q4 2014/15) The final accounts for 2014/15 are still being completed but early indications are that spending has been contained within the budget.</p>

<p>(c) - Setting low District Council Tax & maintaining services</p>	<p>Resources</p>	<p>31-Mar-15</p>		<p>Achieved</p>	<p>(Q1 2014/15) The current Medium-Term Financial Strategy assumes that Members will continue with their policy of freezing the Council Tax.</p> <p>(Q2 2014/15) The Medium-Term Financial Strategy has been updated and Members have confirmed they will continue with their policy of freezing the Council Tax.</p> <p>(Q3 2014/15) The draft budget going to Cabinet and Council in February continues the policy of freezing the Council Tax and should not impact significantly on the delivery of any front line services.</p> <p>(Q4 2014/15) The budget approved for 2015/16 continues the policy of freezing the Council Tax and does not impact significantly on the delivery of any front line services.</p>
<p>(d) - (i) Review of sample processes</p>	<p>Governance Resources Neighbourhoods Communities Chief Executive</p>	<p>30-Sep-14</p>		<p>Achieved</p>	<p>(Q1 2014/15) Appropriate sample processes for review to be identified in the second quarter of the year.</p> <p>(Q2 2014/15) Several processes have been reviewed as part of the work of the Corporate Debt Working party. The reviews have been cross-cutting but have dealt with processes primarily in Communities, Governance and Resources. Now rescheduled after the Phase II restructuring is substantially complete.</p> <p>(Q3 2014/15) The final Phase II organisation review has now been completed. Process improvement recommendations made by the cross directorate Corporate Debt Working Party have been presented to the Council's Leadership Team and are being implemented. They include earlier intervention with arrears, service areas raising the charge and alternative collection arrangements for debts below £500 to avoid relatively expensive legal proceedings where possible.</p> <p>(Q4 2014/15) The approach adopted by this working party will be used for other processes with planned reviews of the customer experience during lifetime events such as bereavement, redundancy, unemployment etc. This will fit into the Council's customer centric approach to service delivery in action 4(d)(i) above.</p>

<p>(d) - (ii) Realignment of key performance indicator set</p>	<p>Neighbourhoods Communities Chief Executive Governance Resources</p>	<p>30-Sep-14</p>		<p>Achieved</p>	<p>(Q1 2014/15) Realignment of indicator set to be considered in the second quarter of the year.</p> <p>(Q2 2014/15) Indicator set to be reconsidered in light of the cabinet’s review of strategic priorities.</p> <p>(Q3 2014/15) The Corporate Plan has progressed well and subject to comments received through the consultation process the Cabinet's strategic priorities will be finalised in Q4. This will enable adjustment of the key indicator set to monitor the new strategic priorities set out in the Corporate Plan.</p> <p>(Q4 2014/15) The key indicator set reflects strategic priorities set out in the Corporate Plan.</p>
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6. Prepare for changes arising from the transfer of public health responsibilities.

Action	Lead Directorates	Target Date		Status	Progress
<p>(a) - Provision of services to meet health and wellbeing needs</p>	<p>Neighbourhoods</p>	<p>31-Jul-14</p>		<p>Behind Schedule</p>	<p>(Q1 2014/15) Draft Health and Wellbeing Strategy prepared and due to be finally considered by West Essex Health and Wellbeing Committee in October 2014, with adoption by the respective partner authorities in November 2014.</p> <p>(Q2 2014/15) The draft Strategy is still in development pending the finalisation of the Clinical Commissioning Group's new five year plan, and will not be ready for adoption until February 2015.</p> <p>(Q3 2014/05) - The draft Strategy has yet to be agreed and is not likely to be adopted until April 2015.</p> <p>(Q4 2014/2015) - Strategy still to be finalised pending the adoption of the Clinical Commissioning Group's priorities. Timescale now likely to be June 2015.</p>

7. Maximise potential of the Council’s key development sites

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Action	Lead Directorates	Target Date	Status	Progress
(a) - (i) Completion of a development agreement with the owner of the T11 site	Neighbourhoods	31-Mar-15	Behind schedule	<p>(Q1 2014/15) Negotiations between the Council and Polofind Ltd, and respective specialist legal and tax advisers in respect of the Langston Road (Epping Forest Shopping Park) site, has led to a proposal for the optimum way of owning and managing the new shopping park. This will be reported to the Cabinet in October 2014. Marketing of the site to secure anchor tenants of quality is underway. Confidential oral updates of such commercially sensitive information will be given when available.</p> <p>(Q2 2014/15) The documentation continues to be negotiated between the parties whilst considering further options emerging as a result of those negotiations. The report in private session has therefore been rescheduled to the November Cabinet.</p> <p>(Q3 2014/15) December Cabinet considered the legal structure and approach in private session and agreed updates to each Cabinet meeting.</p> <p>(Q4 2014/2015) Joint Venture Agreement largely agreed and in a position to be entered into. However, this is pending the response from the Council's development partner to an offer from the Council to purchase their interest.</p>
(a) - (ii) Facilitation of a detailed planning application for the T11 site	Neighbourhoods	(not specified)	Achieved	<p>(Q1 2014/15) See 7(a)(i) above.</p> <p>(Q2 2014/15) The progress of a planning application is dependent upon the decisions of the November Cabinet</p> <p>(Q3 2014/15) December Cabinet considered the legal structure and approach in private session and agreed updates to each Cabinet meeting.</p> <p>(Q4 2014/2015) Reserved matters on the application are due to be considered by District Development Management Committee on the 10 June 2015.</p>

<p>(a) - (iii) Commencement of development at the T11 site</p>	<p>Neighbourhoods</p>	<p>31-Mar-15</p>		<p>Achieved</p>	<p>(Q1 2014/15) See 7(a)(i) above.</p> <p>(Q2 2014/15) The timetable for vacant possession and development of the site will be agreed between the parties via the Cabinet process</p> <p>(Q3 2014/15) The timetable for vacant possession is still to be agreed, being dependent upon the Oakwood Hill Depot location being ready and the services being ready to transfer.</p> <p>(Q4 2014/2015) The award of tender for construction of the new Oakwood Hill Depot is due to be considered by Cabinet in June 2015. Vacant possession of Langston Road is required by 31 March 2016, if construction is to commence in time for the new shopping park to be open by Christmas 2016.</p>
<p>(b) - Preparation of development brief for North Weald Airfield</p>	<p>Neighbourhoods</p>	<p>31-Mar-15</p>		<p>Achieved</p>	<p>(Q1 2014/15) The North Weald Bassett master-planning exercise is due for completion and consideration by Members, for incorporation into the Local Plan evidence base, in October 2014.</p> <p>(Q2 2014/15) The North Weald Bassett Master-plan was formally accepted into the Local Plan evidence base in October 2014.</p> <p>(Q3 2014/15) Marketing exercise to be undertaken by the Council's consultants to seek potential operational partners to increase revenue and interesting aviation activity planned for early in 2015.</p> <p>(Q4 2014/15) Marketing exercise for Development Partner underway with good level of interest. Initial Expressions of Interest to be considered in July 2015.</p>
<p>(c) - Development of plans for the disposal of all or part of the St. Johns Road site</p>	<p>Neighbourhoods</p>	<p>(not specified)</p>		<p>Achieved</p>	<p>(Q1 2014/15) Heads of Terms for mixed use development have been agreed by the Council, not objected to by Epping Town Council and are being considered by Essex County Council. Relocation of the Housing Depot is a pre-requisite to the development. Potential sites are subject to the outcome of Member decisions on related sites.</p>

					<p>(Q2 2014/15) The relocation of the Housing depot is being actively considered following Members’ agreement to downsize and relocate the Fleet Operation service to Oakwood Hill.</p> <p>(Q3 2014/15) Negotiations with Essex County Council to purchase the school site and with Frontier Estates to deliver the mixed use development have progressed, with solicitors instructed.</p> <p>(Q4 2014/15) Legal documentation progressing to completion. Frontier Estates have indicated that they still wish to proceed with the scheme as per their original submission. Epping Town Council have appointed professional advisers and are still supportive of the scheme. Work has commenced on options to relocate the Council's Housing Repairs Services.</p>
(d) - Disposal of the Nursery Service from the Pyrles Lane site	Neighbourhoods	31-Mar-15		Behind Schedule	<p>(Q1 2014/15) Work has continued with a view to the submission of a planning application in October 2014.</p> <p>(Q2 2014/15) Liaison with Highways at Essex CC and our own internal housing services continue to address the density and access issues raised by the sub committee. The aim is to resubmit the application having resolved those issues. This is likely to be November/December now – but is not on the critical path for the Langston Rd project.</p> <p>(Q3 2014/15) Negotiations to achieve amendments to an amended planning application for Pyrles Lane continue with a view to resubmission.</p> <p>(Q4 2014/15) As per position at Q3.</p>
(e) - (i) Detailed planning application for depot provision	Neighbourhoods	30-Jun-14		Achieved	<p>(Q1 2014/15) The planning application has been referred to the District Development Control Committee and an outcome is awaited (NB. Application agreed at 13 August 2014 meeting). A Member decision in relation to the Fleet Operations relocation/future requirements will be taken into consideration in the design and development of the site.</p> <p>(Q2 2014/15) Planning consent was granted at the DDCC and the Members decided on 6/10/14 to relocate Fleet Operations to Oakwood Hill albeit on a</p>

				<p>smaller scale. This will inform the design and build contract.</p> <p>(Q3 2014/15) December Cabinet agreed to proceed with a design and build contract for Oakwood Hill Depot and made appropriate financial provision.</p> <p>(Q4 2014/15) Detailed Planning Consent Agreed.</p>
(e) - (ii) Detailed design & development of the Oakwood Hill	Neighbourhoods	30-Oct-14	Achieved	<p>(Q1 2014/15) See 7(e)(i) above.</p> <p>(Q2 2014/15) See 7(e)(i) above.</p> <p>(Q3 2014/15) December Cabinet agreed to proceed with a design and build contract for Oakwood Hill Depot and made appropriate financial provision.</p> <p>(Q4 2014/15) Scheme out to tender. Tender acceptance to be considered by Cabinet on the 11 June 2015.</p>
(e) - (iii) Commencement of Oakwood Hill development	Neighbourhoods	31-Mar-15	Behind Schedule	<p>(Q1 2014/15) See 7(e)(i) above.</p> <p>(Q2 2014/15) To relocate services from Langston Road it will be necessary to progress the construction and we remain on target for this.</p> <p>(Q3 2014/15) Work on the letting of the design and build contract is progressing, and will proceed in accordance with all planning conditions.</p> <p>(Q4 2014/15) Tender acceptance report due to be considered by Cabinet in June. Work scheduled to commence in July 2015.</p>
(f) - (i) Start on site Phase 1 housebuilding programme	Communities	31-Aug-14	Achieved	<p>(Q1 2014/15) Tenders have been sought from five contractors from the East Thames Contractors Framework or from contractors registered on Constructionline in May 2014. These have been evaluated by the Council's Development Agent and the Council House-building Cabinet Committee will appoint the contractor in August 2014. Since it is a Design and Build Contract, the appointed Contractor will require a 3-month lead-in for design and mobilisation. Start on site will be around November 2014</p>

					<p>(Q2 2014/15) Cabinet has appointed the contractor to undertake Phase 1, which is still due to start on site in November 2014</p> <p>(Q3 2014/15) The contractor started on site in November 2014.</p> <p>(Q4 2014/15) The Council Housebuilding Cabinet Committee has agreed names for all of the new developments and continues to monitor progress with the progress of works.</p>
(f) - (ii) Obtain investment partner status for HCA funding	Communities	31-Dec-14		Behind Schedule	<p>(Q1 2014/15) The Council learnt in July 2014 that its bid for Affordable Housing Grant was approved by the Homes & Communities Agency (HCA) and the next stage is to achieve Development Partner Status. Once details on how to achieve Investment Partner Status are available, East Thames will prepare and submit an application on behalf of the Council.</p> <p>(Q2 2014/15) The Council is still waiting for the HCA to publish its updated guidance on applying for Investment Partner status. The Director of Communities is due to meet with the HCA's Relationship Manager on 27th October, when he will raise this issue again</p> <p>(Q3 2014/15) The HCA has only just (Jan 2015) issued its guidance on applying for Investment Partner status. The Council's Development Agent, East Thames, has been asked to draft the document, for approval by the Director of Communities.</p> <p>(Q4 2014/15) The application has been submitted to the HCA and approval is expected by the end of June 2015.</p> <p>Whilst not achieved at year end, a revised target date of 2015/16 has been identified for this action.</p>

<p>(f) - (iii) Start on site at Phase 2 housebuilding programme</p>	<p>Communities</p>	<p>31-Mar-15</p>		<p>Behind Schedule</p>	<p>(Q1 2014/15) Following detailed consideration of three feasibility studies and consultation with ward members, the Council Housebuilding Cabinet Committee agreed to seek the development of 56 affordable rented homes at the Burton Road, Loughton as Phase 2 of the house-building Programme. Following consultation by Pellings, the architects appointed by the Council's Development Agent, some changes to proposed layouts have been made resulting in a reduction from 56 to 52 new homes. The planning application for Phase 2 is due to be submitted by the end of August 2014 allowing for Phase 2 to commence on site in May 2015.</p> <p>(Q2 2014/15) The planning application will be submitted by the end of October 2014.</p> <p>(Q3 2014/15) The detailed planning application, for 52 affordable rented homes, was submitted at the end of October 2014 and the planning application was determined by the Area Plans South Sub-Committee in Jan 2015. Planning permission was refused. Officers are currently discussing options with the Housing Portfolio Holder, which will be submitted to the Council Housebuilding Cabinet Committee at its meeting on 5th March 2015. The planning refusal has delayed the project and will result in additional fees.</p> <p>(Q4 2014/15) The Housebuilding Cabinet Committee has agreed that a revised planning application should be submitted for Phase 2, for 52 properties, but with a revised design. The Council's Development Agent is currently producing the revised application and drawings. The delay in commencing Phase 2 has resulted in concerns about the Council's ability to spend all of its Right to Buy one-for-one receipts within the required 3 years of receipt. The Cabinet Committee has requested a report to its next meeting on how this can be overcome.</p>
<p>(g) - Conversion of difficult-to-let bedsits into self-contained flats</p>	<p>Communities</p>	<p>31-Mar-15</p>		<p>Behind Schedule</p>	<p>(Q1 2014/15) In July 2014 the Housing Portfolio Holder agreed the appointment of PA Finley Ltd to undertake the design and build contract for the conversion of 20 bedsits at Marden Close and the ground floor of Faversham Hall into 12 self-contained 1-bed flats. The contract is currently being drawn up and a date of possession is estimated to be around the beginning of September 2014 after the detailed design has been completed by the Contractor. Completion is estimated to be 12-months later around September 2015.</p>

					<p>(Q2 2014/15) Works commenced on site in September 2014 as planned.</p> <p>(Q3 2014/15) Works continue to be progressed on target.</p> <p>(Q4 2014/15) As Q3.</p> <p>Whilst not achieved at year end, a revised target date of 2015/16 has been identified for this action.</p>
(h) - Extension and refurbishment of Epping Forest District Museum	Communities	31-Mar-15		Achieved	<p>(Q1 2014/15) Following a long period of time to agree the terms of the lease for the first floor over the library with Essex County Council, the lease was signed in April 2014. This enabled the opening up works to commence and in turn allow the architects and engineers to commence with the detailed design in consultation with the Listed Building Officer at ECC. In the meantime, the Pre-qualification Questionnaire has been issued to a long list of contractors with a view to agreeing a short list for inclusion on a tender list. Tenders are due to be issued and returned by October 2014 with works due to start on site around December 2014 and completing around June 2015. This will be followed by a short period of around 12-weeks for fitting out the Museum before reopening in September 2015.</p> <p>(Q2 2014/15) The PQQ process has been completed and the short-list of contractors agreed. Tenders are due to be issued by the end of October 2014 and to be reported to the Cabinet in December 2014.</p> <p>(Q3 2014/15) In December 2014, Cabinet awarded the Works Contract to the contractor that submitted the lowest price and highest quality score. The Council's Legal Team are in the process of drawing up the Works Contract.</p> <p>(Q4 2014/15) A Letter of Intent (to enter into a contract) has been issued to the contractor, Coniston Ltd, to enable the contractor to mobilise for the commencement of works. The Works Contract is close to being signed and works are expected to commence W/C 20th April 2015, with works due to complete in October 2015. This will then be followed by the fit-out stage, with the museum expected to open to the public in February 2016.</p>

<p>(i) - Undertake Environmental Estate Improvement Scheme at Oakwood Hill</p>	<p>Communities</p>	<p>31-Mar-15</p>		<p>Behind Schedule</p>	<p>(Q1 2014/15) The Cabinet has allocated £200,000 towards the Environmental Improvement Scheme, which has been match-funded by £200,000 from Essex County Council for footpath and highway works. An Oakwood Hill Environmental Task Force has been formed, chaired by the Housing Portfolio Holder and comprising local residents, which first met in July 2014 and suggested improvements for further consideration including footpath improvements, the creation of a public space, off-street parking, landscaping, CCTV, and cleaned/replaced fascias and soffits. The Council's total budget allocation of £200k for the improvements is spread equally between 2014/15 and 2015/16.</p> <p>(Q2 2014/15) The Task Force has now met on two occasions, which have proved very useful, and discussed potential works to be included within the Improvement Scheme.</p> <p>(Q3 2014/15) Good progress continues to be made. Essex CC have agreed to repair/renew all of the adopted footpaths on the Estate, and the Task Force has agreed that the renewal/repair of EFDC's footpaths should be funded from the Project Budget. The Task Force has formulated a menu of potential improvements that are currently being costed. Works are due to commence in May/June 2015.</p> <p>(Q4 2014/15) As Q3.</p> <p>Whilst not achieved at year end, a revised target date of 2015/16 has been identified for this action.</p>
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8. Prepare and plan for the effects of welfare reform in and effective and co-ordinated way.

Action	Lead Directorates	Target Date		Status	Progress
<p>(a) - Implementation of updated scheme of local support for Council Tax</p>	<p>Resources</p>	<p>31-Dec-14</p>		<p>Achieved</p>	<p>(Q1 2014/15) The Cabinet has agreed the key items to be included in the consultation and the consultation will commence in August 2014.</p>

				<p>(Q2 2014/15) The annual consultation has now concluded and the responses are being evaluated. A proposal for the 2015/16 scheme will be going to Cabinet in December.</p> <p>(Q3 & Q4 2014/15) A scheme has been approved by Council for 2015/16 which is largely unchanged from the 2014/15 scheme.</p>
(b) - Retention of adequate resources to ensure the threat of fraud is effectively managed	Resources	31-Dec-14	Achieved	<p>(Q1 2014/15) The Chief Internal Auditor and the Assistant Director of Resources (Benefits) are working on reports for future consideration by the Cabinet, which will set out the amended structures and resources required for both a Corporate Fraud Unit and the Benefits Service.</p> <p>(Q2 2014/15) The Chief Internal Auditor and the Assistant Director of Resources (Benefits) are working on reports for future consideration by the Cabinet, which will set out the amended structures and resources required for both a Corporate Fraud Unit and the Benefits Service.</p> <p>(Q3 & Q4 2014/15) Cabinet has approved the new structures for both a Corporate Fraud Unit and the Benefits Service.</p>
(c) - Retention of adequate resources to ensure the benefit function is effectively operated	Resources	31-Dec-14	Achieved	<p>(Q1 2014/15) It remains unclear when Universal Credit will be implemented in the district and the role that this Council will have. At this point staff retention has not become a significant issue.</p> <p>(Q2 2014/15) It remains unclear when Universal Credit will be implemented in the district and the role that this Council will have. At this point staff retention has not become a significant issue.</p> <p>(Q3 2014/15) An amended structure has been agreed for the Benefits Service although this may need to be considered again when it is known what will happen with Universal Credit.</p> <p>(Q4 2014/15) Effectiveness evidenced by achievement of KPI targets for processing both new claims and changes of circumstance.</p>

Report to the Cabinet

Report Reference: C-010-2015/16

Date of meeting: 11 June 2015



**Epping Forest
District Council**

Portfolio: Finance

Subject: Tender for Insurance Policies

Responsible Officer: Bob Palmer (01992 564279)

Democratic Services Officer: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

(1) To note the outcome of the tender exercise for the Council's insurance policies and enter into an agreement with Zurich Municipal for five years with an option to extend for a further two years; and

(2) That, pursuant to Overview and Scrutiny Rule 21 (Special Urgency), the Chairman of Council be requested to waive the call-in arrangements for this decision due to its urgency. Any delay would prejudice the Council's interests as there would be a gap between the expiry of the old policies and the commencement of the new policies leaving the Council uninsured for a short period.

Executive Summary:

The Council is currently insured almost exclusively through Zurich Municipal (ZM), an arrangement that has been in place for many years. When the last long term agreement was tendered in 2010 this was through a collaborative procurement exercise, sponsored by the Regional Improvement and Efficiency Partnership (RIEP), with eleven other authorities. The outcome of this process was disappointing as the only insurer to quote for the whole portfolio was ZM and ZM were only prepared to enter contracts for the whole portfolio of covers. Therefore the Council had no choice other than to enter into a new agreement with ZM.

For this renewal the Council has conducted its own exercise, although given the specialised nature of insurance procurement it was necessary to first appoint a broker to assist with the process and to ensure the best possible response from the market. The Council obtained quotes from three brokers and selected Marsh Limited to assist with the procurement.

Tenders were returned on 26 May by four different insurance companies. Having evaluated the tenders the most economically advantageous tender has been submitted by ZM and this provides the Council with a significant saving.

Reasons for Proposed Decisions:

Contract Standing Order C22 requires approval from either Council or Cabinet before any tender valued in excess of £1 million can be accepted.

Other Options for Action:

The Council could let a number of individual contracts for different parts of the policy portfolio to different insurance companies. This has not been recommended as it would be more costly and less efficient.

Report:

1. The current long term agreement with ZM expires at the end of June 2015. As insurance is a specialised area, and the value of the contract meant it was necessary to follow the EU Procurement Regulations, it was decided to appoint a broker to assist with the process. After obtaining tenders and interviewing three brokers the decision was made to appoint Marsh Limited.

2. Marsh advised that to maximise interest from the market the portfolio of policies should be broken down into different lots. This gave insurers the opportunity to bid for all of the policies or just those that they specialised in. The policies were broken down into four main lots with those then sub-divided into smaller lots to give a total of eleven bidding opportunities. As some insurers provide a substantial discount where all of their policies are taken a fifth lot was included which allowed tenderers to bid for all of the lots as a group.

3. The deadline for submitting tenders was noon on 26 May and tenders were received from four different companies. Tenders were then evaluated to determine the most economically advantageous outcome for the Council, with 60% of the marks being awarded for price and 40% for quality.

4. On an individual basis, ZM won eight lots, Risk Management Partners won two lots and Maven won one lot. This would have resulted in a total annual cost of £689,114 (inclusive of Insurance Premium Tax). ZM were the only company to bid for all of the policies together and offer a package discount. The bid from ZM for all the policies together was £687,813 per annum (inclusive of IPT).

5. As all of the quality assessments for ZM were satisfactory and the combined policy offer is cheaper than the use of individual lots it is recommended to enter into a new long term agreement with ZM. It is worth noting that if the individual lot basis is used there would be additional annual brokerage fees as some of the companies would not deal directly with the Council. Letting the policies to more than one company would also require additional staff time in administration and co-ordination.

Resource Implications:

Analysis is still being conducted to split the total premium between amounts that are recharged externally and amounts that are paid by either the General Fund or HRA so savings for specific areas cannot be given yet. However, total premiums have reduced against current expenditure by approximately £125,000. This means there will be significant savings against the budget for 2015/16.

Legal and Governance Implications:

The Council is required to maintain appropriate levels of insurance cover for its activities.

A waiver of call in arrangements is being requested as with this meeting taking place on 11 June there would not be time to resolve a call in before the current policies expire at the end of June.

Safer, Cleaner, Greener Implications:

There are no environmental implications.

Consultation Undertaken:

Marsh Limited were used as external brokers to support the procurement. Marsh have conducted their own separate analysis of the tenders and have confirmed that "the ZM package bid is the most competitive both in pricing and quality".

Background Papers:

Invitation to tender and tender submissions.

Risk Management:

Insurance is necessary to cover the risks associated with the Council's activities.

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.

Date / Name	Summary of equality analysis
29/05/15 Director of Resources	The report is to award a contract for insuring the Council's activities and relates to this process not the delivery of any particular service and so has no equality implications.

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