

# Committee Agenda



**Epping Forest  
District Council**

## **Council Housebuilding Cabinet Committee Thursday, 4th June, 2015**

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

**Council Chamber, Civic Offices, High Street, Epping  
on Thursday, 4th June, 2015  
at 6.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

Jackie Leither Tel: 01992 564756  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

### **Members:**

Councillors D Stallan (Chairman), R Bassett, W Breare-Hall, Ms S Stavrou and G Waller

**MEMBERS ARE REMINDED TO BRING THEIR COPIES OF  
THE DESIGN STANDARDS TO THE MEETING**

**1. APOLOGIES FOR ABSENCE**

**2. SUBSTITUTE MEMBERS**

(Director of Governance) To report the appointment of any substitute members for the meeting.

**3. DECLARATIONS OF INTEREST**

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

**4. MINUTES (Pages 5 - 18)**

To confirm the minutes of the last meeting of the Committee held on 5 March 2015.

**5. HCA INVESTMENT PARTNER QUALIFICATION (Pages 19 - 22)**

(Director of Communities) To consider the attached report (CHB-001-2015/16).

**6. FEASIBILITY STUDIES (Pages 23 - 212)**

(Director of Communities) To consider the attached report (CHB-002-2015/16).

**7. FINANCIAL REPORT (Pages 213 - 222)**

(Director of Communities) To consider the attached report (CHB-003-2015/16).

**8. ACCELERATION OF THE HOUSEBUILDING PROGRAMME (Pages 223 - 232)**

(Director of Communities) To consider the attached report (CHB-004-2015/16).

**9. FUTURE SITES - PHASES 4 & 5 (Pages 233 - 242)**

(Director of Communities) To consider the attached report (CHB-005-2015/16).

**10. MARDEN CLOSE AND PHASE 1 & 2 PROGRESS REPORT (Pages 243 - 250)**

(Director of Communities) To consider the attached report (CHB-006-2015/16).

**11. RISK REGISTER (Pages 251 - 256)**

(Director of Communities) To consider the attached report (CHB-007-2015/16).

**12. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 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.

**13. EXCLUSION OF PUBLIC AND PRESS**

**Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
Nil	Nil	Nil

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.

This page is intentionally left blank

## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Council Housebuilding Cabinet **Date:** Thursday, 5 March 2015  
Committee

**Place:** Council Chamber, Civic Offices, **Time:** 6.30 - 8.30 pm  
High Street, Epping

**Members Present:** D Stallan (Chairman), R Bassett, Ms S Stavrou, G Waller and A Lion

**Other Councillors:** Mrs A Grigg, C C Pond, C Roberts, C Whitbread, Mrs J H Whitehouse and J M Whitehouse

**Apologies:** Councillor W Breare-Hall

**Officers Present:** A Hall (Director of Communities), P Pledger (Assistant Director (Housing Property)) and J Leither (Democratic Services Assistant)

**Also in attendance:** D Read (East Thames Group), I Collins (Pellings LLP) and N Penfold (Pellings LLP)

---

### 40. SUBSTITUTE MEMBERS

The Cabinet Committee noted that Councillor A Lion substituted for Councillor W Breare-Hall at the meeting.

### 41. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

The Chairman advised the Cabinet Committee that he would stand down as Chairman for Agenda Item 6, Queens Road, North Weald as he was a Ward Member and that Councillor R Bassett would assume the Chairmanship for this item.

### 42. MINUTES

#### **Resolved:**

That the minutes of the meeting held on 18 December 2014 be taken as read and signed by the Chairman as a correct record.

### 43. PHASE 2 - FUTURE USE OPTIONS

The Assistant Director of Housing (Property) presented a report to the Cabinet Committee, he advised that on 7 January 2015, the Area Planning Sub-Committee (South) considered and refused planning permission for Phase 2 of the Council's Housebuilding Programme at Burton Road, Loughton consisting of 52 new affordable homes for applicants on the Council's housing register. The decision for refusal was recorded as:

'By reason of its bulk, design and density in terms of numbers of dwellings, the proposal would have an overbearing relationship with neighbouring land to the detriment of the visual amenities of the locality'.

In line with the Policy on the Future Use of Development Sites Unsuitable for Development agreed in April 2014, the Cabinet Committee considered the future use of the development site at Burton Road, Loughton. Set out below were a number of options:.

### **(1) Appeal Against the Planning Decision**

Any applicant was entitled to submit an appeal to the Secretary of State against a decision relating to a planning application. The Council had never before appealed against its own decision. However, in this instance, the application for Phase 2 of the Council's Housebuilding Programme was submitted in the name of East Thames Group (ETG), who were the Council's appointed Development Agent and they could be requested to submit an appeal, funded in full by the Council (since it was the Council that funded the Housebuilding Programme).

When submitting an appeal, applicants could ask for the case to be dealt with as a Written Representation, a Hearing or an Enquiry. If the Council were to take any of these appeal options it was important to note that the Council would have to pay for not only the Consultants fees and disbursements to prepare and present the appeal but also the fees associated with defending the appeal. There were a number of differences for each of the appeal processes, which are set out below:

a. Written Representation – Where both the applicant (ETG) and the Council submit a written statement of case including all supporting documentations. The appointed Planning Inspector will then consider the documents, often visiting the site before reaching a decision. This could take between 3 and 6 months from submission before a decision was reached. ETG have estimated the cost of submitting a Written Representation to be around £5,000, and the cost of defending the appeal was estimated to be in the region of £2,500.

b. Hearing – A simple examination of the matters arising under the appeal, normally where evidence did not need to be tested under cross examination. A hearing was normally heard over one day, and was led by the Planning Inspector. This could take between 6 and 9 months from submission before a decision was reached. ETG have estimated the cost of submitting an appeal and attending the hearing to be around £27,500 (excluding VAT and disbursements), and the cost of defending the appeal was estimated to be in the region of £4,500.

c. Public Inquiry – This was similar to a hearing. However, this required the appointment of legal representation in the form of a Barrister on each side for the purpose of cross examination of evidence. This could take between 9 and 12 months from submission before a decision was reached. ETG have estimated the cost of submitting an appeal and attending the Public Inquiry to be around £34,375 plus £15,000 for Legal Representation (excluding VAT and disbursements) and the cost of defending the appeal was estimated to be in the region of £4,500 plus £15,000 for its own legal representation.

The Cabinet Committee did not have delegated authority to submit an appeal, therefore, if the decision of the Cabinet Committee was to appeal, then on a point of

procedure, it must seek the approval of Council. Any appeal must be submitted by 7 July 2015, being 6 months of the decision being reached.

The main risks associated with submitting an appeal was that the Planning Inspector may decide to uphold the decision of the Area Planning Sub-Committee (South), in which case there would not only be a substantial delay in the house-building programme, but there would also be a significant amount of abortive fees. The risk to the Council's reputation over appealing against its own decision should also not be overlooked.

**(2) To submit a revised planning application for a scheme consisting of 43 new affordable homes with 100% unallocated parking (Option 1)**

Attached to the Agenda at Appendix 1 was a feasibility study, which considered an alternative design for the site based on a 43-home scheme with 100% unallocated parking. Whilst this did address the reasons for refusal, and also addressed objections raised by local residents, in response to the planning application, it was less favourable to the Council's Planning Officers due to the large banks of open parking and its impact on the environment.

The main differences between this design and the original that was refused planning permission was the loss of 3 flats to one end of Block C to create one bank of parking spaces, the removal of the four top-floor flats reducing the overall height to 3-stories and the loss of 2x3 bedroom houses to create a second bank of parking spaces so as to achieve 100% parking across the whole scheme. There was a loss of amenity space as a result of this design change in order to accommodate the additional parking.

The schedule of materials, fenestration and overall elevational treatment would need to be considered in more detail to take account of the design changes.

From the financial Investment Report at Appendix 3 of the Agenda, the Total Scheme Costs for a 43 home scheme was £8.06m, which was made up of £7.2m works costs and £0.86m fees.

The financial target of loan repayment in Year 30 could be achieved providing it received subsidy of £2.24m. The subsidy per unit equates to £52,000.

The additional design fees payable to ETG and their Architects for preparing a revised set of drawings and details and re-submitting the planning application would be £21,550 plus VAT. There were no additional planning application fees if resubmitted before 7 January 2016.

Should this option be agreed by the Cabinet Committee, there would be a resultant loss of HCA Affordable Housing Grant. For estimating purposes, a reduced rate of £12,500 per flat could be assumed. However, this would require negotiating with the HCA.

The Cabinet Committee had already agreed to make a contribution to the NHS for healthcare provision within the District, albeit based on a 52-unit scheme. Should that be reduced to 43 homes as a result of this option then the Council would need to negotiate with the NHS over an alternative amount of financial contribution and enter into a new Unilateral Undertaking.

The main risks associated with this option were that the revised scheme may not be seen as going far enough to overcome the concerns of the Area Planning Sub-

Committee (South) and was once again refused planning permission by the Sub-Committee, resulting in further abortive fees.

**(3) To submit a revised planning application, for a scheme consisting of 52 affordable homes and 50% unallocated parking, but reduced in height, scale and massing (Option 2)**

Attached at Appendix 2 of the Agenda was a feasibility study, which considered an alternative design for the site based on a reduction in height, scale and massing, yet still achieved 52 new affordable homes and 50% unallocated parking. Whilst this did address the majority of the reasons for refusal, it did not address concerns over density. The scheme does not increase the parking allocation either, although it should be noted that this was not a reason for refusal.

From the Financial Investment Report at Appendix 3 of the Agenda, the Total Scheme Costs for this revised scheme consisting of 52 new affordable homes was £9.26m, which was made up of £8.25m works costs and £1.01m fees.

The financial target of loan repayment in Year 30 could be achieved providing it received subsidy of £2.18m. The subsidy per unit equates to £42,000.

The additional design fees payable to ETG and their Architects for preparing a revised set of drawings and details and re-submitting the planning application would be £21,550 plus VAT. There were no additional planning application fees if re-submitted before 7 January 2016.

Should this option be agreed by the Cabinet Committee, it would mean the existing HCA affordable Housing Grant would remain the same as would the financial contribution to the NHS towards healthcare in the district.

The main risks associated with this option were, again that the revised scheme did not go far enough to overcome the concerns of the Area Planning Sub-Committee (South) and was once again refused planning permission, resulting in abortive fees.

**(4) To sell the site for affordable rented housing to a Housing Association in return for a capital receipt**

Should the Cabinet Committee opt to sell the site, then one option would be to sell it to one of the Council's Preferred Housing Association Partners, for them to develop the site for affordable housing, from which the Council could obtain nomination rights. This would benefit the Council by way of a capital receipt for the land value, which could be used to fund other Council House-building developments.

The value of the land had not been assessed; therefore, should this option be agreed by the Cabinet Committee, it would mean a separate financial viability study would need to be undertaken to establish a land value and consideration of the most appropriate way to appoint the housing association.

The main drawback was the fact the Council would not retain the affordable rent for the homes that were built, and that a similar number of homes would have to be put into the Council Housebuilding Programme to replace these ones taken out. There was also the consideration that a housing association could submit plans for more homes to be delivered on the site.

Since the Council had secured HCA Affordable Housing Grant for the delivery of affordable housing on this site based on a firm scheme, Officers were also of the



view that this would cause reputational difficulties with the HCA, bearing in mind that this was only the first scheme where grant had been secured, and could result in the not agreeing any future affordable housing grant applications from the Council.

**(5) To sell the site for private development in return for a capital receipt**

The benefits, drawbacks and risks associated with this option were similar to those above. However, the land value would be higher; no more than 40% affordable homes are likely to be provided; and the potential for a private developer submitting plans for more units on the site was greater.

**(6) To divide up the site and sell the land to local residents to extend their private gardens in return for a capital receipt**

Whilst this option appears in the policy for the Future Use of Development Sites Unsuitable for Development, in this instance this option was not ideally suited since the site backed on to a row of flat blocks where the gardens were back to back.

Since the land would be sold for private gardens, the value would be very low and reaching agreements with all of the individual occupiers of the flats would be near impossible. The cost of drawing up legal agreements would almost offset any value in the land.

**(7) To demolish the garages, re-surface and mark out the land and to leave the site as open car parking for local residents**

With Debden Station so close, and with the adjacent shopping parade at Debden Broadway, the land could be utilised as an extension of the "Pay and Display" car park. This would create a revenue income for the Council, but it would require the land to be transferred from the HRA to the General Fund, for an appropriate fee.

Such an option would not provide any much needed affordable housing in the district, and as with selling the site, there was a risk that the HCA would frown upon any future affordable housing grant applications from the Council, as the allocation had been based on a firm bid.

**(8) To sell the site to a Town or Parish Council for their own purposes (eg. public amenity space) in return for a capital receipt**

Whilst this could be viable option, this was likely to generate a significant capital receipt on the scale of selling to a private developer or an ongoing revenue income similar to what could be realised from car parking charges, and as such was not recommended.

**Decision:**

(1) That, having considered the options for the future use to be adopted for the development site at Burton Road, Loughton, following the decision of the Area Planning Sub-Committee (South) to refuse planning permission for Phase 2 of the Council's house-building Programme, a revised planning application be submitted for a scheme similar to that previously submitted, consisting of 52 new affordable homes and 50% unallocated parking (shown as Option 2 at Appendix 2 of the report to the Cabinet Committee) but addressing the reasons for refusal by reducing its bulk, altering its design and overall height so as to reduce any impact on the neighbouring land and any detriment of the visual amenities of the locality, all as set out in the

feasibility report at an estimated cost of £9,255,439, which will require an increased subsidy of around £2,184,000 (£42k per unit) based on a 30-year pay-back period.

(2) That a detailed planning application for the scheme be submitted.

(3) 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.

(4) 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.

#### **Reasons for Decision:**

The Cabinet Committee had to decide on the future use of the development site at Burton Road since the planning application for Phase 2 of the Council House-building Programme was refused permission at the Area Planning Sub-Committee (South) on 7 January 2015.

#### **Other Options Considered and Rejected:**

The report set out all of the options that were available, including the advantages, disadvantages and costs for each option.

#### **44. FEASIBILITY STUDIES (REVISED) - CENTRE DRIVE (SITE B), EPPING AND QUEENS ROAD, NORTH WEALD**

The Chairman stated that he would stand down as Chairman for item (1) Queens Road, North Weald, and Councillor R Bassett assumed the Chairmanship for this item.

The Assistant Director of Housing (Property) presented a report to the Cabinet Committee. He advised that at the last meeting of the Cabinet Committee on 18 December 2014, it had been decided that the sites at Queens Road, North Weald and Centre Drive, Epping, Site B be deferred for further information and revised feasibility studies.

##### **(1) Queens Road, North Weald**

The Assistant Director advised that the revised feasibility study was for 12 x 3 bedroom houses which were 2 stories high and each had 2 car parking spaces. There were also 4 extra visitor car parking spaces on the site.

He reported that no firm costs could be confirmed at this meeting for the re-siting of the substation, but that it had been estimated at £120,000.

Members were concerned that if negotiations with the tenant regarding the re-siting of the substation broke down then the Council, being the owners of the land, could by delegated authority issue a notice of seeking possession to the tenant. Members asked that if negotiations broke down with the tenant and before any firm decisions were made, they would like this item to come back to the Cabinet Committee for further discussion.

##### **(2) Site B, Centre Drive, Epping**

The Assistant Director advised that the revised feasibility study was for 1 x 3 bedroom house which was 2 stories high with 3 car parking spaces.

**Decision:**

That, following consideration of a revised feasibility study and viability assessment for the sites at Queens Road, North Weald and Centre Drive (Site B) Epping, which took account of the Cabinet Committee's comments made at its December 2014 meeting consideration.

**(1) Queens Road, North Weald**

(a) The revised feasibility study of 12 x 3 bedroom, 2 storey units with a total of 28 car parking spaces be agreed as a viable site to progress to a detailed planning stage;

(b) The terms of any existing licence/lease, allowing access to the allotments, be maintained; and

(c) A further report be submitted to the Council Housebuilding Cabinet Committee should negotiations with the tenant in Queens Road, regarding the re-siting of the substation break down.

**(2) Site B, Centre Drive, Epping**

The revised feasibility study of 1 x 3 bedroom house, 2 storey's high with a total of 3 car parking spaces be agreed as a viable site to progress to a detailed planning stage.

**Reasons for Decision:**

At its meeting in December 2014, the Cabinet Committee asked that each of the 2 sites at Queens Road, North Weald and Centre Drive (Site B) Epping sites be revised to provide an alternative mix of dwellings. Each site is presented on its own merits at this stage. However, when each of the feasibility studies have been considered, the Cabinet Committee will then be asked to batch the sites in line with the Policy on Prioritisation of Sites.

**Other Options Considered and Rejected:**

1. Not to progress with any of the schemes presented in the agenda report.
2. To develop the sites with a different number of homes, or with an alternative mix of property types or parking allocation.

**45. STREET / BUILDING NAMING - PHASE 1**

The Director of Communities presented a report to the Cabinet Committee he advised that in accordance with the Terms of Reference, the names of developments undertaken through the Council House Building Programme would follow consultation with the Parish or Town Councils and Ward Members.

The Director had consulted Waltham Abbey Town Council on the two remaining unnamed developments within Phase 1 and, as requested, they had provided five suggested names for each development, in a ranked order of preference.

The three Ward Members had been consulted on the Town Council's suggestions, and had raised no objections.

It was therefore proposed that the two developments be named in accordance with the Town Council's two most preferred names.

**Decision:**

That, following consultation with Waltham Abbey Town Council and the three Ward Members, and as suggested by the Town Council:

- (a) The four houses and two duplex flats at the site of the former Red Cross Hall, Roundhills, Waltham Abbey be named "Hockley Court"; and
- (b) The two new houses to the rear of 66-72 Fairways, Waltham Abbey be named "Wood Villas".

**Reasons for Decision:**

The two remaining un-named developments in Phase 1 of the Council Housebuilding Programme required names. The Cabinet Committee had been authorised by the Leader of the Council to decide the names of new developments.

**Other Options Considered and Rejected:**

The main options appear to be:

- (a) To name the developments after any of the other names suggested by the Town Council; or
- (b) To agree different names proposed by the Cabinet Committee itself.

**46. PROGRESS REPORT MARDEN CLOSE, FAVERSHAM HALL AND PHASE 1**

The Assistant Director of Housing (Property) presented a report to the Cabinet Committee, he advised that Phase 1, Marden Close and Faversham Hall, were running behind programme for a variety of reasons and asked the Consultants who were overseeing Phase 1, Pellings LLP, to advise the Cabinet Committee of the problems that had been encountered.

Ian Collins from Pellings LLP, advised the Cabinet Committee that the two existing buildings at Marden Close and Faversham Hall were running behind schedule due to the age of the buildings and structural issues which at the time of tender these elements could not be seen and were therefore not able to be factored into the time frame. This scheme was delayed by approximately 4-5 weeks, whereas Phase 1 was delayed due to ground conditions that required the foundations to be piled.

Members expressed concern with this delay and asked for an updated progress report at the next meeting and also if there were any financial penalties for lateness passed on to the Contractors, that a report on the costs be submitted at the next meeting.

**Decision:**

That the current progress with regard to Marden Close and Faversham Hall, as well as Phases 1 of the Council Housebuilding Programme be noted.

**Reasons for Decision:**

It was a requirement that the Housebuilding Cabinet Committee received regular updates on progress and monitors expenditure against the House-building budget as delegated by the Cabinet.

**Other Options Considered and Rejected:**

This report is for noting only.

**47. FINANCIAL REPORTS**

The Assistant Director of Housing (Property) presented a report to the Cabinet Committee, he advised that the schedule set out at Agenda Item 9, Appendix 1 was the current position as at 31 December 2014 with regard to the Right to Buy receipts.

The Assistant Director advised that one of the Cabinet Committee's Terms of Reference was to monitor expenditure on the Housing Capital Programme Budget for the Council Housebuilding Programme, ensuring the use (within the required deadlines) of the capital receipts made available through the Council's Agreement with the Department of Communities and Local Government (DCLG) allowing the use of additional "Replacement Right to Buy (RTB) Receipts" received as a result of the Government's increase in the maximum RTB Discount to be spent on housebuilding.

At its meeting in February 2014, the Cabinet Committee received a suite of detailed financial reports covering all financial issues relating to the Housebuilding Programme. Since progress was on a phase by phase basis and was monitored separately it had been possible to consolidate the detailed financial reports into just 2 appendices.

Appendix 1 (Agenda Item 9) captured the total amount of Replacement Right To Buy Receipts received and available for use for "One-for-One Replacement" on the Council's Housebuilding Programme, as captured on the Pooling Return to the DCLG and when it was required to be spent. It also captured the actual expenditure to date and compared that to the projected future planned expenditure profile.

Appendix 2 (Agenda Item 9) set out the amount and use of financial contributions available to the Council's Housebuilding Programme from Section 106 Agreements, in lieu of the provision of on-site affordable housing on private development sites, and other sources of funding (e.g. sales of HRA land and non-RTB property, and external funding)

This information had been captured and presented for monitoring purposes, therefore it was recommended that the current financial position be noted.

**Decision:**

- (1) That the current financial position be noted, in respect of:
  - (a) The amount of additional "Replacement Right to Buy (RTB) Receipts" for utilisation under the Government's "one-for-one replacement" scheme that has been received; when it is required to be spent; the actual expenditure to date; and the future planned expenditure profile (Appendix 1); and
  - (b) The amount and use of financial contributions available to the Council's Housebuilding Programme from Section 106 Agreements, in lieu of

the provision of on-site affordable housing on private development sites, and other sources of funding (e.g. sales of HRA land and non-RTB property, and external funding) (Appendix 2).

#### Reasons for Decision:

The Council's Housebuilding Programme was a high profile, high cost activity. It was therefore essential to ensure that budgets, costs and expenditure were properly monitored, to enable corrective action to be taken at the earliest opportunity, when necessary.

#### Other Options Considered and Rejected:

Not to have regular Financial Reports presented to the Cabinet Committee.

### 48. PRIORITISATION OF POTENTIAL FUTURE SITES

The Assistant Director of Housing (Property) presented a report to the Cabinet Committee, he advised that at its meeting in February 2014, the Cabinet Committee agreed a Policy on the future prioritisation of development sites based on rotating the developments around the towns/villages where sites were located, so that all areas had the benefit of affordable housing being provided in their area, with priority given to areas in which the highest number of housing applicants lived. The strategy that was agreed took account of:

(a) Towns/villages with sites that could potentially deliver the greatest number of new properties being prioritised in preference to locations where less properties could be delivered; and

(b) Where possible, development packages/phases (i.e. the grouping of sites into one works contract, usually undertaken each year) should generally comprise of sites within the same town/village, in order to reduce the contractor's site set-up costs.

The Assistant Director advised that although the prioritisation of locations had altered slightly in the last 12 months, it was recommended that the Policy on the Prioritisation of Sites, from which future phases, beyond Phase 3, were to be drawn up and be based on the revised ranking table below, with Phase 4 focussing on sites in Ongar and Buckhurst Hill.

**Group A** (Comprising towns/villages with sites that could potentially deliver 10 or more new homes in total)

<b>Group A (Capacity for 10 or more new homes)</b>				
<b>Priority Order</b>	<b>Location</b>	<b>No. of Housing Applicants</b>	<b>No. of Sites</b>	<b>Max. No. of Properties</b>
1	Loughton	459	16 <sup>(#)</sup>	52 <sup>(#)</sup>
2	Waltham Abbey	413	18	71 <sup>(*)</sup>
3	Epping	102	5	12
4	Ongar	84	2	11
5	Buckhurst Hill	70	5	23
6	North Weald	40	2	16

(\*) = Including the Year 1 sites

(#) = Excluding the sites at The Broadway

**Group B** (Comprising towns/villages with sites that could potentially deliver less than 10 new homes in total)

<b>Group B (Capacity for less than 10 new homes)</b>				
<b>Priority Order</b>	<b>Location</b>	<b>No. of Housing Applicants</b>	<b>No. of Sites</b>	<b>Max. No. of Properties</b>
1	Roydon	23	1	3
2	Nazeing	19	2	7
3	Theydon Bois	16	2	5
4	High Ongar	13	1	2
5	Coopersale	9	3	7
6	Matching Green/Tye	2	1	2

With the locations already agreed by the Cabinet Committee for Phases 1 and 2 as Waltham Abbey and Loughton respectively, Phase 3 was identified in the report on the prioritisation of sites agreed by the Cabinet Committee in February 2014 as being Epping, Coopersale and North Weald. The Cabinet committee considered the feasibility studies for those sites at its meeting in December 2014, and all but three sites were considered viable. However, for two of the sites at Queens Road, North Weald and Centre Drive (Site B), Epping the Cabinet Committee asked that these be redrawn to achieve a different mix of properties, which had been presented and agreed in an earlier Agenda item.

It was therefore recommended that Phase 3 be made up of 35 new homes on the following sites, being approved as viable, based on a total scheme cost of £6,395,477, with a subsidy requirement of £923,600:

- a) Queens Road, North Weald - 12x3-bed 5P houses
- b) Bluemans End, North Weald - 4x3-bed 5P houses
- c) Stewards Green Road, Epping - 4x3-bed 5P houses
- d) Site A Parklands, Coopersale - 2x1-bed 2P flats & 2x2-bed 4P houses
- e) Site C Parklands, Coopersale - 1x2-bed 4P bungalow
- f) Centre Avenue, Epping - 2x3-bed 5P houses
- g) Centre Drive (Site B), Epping - 1x3-bed 5P houses
- h) Site B Springfield, Epping - 2x1-bed 2P bungalows
- i) Site C Springfield, Epping - 2x1-bed 2P bungalows & 2x2-bed 4P houses
- j) 79 London Road, Ongar - 1x3-bed 5P house

**Recommended:**

(1) That the strategic approach adopted by the Cabinet Committee at its meeting in February 2014 continues for the prioritisation of potential sites;

(2) That, taking account of the strategic approach for the prioritisation of potential sites, and using updated statistics as at February 2015, locations be grouped together into the following two Groups and the Priority Orders shown:

*Group A (Locations with sites that could potentially deliver 10 or more homes):*

<u>Priority</u>	<u>Location</u>
1	Loughton
2	Waltham Abbey
3	Epping

4	Ongar
5	Buckhurst Hill
6	North Weald

*Group B (Locations with sites that could potentially deliver less than 10 homes):*

<u>Priority</u>	<u>Location</u>
1	Roydon
2	Nazeing
3	Theydon Bois
4	High Ongar
5	Coopersale
6	Matching Green/Tye

(3) That a review of the priority orders within Groups A and B in (2) above be undertaken by the Cabinet Committee in 3-years' time, having regard to the same strategic approach set-out in the existing Policy on the Prioritisation of sites; and

(4) That, taking account of the priority order agreed by the Cabinet Committee in February 2014, Phase 3 be made up of 35 new homes on the following sites already agreed as viable by the Cabinet Committee at its meeting in December 2014, subject to the two revised feasibility studies at Queens Road, North Weald and Centre Drive (Site B), Epping, considered earlier on the agenda, being agreed, based on a total scheme cost of £6,395,477, with a subsidy requirement of £923,600:

- a) Queens Road, North Weald - 12x3-bed 5P houses
- b) Bluemans End, North Weald - 4x3-bed 5P houses
- c) Stewards Green Road, Epping - 4x3-bed 5P houses
- d) Site A Parklands, Coopersale - 2x1-bed 2P flats & 2x2-bed 4P houses
- e) Site C Parklands, Coopersale - 1x2-bed 4P bungalow
- f) Centre Avenue, Epping - 2x3-bed 5P houses
- g) Centre Drive (Site B), Epping - 1x3-bed 5P houses
- h) Site B Springfield, Epping - 2x1-bed 2P bungalows
- i) Site C Springfield, Epping - 2x1-bed 2P bungalows & 2x2-bed 4P houses
- j) 79 London Road, Ongar - 1x3-bed 5P house

(5) That, subject to the sites listed in Decision (4) above being agreed, each site be progressed to detailed design stage, with planning applications being submitted and, subject to planning approval, tenders to be sought in accordance with the Procurement Strategy for House-building; and

(6) That Phase 4 of the Council's House-building Programme focusses on Ongar and Buckhurst Hill.

#### **Reasons for Decision:**

There was a need to review the prioritisation of potential sites for development based on the demand from those registered on the Council's housing waiting list, and also to agree the sites that were to go forward for Phase 3 of the Council House-building Programme.

#### **Other Options Considered and Rejected:**

The main alternative options appear to be:



- (a) To adopt a different approach to the prioritisation of sites – of which there are a myriad of alternatives;
- (b) To alter the list of sites proposed for Phase 3; and
- (c) To review the prioritisation of sites in 12-months' time. However, due to the lead-in time to develop the feasibility studies and undertake the legal checks, it makes planning future phases difficult if the priority order changes on an annual basis.

**49. ANY OTHER BUSINESS**

The Chairman advised the Cabinet Committee the dates of the next two meetings would be 16 June 2015 and 14 July 2015 at 6.30pm in the Council Chamber.

**50. EXCLUSION OF PUBLIC AND PRESS**

The Cabinet Committee noted that there were no items of business on the agenda that necessitated the exclusion of the public and press from the meeting.

**CHAIRMAN**

This page is intentionally left blank

## **Report to the Council Housebuilding Cabinet Committee**



**Epping Forest  
District Council**

**Report reference:** CHB-001-2015/16

**Date of meeting:** 4 June 2015

**Portfolio:** Housing

**Subject:** HCA Investment Partner Qualification

**Responsible Officer:** P Pledger – Asst Director (Housing Property & Development) (01992 564248)

**Democratic Services:** Jackie Leither (01992 564756)

---

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

**That the Cabinet Committee notes that the Council has qualified as an Investment Partner with the Homes and Communities Agency.**

### **Executive Summary:**

This report is making Members aware of the outcome of the Council's application to the Homes and Communities Agency (HCA) to become an Investment Partner

### **Reasons for Proposed Decision:**

It was a requirement of the contract with East Thames, as the Council's Development Agent, that they make an application on behalf of the Council to the Homes and Communities Agency to become an investment Partner so that the Council can apply for Affordable Housing Grant. This report notes the outcome of that application.

### **Other Options for Action:**

This report is for noting only.

### **Report:**

1. On behalf of the Council, East Thames have made an application to the Homes and Communities Agency to become Investment Partners thereby qualifying for Affordable Housing Grant as part of the HCA's Affordable Homes Programme 2015-18.
2. Without this qualification, the Council would not be able to draw on the £500,000 grant that has been awarded for 40 new 1 and 2-bed homes at Burton Road, Loughton as part of Phase 2 of the Council's House-building Programme
3. The application was submitted shortly after the announcement was made by the HCA on the outcome of the 2015-18 bid round.
4. East Thames Group have received written notification in a letter dated 19 May 2015 that the Council has now qualified to participate in the Affordable Homes Programme 2015-18 on the basis that the Council will be working with East Thames Group as its development partner, which not only secures the £500,000 HCA Grant for Phase 2 but also enables the Council to make further bids to the HCA for Affordable Homes Grant on future phases of its House-building Programme should the Council decide.

**Resource Implications:**

- £3,000, being the fee agreed with East Thames Group to make the application for HCA Partner Status as part of their tender.

**Legal and Governance Implications:**

HCA Agreement

**Safer, Cleaner and Greener Implications:**

None

**Consultation Undertaken:**

None

**Background Papers:**

Contract documents appointing East Thames as the Development Agent

Cabinet Committee decision to apply for HCA Grant

HCA Agreement

Letter dated 19 May 2015 informing East Thames of the outcome of the application

**Risk Management:**

None. This report is for noting

# 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.

---

Within the Housing Service Strategy, it has been identified that the target groups that are affected by the Council's house building programme are people in need of:

- affordable housing,
- homelessness assistance,
- supported housing for special needs groups,
- owners and occupiers of poor condition housing
- council and housing association tenants.

From that, it was identified that generally, there is an under provision of suitable accommodation for nearly all target groups. This has been reaffirmed in the most recent Strategic Housing Market Assessment.

Decision making is affected by funding and other factors, such as the availability of building land suitable for particular groups e.g. the elderly or young families.

There is no evidence of unlawful discrimination in relation to the provision of affordable housing.

This page is intentionally left blank

## **Report to the Council Housebuilding Cabinet Committee**



**Epping Forest  
District Council**

**Report reference: CHB-002-2015/16**  
**Date of meeting: 4 June 2015**

**Portfolio: Housing**

**Subject: Feasibility Reports – Council House-Building Programme**

**Responsible Officer: Paul Pledger, Asst. Director of Housing (Property)**  
**(01992 564248)**

**Democratic Services Officer: Jackie Leither (01992 564756)**

---

### **Recommendations:**

**(1) That the Cabinet Committee considers the viability of each of the 9 (nine) individual feasibility studies taken from the Cabinet approved list of Primary Sites, or has since been agreed to be added to the list since, as listed below, for consideration for inclusion in a future phase of the Council House-building Programme;**

- a) Pound Close, Nazeing**
- b) Palmers Green, Nazeing**
- c) Millfield, High Ongar**
- d) St. Peters Avenue, Ongar**
- e) Queensway, Ongar**
- f) Graylands, Theydon Bois**
- g) Green Glade, Theydon Bois**
- h) Clovers, Matching Green**
- i) Parkfields (Site A), Roydon**

**(2) That for any sites not considered viable for Council house-building, alternative uses be agreed based on the following options:**

- a. To sell the site for social housing to a Housing Association in return for a capital receipt to fund future Council house-building and to gain nomination rights for Council housing applicants;**
- b. To sell the site for private development, either for residential or other use in return for a capital receipt to fund future Council house-building;**
- c. To divide up the site and sell the land to local residents to extend their private gardens in return for a capital receipt to fund future Council house-building;**
- d. To demolish the garages, re-surface and mark out the land and to leave the site as open car parking for local residents;**
- e. To sell the site to a Town or Parish Council for their own purposes (eg. public amenity space) in return for a capital receipt to fund future Council house-building; or**
- f. To continue to market and rent the garages to local residents**

## **Executive Summary:**

Each of the 9 sites included with this report are presented as individual feasibility studies, which identify the number of units and the mix that achievable for each site, along with the total scheme cost and the subsidy required to deliver the affordable housing on each site. At this stage, Members are to consider the merits of each site and agree which are to progress for inclusion in a future phase of the Council House-building Programme in line with the Policy on Prioritisation of Sites.

## **Reasons for Proposed Decision:**

At its meeting in August 2014, the Cabinet Committee asked that each of the sites on the Primary List of approved sites be progressed to feasibility stage to create a bank of sites for future phases of the House-building Programme. The 9 sites included in this report are from the original list of 65 sites approved by the Cabinet in 2012. Each site is presented on its own merits at this stage. However, when all of the feasibility studies have been considered, the Cabinet Committee will then be asked to batch the sites in line with the Policy on Prioritisation of Sites.

## **Other Options for Action:**

1. Not to progress with any of the schemes presented in this report.
2. To develop the sites with a different number of homes, or with an alternative mix of property types or parking allocation.

## **Background Report:**

1. At its meeting in July 2012 the Cabinet agreed a list of 65 primary sites for Council-house-building and also that the Council's Development Agent (once appointed) prepares feasibility studies on all of those sites.
2. Furthermore, at its meeting in April 2014, the Cabinet Committee agreed to accelerate the House-building Programme by increasing the number of homes per year from 20 to 30 over a 10-year programme as opposed to a 6-year programme that was previously the target. This has resulted in the need to bring forward the feasibility studies for each of the sites at the request of the Cabinet Committee.
3. Attached to this report are 9 individual feasibility studies in Nazeing, Ongar, High Ongar, Theydon Bois, Matching Green and Roydon. Each feasibility study considers the number and mix of units capable of being delivered on each site. It also estimates the total scheme cost for each site along with an estimate of how much subsidy will be required. A summary table, bringing together all of the key information from the feasibility reports can be found at appendix 1.
4. The Cabinet Committee are at this stage only expected to make a decision around which sites are considered viable and suitable for development. The ultimate decision on phasing of areas will be undertaken at a future meeting in accordance with the Policy on Prioritisation of sites agreed by the Cabinet Committee as follows:
  - a. That locations be grouped together into the following two Groups and the Priority Orders shown:



*Group A (Locations with sites that could potentially deliver 10 or more homes):*

<u>Priority</u>	<u>Location</u>
1	Loughton
2	Waltham Abbey
3	Epping
4	Buckhurst Hill
5	Ongar
6	North Weald

*Group B (Locations with sites that could potentially deliver less than 10 homes):*

<u>Priority</u>	<u>Location</u>
1	Theydon Bois
2	Nazeing
3	Roydon
4	Coppersale
5	High Ongar
6	Matching Green/Tye

- b. That development packages/phases be formulated each year, on a rotational basis - in the Priority Order shown in Group A above - until the capacity for the potential number of homes in a location reduces to less than 10, at which point the location be moved into Group B.
5. For those sites that are, for whatever reason, not considered to be viable or unsuitable for redevelopment as part of the Council's House-building Programme, then the Cabinet Committee is to consider what future use should be investigated based on the following options:
- a. To sell the site for social housing to a Housing Association in return for a capital receipt to fund future Council house-building and to gain nomination rights for Council housing applicants;
  - b. To sell the site for private development, either for residential or other use in return for a capital receipt to fund future Council house-building;
  - c. To divide up the site and sell the land to local residents to extend their private gardens in return for a capital receipt to fund future Council house-building;
  - d. To demolish the garages, re-surface and mark out the land and to leave the site as open car parking for local residents;
  - e. To sell the site to a Town or Parish Council for their own purposes (eg. public amenity space) in return for a capital receipt to fund future Council house-building;  
or
  - f. To continue to market and rent the garages to local residents
6. It is important to point out that whilst each of these feasibility reports are for sites that are all based in Nazeing, Ongar, High Ongar, Theydon Bois, Matching Green and Roydon, prioritisation will be in line with the established Policy on the Prioritisation of Sites agreed by the Cabinet Committee, and will be subject to a further decision on how these sites will be batched and phased.
7. The final 12 Feasibility studies for sites in other parts of the district, which completes the list of 65-sites identified for Council house-building will follow in the July.

**Resource Implications:**

The sum of the works costs and fees will be made available at the meeting. However, the actual costs and the year in which it will be expended will be determined at a future date.

**Legal and Governance Implications:**

Within its Terms of Reference, the House-Building Cabinet Committee is expected to consider each site and package of works and either approve it to progress to detailed planning stage or agree an alternative use.

**Safer, Cleaner and Greener Implications:**

The sites being considered are currently used as garage blocks, rented to garage tenants. A large proportion of the site contains a former Council depot and garages which are either vacant or not used to park vehicles (Source: ECC Parking Standards) Redeveloping these garages and/or amenity land will add value to and enhance the local environment and streetscape.

**Consultation Undertaken:**

None

**Background Papers:**

Development Strategy, along with the following Policies:

- Affordable Rents Policy;
- Funding the House-building Programme;
- Accelerating the House-building Programme;
- Future use of garage sites unsuitable for redevelopment; and
- Prioritisation of sites

**Impact Assessments:****Risk Management**

Within the financial viability assessment, the greatest risks are that the assumptions prove to be incorrect resulting in each site being un-viable.

These risks are mitigated by the Council being able to either add more subsidy or not to progress the works beyond the planning stage.

In addition, a site specific risk register has been compiled and included within the individual feasibility reports.

Each of the feasibility studies are also subject to further legal checks to identify and tackle issues such as rights of way, licencing, closing access points and land-grabbing.

# 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.

---

Within the Housing Service Strategy, it has been identified that the target groups that are affected by the Council's house building programme are people in need of:

- Affordable Housing,
- Homelessness assistance,
- Supported housing for special needs groups,
- Owners and occupiers of poor condition housing
- Council and housing association tenants.

From that, it was identified that generally, there is an under provision of suitable accommodation for nearly all target groups. This has been reaffirmed in the most recent Strategic Housing Market Assessment.

Decision making is affected by funding and other factors, such as the availability of building land suitable for particular groups e.g. the elderly or young families.

There is no evidence of unlawful discrimination in relation to the provision of affordable housing.

This page is intentionally left blank

**East Thames Housing / Epping Forest District Council  
Housing Delivery Programme**

**Feasibility Report**

**Site: Palmers Grove, Nazeing EN9 2QF**

Ref: IJC/srs/612.023  
Date: January 2015

## Contents

---

1. Introduction and Confirmation of Brief
2. Existing Site and Surroundings
3. Proposals
4. Planning Issues and Risks
5. Impact/Implications of Statutory Services
6. Site Access and Buildability Issues
7. Neighbourly Matters and Party Walls
8. Proposed Procurement Route
9. Impact on Parking
10. Legals
11. Costs
12. Recommendations and Conclusions

## Appendices

- A: Development Proposals – Drawing 612.023/P4 27 Revision A
- B: Site Photographs
- C: Existing Site Plan – 210206014-AZ
- D: Information on Possible Contamination
- E: Cost Build-up

	Date	Initial
Written by	14/01/15	NP
Checked by	04/02/15	IJC

Please note:

Unless otherwise stated all drawings, images and diagrams contained within this document are not to scale.

This document is the property and copyright of Pellings LLP

## 1.0 Introduction and Confirmation of Brief

- 1.1. Pellings LLP are appointed as part of East Thames Group Technical Team in respect of delivery of Development Agent services to Epping Forest District Council for a 6-10 year housing delivery programme.
- 1.2. Following initial appraisal by EFDC, 59 sites have been identified as having possible development potential, with a further number of sites in reserve.
- 1.3. Pellings LLP has been instructed to progress feasibility studies to all 59 sites, which will assist in establishing the extent and timing of the overall programme.
- 1.4. Our instructions are in accordance with our fee tender of 13 August 2012, against the previously prepared tender documentation, and email confirmation of 9 April 2013.

## 2.0 Existing Site and Surroundings

- 2.1. This site is located to the eastern edge of the residential area of Lower Nazeing. Palmers Grove surrounds the site and properties fronting the road back onto the site.
- 2.2. The site is accessed by a narrow drive approximately 50 meters in length. The site is formed of three blocks of garages with concrete hard standing to the centre and an area of scrub/grass land to the north which gives rear access to a number of properties, both vehicular and pedestrian. A substation is located to the south western corner where a pedestrian footpath enters the site.
- 2.3. The general surrounding area consists of semi-detached and terraced dwellings dating from the 1950's.

## 3.0 Proposals

- 3.1. The proposals are as shown on drawing 612.023/P4-27 Revision A and comprise :
  - 4 x 3 bed 2-storey terraced houses @ 93m<sup>2</sup>
  - 9 parking spaces
- 3.2. Due to the constraints of the site, it is unlikely that turning space for fire appliances and refuse vehicles will be achieved. Accordingly a sprinkler system may need to be provided.
- 3.3. The vehicular access referenced above is not retained within proposals.
- 3.4. Proposals maintain the pedestrian access adjacent the substation

## 4.0 Planning Issues and Risks

- 4.1. The adopted Development Plan for Epping Forest Council is the Combined Local Plan 1998 and Local Plan Alterations 2006.
- 4.2. The site is identified as being within an area that floods on the Local Plan proposals map but not on the Environment Agency planning flood map. It can therefore be considered that the site is not at risk of flooding.

4.3. The site has no site specific policies however consideration will need to be given to the following policies where they comply with the NPPF:

- ST4 (Road Safety) – States the planning permission will only be granted where there will be no adverse effects on the highway, traffic congestion or harm to the character or appearance of the area.
- CP7 (Urban Form and Quality) – Encourages the efficient use of existing built-up areas by the recycling of vacant, derelict, degraded and under-used land to accommodate the redevelopment of and re-use of urban sites, which are no longer appropriate to their existing or proposed use in the foreseeable future, for alternative land uses.
- H4A (Dwelling Mix) – States the needs for a range of dwellings, including an appropriate proportion of smaller dwellings, to meet identified housing need on a site-by-site basis.

4.4. It will be necessary to undertake a parking survey and prepare a transport statement to demonstrate that the loss of parking would not be detrimental to highway conditions or the amenities in the area because of a lack of parking.

4.5. The site is located within the urban area of Lower Nazeing and would comply with policy CP7.

4.6. The site would comply with policy H4A providing additional family housing.

#### 5.0 **Impact/Implications of Statutory Services**

5.1. We have undertaken statutory services enquiries to the following:

- Vodaphone
- BT Openreach
- National Grid
- UK Power Networks
- Virgin Media
- National Grid
- Scottish and Southern Energy (SSE)
- Environment Agency
- Thames Water

Responses have been received as follows :

5.2. Vodaphone: No issues.

5.3. BT Openreach: No issues.

5.4. National Grid: No issues.

5.5. UK Power Networks: No issues.

5.6. Virgin Media: No response

5.7. SSE: No issue

5.8. Environment Agency: No response



- 5.9. Thames Water: No issue.
- 5.10. It should be noted there are a number of responses to enquiries that, at time of preparation of this report, have not yet been received.

## 6.0 **Site Access and Buildability Issues**

- 6.1. The site is accessed from existing site roads and there would not appear to be any particular difficulties for the normal level and size of construction traffic associated with a development of this nature.
- 6.2. Areas should be available for contractor's site set up and accommodation.
- 6.3. The site is within a primarily residential area, and accordingly, any appointed contractor should use all best endeavours to act in a considerate manner and within normal working hours.
- 6.4. Further to initial enquiries made to EFDC, some potential contamination issues have been highlighted with use of the domestic garages. Possible contaminants indicated within the note produced by EFDC Planning and Economic Development Directorate at Appendix D.
- 6.5. Possible contaminants in respect of the previous use of the garage site may include asbestos, ash and clinker, hydro-carbons from vehicle maintenance and the like.
- 6.6. Accordingly, suitable site investigation will need to be undertaken ahead of any proposals to take this site forward and specific recommendations made to deal with any contamination found, whether by capping or removal from site.
- 6.7. The site is accessed by way of a narrow driveway and as at present, our proposals do not include a turning head for refuse or emergency vehicles. Accordingly, subject to detailed design, an independent refuse storage area may be required along with sprinkler provision to the new house or houses for fire protection.

## 7.0 **Neighbourly Matters and Party Walls**

- 7.1. As above, the proposed development site is within a primarily residential area and the appointed contractor should act in a considerate manner. It is proposed that restrictions on working hours, noise levels, requirement for resident liaison and similar matters will be included within contract documentation.
- 7.2. From proposals on Drawing 612.023/ P4-27 Revision A it is not considered that Party Wall matters will be relevant to the development.

## 8.0 **Proposed Procurement Route**

- 8.1. It is understood that development works will be procured by way of the East Thames Housing Group existing contractor framework arrangements.
- 8.2. It is proposed that works shall be procured on a Design and Build basis with the contractors taking forward RIBA Stage 3 planning consent drawings into detailed design and construction delivery on site.
- 8.3. Schemes shall be designed to a set of Employer's Requirements to be subsequently confirmed but which substantially shall be formed from existing East Thames Housing Group Design Standards and Employer's Requirement documentation.

- 8.4. It is proposed that all site preparation works will be included within individual contract packages including any required demolitions, adjustment of statutory services, highways works and boundary maintenance/reinstatement/provision.
- 8.5. On completion of the feasibility studies for the whole programme, further recommendations will be made in terms of how works are packaged to ensure size of work packages are optimised for ensuring maximum economies for East Thames Housing Group and EFDC.
- 8.6. It is considered, at this stage, that this may be by way of a mix of different sized contractors dependent upon the numbers and geographical location of individual works packages.
- 8.7. Works will be administered by Pellings LLP as Employer's Agent acting in accordance with East Thames Housing Group terms of appointment and the overarching requirements of the Development Agency agreement.

#### 9.0 **Impact on Parking**

9.1. The Council's currently adopted parking standards are contained within Essex County Council's Parking Standards Design and Good Practice Guide – September 2009. These revised standards were adopted by the Council as statutory planning guidance in February 2012.

9.2. Flats and houses have the same parking standard as follows:

- 1 bedroom accommodation – 1 space per dwelling
- 2 bedroom accommodation and above – 2 spaces per dwelling
- Visitor parking – 0.25 spaces per dwelling (rounded up to the nearest whole number)

9.3. The proposals would appear to meet the Council's parking standards for new development.

9.4. However, should the site move forward to planning application stages, it is recommended that a Transport Statement be undertaken, including parking surveys, to demonstrate that the loss of the garages will not give rise to any planning or highway problems.

9.5. Cycle parking will need to be provided at 1 secure covered space per dwelling if a garage or secure area is not provided within the curtilage of the dwelling.

1 covered visitor cycle space will need to be provided per 8 dwellings if no secure space is provided for each dwelling.

#### 10.0 **Legals**

10.1. We have not been provided with a Housing Management Report and Legals Checklist for this site.

10.2. Legal matters would therefore need to be checked to ensure there are no encumbrances that affect redevelopment of the site.

11.0 **Costs**

11.1. It is considered that a budget of £791,000.00 should be allowed for this scheme, inclusive of contractor design fees, but exclusive of professional fees and VAT. Please refer to Appendix E.

12.0 **Recommendations and Conclusions**

12.1. Subject to an overall lifetime cost appraisal, we conclude that the site appears to have economic development opportunities and we recommend is considered for taking forward to planning application stage, with a view to incorporating into the overall programme.

Signed :  .....  
For Pellings LLP

Date : 4<sup>th</sup> February 2015 .....

## **Appendix A**

Development Proposals

Drawings 612.023/P4-27 Revision A



**PELLINGS**

Architects & Planning Building Surveying & Project Management  
 1020 840 9114 | 020 835 0019 | e.bonny@pellings.co.uk  
 www.pellings.co.uk

Client: East Thames HA  
 Title: Existing and Proposed Plans  
 Location: Palmers Grove  
 Nazing

Project: EFDC House Building  
 Date: DEC 2014  
 Scale: 1:500 @ A3  
 Drawn: NP  
 Check: DK

612 023 P4-27 A

Rev Date Description  
 - - - -

5m 0 25m 50m

**PRELIMINARY**

NOTES:  
 Report all discrepancies, errors and omissions.  
 Do not scale from this drawing.  
 Verify all dimensions on site before commencing any work or  
 preparing any other drawings.  
 All building materials and workmanship are to comply with  
 all the relevant British Standards, Codes of Practice, and  
 appropriate manufacturers recommendations that from time to  
 time shall apply.  
 For all specialist work, see relevant drawings.

This drawing and design are copyright of PELLINGS LLP

**Appendix B**  
Site Photographs

## Appendix B - Site Photographs

1.



2.



3.



4.





**Appendix C**  
Existing Site Plan



Contains Ordnance Survey & Royal Mail Data  
© Crown Copyright & Database Right 2011  
EFDC License No: 100018534 2011

Directorate of Environment & Street Scene  
Civic Offices  
High Street  
Epping, Essex,  
CM16 4BZ  
Tel. 01992 564000

Project  
Potential Site for Council House  
Building Program

Drawing No.  
201206014\_AZ

Content  
Palmers Grove  
Nazeing

Date  
04/07/12

Scale  
1:1250 @ A4

Drawn By  
Robert Irwin

## Appendix D

### **Information on Possible Contamination**

Information on possible contamination has been forwarded by Epping Forest District Council by way of email of 22nd May 2013, giving information on potential contamination across all the primary sites.

This clarifies possible ground contamination derived from asbestos, made ground, hydrocarbons, petroleum hydrocarbons and the like.

It is likely that any Planning Consent will carry a Condition that all contamination issues are to be remediated.

Accordingly, we recommend that initial site investigation is undertaken for all sites that move forward to Planning Applications.

## **Appendix E**

### Cost Build-up

Palmer Grove Nazeing

Accommodation Summary	Nr	m2	ft2	
Affordable Apartments				] see accommodation
Affordable Houses	4	372	4,004	
Bungalows				] schedule below
<b>TOTAL GIFA</b>	<b>4</b>	<b>372</b>	<b>4,004</b>	

**BUDGET COST ALLOWANCES**

Item	Description	Qty	Unit	Rate	Totals
<b>1.00 Enabling Works</b>					
1.01	Demolition of existing garages	25	Nr	£650	£16,250
1.02	Allowance for removal of asbestos	25	Nr	£350	£8,750
1.03	Site clearance	1,571	m2	£15	£23,565
				<b>Sub-total</b>	<b>£48,565</b>
<b>2.00 Construction</b>					
2.01	Apartments				
	Private areas		m2	£1,150	
	Communal areas (20% allowed)		m2	£750	
2.02	Houses	372	m2	£1,050	£390,600
2.03	Bunglaows		m2	£950	
				<b>Sub-total</b>	<b>£390,600</b>
<b>3.00 Abnormals</b>					
3.01	Allowance for contaminated ground		Item		Excluded
3.02	Extra Over for wall:floor ratio (> 85%)	25	m2	£250	£6,250
3.03	Allowance for enhanced external fabric finish		m2	£30	no allowance
3.04	Extra for wheelchair unit adaptations		Nr	£6,000	no allowance
3.05	Passenger lift serving apartments		Nr	£75,000	not required
3.06	Measures to achieve CfSH Level 4	4	Nr	£2,500	£10,000
3.07	Balconies (average 4m2 each)		Nr	£2,200	no allowance
3.08	PV panels to roof		m2	£750	no allowance
3.09	Extra Over for thin joint construction		Nr	£400	no allowance
3.10	Extra over cost for excavating and removing tarmac road surface	724	m2	£20	£14,480
				<b>Sub-total</b>	<b>£30,730</b>
<b>4.00 External Works</b>	(see build up overleaf)				£169,595
<b>5.00 Contractor's Preliminaries</b>					
5.01	Site set up, running costs, management, etc.	40	weeks	£1,605	£64,200
5.02	Scaffolding	342	m2	£30	£10,260
5.03	Hoardings	256	m	£60	£15,360
				<b>Sub-total</b>	<b>£89,820</b>
			£/m2	£/ft2	
	<b>INDICATIVE CONSTRUCTION COST</b>		<b>1,961</b>	<b>182</b>	<b>729,310</b>
	(Excluding FF&E, Fees, etc.)				

Palmer Grove Nazeing

**6.00 Other Costs**

6.01 Client FF&E (white goods, etc.)	Item		Excluded
6.02 Telecoms / ICT / Security	Item		Excluded
6.03 Contingency Allowance		5.0%	£36,466
6.04 Contractor's Design Fees		4.0%	£25,580

**Totals** **£791,355**

<b>TOTAL INDICATIVE BUDGET COST</b>	(say)	<b>197,750</b>	<b>2,126</b>	<b>£791,000</b>
-------------------------------------	-------	----------------	--------------	-----------------

Refer to below for Clarifications, Assumptions and Exclusions

**EXTERNAL WORKS**

Item	Description	Qty	Unit	Rate	Totals
4.01	Private gardens (incl. fencing)	682	m2	£45	£30,690
4.02	Communal soft landscaping	237	m2	£25	£5,925
4.03	Allowance for planting		Item	£1,500	no allowance
4.04	Allowance for communal drying area		Nr	£3,500	no allowance
4.05	Access road, parking and turning - adaptations	453	m2	£65	£29,445
4.06	Pedestrian paving - adaptations	50	m2	£45	£2,250
4.07	Cross over / highways adaptations		Item	£1,500	
4.08	Boundary treatment (fencing/walls)	256	m	£120	£30,720
4.09	External bins store		Nr	£2,500	no allowance
4.10	Cycle store		Nr	£1,500	no allowance
4.11	Foul water drainage	372	m2	£65	£24,180
4.12	External surface water drainage	721	m2	£40	£28,840
4.13	Attenuation tanks, etc		Item		excluded
4.14	External lighting	503	m2	£15	£7,545
4.15	Utilities mains supplies	4	Nr	£2,500	£10,000
4.16	New Substation		Nr		Excluded
<b>Sub-total</b>					<b>£169,595</b>

**ACCOMMODATION SCHEDULE**

Description	Nr	GIA	Sub-Totals	Totals
<b>Flats/Maisonettes</b>				
1B 2P Flat		53 m <sup>2</sup>		
2B 4P Flat		73 m <sup>2</sup>		
Allowance for communal space				
<b>Houses</b>				
2B 4P House		77 m <sup>2</sup>		
3B 5P House	4 Nr	93 m <sup>2</sup>	372	372
	4 Nr			
Bungalow: 2B	4 Nr			372

## CLARIFICATIONS AND ASSUMPTIONS

Estimate based on:

6Pellings Drawing No. 612023.P4-26A

We have not had an opportunity to visit the site but photographs have been made available. We have also utilised Google Earth to inform allowances.

GIFA is approximate due to early stage of design

Costs are based on 1Q 2015 prices with no allowance for future cost fluctuations

Costs are based on a Single Stage Competitive D&B procurement route

Costs are based on a Contractor 'best programme' contract period

All units assumed to achieve Code for sustainable Homes Level 4

Cost include for OH&P @ 7%

It is assumed that a traditional construction (concrete strip foundations, brick/block walls, timber or beam / block floor

Contractors design fees are based upon appointment with planning consent under JCT D&B contract

Assumed no Party Wall or Rights of Lights issues

Assumed no Asbestos removal required, unless otherwise stated

No allowance has been made for designated child play space

### Exclusions

Clients professional fees (including statutory fees)

VAT

Excludes any off-site works

Provision of loose fittings and furnishings

Costs of compliance of any conditions imposed by statutory bodies

Costs of Section 106, 278 and other Agreement(s) or Community Infrastructure Levy charges

### Commercial Commentary

PLLP is mindful that the construction industry is becoming increasingly volatile. We are seeing increasingly lengthy lead in times for materials (in particular due to reduced brick and block stocks) which is having an effect on tender prices.

That said this project is likely to be attractive to the Contractors' various supply chains and should therefore stimulate an element of healthy competition.

However, we would suggest that the Client retains a reasonable, undeclared Contingency to offset the potential risk that market forces will increase tender prices.

This page is intentionally left blank



**East Thames Housing / Epping Forest District Council  
Housing Delivery Programme**

**Feasibility Report**

**Site: Pound Close, Nazeing EN9 2HR**

Ref: IJC/srs/612.023  
Date: January 2015

## Contents

---

1. Introduction and Confirmation of Brief
2. Existing Site and Surroundings
3. Proposals
4. Planning Issues and Risks
5. Impact/Implications of Statutory Services
6. Site Access and Buildability Issues
7. Neighbourly Matters and Party Walls
8. Proposed Procurement Route
9. Impact on Parking
10. Legals
11. Costs
12. Recommendations and Conclusions

## Appendices

- A: Development Proposals – Drawing 612.023/P4-26 Revision A
- B: Site Photographs
- C: Existing Site Plan – 210206014-AY
- D: Information on Possible Contamination
- E: Cost Build-up

	Date	Initial
Written by	14/01/15	NP
Checked by	04/02/15	IJC

Please note:

Unless otherwise stated all drawings, images and diagrams contained within this document are not to scale.

This document is the property and copyright of Pellings LLP

## 1.0 Introduction and Confirmation of Brief

- 1.1. Pellings LLP are appointed as part of East Thames Group Technical Team in respect of delivery of Development Agent services to Epping Forest District Council for a 6-10 year housing delivery programme.
- 1.2. Following initial appraisal by EFDC, 59 sites have been identified as having possible development potential, with a further number of sites in reserve.
- 1.3. Pellings LLP has been instructed to progress feasibility studies to all 59 sites, which will assist in establishing the extent and timing of the overall programme.
- 1.4. Our instructions are in accordance with our fee tender of 13 August 2012, against the previously prepared tender documentation, and email confirmation of 9 April 2013.

## 2.0 Existing Site and Surroundings

- 2.1. This site is located to the southern edge of the residential area of Lower Nazeing to the south eastern corner of Pound Close. The site is formed of two rows of garages to the east and west with hard standing in between. An area of scrub land lies to the south which forms part of the site with open space beyond. To the east and west of the site are residential properties and gardens.
- 2.2. The character of the surrounding area is semi-detached and terraced dwellings with gardens to the front and rear and some with parking to the front.
- 2.3. The access is to the north eastern corner of the site and a public footpath enters at the north western corner.

## 3.0 Proposals

- 3.1. The proposals are as shown on drawing 612.023/P4-26 Revision A and comprise :
  - 2 x 3 bed 2-storey semi-detached houses @ 93m<sup>2</sup>
  - 3 x 2 bed 2-storey terraced houses @ 77m<sup>2</sup>
  - 12 parking spaces
- 3.2. Due to the constraints of the site, it is unlikely that turning space for fire appliances and refuse vehicles will be achieved. Accordingly a sprinkler system may need to be provided.
- 3.3. Design proposals will need to recognise the windows in the flank elevations of existing buildings.
- 3.4. A foul and surface water sewer cross the site adjacent the North boundary however these do not affect design proposals.

## 4.0 Planning Issues and Risks

- 4.1. The adopted Development Plan for Epping Forest Council is the Combined Local Plan 1998 and Local Plan Alterations 2006.

- 4.2. The site is identified as being within an area that floods on the Local Plan proposals map but not on the Environment Agency planning flood map. It can therefore be considered that the site is not at risk of flooding.
- 4.3. The site has no site specific policies however consideration will need to be given to the following policies where they comply with the NPPF:
- ST4 (Road Safety) – States the planning permission will only be granted where there will be no adverse effects on the highway, traffic congestion or harm to the character or appearance of the area.
  - CP7 (Urban Form and Quality) – Encourages the efficient use of existing built-up areas by the recycling of vacant, derelict, degraded and under-used land to accommodate the redevelopment of and re-use of urban sites, which are no longer appropriate to their existing or proposed use in the foreseeable future, for alternative land uses.
  - H4A (Dwelling Mix) – States the needs for a range of dwellings, including an appropriate proportion of smaller dwellings, to meet identified housing need on a site-by-site basis.
- 4.4. It will be necessary to undertake a parking survey and prepare a transport statement to demonstrate that the loss of parking would not be detrimental to highway conditions or the amenities in the area because of a lack of parking.
- 4.5. The site is located to the edge of the urban area and would comply with policy CP7.
- 4.6. The site would comply with policy H4A providing additional family housing.

## 5.0 **Impact/Implications of Statutory Services**

5.1. We have undertaken statutory services enquiries to the following:

- Vodaphone
- BT Openreach
- National Grid
- UK Power Networks
- Virgin Media
- National Grid
- Scottish and Southern Energy (SSE)
- Environment Agency
- Thames Water

Responses have been received as follows :

- 5.2. Vodaphone: No issues.
- 5.3. BT Openreach: No issues.
- 5.4. National Grid: No issues.
- 5.5. UK Power Networks: No issues.
- 5.6. Virgin Media: No response
- 5.7. SSE: No issue

- 5.8. Environment Agency: No response
- 5.9. Thames Water: Foul and surface water sewer adjacent north boundary
- 5.10. It should be noted there are a number of responses to enquiries that, at time of preparation of this report, have not yet been received.

#### 6.0 **Site Access and Buildability Issues**

- 6.1. The site is accessed from existing site roads and there would not appear to be any particular difficulties for the normal level and size of construction traffic associated with a development of this nature.
- 6.2. Areas should be available for contractor's site set up and accommodation.
- 6.3. The site is within a primarily residential area, and accordingly, any appointed contractor should use all best endeavours to act in a considerate manner and within normal working hours.
- 6.4. Further to initial enquiries made to EFDC, some potential contamination issues have been highlighted with use of the domestic garages. Possible contaminants indicated within the note produced by EFDC Planning and Economic Development Directorate at Appendix D.
- 6.5. Possible contaminants in respect of the previous use of the garage site may include asbestos, ash and clinker, hydro-carbons from vehicle maintenance and the like.
- 6.6. Accordingly, suitable site investigation will need to be undertaken ahead of any proposals to take this site forward and specific recommendations made to deal with any contamination found, whether by capping or removal from site.
- 6.7. Proposals do not include a turning head for refuse or emergency vehicles. Accordingly, subject to detailed design, an independent refuse storage area may be required along with sprinkler provision to the new houses for fire protection.

#### 7.0 **Neighbourly Matters and Party Walls**

- 7.1. As above, the proposed development site is within a primarily residential area and the appointed contractor should act in a considerate manner. It is proposed that restrictions on working hours, noise levels, requirement for resident liaison and similar matters will be included within contract documentation.
- 7.2. From proposals on Drawing 612.023/P4-26 Revision A, Party Wall matters will be relevant to the development, particularly adjacent to No. 14A Pound Close
- 7.3. Confirmation of ownership will be required in due course.
- 7.4. Such Party Wall matters may be undertaken ahead of the build contract by direct appointment by EFDC, or included as a requirement for the contractor to deal with within the build contract. This later approach, however, would carry increased risk to programme and cost.

## 8.0 **Proposed Procurement Route**

- 8.1. It is understood that development works will be procured by way of the East Thames Housing Group existing contractor framework arrangements.
- 8.2. It is proposed that works shall be procured on a Design and Build basis with the contractors taking forward RIBA Stage 3 planning consent drawings into detailed design and construction delivery on site.
- 8.3. Schemes shall be designed to a set of Employer's Requirements to be subsequently confirmed but which substantially shall be formed from existing East Thames Housing Group Design Standards and Employer's Requirement documentation.
- 8.4. It is proposed that all site preparation works will be included within individual contract packages including any required demolitions, adjustment of statutory services, highways works and boundary maintenance/reinstatement/provision.
- 8.5. On completion of the feasibility studies for the whole programme, further recommendations will be made in terms of how works are packaged to ensure size of work packages are optimised for ensuring maximum economies for East Thames Housing Group and EFDC.
- 8.6. It is considered, at this stage, that this may be by way of a mix of different sized contractors dependent upon the numbers and geographical location of individual works packages.
- 8.7. Works will be administered by Pellings LLP as Employer's Agent acting in accordance with East Thames Housing Group terms of appointment and the overarching requirements of the Development Agency agreement.

## 9.0 **Impact on Parking**

- 9.1. The Council's currently adopted parking standards are contained within Essex County Council's Parking Standards Design and Good Practice Guide – September 2009. These revised standards were adopted by the Council as statutory planning guidance in February 2012.
- 9.2. Flats and houses have the same parking standard as follows:
- 1 bedroom accommodation – 1 space per dwelling
  - 2 bedroom accommodation and above – 2 spaces per dwelling
  - Visitor parking – 0.25 spaces per dwelling (rounded up to the nearest whole number)
- 9.3. The proposals would appear to more than meet the Council's parking standards for new development.
- 9.4. However, should the site move forward to planning application stages, it is recommended that a Transport Statement be undertaken, including parking surveys, to demonstrate that the loss of the garages will not give rise to any planning or highway problems.

9.5. Cycle parking will need to be provided at 1 secure covered space per dwelling if a garage or secure area is not provided within the curtilage of the dwelling.

1 covered visitor cycle space will need to be provided per 8 dwellings if no secure space is provided for each dwelling.

10.0 **Legals**

10.1. We have not been provided with a Housing Management Report and Legals Checklist for this site.

10.2. Legal matters would therefore need to be checked to ensure there are no encumbrances that affect redevelopment of the site.

11.0 **Costs**

11.1. It is considered that a budget of £841,000.00 should be allowed for this scheme, inclusive of contractor design fees, but exclusive of professional fees and VAT. Please refer to Appendix E.

12.0 **Recommendations and Conclusions**

12.1. Subject to an overall lifetime cost appraisal, we conclude that the site appears to have economic development opportunities and we recommend is considered for taking forward to planning application stage, with a view to incorporating into the overall programme.

Signed :

  
.....  
For Pellings LLP

Date :

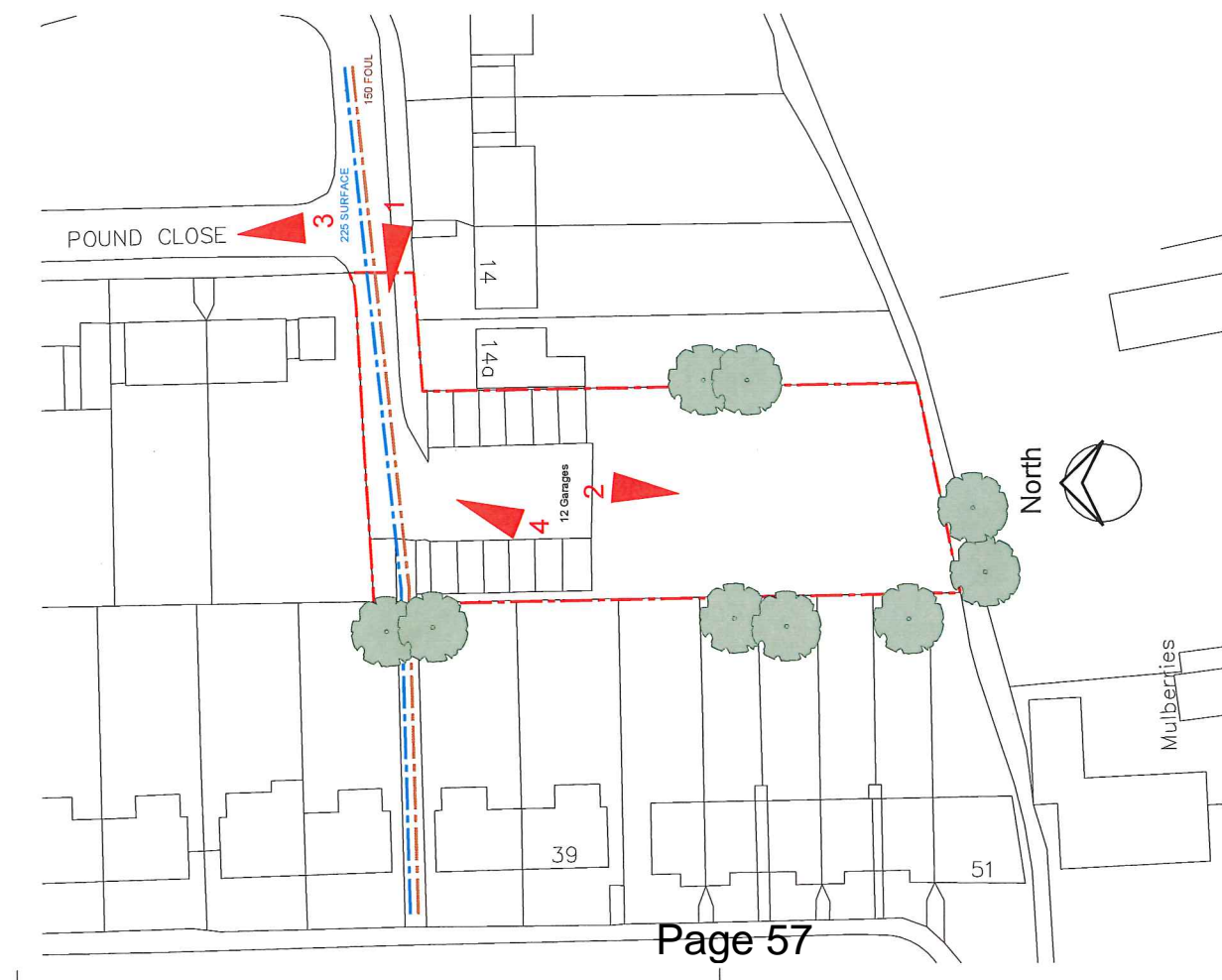
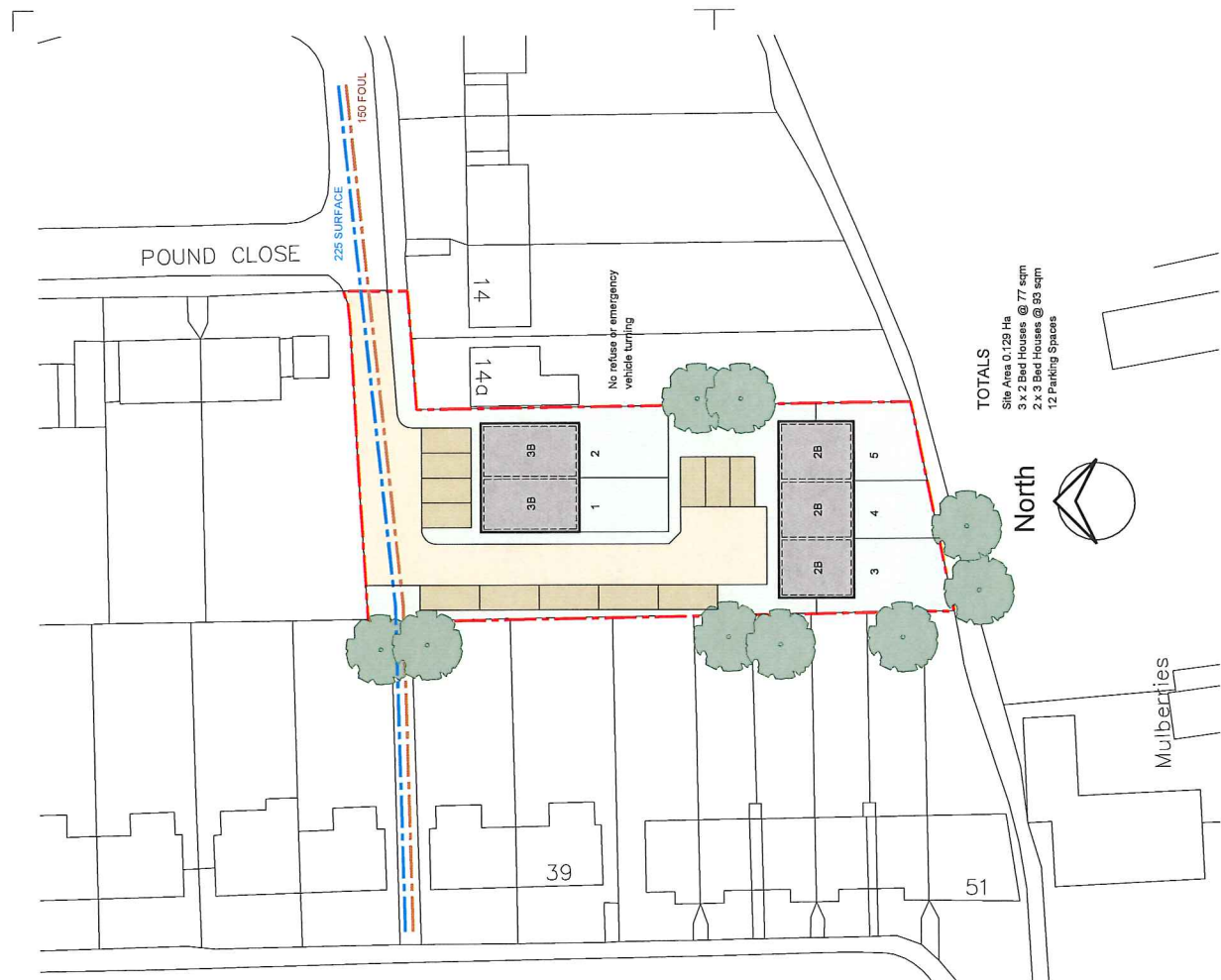
4<sup>th</sup> February 2015  
.....

## **Appendix A**

Development Proposals

Drawings 612.023/P4-26 Revision A





**TOTALS**  
 Site Area 0.129 Ha  
 3 x 2 Bed Houses @ 77 sqm  
 2 x 3 Bed Houses @ 93 sqm  
 12 Parking Spaces

**NOTES:**  
 Report all discrepancies, errors and omissions to the client immediately.  
 Verify all dimensions on site before commencing any work or preparing shop drawings.  
 All materials, components and workmanship are to comply with the relevant standards and specifications of the appropriate manufacturers' recommendations that from time to time shall apply.  
 For all specialist work, see relevant drawings.  
 This drawing and design are copyright of PELLINGS LLP

**PRELIMINARY**

Rev Date Description  
 - / - / -

Scale: 0 25m 50m

**Pellings**

Client: East Thames HA  
 Project: EFDC House Building  
 Title: Existing and Proposed Plans  
 Location: Pound Close Nazeing

Architects & Planning: Building Surveying & Project Management  
 Cost Consultancy & CDM Co-ordinator

PELLINGS LLP  
 24 Waltham Road Borely Wood BRQ 11RY  
 020 8600 9114 / 020 8370 0019 e: borely@pellings.co.uk  
 www.pellings.co.uk

PROJECT	EFDC House Building
DATE	DEC 2014
DRAWN	NP
CHECKED	OK
SCALE	1:500 @A3
DRAWING NO.	612 023 P4-26 A

**Appendix B**  
Site Photographs

## Appendix B - Site Photographs

1.



2.



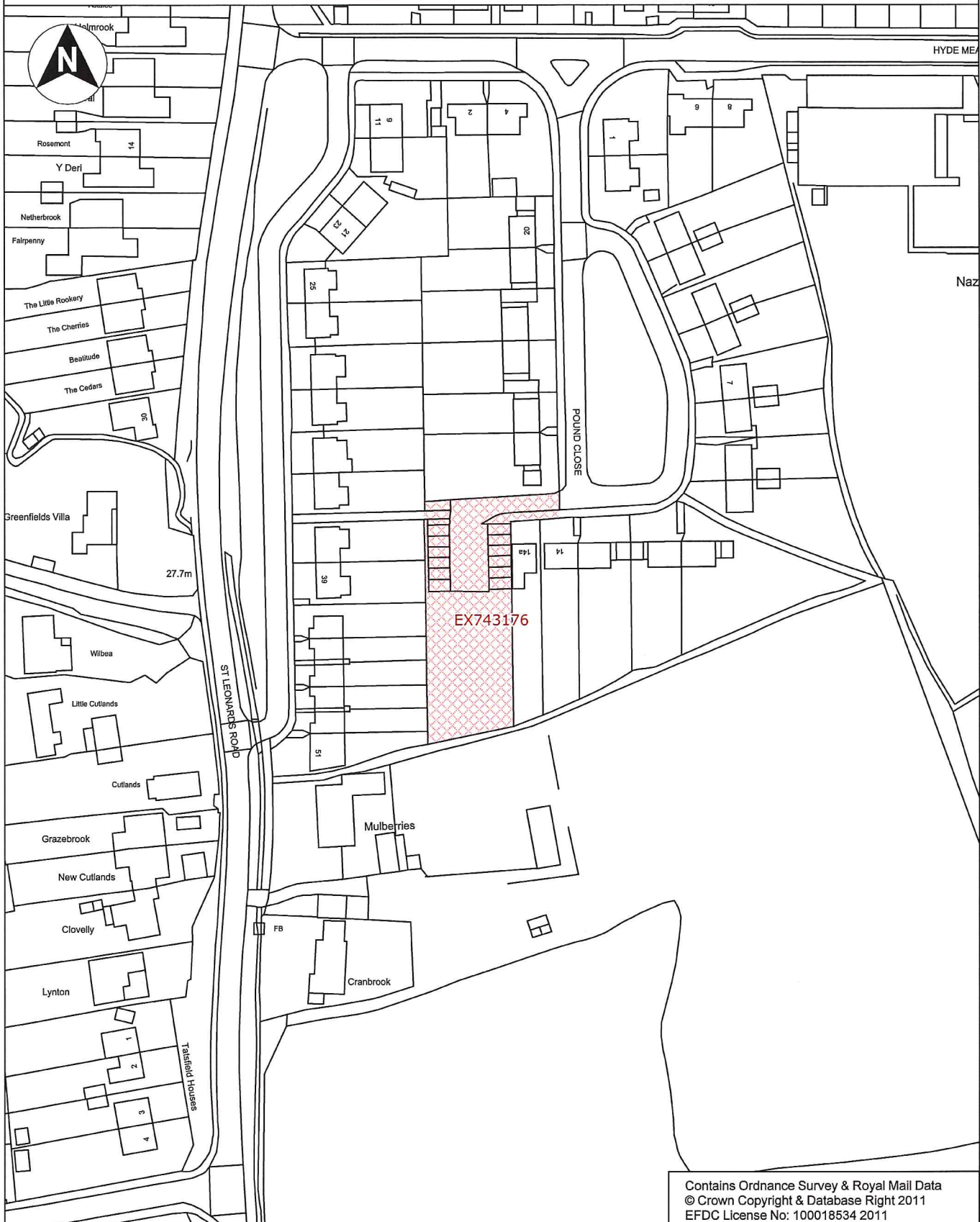
3.



4.



**Appendix C**  
Existing Site Plan



Contains Ordnance Survey & Royal Mail Data  
 © Crown Copyright & Database Right 2011  
 EFDC License No: 100018534 2011

Directorate of Environment & Street Scene  
 Civic Offices  
 High Street  
 Epping, Essex,  
 CM16 4BZ  
 Tel. 01992 564000

Project  
 Potential Site for Council House  
 Building Program

Drawing No.  
 201206014 AY

Content  
 Pound Close  
 Nazeing

Date  
 04/07/12

Scale  
 1:1250 @ A4

Drawn By  
 Robert Irwin

## Appendix D

### **Information on Possible Contamination**

Information on possible contamination has been forwarded by Epping Forest District Council by way of email of 22nd May 2013, giving information on potential contamination across all the primary sites.

This clarifies possible ground contamination derived from asbestos, made ground, hydrocarbons, petroleum hydrocarbons and the like.

It is likely that any Planning Consent will carry a Condition that all contamination issues are to be remediated.

Accordingly, we recommend that initial site investigation is undertaken for all sites that move forward to Planning Applications.

## **Appendix E**

### Cost Build-up



Pound Close Nazeing

Accommodation Summary	Nr	m2	ft2
Affordable Apartments			
Affordable Houses	5	417	4,489
Bungalows			
<b>TOTAL GIFA</b>	<b>5</b>	<b>417</b>	<b>4,489</b>

] see accommodation  
] schedule below

**BUDGET COST ALLOWANCES**

Item	Description	Qty	Unit	Rate	Totals
<b>1.00 Enabling Works</b>					
1.01	Demolition of existing garages & storage shed	12	Nr	£650	£7,800
1.02	Allowance for removal of asbestos	12	Nr	£350	£4,200
1.03	Site clearance	1,289	m2	£15	£19,335
<b>Sub-total</b>					<b>£31,335</b>
<b>2.00 Construction</b>					
2.01	Apartments				
	Private areas		m2	£1,150	
	Communal areas (20% allowed)		m2	£750	
2.02	Houses	417	m2	£1,050	£437,850
2.03	Bunglaows		m2	£950	
<b>Sub-total</b>					<b>£437,850</b>
<b>3.00 Abnormals</b>					
3.01	Allowance for contaminated ground		Item		Excluded
3.02	Extra Over for wall:floor ratio (> 85%)	144	m2	£250	£36,000
3.03	Allowance for enhanced external fabric finish		m2	£30	no allowance
3.04	Extra for wheelchair unit adaptations		Nr	£6,000	no allowance
3.05	Passenger lift serving apartments		Nr	£75,000	not required
3.06	Measures to achieve CfSH Level 4	5	Nr	£2,500	£12,500
3.07	Balconies (average 4m2 each)		Nr	£2,200	no allowance
3.08	PV panels to roof		m2	£750	no allowance
3.09	Extra Over for thin joint construction		Nr	£400	no allowance
3.10	Extra over cost for excavating and removing concrete road surface	347	m2	£20	£6,940
<b>Sub-total</b>					<b>£55,440</b>
<b>4.00</b>	<b>External Works</b>			(see build up overleaf)	£160,000
<b>5.00 Contractor's Preliminaries</b>					
5.01	Site set up, running costs, management, etc.	40	weeks	£1,605	£64,200
5.02	Scaffolding	499	m2	£30	£14,970
5.03	Hoardings	183	m	£60	£10,980
<b>Sub-total</b>					<b>£90,150</b>
				<b>£/m2</b>	<b>£/ft2</b>
<b>INDICATIVE CONSTRUCTION COST</b>				<b>1,858</b>	<b>173</b>
(Excluding FF&E, Fees, etc.)					<b>774,775</b>

Pound Close Nazeing

6.00 Other Costs

6.01 Client FF&E (white goods, etc.)	Item		Excluded
6.02 Telecoms / ICT / Security	Item		Excluded
6.03 Contingency Allowance		5.0%	£38,739
6.04 Contractor's Design Fees		4.0%	£27,385

<b>Totals</b>				<b>£840,899</b>
		£/unit	£/m2	
<b>TOTAL INDICATIVE BUDGET COST</b>	(say)	<b>168,200</b>	<b>2,017</b>	<b>£841,000</b>

Refer to below for Clarifications, Assumptions and Exclusions

**EXTERNAL WORKS**

Item	Description	Qty	Unit	Rate	Totals
4.01	Private gardens (incl. fencing)	314	m2	£45	£14,130
4.02	Communal soft landscaping	109	m2	£25	£2,725
4.03	Allowance for planting		Item	£1,500	no allowance
4.04	Allowance for communal drying area		Nr	£3,500	no allowance
4.05	Access road, parking and turning - adaptations	492	m2	£65	£31,980
4.06	Pedestrian paving - adaptations	129	m2	£45	£5,805
4.07	Cross over / highways adaptations		Item	£1,500	
4.08	Boundary treatment (fencing/walls)	183	m	£120	£21,960
4.09	External bins store		Nr	£2,500	no allowance
4.10	Cycle store		Nr	£1,500	no allowance
4.11	Foul water drainage	417	m2	£65	£27,105
4.12	External surface water drainage	862	m2	£40	£34,480
4.13	Attenuation tanks, etc		Item		excluded
4.14	External lighting	621	m2	£15	£9,315
4.15	Utilities mains supplies	5	Nr	£2,500	£12,500
4.16	New Substation		Nr		Excluded
<b>Sub-total</b>					<b>£160,000</b>

**ACCOMMODATION SCHEDULE**

Description	Nr	GIA	Sub-Totals	Totals
<b>Flats/Maisonettes</b>				
1B 2P Flat		53 m <sup>2</sup>		
2B 4P Flat		73 m <sup>2</sup>		
Allowance for communal space				
<b>Houses</b>				
2B 4P House	3 Nr	77 m <sup>2</sup>	231	
3B 5P House	2 Nr	93 m <sup>2</sup>	186	417
	5 Nr			
Bungalow: 2B				
	5 Nr			417

**CLARIFICATIONS AND ASSUMPTIONS**

Estimate based on:

6Pellings Drawing No. 612023.P4-26A

We have not had an opportunity to visit the site but photographs have been made available. We have also utilised Google Earth to inform allowances.

GIFA is approximate due to early stage of design

Costs are based on 1Q 2015 prices with no allowance for future cost fluctuations

Costs are based on a Single Stage Competitive D&B procurement route

Costs are based on a Contractor 'best programme' contract period

All units assumed to achieve Code for sustainable Homes Level 4

Cost include for OH&P @ 7%

It is assumed that a traditional construction (concrete strip foundations, brick/block walls, timber or beam / block floor

Contractors design fees are based upon appointment with planning consent under JCT D&B contract

Assumed no Party Wall or Rights of Lights issues

Assumed no Asbestos removal required, unless otherwise stated

No allowance has been made for designated child play space

**Exclusions**

Clients professional fees (including statutory fees)

VAT

Excludes any off-site works

Provision of loose fittings and furnishings

Costs of compliance of any conditions imposed by statutory bodies

Costs of Section 106, 278 and other Agreement(s) or Community Infrastructure Levy charges

**Commercial Commentary**

PLLP is mindful that the construction industry is becoming increasingly volatile. We are seeing increasingly lengthy lead in times for materials (in particular due to reduced brick and block stocks) which is having an effect on tender prices.

That said this project is likely to be attractive to the Contractors' various supply chains and should therefore stimulate an element of healthy competition.

However, we would suggest that the Client retains a reasonable, undeclared Contingency to offset the potential risk that market forces will increase tender prices.

This page is intentionally left blank

**East Thames Housing / Epping Forest District Council  
Housing Delivery Programme**

**Feasibility Report**

**Site: Millfield, High Ongar CM5 9RJ**

Ref: IJC/srs/612.023  
Date: January 2015

## Contents

---

1. Introduction and Confirmation of Brief
2. Existing Site and Surroundings
3. Proposals
4. Planning Issues and Risks
5. Impact/Implications of Statutory Services
6. Site Access and Buildability Issues
7. Neighbourly Matters and Party Walls
8. Proposed Procurement Route
9. Impact on Parking
10. Legals
11. Costs
12. Recommendations and Conclusions

## Appendices

- A: Development Proposals – Drawing 612.023/P4-28 Revision A
- B: Site Photographs
- C: Existing Site Plan – 210206014-BD
- D: Information on Possible Contamination
- E: Cost Build-up

	Date	Initial
Written by	14/01/15	NP
Checked by	04/02/15	IJC

Please note:

Unless otherwise stated all drawings, images and diagrams contained within this document are not to scale.

This document is the property and copyright of Pellings LLP

## 1.0 Introduction and Confirmation of Brief

- 1.1. Pellings LLP are appointed as part of East Thames Group Technical Team in respect of delivery of Development Agent services to Epping Forest District Council for a 6-10 year housing delivery programme.
- 1.2. Following initial appraisal by EFDC, 59 sites have been identified as having possible development potential, with a further number of sites in reserve.
- 1.3. Pellings LLP has been instructed to progress feasibility studies to all 59 sites, which will assist in establishing the extent and timing of the overall programme.
- 1.4. Our instructions are in accordance with our fee tender of 13 August 2012, against the previously prepared tender documentation, and email confirmation of 9 April 2013.

## 2.0 Existing Site and Surroundings

- 2.1. The site is located to the southern end of High Ongar, off Millfield. The site is backed onto by properties fronting Millfield and Mill Lane and is accessed via a narrow drive from Millfield adjacent 48 and 49. It provides access to a rear parking area of 39 Millfield. High Ongar is located to the east of Chipping Ongar and forms a small conurbation with a church, primary school and village store.
- 2.2. The immediate surrounding area consists of semi-detached and terraced dwellings from the 1950's with a range of properties to the available in the main village to the north.

## 3.0 Proposals

- 3.1. The proposals are as shown on drawing 612.023/P4-28 Revision A and comprise :
  - 1 x 2 bed Bungalow @ 68m<sup>2</sup>
  - 5 parking spaces
- 3.2. Due to the constraints of the site, it is unlikely that turning space for fire appliances and refuse vehicles will be achieved. Accordingly a sprinkler system may need to be provided.
- 3.3. Design proposals have retained the existing vehicular access serving 39 Millfield

## 4.0 Planning Issues and Risks

- 4.1. The adopted Development Plan for Epping Forest Council is the Combined Local Plan 1998 and Local Plan Alterations 2006.
- 4.2. The site is not identified as being in an area at risk of flooding.
- 4.3. The site has no site specific policies however consideration will need to be given to the following policies where they comply with the NPPF:
  - ST4 (Road Safety) – States the planning permission will only be granted where there will be no adverse effects on the highway, traffic congestion or harm to the character or appearance of the area.

- CP7 (Urban Form and Quality) – Encourages the efficient use of existing built-up areas by the recycling of vacant, derelict, degraded and under-used land to accommodate the redevelopment of and re-use of urban sites, which are no longer appropriate to their existing or proposed use in the foreseeable future, for alternative land uses.
- H4A (Dwelling Mix) – States the needs for a range of dwellings, including an appropriate proportion of smaller dwellings, to meet identified housing need on a site-by-site basis.

4.4. It will be necessary to undertake a parking survey and prepare a transport statement to demonstrate that the loss of parking would not be detrimental to highway conditions or the amenities in the area because of a lack of parking.

4.5. The site is located to the edge of the urban area and would comply with policy CP7.

4.6. The site would comply with policy H4A providing additional family housing.

#### 5.0 **Impact/Implications of Statutory Services**

5.1. We have undertaken statutory services enquiries to the following:

- Vodaphone
- BT Openreach
- National Grid
- UK Power Networks
- Virgin Media
- National Grid
- Scottish and Southern Energy (SSE)
- Environment Agency
- Thames Water

Responses have been received as follows :

5.2. Vodaphone: No issues.

5.3. BT Openreach: No issues.

5.4. National Grid: No issues.

5.5. UK Power Networks: No issues.

5.6. Virgin Media: No response

5.7. SSE: No issue

5.8. Environment Agency: No response

5.9. Thames Water: No issue

5.10. It should be noted there are a number of responses to enquiries that, at time of preparation of this report, have not yet been received.



## 6.0 **Site Access and Buildability Issues**

- 6.1. The site is accessed from existing site roads and there would not appear to be any particular difficulties for the normal level and size of construction traffic associated with a development of this nature.
- 6.2. Areas should be available for contractor's site set up and accommodation.
- 6.3. The site is within a primarily residential area, and accordingly, any appointed contractor should use all best endeavours to act in a considerate manner and within normal working hours.
- 6.4. Further to initial enquiries made to EFDC, some potential contamination issues have been highlighted with use of the domestic garages. Possible contaminants indicated within the note produced by EFDC Planning and Economic Development Directorate at Appendix D.
- 6.5. Possible contaminants in respect of the previous use of the garage site may include asbestos, ash and clinker, hydro-carbons from vehicle maintenance and the like.
- 6.6. Accordingly, suitable site investigation will need to be undertaken ahead of any proposals to take this site forward and specific recommendations made to deal with any contamination found, whether by capping or removal from site.
- 6.7. The site is accessed by way of a narrow driveway and as at present, our proposals do not include a turning head for refuse or emergency vehicles. Accordingly, subject to detailed design, an independent refuse storage area may be required along with sprinkler provision to the new house or houses for fire protection.

## 7.0 **Neighbourly Matters and Party Walls**

- 7.1. As above, the proposed development site is within a primarily residential area and the appointed contractor should act in a considerate manner. It is proposed that restrictions on working hours, noise levels, requirement for resident liaison and similar matters will be included within contract documentation.
- 7.2. From proposals on Drawing 612.023/ P4-28 Revision A it is not considered that Party Wall matters will be relevant to the development.
- 7.3. Confirmation of ownership will be required in due course.
- 7.4. Such Party Wall matters may be undertaken ahead of the build contract by direct appointment by EFDC, or included as a requirement for the contractor to deal with within the build contract. This later approach, however, would carry increased risk to programme and cost.

## 8.0 **Proposed Procurement Route**

- 8.1. It is understood that development works will be procured by way of the East Thames Housing Group existing contractor framework arrangements.
- 8.2. It is proposed that works shall be procured on a Design and Build basis with the contractors taking forward RIBA Stage 3 planning consent drawings into detailed design and construction delivery on site.

- 8.3. Schemes shall be designed to a set of Employer's Requirements to be subsequently confirmed but which substantially shall be formed from existing East Thames Housing Group Design Standards and Employer's Requirement documentation.
- 8.4. It is proposed that all site preparation works will be included within individual contract packages including any required demolitions, adjustment of statutory services, highways works and boundary maintenance/reinstatement/provision.
- 8.5. On completion of the feasibility studies for the whole programme, further recommendations will be made in terms of how works are packaged to ensure size of work packages are optimised for ensuring maximum economies for East Thames Housing Group and EFDC.
- 8.6. It is considered, at this stage, that this may be by way of a mix of different sized contractors dependent upon the numbers and geographical location of individual works packages.
- 8.7. Works will be administered by Pellings LLP as Employer's Agent acting in accordance with East Thames Housing Group terms of appointment and the overarching requirements of the Development Agency agreement.

#### 9.0 **Impact on Parking**

- 9.1. The Council's currently adopted parking standards are contained within Essex County Council's Parking Standards Design and Good Practice Guide – September 2009. These revised standards were adopted by the Council as statutory planning guidance in February 2012.
- 9.2. Flats and houses have the same parking standard as follows:
- 1 bedroom accommodation – 1 space per dwelling
  - 2 bedroom accommodation and above – 2 spaces per dwelling
  - Visitor parking – 0.25 spaces per dwelling (rounded up to the nearest whole number)
- 9.3. The proposals would appear to more than meet the Council's parking standards for new development.
- 9.4. However, should the site move forward to planning application stages, it is recommended that a Transport Statement be undertaken, including parking surveys, to demonstrate that the loss of the garages will not give rise to any planning or highway problems.
- 9.5. Cycle parking will need to be provided at 1 secure covered space per dwelling if a garage or secure area is not provided within the curtilage of the dwelling.
- 1 covered visitor cycle space will need to be provided per 8 dwellings if no secure space is provided for each dwelling.

#### 10.0 **Legals**

- 10.1. We have not been provided with a Housing Management Report and Legals Checklist for this site.
- 10.2. Legal matters would therefore need to be checked to ensure there are no encumbrances that affect redevelopment of the site.

11.0 **Costs**

11.1. It is considered that a budget of £261,000.00 should be allowed for this scheme, inclusive of contractor design fees, but exclusive of professional fees and VAT. Please refer to Appendix F.

12.0 **Recommendations and Conclusions**

12.1. Subject to an overall lifetime cost appraisal, we conclude that the site appears to have economic development opportunities and we recommend is considered for taking forward to planning application stage, with a view to incorporating into the overall programme.

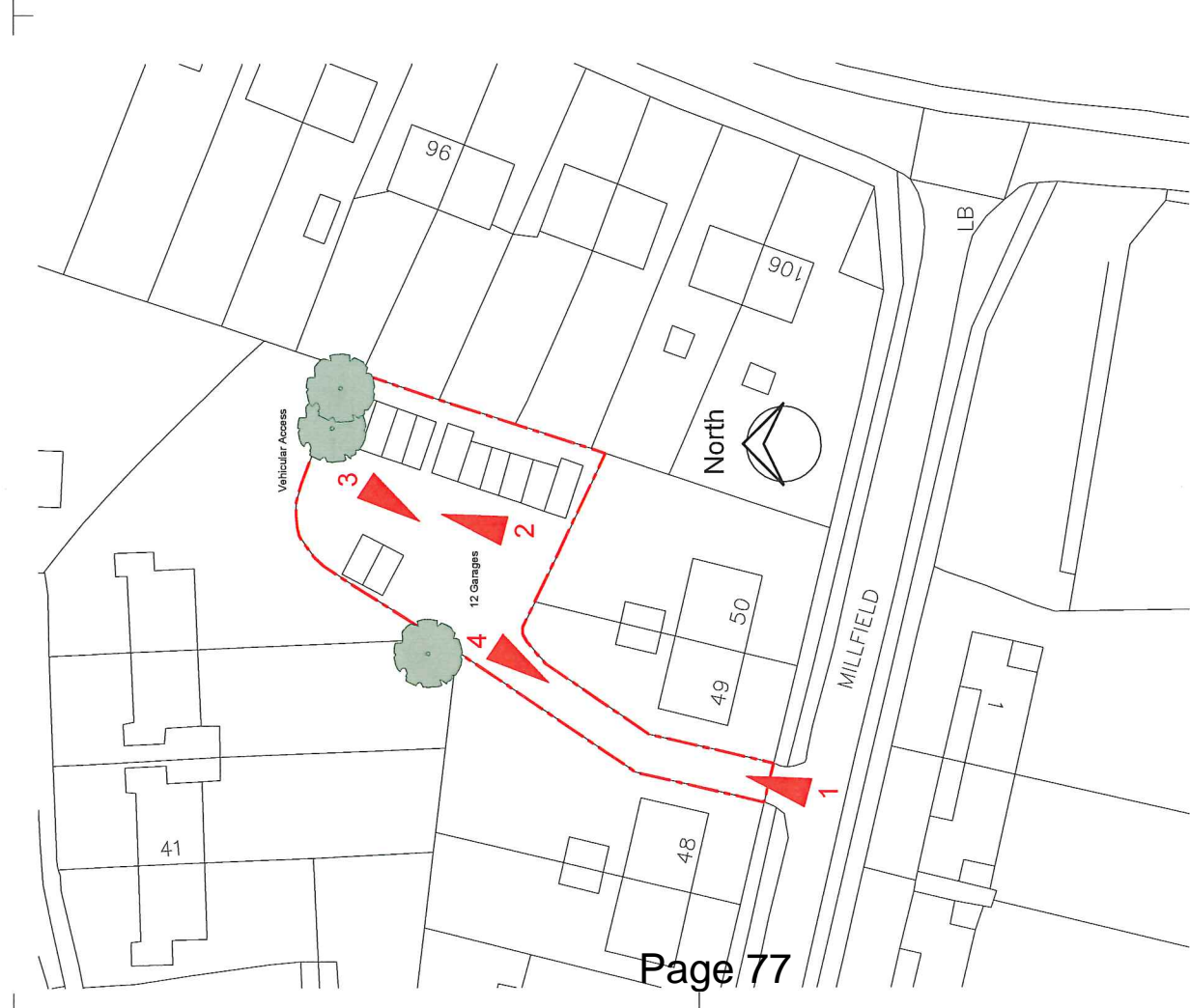
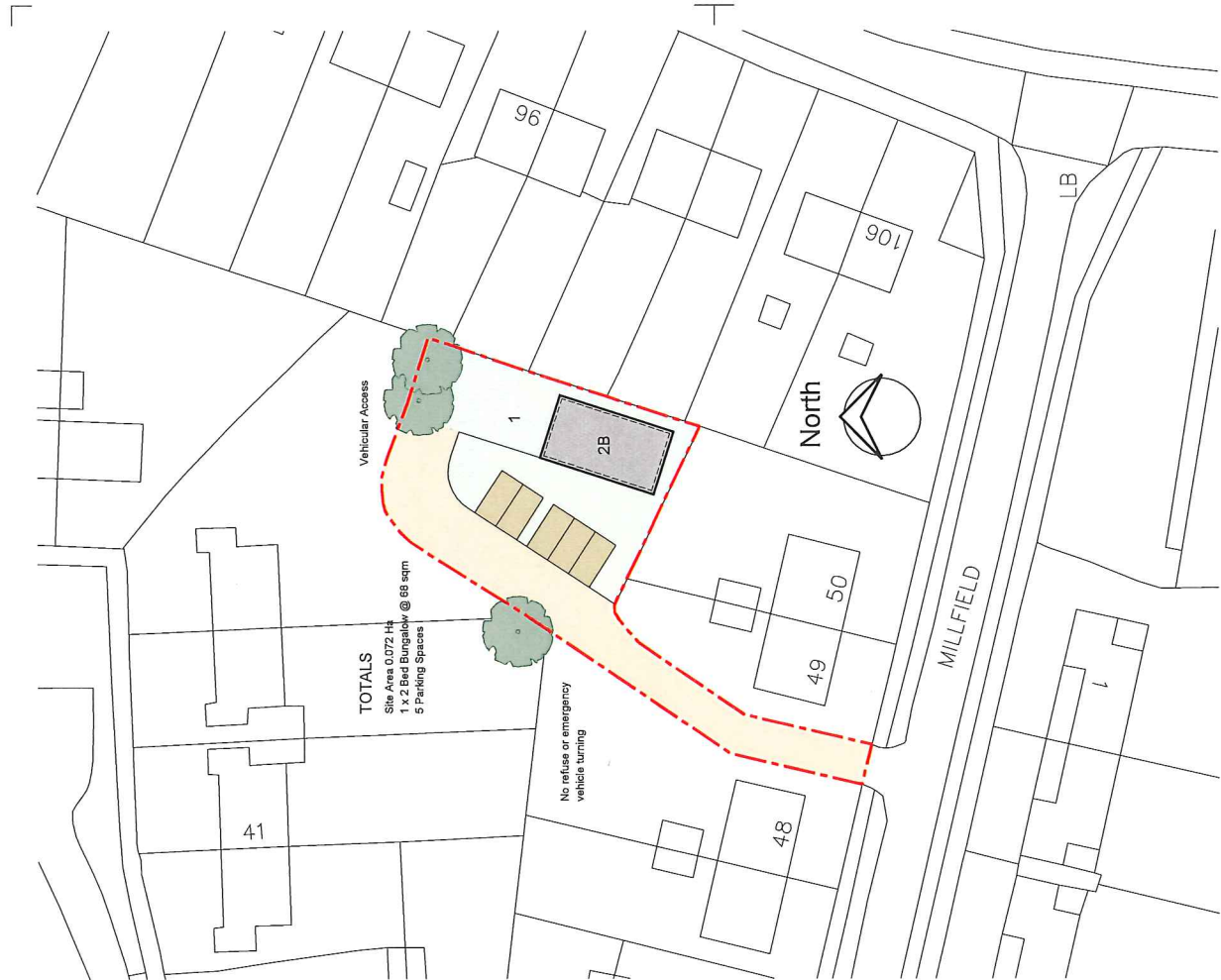
Signed :  .....  
For Pellings LLP

Date : 4<sup>th</sup> February 2015 .....

## **Appendix A**

Development Proposals

Drawings 612.023/P4-28 Revision A



**NOTES:**  
Report all discrepancies, errors and omissions.  
Do not scale from this drawing.  
Verify all dimensions on site before commencing any work or preparing shop drawings.  
All materials, components and workmanship are to comply with appropriate manufacturer's recommendations that from time to time shall apply.  
For all specialist work, see relevant drawings.  
This drawing and design are copyright of PELLINGS LLP

**PRELIMINARY**

Rev	Date	Description
-	-	-

Name

**Pelings**

Pelings LLP 24 Victoria Road, Boreham, Essex, SSO 1 1RY T: 020 8490 9114   F: 020 8313 0010   e: boreham@pelings.co.uk www.pelings.co.uk		PROJECT: EFDC House Building CLIENT: East Thames HA TITLE: Existing and Proposed Plans MILLFIELD High Ongar	
DATE: DEC 2014	SCALE: 1:500	@/A3	DRAWN: NP
DRAWN:	CHK:	6121023IP4-28   A	

**Appendix B**  
Site Photographs

## Appendix B - Site Photographs

1.



2.



3.



4.





**Appendix C**  
Existing Site Plan



Camp Site



Contains Ordnance Survey & Royal Mail Data  
 © Crown Copyright & Database Right 2011  
 EFDC License No: 100018534 2011

Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Millfield High Ongar	Date 04/07/12
	Drawing No. 201206011 BD		Scale 1:1250 @ A4
			Drawn By Robert Irwin

## **Appendix D**

### **Information on Possible Contamination**

Information on possible contamination has been forwarded by Epping Forest District Council by way of email of 22nd May 2013, giving information on potential contamination across all the primary sites.

This clarifies possible ground contamination derived from asbestos, made ground, hydrocarbons, petroleum hydrocarbons and the like.

It is likely that any Planning Consent will carry a Condition that all contamination issues are to be remediated.

Accordingly, we recommend that initial site investigation is undertaken for all sites that move forward to Planning Applications.

## **Appendix E**

### Cost Build-up

Millfield High Ongar

Accommodation Summary	Nr	m2	ft2	
Affordable Apartments				] see accommodation
Affordable Houses				
Bungalows		68	732	] schedule below
<b>TOTAL GIFA</b>		<b>68</b>	<b>732</b>	

**BUDGET COST ALLOWANCES**

Item	Description	Qty	Unit	Rate	Totals
<b>1.00</b>	<b>Enabling Works</b>				
1.01	Demolition of existing garages	12	Nr	£650	£7,800
1.02	Allowance for removal of asbestos	12	Nr	£350	£4,200
1.03	Site clearance	729	m2	£15	£10,935
				<b>Sub-total</b>	<b>£22,935</b>
<b>2.00</b>	<b>Construction</b>				
2.01	Apartments				
	Private areas		m2	£1,150	
	Communal areas (20% allowed)		m2	£750	
2.02	Houses		m2	£1,050	
2.03	Bunglaows	68	m2	£950	£64,600
				<b>Sub-total</b>	<b>£64,600</b>
<b>3.00</b>	<b>Abnormals</b>				
3.01	Allowance for contaminated ground		Item		Excluded
3.02	Extra Over for wall:floor ratio (> 85%)	54	m2	£250	£13,500
3.03	Allowance for enhanced external fabric finish		m2	£30	no allowance
3.04	Extra for wheelchair unit adaptations		Nr	£6,000	no allowance
3.05	Passenger lift serving apartments		Nr	£75,000	not required
3.06	Measures to achieve CfSH Level 4	1	Nr	£2,500	£2,500
3.07	Balconies (average 4m2 each)		Nr	£2,200	no allowance
3.08	PV panels to roof		m2	£750	no allowance
3.09	Extra Over for thin joint construction		Nr	£400	no allowance
3.10	Extra over cost for excavating and removing tarmac road surface	588	m2	£20	£11,760
				<b>Sub-total</b>	<b>£27,760</b>
<b>4.00</b>	<b>External Works</b>				
				(see build up overleaf)	£90,315
<b>5.00</b>	<b>Contractor's Preliminaries</b>				
5.01	Site set up, running costs, management, etc.	26	weeks	£850	£22,100
5.02	Scaffolding	112	m2	£30	£3,360
5.03	Hoardings	158	m	£60	£9,480
				<b>Sub-total</b>	<b>£34,940</b>
				<b>INDICATIVE CONSTRUCTION COST</b>	
				<b>(Excluding FF&amp;E, Fees, etc.)</b>	
				<b>£/m2</b>	<b>£/ft2</b>
				<b>3,538</b>	<b>329</b>
					<b>240,550</b>

Millfield High Ongar

6.00 Other Costs

6.01 Client FF&E (white goods, etc.)	Item		Excluded
6.02 Telecoms / ICT / Security	Item		Excluded
6.03 Contingency Allowance		5.0%	£12,028
6.04 Contractor's Design Fees		4.0%	£8,224

**Totals** **£260,802**

**TOTAL INDICATIVE BUDGET COST** (say) **£261,000**      **£261,000**

Refer to below for Clarifications, Assumptions and Exclusions

**EXTERNAL WORKS**

Item	Description	Qty	Unit	Rate	Totals
4.01	Private gardens (incl. fencing)	148	m2	£45	£6,660
4.02	Communal soft landscaping	43	m2	£25	£1,075
4.03	Allowance for planting		Item	£1,500	no allowance
4.04	Allowance for communal drying area		Nr	£3,500	no allowance
4.05	Access road, parking and turning - adaptations	377	m2	£65	£24,505
4.06	Pedestrian paving - adaptations	83	m2	£45	£3,735
4.07	Cross over / highways adaptations		Item	£1,500	
4.08	Boundary treatment (fencing/walls)	158	m	£120	£18,960
4.09	External bins store		Nr	£2,500	no allowance
4.10	Cycle store		Nr	£1,500	no allowance
4.11	Foul water drainage	68	m2	£65	£4,420
4.12	External surface water drainage	539	m2	£40	£21,560
4.13	Attenuation tanks, etc		Item		excluded
4.14	External lighting	460	m2	£15	£6,900
4.15	Utilities mains supplies	1	Nr	£2,500	£2,500
4.16	New Substation		Nr		Excluded
				<b>Sub-total</b>	<b>£90,315</b>

**ACCOMMODATION SCHEDULE**

Description	Nr	GIA	Sub-Totals	Totals
<b>Flats/Maisonettes</b>				
1B 2P Flat		53 m <sup>2</sup>		
2B 4P Flat		73 m <sup>2</sup>		
Allowance for communal space				
<b>Houses</b>				
2B 4P House		77 m <sup>2</sup>		
3B 5P House		93 m <sup>2</sup>		
Bungalow: 2B	1 Nr	68 m <sup>2</sup>	68	68
				68

## CLARIFICATIONS AND ASSUMPTIONS

Estimate based on:

6Pellings Drawing No. 612023.P4-28A

We have not had an opportunity to visit the site but photographs have been made available. We have also utilised Google Earth to inform allowances.

GIFA is approximate due to early stage of design

Costs are based on 1Q 2015 prices with no allowance for future cost fluctuations

Costs are based on a Single Stage Competitive D&B procurement route

Costs are based on a Contractor 'best programme' contract period

All units assumed to achieve Code for sustainable Homes Level 4

Cost include for OH&P @ 7%

It is assumed that a traditional construction (concrete strip foundations, brick/block walls, timber or beam / block floor

Contractors design fees are based upon appointment with planning consent under JCT D&B contract

Assumed no Party Wall or Rights of Lights issues

Assumed no Asbestos removal required, unless otherwise stated

No allowance has been made for designated child play space

### Exclusions

Clients professional fees (including statutory fees)

VAT

Excludes any off-site works

Provision of loose fittings and furnishings

Costs of compliance of any conditions imposed by statutory bodies

Costs of Section 106, 278 and other Agreement(s) or Community Infrastructure Levy charges

### Commercial Commentary

PLLP is mindful that the construction industry is becoming increasingly volatile. We are seeing increasingly lengthy lead in times for materials (in particular due to reduced brick and block stocks) which is having an effect on tender prices.

That said this project is likely to be attractive to the Contractors' various supply chains and should therefore stimulate an element of healthy competition.

However, we would suggest that the Client retains a reasonable, undeclared Contingency to offset the potential risk that market forces will increase tender prices.

This page is intentionally left blank



**East Thames Housing / Epping Forest District Council  
Housing Delivery Programme**

**Feasibility Report**

**Site: St Peters Avenue, Ongar CM5 0BT**

Ref: IJC/srs/612.023  
Date: January 2015

## Contents

---

1. Introduction and Confirmation of Brief
2. Existing Site and Surroundings
3. Proposals
4. Planning Issues and Risks
5. Impact/Implications of Statutory Services
6. Site Access and Buildability Issues
7. Neighbourly Matters and Party Walls
8. Proposed Procurement Route
9. Impact on Parking
10. Legals
11. Costs
12. Recommendations and Conclusions

## Appendices

- A: Development Proposals – Drawing 612.023/P4-29P Revision A
- B: Site Photographs
- C: Existing Site Plan – 210206014-BF
- D: Information on Possible Contamination
- E: Cost Build-up

	Date	Initial
Written by	14/01/15	NP
Checked by	06/02/15	IJC

Please note:

Unless otherwise stated all drawings, images and diagrams contained within this document are not to scale.

This document is the property and copyright of Pellings LLP

## 1.0 Introduction and Confirmation of Brief

- 1.1. Pellings LLP are appointed as part of East Thames Group Technical Team in respect of delivery of Development Agent services to Epping Forest District Council for a 6-10 year housing delivery programme.
- 1.2. Following initial appraisal by EFDC, 59 sites have been identified as having possible development potential, with a further number of sites in reserve.
- 1.3. Pellings LLP has been instructed to progress feasibility studies to all 59 sites, which will assist in establishing the extent and timing of the overall programme.
- 1.4. Our instructions are in accordance with our fee tender of 13 August 2012, against the previously prepared tender documentation, and email confirmation of 9 April 2013.

## 2.0 Existing Site and Surroundings

- 2.1. The site is located within Chipping Ongar to the rear of houses fronting St Peters Avenue which is located to the north of Chipping Ongar.
- 2.2. The site is accessed from St Peters Avenue and the west of the site is formed of garage blocks to two sides with hardstanding between.
- 2.3. To the east of the site is a community orchard that has been planted in the last few years access for vehicles and pedestrians is via the garage forecourt.
- 2.4. The general surrounding area consists of apartments, semi-detached and terraced dwellings dating from the 1950's.

## 3.0 Proposals

- 3.1. The proposals are as shown on drawing 612.023/P4-29P Revision A and comprise :
  - 8 x 3 bed 2-storey terraced houses @ 93m<sup>2</sup>
  - 23 parking spaces
- 3.2. Given the linear nature of the site and the number of dwellings proposed it is considered that the current access will need to be widened to adequately serve the development. This would require negotiation with the council tenant residing at 44 St Peters Avenue.
- 3.3. Alternatively negotiation with the private owner at 42 St Peters Avenue would also allow for the widening of the existing access. A further option would be to access the site via a new access created from space available at 13 Moreton Road subject to negotiation with the owner.
- 3.4. If the access to the site is unable to be resolved a smaller scheme of three units in the west part of the site could use the existing access whilst retaining the community orchard.

#### 4.0 **Planning Issues and Risks**

4.1. The adopted Development Plan for Epping Forest Council is the Combined Local Plan 1998 and Local Plan Alterations 2006.

4.2. The site is not identified as being within a flood zone.

4.3. The site has no site specific policies however consideration will need to be given to the following policies where they comply with the NPPF:

- ST4 (Road Safety) – States the planning permission will only be granted where there will be no adverse effects on the highway, traffic congestion or harm to the character or appearance of the area.
- CP7 (Urban Form and Quality) – Encourages the efficient use of existing built-up areas by the recycling of vacant, derelict, degraded and under-used land to accommodate the redevelopment of and re-use of urban sites, which are no longer appropriate to their existing or proposed use in the foreseeable future, for alternative land uses.
- H4A (Dwelling Mix) – States the needs for a range of dwellings, including an appropriate proportion of smaller dwellings, to meet identified housing need on a site-by-site basis.

4.4. It will be necessary to undertake a parking survey and prepare a transport statement to demonstrate that the loss of parking would not be detrimental to highway conditions or the amenities in the area because of a lack of parking.

4.5. The site is within the urban area and would comply with policy CP7.

4.6. The site would comply with policy H4A providing additional family housing.

#### 5.0 **Impact/Implications of Statutory Services**

5.1. We have undertaken statutory services enquiries to the following:

- Vodaphone
- BT Openreach
- National Grid
- UK Power Networks
- Virgin Media
- National Grid
- Scottish and Southern Energy (SSE)
- Environment Agency
- Thames Water

Responses have been received as follows :

5.2. Vodaphone: No issues.

5.3. BT Openreach: No issues.

5.4. National Grid: No issues.

5.5. UK Power Networks: No issues.

5.6. Virgin Media: No response

- 5.7. SSE: No issue
- 5.8. Environment Agency: No response
- 5.9. Thames Water: No issue
- 5.10. It should be noted there are a number of responses to enquiries that, at time of preparation of this report, have not yet been received.

## 6.0 **Site Access and Buildability Issues**

- 6.1. The site is accessed from existing site roads and there would not appear to be any particular difficulties for the normal level and size of construction traffic associated with a development of this nature.
- 6.2. Areas should be available for contractor's site set up and accommodation.
- 6.3. The site is within a primarily residential area, and accordingly, any appointed contractor should use all best endeavours to act in a considerate manner and within normal working hours.
- 6.4. Further to initial enquiries made to EFDC, some potential contamination issues have been highlighted with use of the domestic garages. Possible contaminants indicated within the note produced by EFDC Planning and Economic Development Directorate at Appendix D.
- 6.5. Possible contaminants in respect of the previous use of the garage site may include asbestos, ash and clinker, hydro-carbons from vehicle maintenance and the like.
- 6.6. Accordingly, suitable site investigation will need to be undertaken ahead of any proposals to take this site forward and specific recommendations made to deal with any contamination found, whether by capping or removal from site.

## 7.0 **Neighbourly Matters and Party Walls**

- 7.1. As above, the proposed development site is within a primarily residential area and the appointed contractor should act in a considerate manner. It is proposed that restrictions on working hours, noise levels, requirement for resident liaison and similar matters will be included within contract documentation.
- 7.2. From proposals on Drawing 612.023/P4-29P Revision A we do not consider that Party Wall matters will be relevant to development proposals.

## 8.0 **Proposed Procurement Route**

- 8.1. It is understood that development works will be procured by way of the East Thames Housing Group existing contractor framework arrangements.
- 8.2. It is proposed that works shall be procured on a Design and Build basis with the contractors taking forward RIBA Stage 3 planning consent drawings into detailed design and construction delivery on site.
- 8.3. Schemes shall be designed to a set of Employer's Requirements to be subsequently confirmed but which substantially shall be formed from existing East Thames Housing Group Design Standards and Employer's Requirement documentation.

- 8.4. It is proposed that all site preparation works will be included within individual contract packages including any required demolitions, adjustment of statutory services, highways works and boundary maintenance/reinstatement/provision.
- 8.5. On completion of the feasibility studies for the whole programme, further recommendations will be made in terms of how works are packaged to ensure size of work packages are optimised for ensuring maximum economies for East Thames Housing Group and EFDC.
- 8.6. It is considered, at this stage, that this may be by way of a mix of different sized contractors dependent upon the numbers and geographical location of individual works packages.
- 8.7. Works will be administered by Pellings LLP as Employer's Agent acting in accordance with East Thames Housing Group terms of appointment and the overarching requirements of the Development Agency agreement.

#### 9.0 **Impact on Parking**

9.1. The Council's currently adopted parking standards are contained within Essex County Council's Parking Standards Design and Good Practice Guide – September 2009. These revised standards were adopted by the Council as statutory planning guidance in February 2012.

9.2. Flats and houses have the same parking standard as follows:

- 1 bedroom accommodation – 1 space per dwelling
- 2 bedroom accommodation and above – 2 spaces per dwelling
- Visitor parking – 0.25 spaces per dwelling (rounded up to the nearest whole number)

9.3. The proposals would appear to more than meet the Council's parking standards for new development.

9.4. However, should the site move forward to planning application stages, it is recommended that a Transport Statement be undertaken, including parking surveys, to demonstrate that the loss of the garages will not give rise to any planning or highway problems.

9.5. Cycle parking will need to be provided at 1 secure covered space per dwelling if a garage or secure area is not provided within the curtilage of the dwelling.

1 covered visitor cycle space will need to be provided per 8 dwellings if no secure space is provided for each dwelling.

#### 10.0 **Legals**

10.1. We have not been provided with a Housing Management Report and Legals Checklist for this site.

10.2. Legal matters would therefore need to be checked to ensure there are no encumbrances that affect redevelopment of the site.

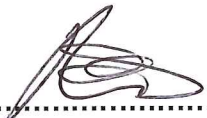
11.0 **Costs**

11.1. It is considered that a budget of £1,519,000.00 should be allowed for this scheme, inclusive of contractor design fees, but exclusive of professional fees and VAT. Please refer to Appendix E.

12.0 **Recommendations and Conclusions**

12.1. Subject to an overall lifetime cost appraisal, we conclude that the site appears to have economic development opportunities and we recommend is considered for taking forward to planning application stage, with a view to incorporating into the overall programme.

Signed :

  
.....  
For Pellings LLP

Date :

6<sup>th</sup> February 2015  
.....

## **Appendix A**

Development Proposals

Drawings 612.023/P4-29P Revision A





**PRELIMINARY**

Rev Date Description  
- -/ -/ -

5m 0 25m 50m

**Pellings**

Name

Project: EFDC House Building  
Title: East Thames HA  
Existing Plans: St Peter's Road  
Ongar

DATE: DEC 2014  
SCALE: 1:500  
DRAWN: NP  
CHK: OK

PROJECT NO: 6121023/P4-29 E/A

Architects & Engineers Building Supervising Project Management  
Civil Consultancy & CDM Coordination

Reflex LLP  
120 Water Road Bishops Cleeve, BR1 1RY  
www.reflex.co.uk

**NOTES:**  
Report all discrepancies, errors and omissions.  
Verify all dimensions on site before commencing any work or preparing shop drawings.  
All materials, components and workmanship are to comply with all the relevant British Standards, Code of Practice, and other relevant standards and recommendations that from time to time shall apply.  
For all specialist work, see relevant drawings.  
This drawing and design are copyright of PELLINGS LLP



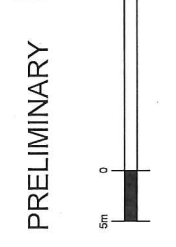
**TOTALS**  
 Site Area 0.3/1 Ha  
 6 x 3 Bed Houses @ 93 sqm  
 23 Parking Spaces

**TOTALS**  
 Site Area 0.6/8 Ha  
 4 x 2 Bed Houses @ 77 sqm  
 11 Parking Spaces

Architects & Planners & Building Surveying & Project Management  
 Cost Consultancy & CDM Co-ordination  
**Pellings**  
 East Thames HA  
 Proposed Plans  
 St Peter's Road  
 Ongar

PROJECT EFDC House Building  
 DATE DEC 2014 SCALE 1:500 @A3 DRAWN NP  
 CHECKED OK  
**612.1023IP4-29 P1A**

Rev	Date	Description	Name
-	4/4		



**PRELIMINARY**

NOTES:  
 Report all discrepancies, errors and omissions.  
 Verify all dimensions on site before commencing any work or preparing shop drawings.  
 All materials, components and workmanship are to comply with all the relevant British Standards, Codes of Practice, and manufacturer's recommendations that from time to time shall apply.  
 For all specialist work, see relevant drawings.  
 This drawing and design are copyright of PELLINGS LLP

**Appendix B**  
Site Photographs

## Appendix B - Site Photographs

1.



2.



3.



4.



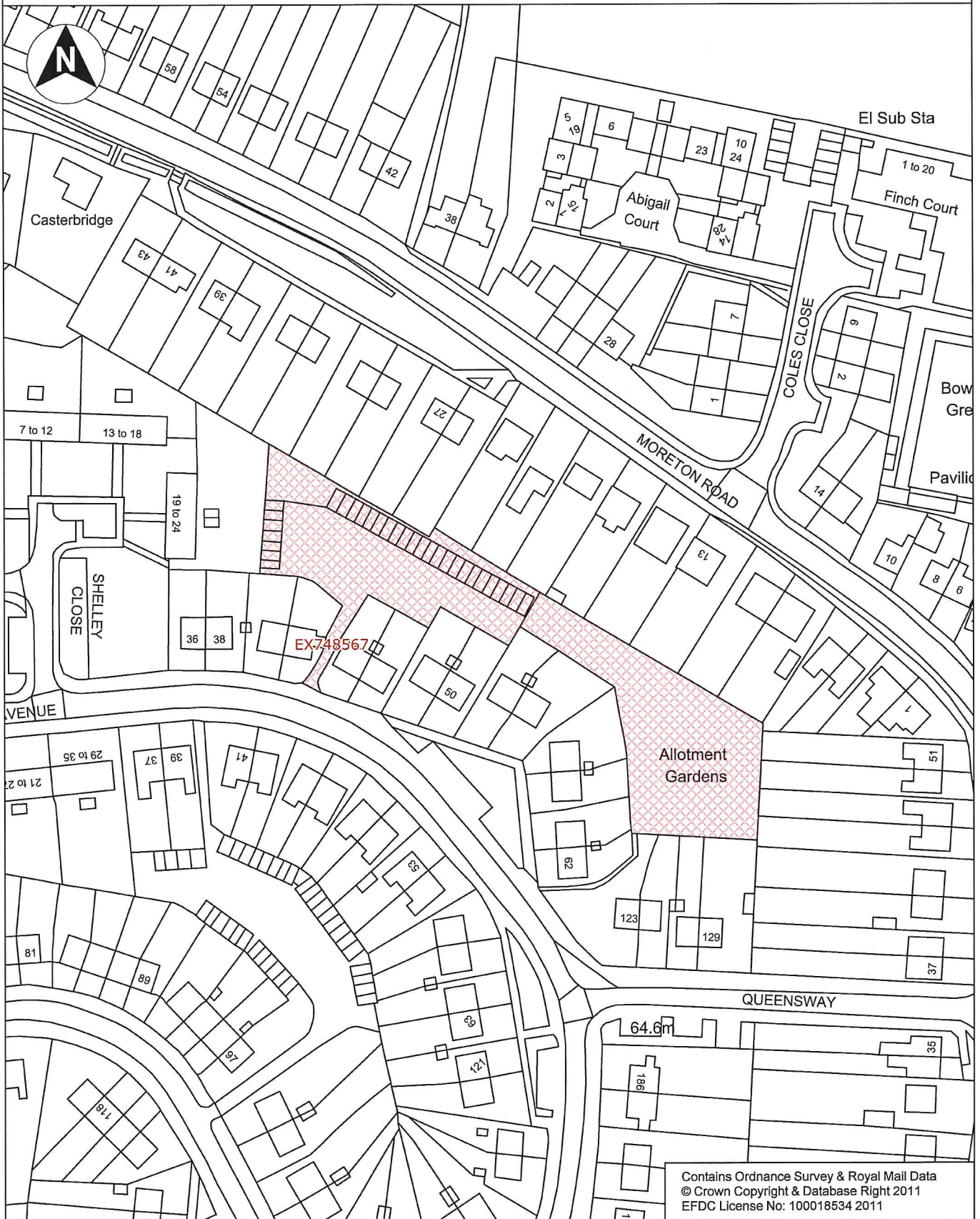
5.



6.



**Appendix C**  
Existing Site Plan



Contains Ordnance Survey & Royal Mail Data  
 © Crown Copyright & Database Right 2011  
 EFDC License No: 100018534 2011

Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program  Drawing No. 201206014 - BE	Content St Peter's Road Ongar	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
--	--	-------------------------------------	--



## **Appendix D**

### **Information on Possible Contamination**

Information on possible contamination has been forwarded by Epping Forest District Council by way of email of 22nd May 2013, giving information on potential contamination across all the primary sites.

This clarifies possible ground contamination derived from asbestos, made ground, hydrocarbons, petroleum hydrocarbons and the like.

It is likely that any Planning Consent will carry a Condition that all contamination issues are to be remediated.

Accordingly, we recommend that initial site investigation is undertaken for all sites that move forward to Planning Applications.

## **Appendix E**

### Cost Build-up

St Peter's Road Ongar

Accommodation Summary	Nr	m2	ft2	
Affordable Apartments				] see accommodation
Affordable Houses	8	744	8,008	
Bungalows				] schedule below
<b>TOTAL GIFA</b>	<b>8</b>	<b>744</b>	<b>8,008</b>	

**BUDGET COST ALLOWANCES**

Item	Description	Qty	Unit	Rate	Totals
<b>1.00 Enabling Works</b>					
1.01	Demolition of existing garages	30	Nr	£650	£19,500
1.02	Allowance for removal of asbestos	30	Nr	£350	£10,500
1.03	Site clearance	3,128	m2	£15	£46,920
<b>Sub-total</b>					<b>£76,920</b>
<b>2.00 Construction</b>					
2.01 Apartments					
	Private areas		m2	£1,150	
	Communal areas (20% allowed)		m2	£750	
2.02	Houses	744	m2	£1,050	£781,200
2.03	Bungalows		m2	£950	
<b>Sub-total</b>					<b>£781,200</b>
<b>3.00 Abnormals</b>					
3.01	Allowance for contaminated ground		Item		Excluded
3.02	Extra Over for wall:floor ratio (> 85%)	40	m2	£250	£10,000
3.03	Allowance for enhanced external fabric finish		m2	£30	no allowance
3.04	Extra for wheelchair unit adaptations		Nr	£6,000	no allowance
3.05	Passenger lift serving apartments		Nr	£75,000	not required
3.06	Measures to achieve CfSH Level 4	8	Nr	£2,500	£20,000
3.07	Balconies (average 4m2 each)		Nr	£2,200	no allowance
3.08	PV panels to roof		m2	£750	no allowance
3.09	Extra Over for thin joint construction		Nr	£400	no allowance
3.10	Extra over cost for excavating and removing tarmac road surface	1,222	m2	£20	£24,440
<b>Sub-total</b>					<b>£54,440</b>
<b>4.00 External Works</b>	(see build up overleaf)				£343,115
<b>5.00 Contractor's Preliminaries</b>					
5.01	Site set up, running costs, management, etc.	45	weeks	£2,175	£97,875
5.02	Scaffolding	672	m2	£30	£20,160
5.03	Hoardings	423	m	£60	£25,380
<b>Sub-total</b>					<b>£143,415</b>
				£/m2	£/ft2
<b>INDICATIVE CONSTRUCTION COST</b>				<b>1,880</b>	<b>175</b>
(Excluding FF&E, Fees, etc.)					<b>1,399,090</b>

St Peter's Road Ongar

**6.00 Other Costs**

6.01 Client FF&E (white goods, etc.)	Item		Excluded
6.02 Telecoms / ICT / Security	Item		Excluded
6.03 Contingency Allowance		5.0%	£69,955
6.04 Contractor's Design Fees		4.0%	£50,227

**Totals** **£1,519,272**

<b>TOTAL INDICATIVE BUDGET COST</b>	(say)	<b>189,875</b>	<b>2,042</b>	<b>£1,519,000</b>
-------------------------------------	-------	----------------	--------------	-------------------

Refer to below for Clarifications, Assumptions and Exclusions

**EXTERNAL WORKS**

Item	Description	Qty	Unit	Rate	Totals
4.01	Private gardens (incl. fencing)	708	m2	£45	£31,860
4.02	Communal soft landscaping	611	m2	£25	£15,275
4.03	Allowance for planting		Item	£1,500	no allowance
4.04	Allowance for communal drying area		Nr	£3,500	no allowance
4.05	Access road, parking and turning - adaptations	1,056	m2	£65	£68,640
4.06	Pedestrian paving - adaptations	335	m2	£45	£15,075
4.07	Cross over / highways adaptations		Item	£1,500	
4.08	Boundary treatment (fencing/walls)	423	m	£120	£50,760
4.09	External bins store		Nr	£2,500	no allowance
4.10	Cycle store		Nr	£1,500	no allowance
4.11	Foul water drainage	744	m2	£65	£48,360
4.12	External surface water drainage	1,807	m2	£40	£72,280
4.13	Attenuation tanks, etc		Item		excluded
4.14	External lighting	1,391	m2	£15	£20,865
4.15	Utilities mains supplies	8	Nr	£2,500	£20,000
4.16	New Substation		Nr		Excluded
<b>Sub-total</b>					<b>£343,115</b>

**ACCOMMODATION SCHEDULE**

Description	Nr	GIA	Sub-Totals	Totals
<b>Flats/Maisonettes</b>				
1B 2P Flat		53 m <sup>2</sup>		
2B 4P Flat		73 m <sup>2</sup>		
Allowance for communal space				
<b>Houses</b>				
2B 4P House		77 m <sup>2</sup>		
3B 5P House	8 Nr	93 m <sup>2</sup>	744	744
	8 Nr			
Bungalow: 2B	8 Nr			744

**CLARIFICATIONS AND ASSUMPTIONS**

Estimate based on:

6Pellings Drawing No. 612023.P4-29E Rev A and 612023.P4-29P Rev A

We have not had an opportunity to visit the site but photographs have been made available. We have also utilised Google Earth to inform allowances.

GIFA is approximate due to early stage of design

Costs are based on 1Q 2015 prices with no allowance for future cost fluctuations

Costs are based on a Single Stage Competitive D&B procurement route

Costs are based on a Contractor 'best programme' contract period

All units assumed to achieve Code for sustainable Homes Level 4

Cost include for OH&P @ 7%

It is assumed that a traditional construction (concrete strip foundations, brick/block walls, timber or beam / block floor

Contractors design fees are based upon appointment with planning consent under JCT D&B contract

Assumed no Party Wall or Rights of Lights issues

Assumed no Asbestos removal required, unless otherwise stated

No allowance has been made for designated child play space

**Exclusions**

Clients professional fees (including statutory fees)

VAT

Excludes any off-site works

Provision of loose fittings and furnishings

Costs of compliance of any conditions imposed by statutory bodies

Costs of Section 106, 278 and other Agreement(s) or Community Infrastructure Levy charges

**Commercial Commentary**

PLLP is mindful that the construction industry is becoming increasingly volatile. We are seeing increasingly lengthy lead in times for materials (in particular due to reduced brick and block stocks) which is having an effect on tender prices.

That said this project is likely to be attractive to the Contractors' various supply chains and should therefore stimulate an element of healthy competition.

However, we would suggest that the Client retains a reasonable, undeclared Contingency to offset the potential risk that market forces will increase tender prices.

This page is intentionally left blank

**East Thames Housing / Epping Forest District Council  
Housing Delivery Programme**

**Feasibility Report**

**Site: Queensway, Ongar CM5 0BP**

Ref: IJC/srs/612.023  
Date: January 2015

## Contents

---

1. Introduction and Confirmation of Brief
2. Existing Site and Surroundings
3. Proposals
4. Planning Issues and Risks
5. Impact/Implications of Statutory Services
6. Site Access and Buildability Issues
7. Neighbourly Matters and Party Walls
8. Proposed Procurement Route
9. Impact on Parking
10. Legals
11. Costs
12. Recommendations and Conclusions

## Appendices

- A: Development Proposals – Drawing 612.023/P4-30 Revision A
- B: Site Photographs
- C: Existing Site Plan – 210206014-BE
- D: Information on Possible Contamination
- E: Cost Build-up

	Date	Initial
Written by	14/01/15	NP
Checked by	04/02/15	IJC

Please note:

Unless otherwise stated all drawings, images and diagrams contained within this document are not to scale.

This document is the property and copyright of Pellings LLP



## 1.0 Introduction and Confirmation of Brief

- 1.1. Pellings LLP are appointed as part of East Thames Group Technical Team in respect of delivery of Development Agent services to Epping Forest District Council for a 6-10 year housing delivery programme.
- 1.2. Following initial appraisal by EFDC, 59 sites have been identified as having possible development potential, with a further number of sites in reserve.
- 1.3. Pellings LLP has been instructed to progress feasibility studies to all 59 sites, which will assist in establishing the extent and timing of the overall programme.
- 1.4. Our instructions are in accordance with our fee tender of 13 August 2012, against the previously prepared tender documentation, and email confirmation of 9 April 2013.

## 2.0 Existing Site and Surroundings

- 2.1. The site is located within Chipping Ongar to the centre of houses fronting St Peters Avenue and Queensway which are located to the north of Chipping Ongar.  
  
The site is accessed from Queensway and has pedestrian access to St Peters Avenue and is formed of garage blocks to two sides with hardstanding between.
- 2.2. The general surrounding area consists of apartments, semi-detached and terraced dwellings dating from the 1950's.
- 2.3. The site is used by the local youth population and is generally untidy and unloved.

## 3.0 Proposals

- 3.1. The proposals are as shown on drawing 612.023/P4-30 Revision A and comprise :
  - 4 x 2 bed 2-storey semi-detached houses @ 77m<sup>2</sup>
  - 12 parking spaces
- 3.2. Due to the constraints of the site, it is unlikely that turning space for fire appliances and refuse vehicles will be achieved. Accordingly a sprinkler system may need to be provided.
- 3.3. Design proposals have retained the pedestrian access to St Peters Avenue.
- 3.4. Proposals currently maintain the vehicular access on to the site from the rear gardens of adjoining properties.

## 4.0 Planning Issues and Risks

- 4.1. The adopted Development Plan for Epping Forest Council is the Combined Local Plan 1998 and Local Plan Alterations 2006.
- 4.2. The site is not identified as being within a flood zone.

4.3. The site has no site specific policies however consideration will need to be given to the following policies where they comply with the NPPF:

- ST4 (Road Safety) – States the planning permission will only be granted where there will be no adverse effects on the highway, traffic congestion or harm to the character or appearance of the area.
- CP7 (Urban Form and Quality) – Encourages the efficient use of existing built-up areas by the recycling of vacant, derelict, degraded and under-used land to accommodate the redevelopment of and re-use of urban sites, which are no longer appropriate to their existing or proposed use in the foreseeable future, for alternative land uses.
- H4A (Dwelling Mix) – States the needs for a range of dwellings, including an appropriate proportion of smaller dwellings, to meet identified housing need on a site-by-site basis.

4.4. It will be necessary to undertake a parking survey and prepare a transport statement to demonstrate that the loss of parking would not be detrimental to highway conditions or the amenities in the area because of a lack of parking.

4.5. The site is within the urban area and would comply with policy CP7.

4.6. The site would comply with policy H4A providing additional family housing.

#### 5.0 **Impact/Implications of Statutory Services**

5.1. We have undertaken statutory services enquiries to the following:

- Vodaphone
- BT Openreach
- National Grid
- UK Power Networks
- Virgin Media
- National Grid
- Scottish and Southern Energy (SSE)
- Environment Agency
- Thames Water

Responses have been received as follows :

5.2. Vodaphone: No issues.

5.3. BT Openreach: No issues.

5.4. National Grid: No issues.

5.5. UK Power Networks: No issues.

5.6. Virgin Media: No response

5.7. SSE: No issue

5.8. Environment Agency: No response

5.9. Thames Water: No issue

- 5.10. It should be noted there are a number of responses to enquiries that, at time of preparation of this report, have not yet been received.

## 6.0 **Site Access and Buildability Issues**

- 6.1. The site is accessed from existing site roads and there would not appear to be any particular difficulties for the normal level and size of construction traffic associated with a development of this nature.
- 6.2. Areas should be available for contractor's site set up and accommodation.
- 6.3. The site is within a primarily residential area, and accordingly, any appointed contractor should use all best endeavours to act in a considerate manner and within normal working hours.
- 6.4. Further to initial enquiries made to EFDC, some potential contamination issues have been highlighted with use of the domestic garages. Possible contaminants indicated within the note produced by EFDC Planning and Economic Development Directorate at Appendix D.
- 6.5. Possible contaminants in respect of the previous use of the garage site may include asbestos, ash and clinker, hydro-carbons from vehicle maintenance and the like.
- 6.6. Accordingly, suitable site investigation will need to be undertaken ahead of any proposals to take this site forward and specific recommendations made to deal with any contamination found, whether by capping or removal from site.
- 6.7. The site is accessed by way of a narrow driveway and as at present, our proposals do not include a turning head for refuse or emergency vehicles. Accordingly, subject to detailed design, an independent refuse storage area may be required along with sprinkler provision to the new houses for fire protection.

## 7.0 **Neighbourly Matters and Party Walls**

- 7.1. As above, the proposed development site is within a primarily residential area and the appointed contractor should act in a considerate manner. It is proposed that restrictions on working hours, noise levels, requirement for resident liaison and similar matters will be included within contract documentation.
- 7.2. From proposals on Drawing 612.023/P4-30 Revision A we do not consider that Party Wall matters will be relevant to development proposals.

## 8.0 **Proposed Procurement Route**

- 8.1. It is understood that development works will be procured by way of the East Thames Housing Group existing contractor framework arrangements.
- 8.2. It is proposed that works shall be procured on a Design and Build basis with the contractors taking forward RIBA Stage 3 planning consent drawings into detailed design and construction delivery on site.
- 8.3. Schemes shall be designed to a set of Employer's Requirements to be subsequently confirmed but which substantially shall be formed from existing East Thames Housing Group Design Standards and Employer's Requirement documentation.

- 8.4. It is proposed that all site preparation works will be included within individual contract packages including any required demolitions, adjustment of statutory services, highways works and boundary maintenance/reinstatement/provision.
- 8.5. On completion of the feasibility studies for the whole programme, further recommendations will be made in terms of how works are packaged to ensure size of work packages are optimised for ensuring maximum economies for East Thames Housing Group and EFDC.
- 8.6. It is considered, at this stage, that this may be by way of a mix of different sized contractors dependent upon the numbers and geographical location of individual works packages.
- 8.7. Works will be administered by Pellings LLP as Employer's Agent acting in accordance with East Thames Housing Group terms of appointment and the overarching requirements of the Development Agency agreement.

#### 9.0 **Impact on Parking**

9.1. The Council's currently adopted parking standards are contained within Essex County Council's Parking Standards Design and Good Practice Guide – September 2009. These revised standards were adopted by the Council as statutory planning guidance in February 2012.

9.2. Flats and houses have the same parking standard as follows:

- 1 bedroom accommodation – 1 space per dwelling
- 2 bedroom accommodation and above – 2 spaces per dwelling
- Visitor parking – 0.25 spaces per dwelling (rounded up to the nearest whole number)

9.3. The proposals would appear to more than meet the Council's parking standards for new development.

9.4. However, should the site move forward to planning application stages, it is recommended that a Transport Statement be undertaken, including parking surveys, to demonstrate that the loss of the garages will not give rise to any planning or highway problems.

9.5. Cycle parking will need to be provided at 1 secure covered space per dwelling if a garage or secure area is not provided within the curtilage of the dwelling.

1 covered visitor cycle space will need to be provided per 8 dwellings if no secure space is provided for each dwelling.

#### 10.0 **Legals**

10.1. We have not been provided with a Housing Management Report and Legals Checklist for this site.

10.2. Legal matters would therefore need to be checked to ensure there are no encumbrances that affect redevelopment of the site.

11.0 **Costs**

11.1. It is considered that a budget of 833,000.00 should be allowed for this scheme, inclusive of contractor design fees, but exclusive of professional fees and VAT. Please refer to Appendix E.

12.0 **Recommendations and Conclusions**

12.1. Subject to an overall lifetime cost appraisal, we conclude that the site appears to have economic development opportunities and we recommend is considered for taking forward to planning application stage, with a view to incorporating into the overall programme.

Signed :

  
.....  
For Pellings LLP

Date :

4<sup>th</sup> February 2015  
.....

## **Appendix A**

Development Proposals

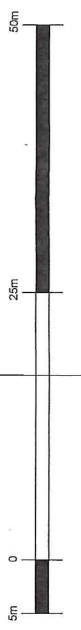
Drawings 612.023/P4-30 Revision A



**NOTES.**  
 Report all discrepancies, errors and omissions to the client immediately.  
 Do not scale from this drawing.  
 Do not use this drawing for any work or preparing shop drawings.  
 All materials, components and workmanship are to comply with all the relevant British Standards, Codes of Practice, and appropriate manufacturers recommendations that from time to time shall apply.  
 For all specialist work, see relevant drawings.  
 This drawing and design are copyright of PELLINGS LLP

**PRELIMINARY**

Rev	Date	Description
---	---	---



Name

**Pellings**

East Thames HA  
 Existing and Proposed Plans  
 Queensway  
 Ongar

Pellings LLP  
 1200 South Road Bromley Kent BR1 1RY  
 T: 0203 636 9319 E: enquiry@pellings.co.uk  
 www.pellings.co.uk

Architecture & Planning | Building Surveying | Project Management  
 Cost Consultancy & CDM Coordination

PROJECT	EFDC House Building
DATE	DEC 2014
DRAWN	NP
CHECKED	OK
SCALE	1:500 @A3
612 023 P4-30   A	

**Appendix B**  
Site Photographs



Appendix B - Site Photographs

1.



2.



3.



4.



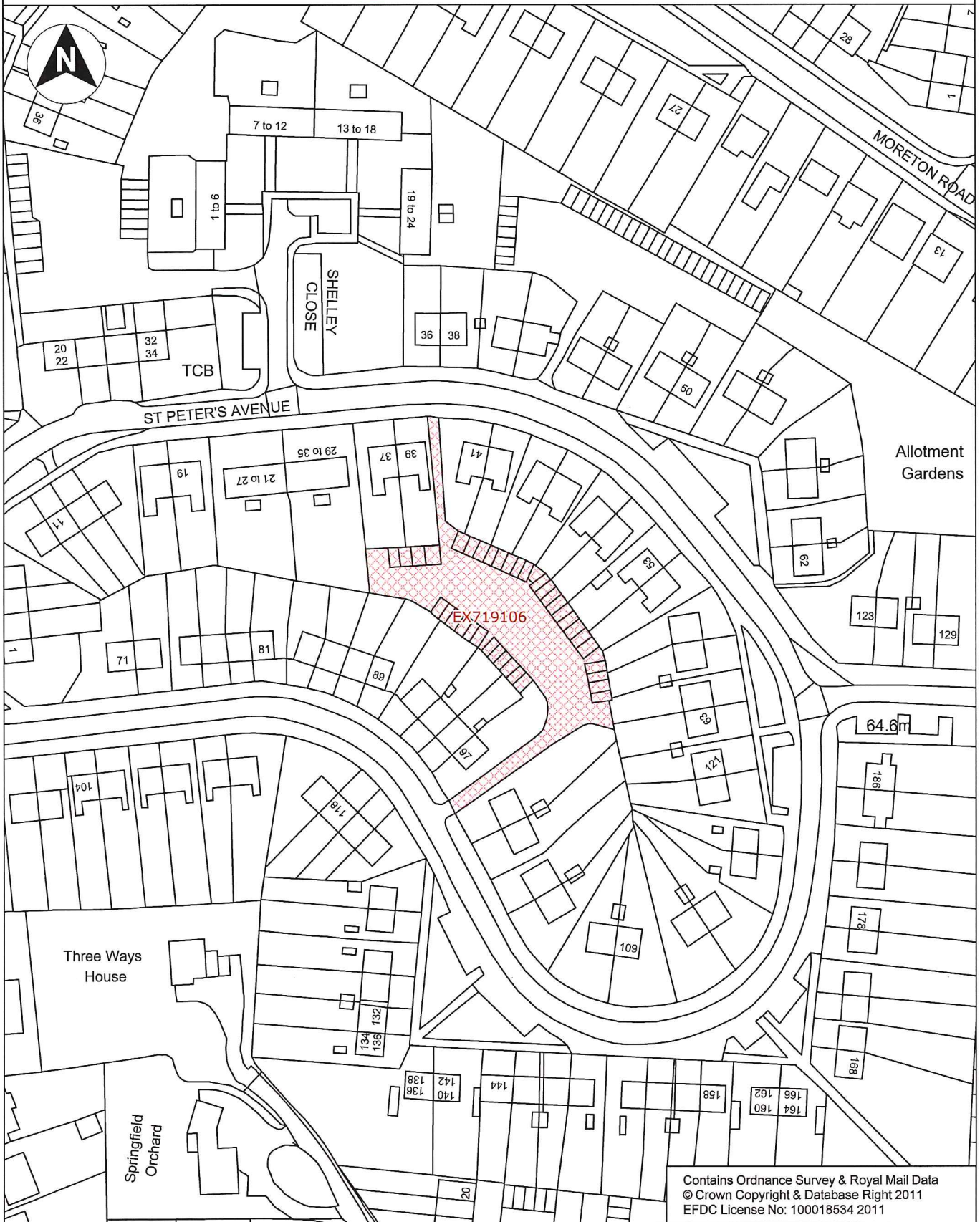
5.



6.



**Appendix C**  
Existing Site Plan



Contains Ordnance Survey & Royal Mail Data  
 © Crown Copyright & Database Right 2011  
 EFDC License No: 100018534 2011

Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program  Drawing No. 201206014 - <b>DF</b>	Content Queensway Ongar	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
--	---	-------------------------------	--

## Appendix D

### **Information on Possible Contamination**

Information on possible contamination has been forwarded by Epping Forest District Council by way of email of 22nd May 2013, giving information on potential contamination across all the primary sites.

This clarifies possible ground contamination derived from asbestos, made ground, hydrocarbons, petroleum hydrocarbons and the like.

It is likely that any Planning Consent will carry a Condition that all contamination issues are to be remediated.

Accordingly, we recommend that initial site investigation is undertaken for all sites that move forward to Planning Applications.

## **Appendix E**

### **Cost Build-up**

Queensway Ongar

Accommodation Summary	Nr	m2	ft2	
Affordable Apartments				] see accommodation
Affordable Houses	4	308	3,315	
Bungalows				] schedule below
<b>TOTAL GIFA</b>	<b>4</b>	<b>308</b>	<b>3,315</b>	

**BUDGET COST ALLOWANCES**

Item	Description	Qty	Unit	Rate	Totals
<b>1.00 Enabling Works</b>					
1.01	Demolition of existing garages	37	Nr	£650	£24,050
1.02	Allowance for removal of asbestos	37	Nr	£350	£12,950
1.03	Site clearance	1,584	m2	£15	£23,760
				<b>Sub-total</b>	<b>£60,760</b>
<b>2.00 Construction</b>					
2.01	Apartments				
	Private areas		m2	£1,150	
	Communal areas (20% allowed)		m2	£750	
2.02	Houses	308	m2	£1,050	£323,400
2.03	Bunglaows		m2	£950	
				<b>Sub-total</b>	<b>£323,400</b>
<b>3.00 Abnormals</b>					
3.01	Allowance for contaminated ground		Item		Excluded
3.02	Extra Over for wall:floor ratio (> 85%)	170	m2	£250	£42,500
3.03	Allowance for enhanced external fabric finish		m2	£30	no allowance
3.04	Extra for wheelchair unit adaptations		Nr	£6,000	no allowance
3.05	Passenger lift serving apartments		Nr	£75,000	not required
3.06	Measures to achieve CfSH Level 4	4	Nr	£2,500	£10,000
3.07	Balconies (average 4m2 each)		Nr	£2,200	no allowance
3.08	PV panels to roof		m2	£750	no allowance
3.09	Extra Over for thin joint construction		Nr	£400	no allowance
3.10	Extra over cost for excavating and removing tarmac road surface	1,134	m2	£20	£22,680
				<b>Sub-total</b>	<b>£75,180</b>
<b>4.00 External Works</b>	(see build up overleaf)				£213,185
<b>5.00 Contractor's Preliminaries</b>					
5.01	Site set up, running costs, management, etc.	40	weeks	£1,605	£64,200
5.02	Scaffolding	432	m2	£30	£12,960
5.03	Hoardings	305	m	£60	£18,300
				<b>Sub-total</b>	<b>£95,460</b>
				£/m2	£/ft2
<b>INDICATIVE CONSTRUCTION COST</b>				<b>2,493</b>	<b>232</b>
(Excluding FF&E, Fees, etc.)					<b>767,985</b>



Queensway Ongar

**6.00 Other Costs**

6.01 Client FF&E (white goods, etc.)	Item		Excluded
6.02 Telecoms / ICT / Security	Item		Excluded
6.03 Contingency Allowance		5.0%	£38,399
6.04 Contractor's Design Fees		4.0%	£26,901

**Totals** **£833,285**

<b>TOTAL INDICATIVE BUDGET COST</b>	(say)	<b>208,250</b>	<b>2,705</b>	<b>£833,000</b>
-------------------------------------	-------	----------------	--------------	-----------------

Refer to below for Clarifications, Assumptions and Exclusions

**EXTERNAL WORKS**

Item	Description	Qty	Unit	Rate	Totals
4.01	Private gardens (incl. fencing)	374	m2	£45	£16,830
4.02	Communal soft landscaping	611	m2	£25	£15,275
4.03	Allowance for planting		Item	£1,500	no allowance
4.04	Allowance for communal drying area		Nr	£3,500	no allowance
4.05	Access road, parking and turning - adaptations	707	m2	£65	£45,955
4.06	Pedestrian paving - adaptations	223	m2	£45	£10,035
4.07	Cross over / highways adaptations		Item	£1,500	
4.08	Boundary treatment (fencing/walls)	305	m	£120	£36,600
4.09	External bins store		Nr	£2,500	no allowance
4.10	Cycle store		Nr	£1,500	no allowance
4.11	Foul water drainage	308	m2	£65	£20,020
4.12	External surface water drainage	1,113	m2	£40	£44,520
4.13	Attenuation tanks, etc		Item		excluded
4.14	External lighting	930	m2	£15	£13,950
4.15	Utilities mains supplies	4	Nr	£2,500	£10,000
4.16	New Substation		Nr		Excluded
<b>Sub-total</b>					<b>£213,185</b>

**ACCOMMODATION SCHEDULE**

Description	Nr	GIA	Sub-Totals	Totals
Flats/Maisonettes				
1B 2P Flat		53 m <sup>2</sup>		
2B 4P Flat		73 m <sup>2</sup>		
Allowance for communal space				
Houses				
2B 4P House	4 Nr	77 m <sup>2</sup>	308	
3B 5P House		93 m <sup>2</sup>		308
Bungalow: 2B				
	4 Nr			308

**CLARIFICATIONS AND ASSUMPTIONS**

Estimate based on:

6Pellings Drawing No. 612023.P4-30 Rev A

We have not had an opportunity to visit the site but photographs have been made available. We have also utilised Google Earth to inform allowances.

GIFA is approximate due to early stage of design

Costs are based on 1Q 2015 prices with no allowance for future cost fluctuations

Costs are based on a Single Stage Competitive D&B procurement route

Costs are based on a Contractor 'best programme' contract period

All units assumed to achieve Code for sustainable Homes Level 4

Cost include for OH&P @ 7%

It is assumed that a traditional construction (concrete strip foundations, brick/block walls, timber or beam / block floor

Contractors design fees are based upon appointment with planning consent under JCT D&B contract

Assumed no Party Wall or Rights of Lights issues

Assumed no Asbestos removal required, unless otherwise stated

No allowance has been made for designated child play space

**Exclusions**

Clients professional fees (including statutory fees)

VAT

Excludes any off-site works

Provision of loose fittings and furnishings

Costs of compliance of any conditions imposed by statutory bodies

Costs of Section 106, 278 and other Agreement(s) or Community Infrastructure Levy charges

**Commercial Commentary**

PLL is mindful that the construction industry is becoming increasingly volatile. We are seeing increasingly lengthy lead in times for materials (in particular due to reduced brick and block stocks) which is having an effect on tender prices.

That said this project is likely to be attractive to the Contractors' various supply chains and should therefore stimulate an element of healthy competition.

However, we would suggest that the Client retains a reasonable, undeclared Contingency to offset the potential risk that market forces will increase tender prices.

**East Thames Housing / Epping Forest District Council  
Housing Delivery Programme**

**Feasibility Report**

**Site: Graylands, Theydon Bois CM16 7LB**

Ref: IJC/srs/612.023  
Date: January 2015

## Contents

---

1. Introduction and Confirmation of Brief
2. Existing Site and Surroundings
3. Proposals
4. Planning Issues and Risks
5. Impact/Implications of Statutory Services
6. Site Access and Buildability Issues
7. Neighbourly Matters and Party Walls
8. Proposed Procurement Route
9. Impact on Parking
10. Legals
11. Costs
12. Recommendations and Conclusions

## Appendices

- A: Development Proposals – Drawing 612.023/P4-31 Revision A
- B: Site Photographs
- C: Existing Site Plan – 210206014-BG
- D: Information on Possible Contamination
- E: Cost Build-up

	Date	Initial
Written by	14/01/15	NP
Checked by	09/02/15	IJC

Please note:

Unless otherwise stated all drawings, images and diagrams contained within this document are not to scale.

This document is the property and copyright of Pellings LLP

## 1.0 Introduction and Confirmation of Brief

- 1.1. Pellings LLP are appointed as part of East Thames Group Technical Team in respect of delivery of Development Agent services to Epping Forest District Council for a 6-10 year housing delivery programme.
- 1.2. Following initial appraisal by EFDC, 59 sites have been identified as having possible development potential, with a further number of sites in reserve.
- 1.3. Pellings LLP has been instructed to progress feasibility studies to all 59 sites, which will assist in establishing the extent and timing of the overall programme.
- 1.4. Our instructions are in accordance with our fee tender of 13 August 2012, against the previously prepared tender documentation, and email confirmation of 9 April 2013.

## 2.0 Existing Site and Surroundings

- 2.1. The site is located on the south western edge of Theydon Bois off Graylands. The site has garages to its southern side with a pumping station to the middle of the row. Rear gardens form the other boundaries and the access to the site is from the north east corner.
- 2.2. The general surrounding area consists of apartments, semi-detached and terraced dwellings dating from the 1950's.
- 2.3. A foul and surface water sewer runs through the site in addition to an electric cable. A BT pole is on site adjacent the rear of the pumping station.

## 3.0 Proposals

- 3.1. The proposals are as shown on drawing 612.023/P4-31 Revision A and comprise :
  - 1 x 1 bed detached bungalow @ 48m<sup>2</sup>
  - 3 parking spaces
- 3.2. Due to the constraints of the site, it is unlikely that turning space for fire appliances and refuse vehicles will be achieved. Accordingly a sprinkler system may need to be provided.
- 3.3. Design proposals have responded to the numerous existing services on site and have respected the 3m no build zone typically required. Detailed locations of these underground services will be required should the scheme progress.
- 3.4. Due to the numerous constraints and in order to provide any development on site it has been necessary to position the development in the north west corner. It has also been necessary build up to the existing boundary of the site.

## 4.0 Planning Issues and Risks

- 4.1. The adopted Development Plan for Epping Forest Council is the Combined Local Plan 1998 and Local Plan Alterations 2006.
- 4.2. The site is not identified as being within a flood zone.

4.3. The site has no site specific policies however consideration will need to be given to the following policies where they comply with the NPPF:

- ST4 (Road Safety) – States the planning permission will only be granted where there will be no adverse effects on the highway, traffic congestion or harm to the character or appearance of the area.
- CP7 (Urban Form and Quality) – Encourages the efficient use of existing built-up areas by the recycling of vacant, derelict, degraded and under-used land to accommodate the redevelopment of and re-use of urban sites, which are no longer appropriate to their existing or proposed use in the foreseeable future, for alternative land uses.
- H4A (Dwelling Mix) – States the needs for a range of dwellings, including an appropriate proportion of smaller dwellings, to meet identified housing need on a site-by-site basis.

4.4. It will be necessary to undertake a parking survey and prepare a transport statement to demonstrate that the loss of parking would not be detrimental to highway conditions or the amenities in the area because of a lack of parking.

4.5. The site is within the urban area and would comply with policy CP7.

4.6. The site would comply with policy H4A providing additional family housing.

## 5.0 **Impact/Implications of Statutory Services**

5.1. We have undertaken statutory services enquiries to the following:

- Vodaphone
- BT Openreach
- National Grid
- UK Power Networks
- Virgin Media
- National Grid
- Scottish and Southern Energy (SSE)
- Environment Agency
- Thames Water

Responses have been received as follows :

5.2. Vodaphone: No issues.

5.3. BT Openreach: BT pole

5.4. National Grid: No issues.

5.5. UK Power Networks: Cable serving pumping station – details shown on drawing 612.023/P4-31 Revision A.

5.6. Virgin Media: No response

5.7. SSE: No issue

5.8. Environment Agency: No response

- 5.9. Thames Water: Surface and foul drainage through centre of site – details shown on drawing 612.023/P4-31-Revision A.
- 5.10. It should be noted there are a number of responses to enquiries that, at time of preparation of this report, have not yet been received.

## 6.0 **Site Access and Buildability Issues**

- 6.1. The site is accessed from existing site roads and there would not appear to be any particular difficulties for the normal level and size of construction traffic associated with a development of this nature.
- 6.2. Areas should be available for contractor's site set up and accommodation.
- 6.3. The site is within a primarily residential area, and accordingly, any appointed contractor should use all best endeavours to act in a considerate manner and within normal working hours.
- 6.4. Further to initial enquiries made to EFDC, some potential contamination issues have been highlighted with use of the domestic garages. Possible contaminants indicated within the note produced by EFDC Planning and Economic Development Directorate at Appendix D.
- 6.5. Possible contaminants in respect of the previous use of the garage site may include asbestos, ash and clinker, hydro-carbons from vehicle maintenance and the like.
- 6.6. Accordingly, suitable site investigation will need to be undertaken ahead of any proposals to take this site forward and specific recommendations made to deal with any contamination found, whether by capping or removal from site.
- 6.7. The site is accessed by way of a narrow driveway and as at present, our proposals do not include a turning head for refuse or emergency vehicles. Accordingly, subject to detailed design, an independent refuse storage area may be required along with sprinkler provision to the new houses for fire protection.

## 7.0 **Neighbourly Matters and Party Walls**

- 7.1. As above, the proposed development site is within a primarily residential area and the appointed contractor should act in a considerate manner. It is proposed that restrictions on working hours, noise levels, requirement for resident liaison and similar matters will be included within contract documentation.
- 7.2. From proposals on Drawing 612.023/P4-31 Revision A, Party Wall matters may be relevant to development, particularly adjacent to No. 25 Graylands.
- 7.3. Confirmation of ownership will be required in due course.
- 7.4. Such Party Wall matters may be undertaken ahead of the build contract by direct appointment by EFDC, or included as a requirement for the contractor to deal with within the build contract. This later approach, however, would carry increased risk to programme and cost.

## 8.0 **Proposed Procurement Route**

- 8.1. It is understood that development works will be procured by way of the East Thames Housing Group existing contractor framework arrangements.
- 8.2. It is proposed that works shall be procured on a Design and Build basis with the contractors taking forward RIBA Stage 3 planning consent drawings into detailed design and construction delivery on site.
- 8.3. Schemes shall be designed to a set of Employer's Requirements to be subsequently confirmed but which substantially shall be formed from existing East Thames Housing Group Design Standards and Employer's Requirement documentation.
- 8.4. It is proposed that all site preparation works will be included within individual contract packages including any required demolitions, adjustment of statutory services, highways works and boundary maintenance/reinstatement/provision.
- 8.5. On completion of the feasibility studies for the whole programme, further recommendations will be made in terms of how works are packaged to ensure size of work packages are optimised for ensuring maximum economies for East Thames Housing Group and EFDC.
- 8.6. It is considered, at this stage, that this may be by way of a mix of different sized contractors dependent upon the numbers and geographical location of individual works packages.
- 8.7. Works will be administered by Pellings LLP as Employer's Agent acting in accordance with East Thames Housing Group terms of appointment and the overarching requirements of the Development Agency agreement.

## 9.0 **Impact on Parking**

- 9.1. The Council's currently adopted parking standards are contained within Essex County Council's Parking Standards Design and Good Practice Guide – September 2009. These revised standards were adopted by the Council as statutory planning guidance in February 2012.
- 9.2. Flats and houses have the same parking standard as follows:
  - 1 bedroom accommodation – 1 space per dwelling
  - 2 bedroom accommodation and above – 2 spaces per dwelling
  - Visitor parking – 0.25 spaces per dwelling (rounded up to the nearest whole number)
- 9.3. The proposals would appear to more than meet the Council's parking standards for new development.
- 9.4. However, should the site move forward to planning application stages, it is recommended that a Transport Statement be undertaken, including parking surveys, to demonstrate that the loss of the garages will not give rise to any planning or highway problems.



9.5. Cycle parking will need to be provided at 1 secure covered space per dwelling if a garage or secure area is not provided within the curtilage of the dwelling.

1 covered visitor cycle space will need to be provided per 8 dwellings if no secure space is provided for each dwelling.

10.0 **Legals**

10.1. We have not been provided with a Housing Management Report and Legals Checklist for this site.

10.2. Legal matters would therefore need to be checked to ensure there are no encumbrances that affect redevelopment of the site.


11.0 **Costs**

11.1. It is considered that a budget of £227,000.00 should be allowed for this scheme, inclusive of contractor design fees, but exclusive of professional fees and VAT. Please refer to Appendix E.

12.0 **Recommendations and Conclusions**

12.1. Subject to an overall lifetime cost appraisal, we conclude that the site appears to have economic development opportunities and we recommend is considered for taking forward to planning application stage, with a view to incorporating into the overall programme.

Signed :

  
.....  
For Pellings LLP

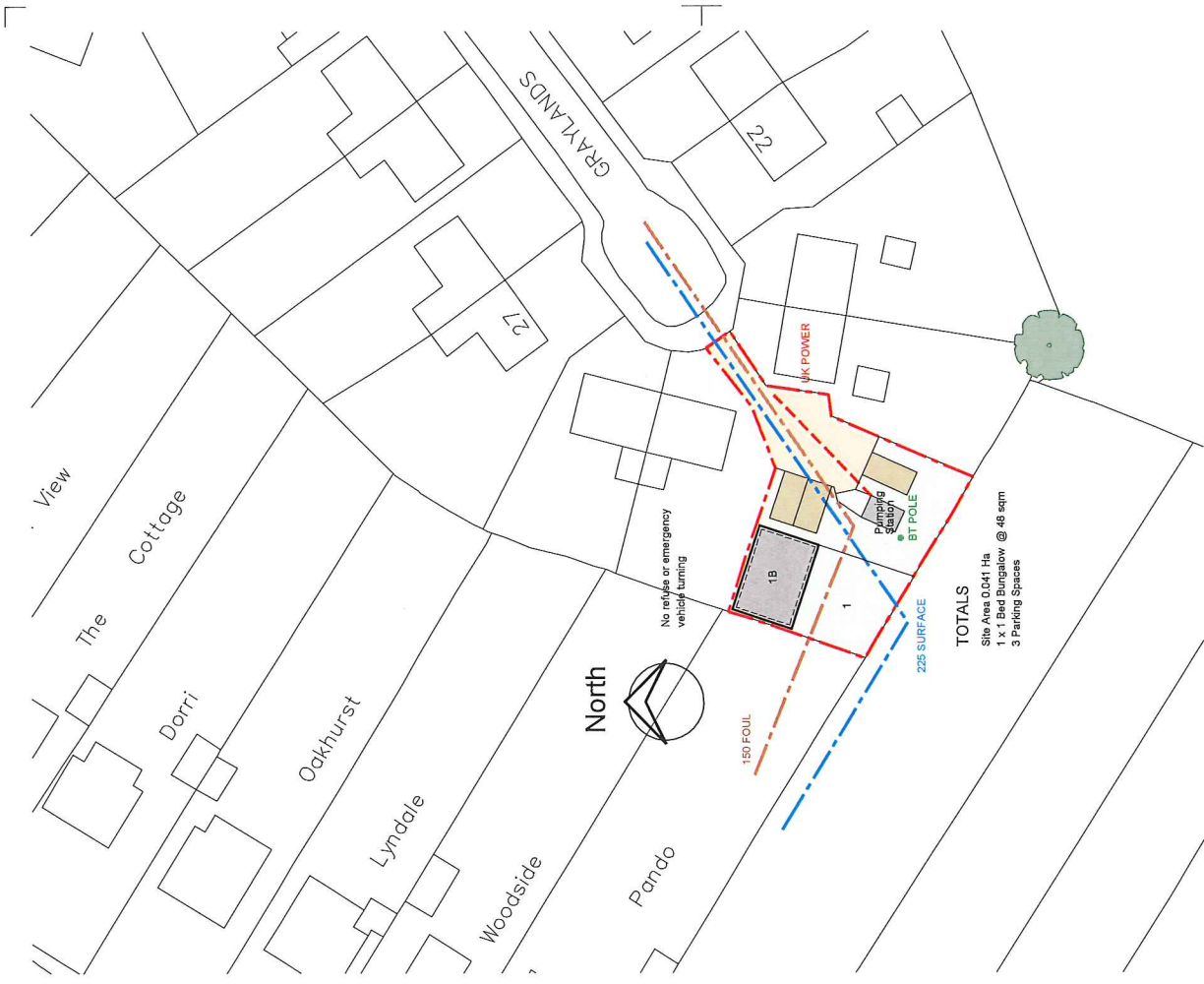
Date :

9<sup>th</sup> February 2015  
.....

**Appendix A**

Development Proposals

Drawings 612.023/P4-31 Revision A



**PELINGS**

Architects & Planning • Building Surveying • Project Management • Cost Consultancy • CDM Co-ordination

Rev Date Description  
- - -

5m 0 25m 50m

**PRELIMINARY**

Report all discrepancies, errors, and omissions. Verify all dimensions on site before commencing any work or preparing shop drawings. All materials, components and workmanship are to comply with all applicable British Standards, codes of practice, and all applicable manufacturer's recommendations that from time to time shall apply. For all specialist work, see relevant drawings.

This drawing and design are copyright of PELINGS LLP

Project: East Thames HA  
Client: East Thames HA  
Title: Existing and Proposed Plans  
Location: Graylands Theydon Bois

Project: EFDC House Building  
Date: DEC 2014  
Scale: 1:500  
Drawn: NP  
Checked: OK

612|023|P4-31|A

**Appendix B**  
Site Photographs

Appendix B - Site Photographs

1.



2.



3.



4.



**Appendix C**  
Existing Site Plan



51.8m

LOUGHTON LANE

HORNBEAM RO

Graylands

Alcombe

Deer View

The Cottage

Dorri

Oakhurst

Lyndale

Woodside

Pando

The Birches

Tudor Lodge

Woodlands

Hogarth

Deepdene

Glen Shiel

Willow House

Fallow House

EX732497

Contains Ordnance Survey & Royal Mail Data  
© Crown Copyright & Database Right 2011  
EFDC License No: 100018534 2011

Directorate of Environment & Street Scene  
Civic Offices  
High Street  
Epping, Essex,  
CM16 4BZ  
Tel. 01992 564000

Project  
Potential Site for Council House  
Building Program  
Drawing No.  
201206014 - BG

Content  
Graylands  
Theydon Bois

Date  
04/07/12  
Scale  
1:1250 @ A4  
Drawn By  
Robert Irwin



## **Appendix D**

### **Information on Possible Contamination**

Information on possible contamination has been forwarded by Epping Forest District Council by way of email of 22nd May 2013, giving information on potential contamination across all the primary sites.

This clarifies possible ground contamination derived from asbestos, made ground, hydrocarbons, petroleum hydrocarbons and the like.

It is likely that any Planning Consent will carry a Condition that all contamination issues are to be remediated.

Accordingly, we recommend that initial site investigation is undertaken for all sites that move forward to Planning Applications.

## **Appendix E**

### Cost Build-up

## Graylands Theydon Bois

Accommodation Summary	Nr	m2	ft2	
Affordable Apartments				] see accommodation
Affordable Houses	1	48	517	
Bungalows				] schedule below
<b>TOTAL GIFA</b>	<b>1</b>	<b>48</b>	<b>517</b>	

**BUDGET COST ALLOWANCES**

Item	Description	Qty	Unit	Rate	Totals
<b>1.00 Enabling Works</b>					
1.01	Demolition of existing garages	8	Nr	£650	£5,200
1.02	Allowance for removal of asbestos	8	Nr	£350	£2,800
1.03	Site clearance	406	m2	£15	£6,090
				<b>Sub-total</b>	<b>£14,090</b>
<b>2.00 Construction</b>					
2.01	Apartments				
	Private areas		m2	£1,150	
	Communal areas (20% allowed)		m2	£750	
2.02	Houses	48	m2	£1,050	£50,400
2.03	Bunglaows		m2	£950	
				<b>Sub-total</b>	<b>£50,400</b>
<b>3.00 Abnormals</b>					
3.01	Allowance for contaminated ground		Item		Excluded
3.02	Extra Over for wall:floor ratio (> 85%)	50	m2	£250	£12,500
3.03	Allowance for enhanced external fabric finish		m2	£30	no allowance
3.04	Extra for wheelchair unit adaptations		Nr	£6,000	no allowance
3.05	Passenger lift serving apartments		Nr	£75,000	not required
3.06	Measures to achieve CfSH Level 4	1	Nr	£2,500	£2,500
3.07	Balconies (average 4m2 each)		Nr	£2,200	no allowance
3.08	PV panels to roof		m2	£750	no allowance
3.09	Extra Over for thin joint construction		Nr	£400	no allowance
3.10	Extra over cost for excavating and removing tarmac road surface	334	m2	£20	£6,680
3.11	Hand dig for UKPN power cable	15	m	£150	£2,297
3.12	Hand dig for 225mm surface water drain	32	m	£150	£4,853
3.13	Hand dig for 150mm diameter foul water drain	35	m	£150	£5,250
3.14	Allowance of hand digging around pumped mains for pumping station	1	Item	£3,000	£3,000
3.15	Remove and reinstate BT Pole (after completion of works to remove tarmac and form new communal area)	1	Item	£1,500	£1,500
3.16	Boundary treatment to pumping station	8	m	£120	£960
				<b>Sub-total</b>	<b>£39,539</b>
<b>4.00 External Works</b>	(see build up overleaf)				£74,970
<b>5.00 Contractor's Preliminaries</b>					
5.01	Site set up, running costs, management, etc.	26	weeks	£850	£22,100
5.02	Scaffolding	91	m2	£30	£2,730
5.03	Hoardings	98	m	£60	£5,880
				<b>Sub-total</b>	<b>£30,710</b>
			£/m2	£/ft2	
	<b>INDICATIVE CONSTRUCTION COST</b>		<b>4,369</b>	<b>406</b>	<b>209,709</b>
	(Excluding FF&E, Fees, etc.)				

Graylands Theydon Bois

**6.00 Other Costs**

6.01 Client FF&E (white goods, etc.)	Item		Excluded
6.02 Telecoms / ICT / Security	Item		Excluded
6.03 Contingency Allowance		5.0%	£10,485
6.04 Contractor's Design Fees		4.0%	£7,160

<b>Totals</b>				<b>£227,355</b>
		£/unit	£/m2	
<b>TOTAL INDICATIVE BUDGET COST</b>	(say)	<b>227,000</b>	<b>4,729</b>	<b>£227,000</b>

Refer to below for Clarifications, Assumptions and Exclusions

**EXTERNAL WORKS**

Item	Description	Qty	Unit	Rate	Totals
4.01	Private gardens (incl. fencing)	81	m2	£45	£3,645
4.02	Communal soft landscaping	53	m2	£25	£1,325
4.03	Allowance for planting		Item	£1,500	no allowance
4.04	Allowance for communal drying area		Nr	£3,500	no allowance
4.05	Access road, parking and turning - adaptations	138	m2	£65	£8,970
4.06	Pedestrian paving - adaptations	65	m2	£45	£2,925
4.07	Cross over / highways adaptations		Item	£1,500	
4.08	Boundary treatment (fencing/walls)	305	m	£120	£36,600
4.09	External bins store		Nr	£2,500	no allowance
4.10	Cycle store		Nr	£1,500	no allowance
4.11	Foul water drainage	48	m2	£65	£3,120
4.12	External surface water drainage	321	m2	£40	£12,840
4.13	Attenuation tanks, etc		Item		excluded
4.14	External lighting	203	m2	£15	£3,045
4.15	Utilities mains supplies	1	Nr	£2,500	£2,500
4.16	New Substation		Nr		Excluded
<b>Sub-total</b>					<b>£74,970</b>

**ACCOMMODATION SCHEDULE**

Description	Nr	GIA	Sub-Totals	Totals
<b>Flats/Maisonettes</b>				
1B 2P Flat		53 m <sup>2</sup>		
2B 4P Flat		73 m <sup>2</sup>		
Allowance for communal space				
<b>Houses</b>				
2B 4P House		77 m <sup>2</sup>		
3B 5P House		93 m <sup>2</sup>		
Bungalow: 1B	1 Nr	48 m <sup>2</sup>	48	48
				48

## CLARIFICATIONS AND ASSUMPTIONS

Estimate based on:

6Pellings Drawing No. 612023.P4-31 Rev A

We have not had an opportunity to visit the site but photographs have been made available. We have also utilised Google Earth to inform allowances.

GIFA is approximate due to early stage of design

Costs are based on 1Q 2015 prices with no allowance for future cost fluctuations

Costs are based on a Single Stage Competitive D&B procurement route

Costs are based on a Contractor 'best programme' contract period

All units assumed to achieve Code for sustainable Homes Level 4

Cost include for OH&P @ 7%

It is assumed that a traditional construction (concrete strip foundations, brick/block walls, timber or beam / block floor

Contractors design fees are based upon appointment with planning consent under JCT D&B contract

Assumed no Party Wall or Rights of Lights issues

Assumed no Asbestos removal required, unless otherwise stated

No allowance has been made for designated child play space

### Exclusions

Clients professional fees (including statutory fees)

VAT

Excludes any off-site works

Provision of loose fittings and furnishings

Costs of compliance of any conditions imposed by statutory bodies

Costs of Section 106, 278 and other Agreement(s) or Community Infrastructure Levy charges

### Commercial Commentary

PLL is mindful that the construction industry is becoming increasingly volatile. We are seeing increasingly lengthy lead in times for materials (in particular due to reduced brick and block stocks) which is having an effect on tender prices.

That said this project is likely to be attractive to the Contractors' various supply chains and should therefore stimulate an element of healthy competition.

However, we would suggest that the Client retains a reasonable, undeclared Contingency to offset the potential risk that market forces will increase tender prices.

This page is intentionally left blank

**East Thames Housing / Epping Forest District Council  
Housing Delivery Programme**

**Feasibility Report**

**Site: Green Glade, Theydon Bois CM16 7LZ**

Ref: IJC/srs/612.023  
Date: January 2015

## Contents

---

1. Introduction and Confirmation of Brief
2. Existing Site and Surroundings
3. Proposals
4. Planning Issues and Risks
5. Impact/Implications of Statutory Services
6. Site Access and Buildability Issues
7. Neighbourly Matters and Party Walls
8. Proposed Procurement Route
9. Impact on Parking
10. Legals
11. Costs
12. Recommendations and Conclusions

## Appendices

- A: Development Proposals – Drawing 612.023/P4-32 Revision A
- B: Site Photographs
- C: Existing Site Plan – 201206014-V
- D: Information on Possible Contamination
- E: Cost Build-up

	Date	Initial
Written by	14/01/15	NP
Checked by	09/02/15	IJC

Please note:

Unless otherwise stated all drawings, images and diagrams contained within this document are not to scale.

This document is the property and copyright of Pellings LLP



## 1.0 Introduction and Confirmation of Brief

- 1.1. Pellings LLP are appointed as part of East Thames Group Technical Team in respect of delivery of Development Agent services to Epping Forest District Council for a 6-10 year housing delivery programme.
- 1.2. Following initial appraisal by EFDC, 59 sites have been identified as having possible development potential, with a further number of sites in reserve.
- 1.3. Pellings LLP has been instructed to progress feasibility studies to all 59 sites, which will assist in establishing the extent and timing of the overall programme.
- 1.4. Our instructions are in accordance with our fee tender of 13 August 2012, against the previously prepared tender documentation, and email confirmation of 9 April 2013.

## 2.0 Existing Site and Surroundings

- 2.1. The site is located eastern edge of Theydon Bois off Green Glade adjacent to the Central Line. The site has three rows of garages with hard standing surrounding and several vehicular access serving the rear of the surrounding properties which back onto the site.
- 2.2. The general surrounding area consists of apartments, semi-detached and terraced dwellings dating from the 1950's.
- 2.3. There are several vehicular access points from adjoining properties across the site.

## 3.0 Proposals

- 3.1. The proposals are as shown on drawing 612.023/P4-32 Revision A and comprise :
  - 4 x 2 bed 2-storey semi-detached houses @ 77m<sup>2</sup>
  - 9 parking spaces
- 3.2. Due to the constraints of the site, it is unlikely that turning space for fire appliances and refuse vehicles will be achieved. Accordingly a sprinkler system may need to be provided.
- 3.3. Proposals currently maintain the vehicular access on to the site from the rear gardens of adjoining properties.

## 4.0 Planning Issues and Risks

- 4.1. The adopted Development Plan for Epping Forest Council is the Combined Local Plan 1998 and Local Plan Alterations 2006.
- 4.2. The site is not identified as being within a flood zone.
- 4.3. The site has no site specific policies however consideration will need to be given to the following policies where they comply with the NPPF:
  - ST4 (Road Safety) – States the planning permission will only be granted where there will be no adverse effects on the highway, traffic congestion or harm to the character or appearance of the area.

- CP7 (Urban Form and Quality) – Encourages the efficient use of existing built-up areas by the recycling of vacant, derelict, degraded and under-used land to accommodate the redevelopment of and re-use of urban sites, which are no longer appropriate to their existing or proposed use in the foreseeable future, for alternative land uses.
- H4A (Dwelling Mix) – States the needs for a range of dwellings, including an appropriate proportion of smaller dwellings, to meet identified housing need on a site-by-site basis.

4.4. It will be necessary to undertake a parking survey and prepare a transport statement to demonstrate that the loss of parking would not be detrimental to highway conditions or the amenities in the area because of a lack of parking.

4.5. The site is within the urban area and would comply with policy CP7.

4.6. The site would comply with policy H4A providing additional family housing.

#### 5.0 **Impact/Implications of Statutory Services**

5.1. We have undertaken statutory services enquiries to the following:

- Vodaphone
- BT Openreach
- National Grid
- UK Power Networks
- Virgin Media
- National Grid
- Scottish and Southern Energy (SSE)
- Environment Agency
- Thames Water

Responses have been received as follows :

5.2. Vodaphone: No issues.

5.3. BT Openreach: No issues.

5.4. National Grid: No issues.

5.5. UK Power Networks: No issues.

5.6. Virgin Media: No response

5.7. SSE: No issue

5.8. Environment Agency: No response

5.9. Thames Water: No issue

5.10. It should be noted there are a number of responses to enquiries that, at time of preparation of this report, have not yet been received.

## 6.0 **Site Access and Buildability Issues**

- 6.1. The site is accessed from existing site roads and there would not appear to be any particular difficulties for the normal level and size of construction traffic associated with a development of this nature.
- 6.2. Areas should be available for contractor's site set up and accommodation.
- 6.3. The site is within a primarily residential area, and accordingly, any appointed contractor should use all best endeavours to act in a considerate manner and within normal working hours.
- 6.4. Further to initial enquiries made to EFDC, some potential contamination issues have been highlighted with use of the domestic garages. Possible contaminants indicated within the note produced by EFDC Planning and Economic Development Directorate at Appendix D.
- 6.5. Possible contaminants in respect of the previous use of the garage site may include asbestos, ash and clinker, hydro-carbons from vehicle maintenance and the like.
- 6.6. Accordingly, suitable site investigation will need to be undertaken ahead of any proposals to take this site forward and specific recommendations made to deal with any contamination found, whether by capping or removal from site.
- 6.7. The site is accessed by way of a narrow driveway and as at present, our proposals do not include a turning head for refuse or emergency vehicles. Accordingly, subject to detailed design, an independent refuse storage area may be required along with sprinkler provision to the new houses for fire protection.

## 7.0 **Neighbourly Matters and Party Walls**

- 7.1. As above, the proposed development site is within a primarily residential area and the appointed contractor should act in a considerate manner. It is proposed that restrictions on working hours, noise levels, requirement for resident liaison and similar matters will be included within contract documentation.
- 7.2. From proposals on Drawing 612.023/P4-32 Revision A we do not consider that Party Wall matters will be relevant to development proposals.

## 8.0 **Proposed Procurement Route**

- 8.1. It is understood that development works will be procured by way of the East Thames Housing Group existing contractor framework arrangements.
- 8.2. It is proposed that works shall be procured on a Design and Build basis with the contractors taking forward RIBA Stage 3 planning consent drawings into detailed design and construction delivery on site.
- 8.3. Schemes shall be designed to a set of Employer's Requirements to be subsequently confirmed but which substantially shall be formed from existing East Thames Housing Group Design Standards and Employer's Requirement documentation.

- 8.4. It is proposed that all site preparation works will be included within individual contract packages including any required demolitions, adjustment of statutory services, highways works and boundary maintenance/reinstatement/provision.
- 8.5. On completion of the feasibility studies for the whole programme, further recommendations will be made in terms of how works are packaged to ensure size of work packages are optimised for ensuring maximum economies for East Thames Housing Group and EFDC.
- 8.6. It is considered, at this stage, that this may be by way of a mix of different sized contractors dependent upon the numbers and geographical location of individual works packages.
- 8.7. Works will be administered by Pellings LLP as Employer's Agent acting in accordance with East Thames Housing Group terms of appointment and the overarching requirements of the Development Agency agreement.

#### 9.0 **Impact on Parking**

9.1. The Council's currently adopted parking standards are contained within Essex County Council's Parking Standards Design and Good Practice Guide – September 2009. These revised standards were adopted by the Council as statutory planning guidance in February 2012.

9.2. Flats and houses have the same parking standard as follows:

- 1 bedroom accommodation – 1 space per dwelling
- 2 bedroom accommodation and above – 2 spaces per dwelling
- Visitor parking – 0.25 spaces per dwelling (rounded up to the nearest whole number)

9.3. The proposals would appear to meet the Council's parking standards for new development.

9.4. However, should the site move forward to planning application stages, it is recommended that a Transport Statement be undertaken, including parking surveys, to demonstrate that the loss of the garages will not give rise to any planning or highway problems.

9.5. Cycle parking will need to be provided at 1 secure covered space per dwelling if a garage or secure area is not provided within the curtilage of the dwelling.

1 covered visitor cycle space will need to be provided per 8 dwellings if no secure space is provided for each dwelling.

#### 10.0 **Legals**

10.1. We have not been provided with a Housing Management Report and Legals Checklist for this site.

10.2. Legal matters would therefore need to be checked to ensure there are no encumbrances that affect redevelopment of the site.

11.0 **Costs**

11.1. It is considered that a budget of £736,000.00 should be allowed for this scheme, inclusive of contractor design fees, but exclusive of professional fees and VAT. Please refer to Appendix E.

12.0 **Recommendations and Conclusions**

12.1. Subject to an overall lifetime cost appraisal, we conclude that the site appears to have economic development opportunities and we recommend is considered for taking forward to planning application stage, with a view to incorporating into the overall programme.

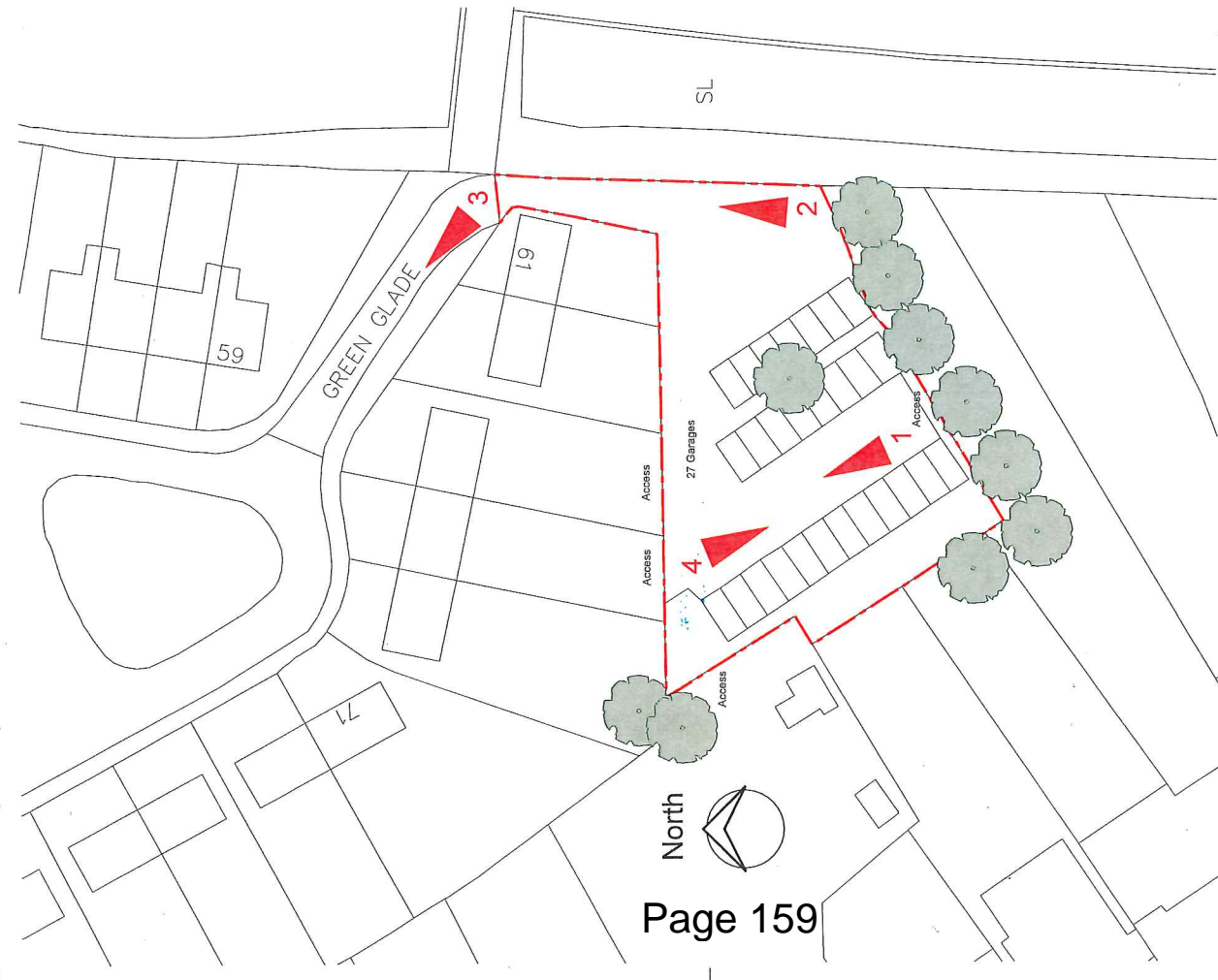
Signed :  .....  
For Pellings LLP

Date : 9<sup>th</sup> February 2015

## **Appendix A**

Development Proposals

Drawings 612.023/P4-32 Revision A



**TOTALS**  
 Site Area 0.119 Ha  
 4 x 2 Bed Houses @ 77 sqm  
 9 Parking Spaces



Architecture & Planning ■ Building Surveying ■ Project Management ■ Cost Consultancy ■ Civil Coordination	
Pellings LLP 100 Victoria Road, South, Kent, TN11 8JY Tel: 01892 533333 Fax: 01892 533333 www.pellings.co.uk	PROJECT: EFDC House Building DATE: DEC 2014 SCALE: 1:500 DRAWN: NP CHECKED: CRK
CLIENT: East Thames HA TITLE: Existing and Proposed Plans Green Glade Theydon Bois	DRAWING NUMBER: 612 023 P4-32   A

Rev	Date	Description	Name
-/-			

5m 25m 50m

**PRELIMINARY**

NOTES  
 Report all discrepancies, errors and omissions.  
 Do not scale from this drawing.  
 Verify all dimensions on site before commencing any work or preparing shop drawings.  
 All materials, components and assemblies are to comply with all materials, components and assemblies, Codes of Practice, and appropriate manufacturers recommendations that from time to time shall apply.  
 For all specialist work, see relevant drawings.  
 This drawing and design are copyright of PELLINGS LLP

**Appendix B**  
Site Photographs



## Appendix B - Site Photographs

1.



2.



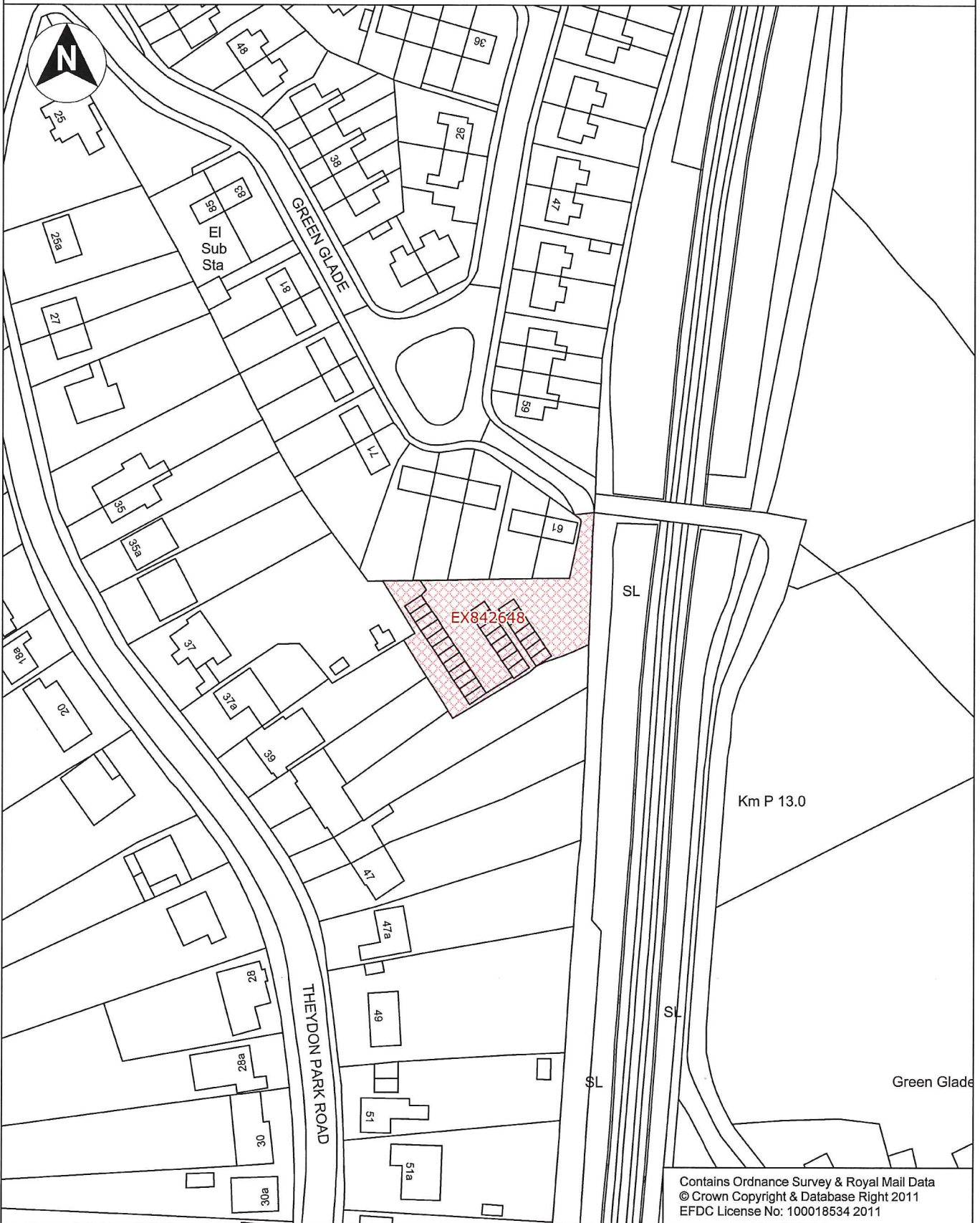
3.



4.



**Appendix C**  
Existing Site Plan



Contains Ordnance Survey & Royal Mail Data  
 © Crown Copyright & Database Right 2011  
 EFDC License No: 100018534 2011

Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project <b>Potential Site for Council House          Building Program</b>	Content <b>Green Glade          Theydon Bois</b>	Date <b>04/07/12</b>
	Drawing No. 201206014 - V		Scale <b>1:1250 @ A4</b>
			Drawn By <b>Robert Irwin</b>

## **Appendix D**

### **Information on Possible Contamination**

Information on possible contamination has been forwarded by Epping Forest District Council by way of email of 22nd May 2013, giving information on potential contamination across all the primary sites.

This clarifies possible ground contamination derived from asbestos, made ground, hydrocarbons, petroleum hydrocarbons and the like.

It is likely that any Planning Consent will carry a Condition that all contamination issues are to be remediated.

Accordingly, we recommend that initial site investigation is undertaken for all sites that move forward to Planning Applications.

## **Appendix E**

### Cost Build-up

Greens Glades Theydon Bois

Accommodation Summary	Nr	m2	ft2	
Affordable Apartments				] see accommodation
Affordable Houses	4	308	3,315	
Bungalows				] schedule below
<b>TOTAL GIFA</b>	<b>4</b>	<b>308</b>	<b>3,315</b>	

**BUDGET COST ALLOWANCES**

Item	Description	Qty	Unit	Rate	Totals
<b>1.00 Enabling Works</b>					
1.01	Demolition of existing garages	27	Nr	£650	£17,550
1.02	Allowance for removal of asbestos	27	Nr	£350	£9,450
1.03	Site clearance	1,192	m2	£15	£17,880
				<b>Sub-total</b>	<b>£44,880</b>
<b>2.00 Construction</b>					
2.01 Apartments					
	Private areas		m2	£1,150	
	Communal areas (20% allowed)		m2	£750	
2.02	Houses	308	m2	£1,050	£323,400
2.03	Bunglaows		m2	£950	
				<b>Sub-total</b>	<b>£323,400</b>
<b>3.00 Abnormals</b>					
3.01	Allowance for contaminated ground		Item		Excluded
3.02	Extra Over for wall:floor ratio (> 85%)	170	m2	£250	£42,500
3.03	Allowance for enhanced external fabric finish		m2	£30	no allowance
3.04	Extra for wheelchair unit adaptations		Nr	£6,000	no allowance
3.05	Passenger lift serving apartments		Nr	£75,000	not required
3.06	Measures to achieve CfSH Level 4	4	Nr	£2,500	£10,000
3.07	Balconies (average 4m2 each)		Nr	£2,200	no allowance
3.08	PV panels to roof		m2	£750	no allowance
3.09	Extra Over for thin joint construction		Nr	£400	no allowance
3.10	Extra over cost for excavating and removing tarmac road surface	665	m2	£20	£13,300
				<b>Sub-total</b>	<b>£65,800</b>
<b>4.00 External Works</b>	(see build up overleaf)				£156,585
<b>5.00 Contractor's Preliminaries</b>					
5.01	Site set up, running costs, management, etc.	40	weeks	£1,605	£64,200
5.02	Scaffolding	433	m2	£30	£12,990
5.03	Hoardings	179	m	£60	£10,740
				<b>Sub-total</b>	<b>£87,930</b>
			£/m2	£/ft2	
<b>INDICATIVE CONSTRUCTION COST</b>			<b>2,203</b>	<b>205</b>	<b>678,595</b>
(Excluding FF&E, Fees, etc.)					

Greens Glades Theydon Bois

**6.00 Other Costs**

6.01 Client FF&E (white goods, etc.)	Item		Excluded
6.02 Telecoms / ICT / Security	Item		Excluded
6.03 Contingency Allowance		5.0%	£33,930
6.04 Contractor's Design Fees		4.0%	£23,627

<b>Totals</b>				<b>£736,151</b>
	£/unit	£/m2		
<b>TOTAL INDICATIVE BUDGET COST</b>	(say)	<b>184,000</b>	<b>2,390</b>	<b>£736,000</b>

Refer to below for Clarifications, Assumptions and Exclusions

**EXTERNAL WORKS**

Item	Description	Qty	Unit	Rate	Totals
4.01	Private gardens (incl. fencing)	342	m2	£45	£15,390
4.02	Communal soft landscaping	19	m2	£25	£475
4.03	Allowance for planting		Item	£1,500	no allowance
4.04	Allowance for communal drying area		Nr	£3,500	no allowance
4.05	Access road, parking and turning - adaptations	544	m2	£65	£35,360
4.06	Pedestrian paving - adaptations	105	m2	£45	£4,725
4.07	Cross over / highways adaptations		Item	£1,500	
4.08	Boundary treatment (fencing/walls)	179	m	£120	£21,480
4.09	External bins store		Nr	£2,500	no allowance
4.10	Cycle store		Nr	£1,500	no allowance
4.11	Foul water drainage	832	m2	£65	£54,080
4.12	External surface water drainage	321	m2	£40	£12,840
4.13	Attenuation tanks, etc		Item		excluded
4.14	External lighting	649	m2	£15	£9,735
4.15	Utilities mains supplies	1	Nr	£2,500	£2,500
4.16	New Substation		Nr		Excluded
<b>Sub-total</b>					<b>£156,585</b>

**ACCOMMODATION SCHEDULE**

Description	Nr	GIA	Sub-Totals	Totals
<b>Flats/Maisonettes</b>				
1B 2P Flat		53 m <sup>2</sup>		
2B 4P Flat		73 m <sup>2</sup>		
Allowance for communal space				
<b>Houses</b>				
2B 4P House	4 Nr	77 m <sup>2</sup>	308	
3B 5P House		93 m <sup>2</sup>		308
	4 Nr			
Bungalow: 1B		48 m <sup>2</sup>		
	4 Nr			308



## CLARIFICATIONS AND ASSUMPTIONS

Estimate based on:

6Pellings Drawing No. 612023.P4-32 Rev A

We have not had an opportunity to visit the site but photographs have been made available. We have also utilised Google Earth to inform allowances.

GIFA is approximate due to early stage of design

Costs are based on 1Q 2015 prices with no allowance for future cost fluctuations

Costs are based on a Single Stage Competitive D&B procurement route

Costs are based on a Contractor 'best programme' contract period

All units assumed to achieve Code for sustainable Homes Level 4

Cost include for OH&P @ 7%

It is assumed that a traditional construction (concrete strip foundations, brick/block walls, timber or beam / block floor

Contractors design fees are based upon appointment with planning consent under JCT D&B contract

Assumed no Party Wall or Rights of Lights issues

Assumed no Asbestos removal required, unless otherwise stated

No allowance has been made for designated child play space

### Exclusions

Clients professional fees (including statutory fees)

VAT

Excludes any off-site works

Provision of loose fittings and furnishings

Costs of compliance of any conditions imposed by statutory bodies

Costs of Section 106, 278 and other Agreement(s) or Community Infrastructure Levy charges

### Commercial Commentary

PLLP is mindful that the construction industry is becoming increasingly volatile. We are seeing increasingly lengthy lead in times for materials (in particular due to reduced brick and block stocks) which is having an effect on tender prices.

That said this project is likely to be attractive to the Contractors' various supply chains and should therefore stimulate an element of healthy competition.

However, we would suggest that the Client retains a reasonable, undeclared Contingency to offset the potential risk that market forces will increase tender prices.

This page is intentionally left blank

**East Thames Housing / Epping Forest District Council  
Housing Delivery Programme**

**Feasibility Report**

**Site: Colvers, Matching Green CM17 0PX**

Ref: IJC/srs/612.023  
Date: January 2015

## Contents

---

1. Introduction and Confirmation of Brief
2. Existing Site and Surroundings
3. Proposals
4. Planning Issues and Risks
5. Impact/Implications of Statutory Services
6. Site Access and Buildability Issues
7. Neighbourly Matters and Party Walls
8. Proposed Procurement Route
9. Impact on Parking
10. Legals
11. Costs
12. Recommendations and Conclusions

## Appendices

- A: Development Proposals – Drawing 612.023/ P4-33 Revision A
- B: Site Photographs
- C: Existing Site Plan – 210206014-AX
- D: Information on Possible Contamination
- E: Cost Build-up

	Date	Initial
Written by	14/01/15	NP
Checked by	03/02/15	IJC

Please note:

Unless otherwise stated all drawings, images and diagrams contained within this document are not to scale.

This document is the property and copyright of Pellings LLP

## 1.0 Introduction and Confirmation of Brief

- 1.1. Pellings LLP are appointed as part of East Thames Group Technical Team in respect of delivery of Development Agent services to Epping Forest District Council for a 6-10 year housing delivery programme.
- 1.2. Following initial appraisal by EFDC, 59 sites have been identified as having possible development potential, with a further number of sites in reserve.
- 1.3. Pellings LLP has been instructed to progress feasibility studies to all 59 sites, which will assist in establishing the extent and timing of the overall programme.
- 1.4. Our instructions are in accordance with our fee tender of 13 August 2012, against the previously prepared tender documentation, and email confirmation of 9 April 2013.

## 2.0 Existing Site and Surroundings

- 2.1. The site is located within Matching Green which is located 5.6 miles east of Harlow.
- 2.2. The site is accessed via a long narrow access from Colvers and is situated between the rear gardens of properties fronting Colvers and High Laver Road.
- 2.3. The site has 18 garages to the east and west boundaries and a fence to the southern boundary with hardstanding between. A substation is located adjacent to the site entrance and an electric cable runs through the site.
- 2.4. The general surrounding area consists of bungalows and semi-detached houses dating from the 1950's.
- 2.5. A number of mature trees are on or adjacent to the site.

## 3.0 Proposals

- 3.1. The proposals are as shown on drawing 612.023/P4-33 Revision A and comprise two options

### Option A

- 1 x 3 bed 2-storey detached houses @ 93m<sup>2</sup>
- 3 parking spaces

### Option B

- 2 x 3 bed 2-storey detached houses @ 93m<sup>2</sup>
- 5 parking spaces

Option B will require the existing electric cable to be diverted to enable an additional dwelling to be provided.

- 3.2. Due to the constraints of the site, turning space for fire appliances and refuse vehicles will not be achieved. Accordingly a sprinkler system may need to be provided and alternative arrangements for refuse collection agreed.
- 3.3. Design proposals will provide a minimum of 3m separation to the electric cable.

#### 4.0 **Planning Issues and Risks**

4.1. The adopted Development Plan for Epping Forest Council is the Combined Local Plan 1998 and Local Plan Alterations 2006.

4.2. The site is not identified as being within a flood zone.

4.3. The site has no site specific policies however consideration will need to be given to the following policies where they comply with the NPPF:

- ST4 (Road Safety) – States the planning permission will only be granted where there will be no adverse effects on the highway, traffic congestion or harm to the character or appearance of the area.
- CP7 (Urban Form and Quality) – Encourages the efficient use of existing built-up areas by the recycling of vacant, derelict, degraded and under-used land to accommodate the redevelopment of and re-use of urban sites, which are no longer appropriate to their existing or proposed use in the foreseeable future, for alternative land uses.
- H4A (Dwelling Mix) – States the needs for a range of dwellings, including an appropriate proportion of smaller dwellings, to meet identified housing need on a site-by-site basis.

4.4. It will be necessary to undertake a parking survey and prepare a transport statement to demonstrate that the loss of parking would not be detrimental to highway conditions or the amenities in the area because of a lack of parking.

4.5. The site is within the urban area and would comply with policy CP7.

4.6. The site would comply with policy H4A providing additional family housing.

#### 5.0 **Impact/Implications of Statutory Services**

5.1. We have undertaken statutory services enquiries to the following:

- Vodaphone
- BT Openreach
- National Grid
- UK Power Networks
- Virgin Media
- National Grid
- Scottish and Southern Energy (SSE)
- Environment Agency
- Thames Water

Responses have been received as follows :

5.2. Vodaphone: No issues.

5.3. BT Openreach: No issues.

5.4. National Grid: No issues.

5.5. UK Power Networks: Cable through centre of site – shown on drawing 612.023/ P4-33 Revision A

- 5.6. Virgin Media: No response.
- 5.7. SSE: No issue
- 5.8. Environment Agency: No response
- 5.9. Thames Water: No issue
- 5.10. It should be noted there are a number of responses to enquiries that, at time of preparation of this report, have not yet been received.

## 6.0 **Site Access and Buildability Issues**

- 6.1. The site is accessed from existing site roads and there would not appear to be any particular difficulties for the normal level and size of construction traffic associated with a development of this nature.
- 6.2. Areas should be available for contractor's site set up and accommodation. Option 1 would provide greater scope for this.
- 6.3. The site is within a primarily residential area and, accordingly, any appointed contractor should use all best endeavours to act in a considerate manner and within normal working hours.
- 6.4. Further to initial enquiries made to EFDC, some potential contamination issues have been highlighted with use of the domestic garages.
- 6.5. Possible contaminants in respect of the previous use of the garage site may include asbestos, ash and clinker, hydro-carbons from vehicle maintenance and the like, please see Appendix D.
- 6.6. Accordingly, suitable site investigation will need to be undertaken ahead of any proposals to take this site forward and specific recommendations made to deal with any contamination found, whether by capping or removal from site.
- 6.7. The site is accessed by way of a narrow driveway and as at present, our proposals do not include a turning head for refuse or emergency vehicles. Accordingly, subject to detailed design, an independent refuse storage area may be required along with sprinkler provision to the new house or houses for fire protection.

## 7.0 **Neighbourly Matters and Party Walls**

- 7.1. As above, the proposed development site is within a primarily residential area and the appointed contractor should act in a considerate manner. It is proposed that restrictions on working hours, noise levels, requirement for resident liaison and similar matters will be included within contract documentation.
- 7.2. From proposals on Drawing 612.023/ P4-33 Revision A it is not considered that Party Wall matters will be relevant to the development.

## 8.0 **Proposed Procurement Route**

- 8.1. It is understood that development works will be procured by way of the East Thames Housing Group existing contractor framework arrangements.
- 8.2. It is proposed that works shall be procured on a Design and Build basis with the contractors taking forward RIBA Stage 3 planning consent drawings into detailed design and construction delivery on site.
- 8.3. Schemes shall be designed to a set of Employer's Requirements to be subsequently confirmed but which substantially shall be formed from existing East Thames Housing Group Design Standards and Employer's Requirement documentation.
- 8.4. It is proposed that all site preparation works will be included within individual contract packages including any required demolitions, adjustment of statutory services, highways works and boundary maintenance/reinstatement/provision.
- 8.5. On completion of the feasibility studies for the whole programme, further recommendations will be made in terms of how works are packaged to ensure size of work packages are optimised for ensuring maximum economies for East Thames Housing Group and EFDC.
- 8.6. It is considered, at this stage, that this may be by way of a mix of different sized contractors dependent upon the numbers and geographical location of individual works packages.
- 8.7. Works will be administered by Pellings LLP as Employer's Agent acting in accordance with East Thames Housing Group terms of appointment and the overarching requirements of the Development Agency agreement.

## 9.0 **Impact on Parking**

- 9.1. The Council's currently adopted parking standards are contained within Essex County Council's Parking Standards Design and Good Practice Guide – September 2009. These revised standards were adopted by the Council as statutory planning guidance in February 2012.
- 9.2. Flats and houses have the same parking standard as follows:
  - 1 bedroom accommodation – 1 space per dwelling
  - 2 bedroom accommodation and above – 2 spaces per dwelling
  - Visitor parking – 0.25 spaces per dwelling (rounded up to the nearest whole number)
- 9.3. The proposals would appear to more than meet the Council's parking standards for new development.
- 9.4. However, should the site move forward to planning application stages, it is recommended that a Transport Statement be undertaken, including parking surveys, to demonstrate that the loss of the garages will not give rise to any planning or highway problems.



9.5. Cycle parking will need to be provided at 1 secure covered space per dwelling if a garage or secure area is not provided within the curtilage of the dwelling.

1 covered visitor cycle space will need to be provided per 8 dwellings if no secure space is provided for each dwelling.

10.0 **Legals**

10.1. We have not been provided with a Housing Management Report and Legals Checklist for this site.

10.2. Legal matters would therefore need to be checked to ensure there are no encumbrances that affect redevelopment of the site.

11.0 **Costs**

11.1. **Option A:** It is considered that a budget of £230,000.00 should be allowed for this option, inclusive of contractor design fees, but exclusive of professional fees and VAT. Please refer to Appendix E.

**Option B:** : It is considered that a budget of £355,000.00 should be allowed for this option, inclusive of contractor design fees, but exclusive of professional fees and VAT. Please refer to Appendix E.

12. **Recommendations and Conclusions**

12.1. Subject to an overall lifetime cost appraisal, we conclude that the site appears to have economic development opportunities and we recommend is considered for taking forward to planning application stage, with a view to incorporating into the overall programme. We would consider either option as a viable opportunity.

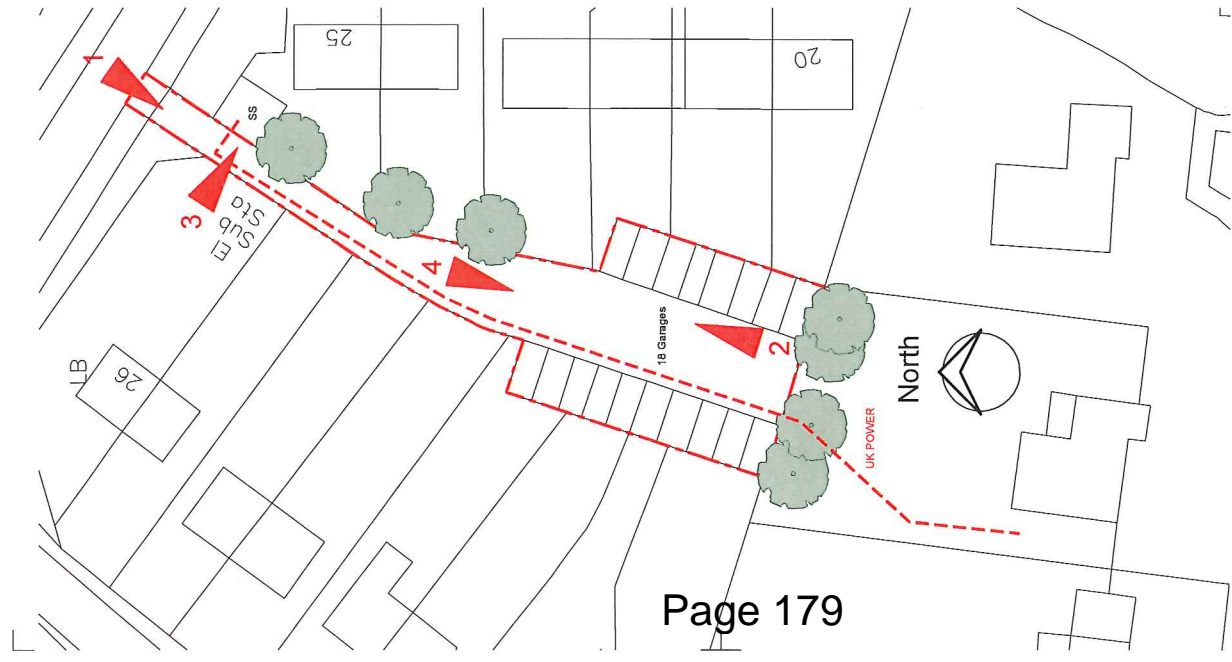
Signed :   
.....  
For Pellings LLP

Date : 4<sup>th</sup> February 2015  
.....

## **Appendix A**

Development Proposals

Drawing 612.023/P4-33A



**Rev**   **Date**   **Description**

1   12/12/14   1:1

2   12/12/14   2:1

3   12/12/14   3:1

4   12/12/14   4:1

**PELLINGS**

Architects & Planners • Building • Surveying • Project Management • Cost Consultancy • CDM Co-ordination

PROJECT: EFDC House Building

DATE: DEC 2014

SCALE: 1:500 @ A3

DRAWN: NP

CHECKED: OK

TITLE: East Thames HA Existing and Proposed Plans Colours Matching Green

6121023 P4-33 A

**Rev**   **Date**   **Description**

1   12/12/14   1:1

2   12/12/14   2:1

3   12/12/14   3:1

4   12/12/14   4:1

**PELLINGS**

Architects & Planners • Building • Surveying • Project Management • Cost Consultancy • CDM Co-ordination

PROJECT: EFDC House Building

DATE: DEC 2014

SCALE: 1:500 @ A3

DRAWN: NP

CHECKED: OK

TITLE: East Thames HA Existing and Proposed Plans Colours Matching Green

6121023 P4-33 A

**NOTES:**

Report all discrepancies, errors and omissions. Do not scale from this drawing. Verify all dimensions on site before commencing any work or preparing shop drawings. All work shall be in accordance with all the relevant British Standards, Codes of Practice and appropriate manufacturers' recommendations, that from time to time shall apply. For all specialist work, see relevant drawings. This drawing and design are copyright of PELLINGS LLP.

**Appendix B**  
Site Photographs

## Appendix B - Site Photographs

1.



2.



3.



4.



**Appendix C**  
Existing Site Plan



Contains Ordnance Survey & Royal Mail Data  
 © Crown Copyright & Database Right 2011  
 EFDC License No: 100018534 2011

Directorate of Environment & Street Scene  
 Civic Offices  
 High Street  
 Epping, Essex,  
 CM16 4BZ  
 Tel. 01992 564000

Project  
 Potential Site for Council House  
 Building Program

Drawing No.  
 201206014 - AX

Content  
 Colvers  
 Matching Green

Date  
 04/07/12

Scale  
 1:1250 @ A4

Drawn By  
 Robert Irwin



## **Appendix D**

### **Information on Possible Contamination**

Information on possible contamination has been forwarded by Epping Forest District Council by way of email of 22nd May 2013, giving information on potential contamination across all the primary sites.

This clarifies possible ground contamination derived from asbestos, made ground, hydrocarbons, petroleum hydrocarbons and the like.

It is likely that any Planning Consent will carry a Condition that all contamination issues are to be remediated.

Accordingly, we recommend that initial site investigation is undertaken for all sites that move forward to Planning Applications.

## **Appendix E**

### Cost Build-up

Colvers/Matching Green

Accommodation Summary	Nr	m2	ft2
Affordable Apartments			
Affordable Houses	2	186	2,002
<b>TOTAL GIFA</b>	<b>2</b>	<b>186</b>	<b>2,002</b>

] see accommodation  
] schedule below

**BUDGET COST ALLOWANCES**

Item	Description	Qty	Unit	Rate	Totals
<b>1.00 Enabling Works</b>					
1.01	Demolition of existing garages	18	Nr	£650	£11,700
1.02	Allowance for removal of asbestos		Nr	£350	No allowance
1.03	Site clearance	710	m2	£15	£10,650
				<b>Sub-total</b>	<b>£22,350</b>
<b>2.00 Construction</b>					
2.01	Apartments				
	Private areas		m2	£1,150	
	Communal areas (20% allowed)		m2	£750	
2.02	Houses	186	m2	£1,050	£195,300
				<b>Sub-total</b>	<b>£195,300</b>
<b>3.00 Abnormals</b>					
3.01	Allowance for contaminated ground		Item		Excluded
3.02	Extra Over for wall:floor ratio (> 85%)		m2	£250	No allowance
3.03	Allowance for enhanced external fabric finish		m2	£30	No allowance
3.04	Extra for wheelchair unit adaptations		Nr	£6,000	No allowance
3.05	Passenger lift serving apartments		Nr	£75,000	not required
3.06	Measures to achieve CfSH Level 4	2	Nr	£2,500	£5,000
3.07	Balconies (average 4m2 each)		Nr	£2,200	No allowance
3.08	PV panels to roof		m2	£750	No allowance
3.09	Extra Over for thin joint construction		Nr	£400	No allowance
3.10	Electrical power cable diversion	1	Item	£12,500	£12,500
3.11	Extra Over for hand excavation over/around UKPN cable including protection	41	m	£150	£6,150
				<b>Sub-total</b>	<b>£23,650</b>
<b>4.00 External Works</b>	(see build up overleaf)				£40,992
<b>5.00 Contractor's Preliminaries</b>					
5.01	Site set up, running costs, management, etc.	40	weeks	£850	£34,000
5.02	Scaffolding	238	m2	£30	£7,128
5.03	Hoardings	88	m	£60	£5,286
				<b>Sub-total</b>	<b>£46,414</b>
<b>INDICATIVE CONSTRUCTION COST</b>				<b>£/m2</b>	<b>£/ft2</b>
(Excluding FF&E, Fees, etc.)				<b>1,767</b>	<b>164</b>
					<b>328,706</b>
<b>6.00 Other Costs</b>					
6.01	Client FF&E (white goods, etc.)		Item		Excluded
6.02	Telecoms / ICT / Security		Item		Excluded
6.03	Contingency Allowance			5.0%	£16,435
6.04	Contractor's Design Fees			4.0%	£11,292
<b>Totals</b>					<b>£356,433</b>
<b>TOTAL INDICATIVE BUDGET COST</b>		(say)		<b>£/unit</b>	<b>£/m2</b>
				<b>177,500</b>	<b>1,909</b>
					<b>£355,000</b>

Refer to below for Clarifications, Assumptions and Exclusions

EXTERNAL WORKS					
Item	Description	Qty	Unit	Rate	Totals
4.01	Private gardens (incl. fencing)	168	m2	£45	£7,560
4.02	Communal soft landscaping		m2	£25	
4.03	Allowance for planting	1	Item	£500	£500
4.04	Allowance for communal drying area		Nr	£3,500	
4.05	Access road, parking and turning - adaptations	355	m2	£40	£14,200
4.06	Pedestrian paving - adaptations	76	m2	£35	£2,660
4.07	Cross over / highways adaptations	1	Item	£500	£500
4.08	Boundary treatment (fencing/walls)	88	m	£120	£10,572
4.09	External bins store		Nr	£2,500	no allowance
4.10	Cycle store		Nr	£1,500	no allowance
4.11	Foul water drainage	186	m2	£65	included
4.12	External surface water drainage		m2	£40	included
4.13	Attenuation tanks, etc		Item		excluded
4.14	External lighting		m2	£15	no allowance
4.15	Utilities mains supplies	2	Nr	£2,500	£5,000
4.16	New Substation		Nr		Excluded
<b>Sub-total</b>					<b>£40,992</b>

ACCOMMODATION SCHEDULE				
Description	Nr	GIA	Sub-Totals	Totals
Flats/Maisonettes				
1B 2P Flat		53 m <sup>2</sup>		
2B 4P Flat		73 m <sup>2</sup>		
Allowance for communal space		20%		
Houses				
3B 5P House	2 Nr	93 m <sup>2</sup>	186	186
	2 Nr			
	2 Nr			186

**CLARIFICATIONS AND ASSUMPTIONS**

Estimate based on:

Pellings Drawing No. 612023.P4-33A

We have not had an opportunity to visit the site but photographs have been made available. We have also utilised Google Earth to inform allowances.

GIFA is approximate due to early stage of design

Costs are based on a 1Q 2015 prices with no allowance for future cost fluctuations

Costs are based on a Single Stage Competitive D&B procurement route

Costs are based on a Contractor 'best programme' contract period

All units assumed to achieve Code for sustainable Homes Level 4

Cost include for OH&P @ 7%

It is assumed that a traditional construction (concrete strip foundations, brick/block walls, timber or beam / block floor

Contractors design fees are based upon appointment with planning consent under JCT D&B contract

Assumed no Party Wall or Rights of Lights issues

Assumed no Asbestos removal required, unless otherwise stated

No allowance has been made for designated child play space

**Colvers/Matching Green**

**Exclusions**

Clients professional fees (including statutory fees)

VAT

Excludes any off-site works

Provision of loose fittings and furnishings

Costs of compliance of any conditions imposed by statutory bodies

Costs of Section 106, 278 and other Agreement(s) or Community Infrastructure Levy charges

**Commercial Commentary**

PLL P is mindful that the construction industry is becoming increasingly volatile. We are seeing increasingly lengthy lead in times for materials (in particular due to reduced brick and block stocks) which is having an effect on tender prices.

That said this project is likely to be attractive to the Contractors' various supply chains and should therefore stimulate an element of healthy competition.

However, we would suggest that the Client retains a reasonable, undeclared Contingency to offset the potential risk that market forces will increase tender prices.

Colvers, Matching Green

Accommodation Summary	Nr	m2	ft2
Affordable Apartments			
Affordable Houses	1	93	1,001
<b>TOTAL GIFA</b>	<b>1</b>	<b>93</b>	<b>1,001</b>

] see accommodation  
] schedule below

**BUDGET COST ALLOWANCES**

Item	Description	Qty	Unit	Rate	Totals
<b>1.00 Enabling Works</b>					
1.01	Demolition of existing garages	18	Nr	£650	£11,700
1.02	Allowance for removal of asbestos		Nr	£350	No allowance
1.03	Site clearance	710	m2	£15	£10,650
<b>Sub-total</b>					<b>£22,350</b>
<b>2.00 Construction</b>					
2.01	Apartments				
	Private areas		m2	£1,150	
	Communal areas (20% allowed)		m2	£750	
2.02	Houses	93	m2	£1,050	£97,650
<b>Sub-total</b>					<b>£97,650</b>
<b>3.00 Abnormals</b>					
3.01	Allowance for contaminated ground		Item		Excluded
3.02	Extra Over for wall:floor ratio (> 85%)		m2	£250	No allowance
3.03	Allowance for enhanced external fabric finish		m2	£30	No allowance
3.04	Extra for wheelchair unit adaptations		Nr	£6,000	No allowance
3.05	Passenger lift serving apartments		Nr	£75,000	not required
3.06	Measures to achieve CfSH Level 4	1	Nr	£2,500	£2,500
3.07	Balconies (average 4m2 each)		Nr	£2,200	No allowance
3.08	PV panels to roof		m2	£750	No allowance
3.09	Extra Over for thin joint construction		Nr	£400	No allowance
3.10	Electrical power cable diversion		Item		Excluded
3.11	Extra Over for hand excavation over/around UKPN cable including protection	67	m	£150	£9,975
<b>Sub-total</b>					<b>£12,475</b>
<b>4.00 External Works</b>	(see build up overleaf)				£41,532
<b>5.00 Contractor's Preliminaries</b>					
5.01	Site set up, running costs, management, etc.	34	weeks	£850	£28,900
5.02	Scaffolding	171	m2	£30	£5,119
5.03	Hoardings	88	m	£60	£5,286
<b>Sub-total</b>					<b>£39,305</b>
<b>INDICATIVE CONSTRUCTION COST</b>				£/m2	£/ft2
(Excluding FF&E, Fees, etc.)				<b>2,294</b>	<b>213</b>
					<b>213,312</b>
<b>6.00 Other Costs</b>					
6.01	Client FF&E (white goods, etc.)		Item		Excluded
6.02	Telecoms / ICT / Security		Item		Excluded
6.03	Contingency Allowance			5.0%	£10,666
6.04	Contractor's Design Fees			4.0%	£6,960
<b>Totals</b>					<b>£230,938</b>
<b>TOTAL INDICATIVE BUDGET COST</b>		(say)		£/unit	£/m2
				<b>230,000</b>	<b>2,473</b>
					<b>£230,000</b>

Refer to below for Clarifications, Assumptions and Exclusions

## Colvers, Matching Green

## EXTERNAL WORKS

Item	Description	Qty	Unit	Rate	Totals
4.01	Private gardens (incl. fencing)	289	m2	£45	£13,005
4.02	Communal soft landscaping		m2	£25	
4.03	Allowance for planting	1	Item	£500	£500
4.04	Allowance for communal drying area		Nr	£3,500	
4.05	Access road, parking and turning - adaptations	329	m2	£40	£13,160
4.06	Pedestrian paving - adaptations	37	m2	£35	£1,295
4.07	Cross over / highways adaptations	1	Item	£500	£500
4.08	Boundary treatment (fencing/walls)	88	m	£120	£10,572
4.09	External bins store		Nr	£2,500	no allowance
4.10	Cycle store		Nr	£1,500	no allowance
4.11	Foul water drainage	93	m2	£65	included
4.12	External surface water drainage		m2	£40	included
4.13	Attenuation tanks, etc		Item		excluded
4.14	External lighting		m2	£15	no allowance
4.15	Utilities mains supplies	1	Nr	£2,500	£2,500
4.16	New Substation		Nr		Excluded
<b>Sub-total</b>					<b>£41,532</b>

## ACCOMMODATION SCHEDULE

Description	Nr	GIA	Sub-Totals	Totals
Flats/Maisonettes				
1B 2P Flat		53 m <sup>2</sup>		
2B 4P Flat		73 m <sup>2</sup>		
Allowance for communal space		20%		
Houses				
3B 5P House	1 Nr	93 m <sup>2</sup>	93	93
	1 Nr			
	1 Nr			93

## CLARIFICATIONS AND ASSUMPTIONS

Estimate based on:

Pellings Drawing No. 612023.P4-33A

We have not had an opportunity to visit the site but photographs have been made available. We have also utilised Google Earth to inform allowances.

GIFA is approximate due to early stage of design

Costs are based on a 1Q 2015 prices with no allowance for future cost fluctuations

Costs are based on a Single Stage Competitive D&B procurement route

Costs are based on a Contractor 'best programme' contract period

All units assumed to achieve Code for sustainable Homes Level 4

Cost include for OH&P @ 7%

It is assumed that a traditional construction (concrete strip foundations, brick/block walls, timber or beam / block floor

Contractors design fees are based upon appointment with planning consent under JCT D&B contract

Assumed no Party Wall or Rights of Lights issues

Assumed no Asbestos removal required, unless otherwise stated

No allowance has been made for designated child play space

**Colvers/Matching Green**

**Exclusions**

Clients professional fees (including statutory fees)

VAT

Excludes any off-site works

Provision of loose fittings and furnishings

Costs of compliance of any conditions imposed by statutory bodies

Costs of Section 106, 278 and other Agreement(s) or Community Infrastructure Levy charges

**Commercial Commentary**

PLL is mindful that the construction industry is becoming increasingly volatile. We are seeing increasingly lengthy lead in times for materials (in particular due to reduced brick and block stocks) which is having an effect on tender prices.

That said this project is likely to be attractive to the Contractors' various supply chains and should therefore stimulate an element of healthy competition.

However, we would suggest that the Client retains a reasonable, undeclared Contingency to offset the potential risk that market forces will increase tender prices.



**East Thames Housing / Epping Forest District Council  
Housing Delivery Programme**

**Feasibility Report**

**Site: Site A Parkfields, Roydon CM19 5JB**

Ref: IJC/srs/612.023  
Date: January 2015

## Contents

---

1. Introduction and Confirmation of Brief
2. Existing Site and Surroundings
3. Proposals
4. Planning Issues and Risks
5. Impact/Implications of Statutory Services
6. Site Access and Buildability Issues
7. Neighbourly Matters and Party Walls
8. Proposed Procurement Route
9. Impact on Parking
10. Legals
11. Costs
12. Recommendations and Conclusions

## Appendices

- A: Development Proposals – Drawing 612.023/P4-34 Revision A
- B: Site Photographs
- C: Existing Site Plan – PR01330
- D: Information on Possible Contamination
- E: Cost Build-up

	Date	Initial
Written by	/01/15	NP
Checked by	09/02/15	IJC

Please note:

Unless otherwise stated all drawings, images and diagrams contained within this document are not to scale.

This document is the property and copyright of Pellings LLP

## 1.0 Introduction and Confirmation of Brief

- 1.1. Pellings LLP are appointed as part of East Thames Group Technical Team in respect of delivery of Development Agent services to Epping Forest District Council for a 6-10 year housing delivery programme.
- 1.2. Following initial appraisal by EFDC, 59 sites have been identified as having possible development potential, with a further number of sites in reserve.
- 1.3. Pellings LLP has been instructed to progress feasibility studies to all 59 sites, which will assist in establishing the extent and timing of the overall programme.
- 1.4. Our instructions are in accordance with our fee tender of 13 August 2012, against the previously prepared tender documentation, and email confirmation of 9 April 2013.

## 2.0 Existing Site and Surroundings

- 2.1. The site is located to the north western corner of Parkfields where it meets Hansells Mead, to the western urban boundary of Roydon, which is located to the east of Harlow.
- 2.2. The site is accessed by a narrow drive and is elevated to the surrounding properties with garage blocks to all sides. A public footpath passes through the site exiting through the north west corner.
- 2.3. The general surrounding area consists of apartments, semi-detached and terraced dwellings dating from the 1950's onwards.

## 3.0 Proposals

- 3.1. The proposals are as shown on drawings 612.023/P4-34 Revision A and comprise :
  - 2 x 3 bed 2-storey semi-detached houses @ 93m<sup>2</sup>
  - 7 parking spaces
- 3.2. Due to the constraints of the site, it is unlikely that turning space for fire appliances and refuse vehicles will be achieved. Accordingly a sprinkler system may need to be provided.
- 3.3. An existing public access has been retained in the design

## 4.0 Planning Issues and Risks

- 4.1. The adopted Development Plan for Epping Forest Council is the Combined Local Plan 1998 and Local Plan Alterations 2006.
- 4.2. The site is not identified as being within a flood zone.
- 4.3. The site has no site specific policies however consideration will need to be given to the following policies where they comply with the NPPF:
  - ST4 (Road Safety) – States the planning permission will only be granted where there will be no adverse effects on the highway, traffic congestion or harm to the character or appearance of the area.

- CP7 (Urban Form and Quality) – Encourages the efficient use of existing built-up areas by the recycling of vacant, derelict, degraded and under-used land to accommodate the redevelopment of and re-use of urban sites, which are no longer appropriate to their existing or proposed use in the foreseeable future, for alternative land uses.
- H4A (Dwelling Mix) – States the needs for a range of dwellings, including an appropriate proportion of smaller dwellings, to meet identified housing need on a site-by-site basis.

4.4. It will be necessary to undertake a parking survey and prepare a transport statement to demonstrate that the loss of parking would not be detrimental to highway conditions or the amenities in the area because of a lack of parking.

4.5. The site is within the urban area and would comply with policy CP7.

4.6. The site would comply with policy H4A providing additional family housing.

#### 5.0 **Impact/Implications of Statutory Services**

5.1. We have undertaken statutory services enquiries to the following:

- Vodaphone
- BT Openreach
- National Grid
- UK Power Networks
- Virgin Media
- National Grid
- Scottish and Southern Energy (SSE)
- Environment Agency
- Thames Water

Responses have been received as follows :

5.2. Vodaphone: No issues.

5.3. BT Openreach: No issues.

5.4. National Grid: No issues.

5.5. UK Power Networks: No issues.

5.6. Virgin Media: No response

5.7. SSE: No issues.

5.8. Environment Agency: No response

5.9. Thames Water: No issues.

5.10. It should be noted there are a number of responses to enquiries that, at time of preparation of this report, have not yet been received.

## 6.0 **Site Access and Buildability Issues**

- 6.1. The site is accessed from existing site roads and there would not appear to be any particular difficulties for the normal level and size of construction traffic associated with a development of this nature.
- 6.2. Areas should be available for contractor's site set up and accommodation.
- 6.3. The site is within a primarily residential area, and accordingly, any appointed contractor should use all best endeavours to act in a considerate manner and within normal working hours.
- 6.4. Further to initial enquiries made to EFDC, some potential contamination issues have been highlighted with use of the domestic garages. Possible contaminants indicated within the note produced by EFDC Planning and Economic Development Directorate at Appendix D.
- 6.5. Possible contaminants in respect of the previous use of the garage site may include asbestos, ash and clinker, hydro-carbons from vehicle maintenance and the like.
- 6.6. Accordingly, suitable site investigation will need to be undertaken ahead of any proposals to take this site forward and specific recommendations made to deal with any contamination found, whether by capping or removal from site.
- 6.7. The site is accessed by way of a narrow driveway and as at present, our proposals do not include a turning head for refuse or emergency vehicles. Accordingly, subject to detailed design, an independent refuse storage area may be required along with sprinkler provision to the new houses for fire protection.

## 7.0 **Neighbourly Matters and Party Walls**

- 7.1. As above, the proposed development site is within a primarily residential area and the appointed contractor should act in a considerate manner. It is proposed that restrictions on working hours, noise levels, requirement for resident liaison and similar matters will be included within contract documentation.
- 7.2. From proposals on Drawing 612.023/P4-34 Revision A we do not consider that Party Wall matters will be relevant to development proposals.

## 8.0 **Proposed Procurement Route**

- 8.1. It is understood that development works will be procured by way of the East Thames Housing Group existing contractor framework arrangements.
- 8.2. It is proposed that works shall be procured on a Design and Build basis with the contractors taking forward RIBA Stage 3 planning consent drawings into detailed design and construction delivery on site.
- 8.3. Schemes shall be designed to a set of Employer's Requirements to be subsequently confirmed but which substantially shall be formed from existing East Thames Housing Group Design Standards and Employer's Requirement documentation.

- 8.4. It is proposed that all site preparation works will be included within individual contract packages including any required demolitions, adjustment of statutory services, highways works and boundary maintenance/reinstatement/provision.
- 8.5. On completion of the feasibility studies for the whole programme, further recommendations will be made in terms of how works are packaged to ensure size of work packages are optimised for ensuring maximum economies for East Thames Housing Group and EFDC.
- 8.6. It is considered, at this stage, that this may be by way of a mix of different sized contractors dependent upon the numbers and geographical location of individual works packages.
- 8.7. Works will be administered by Pellings LLP as Employer's Agent acting in accordance with East Thames Housing Group terms of appointment and the overarching requirements of the Development Agency agreement.

#### 9.0 **Impact on Parking**

9.1. The Council's currently adopted parking standards are contained within Essex County Council's Parking Standards Design and Good Practice Guide – September 2009. These revised standards were adopted by the Council as statutory planning guidance in February 2012.

9.2. Flats and houses have the same parking standard as follows:

- 1 bedroom accommodation – 1 space per dwelling
- 2 bedroom accommodation and above – 2 spaces per dwelling
- Visitor parking – 0.25 spaces per dwelling (rounded up to the nearest whole number)

9.3. The proposals would appear to more than meet the Council's parking standards for new development.

9.4. However, should the site move forward to planning application stages, it is recommended that a Transport Statement be undertaken, including parking surveys, to demonstrate that the loss of the garages will not give rise to any planning or highway problems.

9.5. Cycle parking will need to be provided at 1 secure covered space per dwelling if a garage or secure area is not provided within the curtilage of the dwelling.

1 covered visitor cycle space will need to be provided per 8 dwellings if no secure space is provided for each dwelling.

#### 10.0 **Legals**

10.1. We have not been provided with a Housing Management Report and Legals Checklist for this site.

10.2. Legal matters would therefore need to be checked to ensure there are no encumbrances that affect redevelopment of the site.


11.0 **Costs**

11.1. It is considered that a budget of £385,000.00 should be allowed for this scheme, inclusive of contractor design fees, but exclusive of professional fees and VAT. Please refer to Appendix E.

12.0 **Recommendations and Conclusions**

12.1. Subject to an overall lifetime cost appraisal, we conclude that the site appears to have economic development opportunities and we recommend is considered for taking forward to planning application stage, with a view to incorporating into the overall programme.

Signed :

  
.....  
For Pellings LLP

Date :

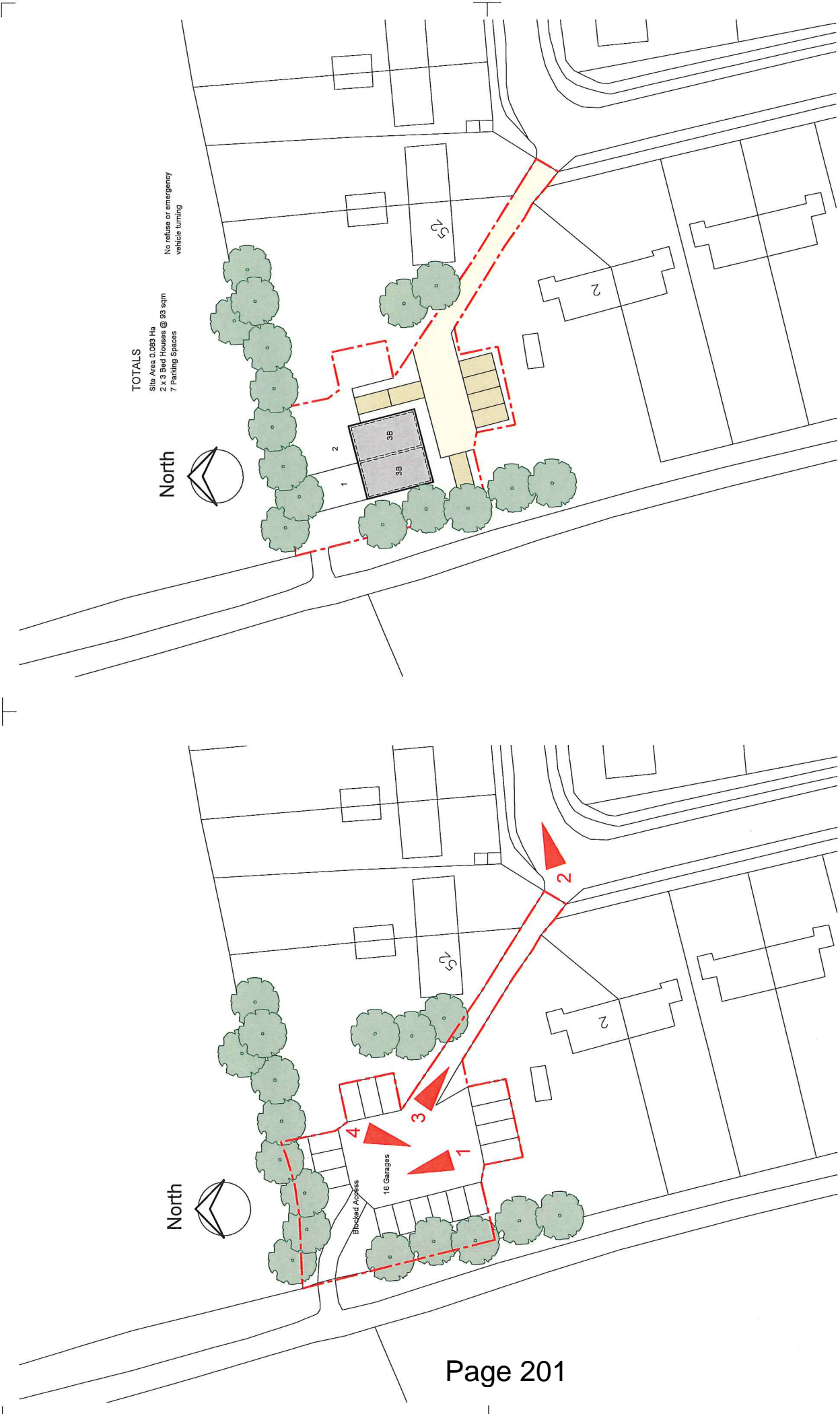
*9<sup>th</sup> February 2015.*  
.....

**Appendix A**

Development Proposals

Drawing 612.023/P4-34 Revision A





**TOTALS**  
 Site Area 0.093 Ha  
 2 x 3 Bed Houses @ 83 sqm  
 7 Parking Spaces

No refuse or emergency  
 vehicle turning

North

North

16 Garages

3B

3B

2

2

2

2

2

2

2

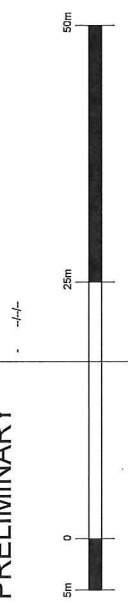
2

**NOTES**  
 Report all discrepancies, errors and omissions  
 Do not scale from this drawing.  
 Verify all dimensions on site before commencing any work or  
 preparing shop drawings.  
 All materials, components and workmanship are to comply with  
 all standards, codes of practice and specifications of the  
 appropriate manufacturers' recommendations that from time to  
 time shall apply.  
 For all specialist work, see relevant drawings.  
 This drawing and design are copyright of PELLINGS LLP

**PRELIMINARY**

Rev	Date	Description
-/-		

Name



Pelings LLP 24 Wilton Road, Broomley Kent BR1 1RY T: 0203 810 314 F: 0203 811 038 E: bromley@pellings.co.uk www.pellings.co.uk		Architecture & Planning ■ Building Surveying ■ Project Management ■ Cost Consultancy ■ CDM Co-ordination	
CLIENT	East Thames HA	PROJECT	EFDC House Building
TITLE	Existing and Proposed Plans Site A Parkfields Roydon	DATE	DEC 2014
		SCALE	1:500 @ A3
		DRAWN	NP
		CHK	OK
		<b>612 023 P4-34   A</b>	

**Appendix B**  
Site Photographs

## Appendix B - Site Photographs

1.



2.



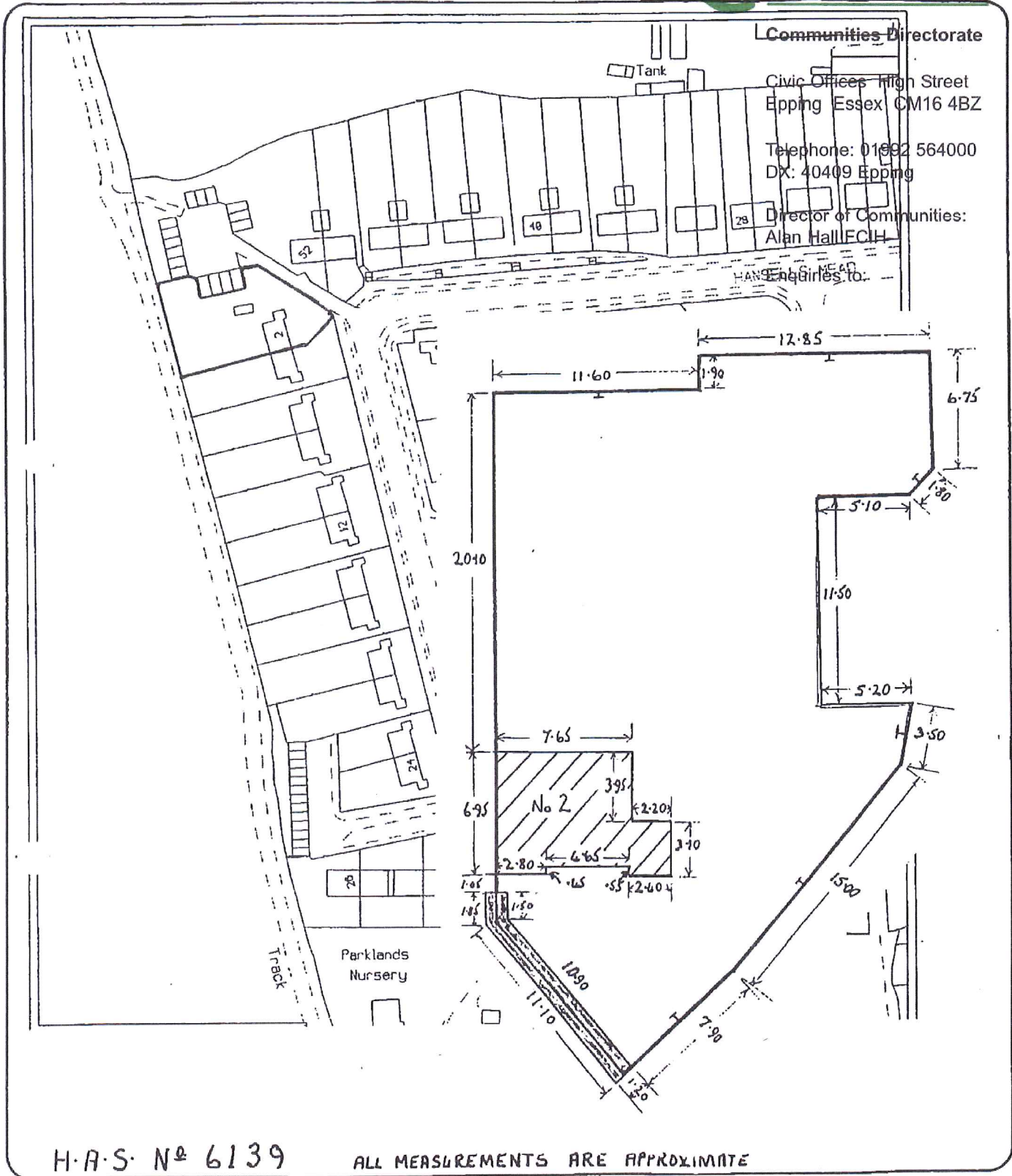
3.



4.



**Appendix C**  
Existing Site Plan



H.A.S. N<sup>o</sup> 6139

ALL MEASUREMENTS ARE APPROXIMATE

KEITH SHARMAN C.Eng.  
MICE, MIHT,  
Head of Planning and Technical Services.

Civic Offices  
323, High Street Epping  
Essex CM16 4BZ  
Tel: Epping 564000

001

project  
**HOUSE SALE**

content.  
**2 PARKFIELDS  
ROYDON**

scale: N.T.S.  
date: 28.3.97  
drawn: S.J.  
project no. 9



Communities Directorate

Civic Offices High Street  
Epping Essex CM16 4BZ

Telephone: 01992 564000  
DX: 40409 Epping

Director of Communities:  
Alan Hall FCIH

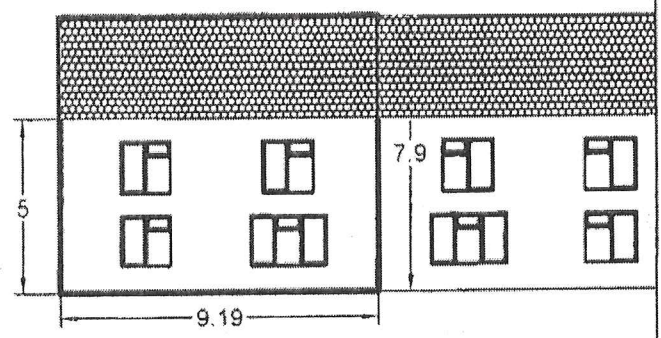
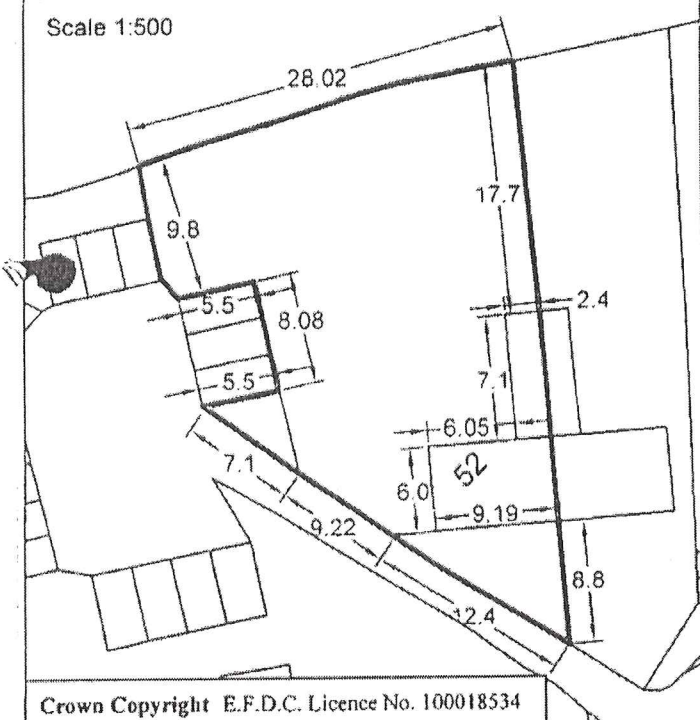
Enquiries to:



Scale 1:1250

Scale 1:500

Scale 1:200



Crown Copyright E.F.D.C. Licence No. 100018534

John Gilbert M.C.I.E.H.M.R.S.H.  
Director of Environment & Street Scene  
Civic Offices,  
High Street  
Epping Essex,  
CM16 4BZ  
Tel. 01992 564000



Project  
**Sale Plan**  
Drawing No.  
**200907004**

Content  
52 Hansells Mead  
Roydon  
Essex  
CM19 5HZ

Date  
**09.07.09**  
Scale  
**1:1250**  
Drawn by  
**Robert Irwin**

## Appendix D

### **Information on Possible Contamination**

Information on possible contamination has been forwarded by Epping Forest District Council by way of email of 22nd May 2013, giving information on potential contamination across all the primary sites.

This clarifies possible ground contamination derived from asbestos, made ground, hydrocarbons, petroleum hydrocarbons and the like.

It is likely that any Planning Consent will carry a Condition that all contamination issues are to be remediated.

Accordingly, we recommend that initial site investigation is undertaken for all sites that move forward to Planning Applications.



## **Appendix E**

### Cost Build-up

Site A Parkfields Roydon

Accommodation Summary	Nr	m2	ft2	
Affordable Apartments				] see accommodation
Affordable Houses	2	186	2,002	] schedule below
<b>TOTAL GIFA</b>	<b>2</b>	<b>186</b>	<b>2,002</b>	

**BUDGET COST ALLOWANCES**

Item	Description	Qty	Unit	Rate	Totals
<b>1.00 Enabling Works</b>					
1.01	Demolition of existing garages	16	Nr	£650	£10,400
1.02	Allowance for removal of asbestos	16	Nr	£350	£5,600
1.03	Site clearance	830	m2	£15	£12,450
				<b>Sub-total</b>	<b>£28,450</b>
<b>2.00 Construction</b>					
2.01 Apartments					
	Private areas		m2	£1,150	
	Communal areas (20% allowed)		m2	£750	
2.02	Houses	186	m2	£1,050	£195,300
				<b>Sub-total</b>	<b>£195,300</b>
<b>3.00 Abnormals</b>					
3.01	Allowance for contaminated ground		Item		Excluded
3.02	Extra Over for wall:floor ratio (> 85%)		m2	£250	No allowance
3.03	Allowance for enhanced external fabric finish		m2	£30	No allowance
3.04	Extra for wheelchair unit adaptations		Nr	£6,000	No allowance
3.05	Passenger lift serving apartments		Nr	£75,000	Not required
3.06	Measures to achieve CfSH Level 4	2	Nr	£2,500	£5,000
3.07	Balconies (average 4m2 each)		Nr	£2,200	No allowance
3.08	PV panels to roof		m2	£750	No allowance
3.09	Extra Over for thin joint construction		Nr	£400	No allowance
				<b>Sub-total</b>	<b>£5,000</b>
<b>4.00 External Works</b> (see build up overleaf) £76,755					
<b>5.00 Contractor's Preliminaries</b>					
5.01	Site set up, running costs, management, etc.	40	weeks	£850	£34,000
5.02	Scaffolding	232	m2	£30	£6,966
5.03	Hoardings	187	m	£60	£11,190
				<b>Sub-total</b>	<b>£52,156</b>
				£/m2	£/ft2
<b>INDICATIVE CONSTRUCTION COST</b>				<b>1,923</b>	<b>179</b>
(Excluding FF&E, Fees, etc.)					<b>357,661</b>
<b>6.00 Other Costs</b>					
6.01	Client FF&E (white goods, etc.)		Item		Excluded
6.02	Telecoms / ICT / Security		Item		Excluded
6.03	Contingency Allowance			5.0%	£17,883
6.04	Contractor's Design Fees			4.0%	£12,220
<b>Totals</b>					<b>£387,764</b>
				£/unit	£/m2
<b>TOTAL INDICATIVE BUDGET COST</b> (say)				<b>192,500</b>	<b>2,070</b>
					<b>£385,000</b>

Refer to below for Clarifications, Assumptions and Exclusions

**EXTERNAL WORKS**

Item	Description	Qty	Unit	Rate	Totals
4.01	Private gardens (incl. fencing)	258	m2	£45	£11,610
4.02	Communal soft landscaping	128	m2	£25	£3,200
4.03	Allowance for planting	1	Item	£500	£500
4.04	Allowance for communal drying area		Nr	£3,500	No allowance
4.05	Access road, parking and turning	280	m2	£65	£18,200
4.06	Pedestrian paving	49	m2	£45	£2,205
4.07	Cross over / highways adaptations	1	Item	£500	£500
4.08	Boundary treatment (fencing/walls)	187	m	£120	£22,380
4.09	External bins store		Nr	£2,500	No allowance
4.10	Cycle store		Nr	£1,500	No allowance
4.11	Foul water drainage	186	m2	£65	Included
4.12	External surface water drainage	329	m2	£40	£13,160
4.13	Attenuation tanks, etc		Item		Excluded
4.14	External lighting	280	m2	£15	Excluded
4.15	Utilities mains supplies	2	Nr	£2,500	£5,000
4.16	New Substation		Nr		Excluded
<b>Sub-total</b>					<b>£76,755</b>

**ACCOMMODATION SCHEDULE**

Description	Nr	GIA	Sub-Totals	Totals
<b>Flats/Maisonettes</b>				
1B 2P Flat		53 m <sup>2</sup>		
2B 4P Flat		73 m <sup>2</sup>		
Allowance for communal space		20%		
<b>Houses/Bungalows</b>				
1B 2P Bungalow		68 m <sup>2</sup>		
3B 5P House	2 Nr	93 m <sup>2</sup>	186	186
	2 Nr			
	2 Nr			186

**CLARIFICATIONS AND ASSUMPTIONS**

Estimate based on:

Pellings Drawing No. 612023.P4-34A

We have not had an opportunity to visit the site but photographs have been made available. We have also utilised Google Earth to inform allowances.

GIFA is approximate due to early stage of design

Costs are based on a 1Q 2015 prices with no allowance for future cost fluctuations

Costs are based on a Single Stage Competitive D&B procurement route

Costs are based on a Contractor 'best programme' contract period

All units assumed to achieve Code for sustainable Homes Level 4

Cost include for OH&P @ 7%

It is assumed that a traditional construction (concrete strip foundations, brick/block walls, timber or beam / block floor

Contractors design fees are based upon appointment with planning consent under JCT D&B contract

Assumed no Party Wall or Rights of Lights issues

Assumed no Asbestos removal required, unless otherwise stated

No allowance has been made for designated child play space

**Exclusions**

Clients professional fees (including statutory fees)

VAT

Excludes any off-site works

Provision of loose fittings and furnishings

Costs of compliance of any conditions imposed by statutory bodies

Costs of Section 106, 278 and other Agreement(s) or Community Infrastructure Levy charges

**Commercial Commentary**

PLL P is mindful that the construction industry is becoming increasingly volatile. We are seeing increasingly lengthy lead in times for materials (in particular due to reduced brick and block stocks) which is having an effect on tender prices.

That said this project is likely to be attractive to the Contractors' various supply chains and should therefore stimulate an element of healthy competition.

However, we would suggest that the Client retains a reasonable, undeclared Contingency to offset the potential risk that market forces will increase tender prices.

## **Report to the Council Housebuilding Cabinet Committee**



**Report reference:** CHB-003-2015/16  
**Date of meeting:** 4 June 2015

**Epping Forest  
District Council**

**Portfolio:** Housing

**Subject:** Financial Reports – Council Housebuilding Programme

**Responsible Officer:** Paul Pledger, Assistant Director (Housing Property  
& Development) (01992 564248)

**Democratic Services Officer:** Jackie Leither (01992 564756)

---

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

(1) That the current financial position be noted, in respect of:

- (a) The amount of additional “Replacement Right to Buy (RTB) Receipts” for utilisation under the Government’s “one-for-one replacement” scheme that has been received; when it is required to be spent; the actual expenditure to date; and the future planned expenditure profile (Appendix 1);
- (b) The amount and use of financial contributions available to the Council’s Housebuilding Programme from Section 106 Agreements, in lieu of the provision of on-site affordable housing on private development sites, and other sources of funding (e.g. sales of HRA land and non-RTB property, and external funding) (Appendix 2);

### **Executive Summary**

One of the Cabinet Committee’s Terms of Reference is to monitor expenditure on the Council Housebuilding Programme.

The Financial Reports attached at Appendix 1 and 2 set out the current financial position with the various aspects of the Housebuilding Programme.

### **Reasons for Proposed Decision**

The Council’s Housebuilding Programme is a high profile, high cost activity. It is therefore essential to ensure that budgets, costs and expenditure are properly monitored, to enable corrective action to be taken at the earliest opportunity when necessary.

### **Other Options for Action**

Not to have regular Financial Reports presented to the Cabinet Committee.

### **Background**

1. One of the Cabinet Committee’s Terms of Reference is to monitor expenditure on the Housing Capital Programme Budget for the Council Housebuilding Programme, ensuring

the use (within the required deadlines) of the capital receipts made available through the Council's Agreement with the Department of Communities and Local Government (DCLG) allowing the use of additional "Replacement Right to Buy (RTB) Receipts" received as a result of the Government's increase in the maximum RTB Discount to be spent on housebuilding.

2. At its meeting in March 2015, the Cabinet Committee received a suite of detailed financial reports covering all financial issues relating to the Housebuilding Programme, including the Conversion Scheme at Marden Close. Since progress on a phase by phase basis is monitored separately (see separate progress report elsewhere on the agenda), it has been possible to consolidate the detailed financial reports into the 3 appendices as set out below.

Appendix 1 - Captures the total amount of Replacement Right To Buy Receipts received and available for use for "One-for-One Replacement" on the Council's House-building Programme, as captured on the Pooling Return to the DCLG and when it is required to be spent. It also captures the actual expenditure to date and compares that to the projected future planned expenditure profile.

Appendix 2 - Sets out the amount and use of financial contributions available to the Council's Housebuilding Programme from Section 106 Agreements, in lieu of the provision of on-site affordable housing on private development sites, and other sources of funding (e.g. sales of HRA land and non-RTB property, and external funding).

Appendix 3 – Sets out the expenditure profile. This has been profiled to reflect the detailed programme that has been included elsewhere on the agenda, which discusses the need to accelerate the house-building programme.

3. This information is captured and presented for monitoring purposes. However, it should be noted that elsewhere on the agenda it is reported that there is a need to accelerate the house-building programme to keep up with the rate at which the 1-4-1 receipts are accumulating, and what the Council's options are to meet this.

**Resource Implications:**

These are set out in the detailed Financial Reports at Appendices 1, 2 and 3.

**Legal and Governance Implications:**

It is good governance to properly monitor costs and expenditure, and keep financial forecasts up to date – especially for such a high profile, high cost programme.

**Safer, Cleaner and Greener Implications:**

None – in relation to this report.

**Consultation Undertaken:**

None

**Background Papers:**

None

## **Impact Assessments:**

### Risk Management

One of the biggest risks to the Housebuilding Programme is the potential for budgets, costs and expenditure to not be properly monitored, and for them to become out of control as a result. Monitoring the Financial Reports helps mitigate this risk.

# 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.

---

Within the Housing Service Strategy, it has been identified that the target groups that are affected by the Council's house building programme are people in need of:

- Affordable Housing,
- Homelessness assistance,
- Supported housing for special needs groups,
- Owners and occupiers of poor condition housing
- Council and housing association tenants.

From that, it was identified that generally, there is an under provision of suitable accommodation for nearly all target groups. This has been reaffirmed in the most recent Strategic Housing Market Assessment.

Decision making is affected by funding and other factors, such as the availability of building land suitable for particular groups e.g. the elderly or young families.

There is no evidence of unlawful discrimination in relation to the provision of affordable housing.



## RTB Receipts - Housebuilding Programme

As at 18-May-2015

Total 1-4-1 Receipts Received			
Year	Quarter	Amount Received (Cumulative)	Spend by Date
2012/13	1	£40,461	30-Jun-15
	2	£75,402	30-Sep-15
	3	£54,266	31-Dec-15
	4	£240,107	31-Mar-16
2013/14	1	£887,480	30-Jun-16
	2	£980,449	30-Sep-16
	3	£2,182,382	31-Dec-16
	4	£3,655,458	31-Mar-17
2014/15	1	£4,071,253	30-Jun-17
	2	£4,598,138	30-Sep-17
	3	£5,244,954	31-Dec-16
	4	£6,370,730	31-Mar-17
2015/16	1		30-Jun-15
	2		30-Sep-15
	3		31-Dec-15
	4		31-Mar-16
2016/17	1		30-Jun-15
	2		30-Sep-15
	3		31-Dec-15
	4		31-Mar-16
2017/18	1		30-Jun-15
	2		30-Sep-15
	3		31-Dec-15
	4		31-Mar-16
2018/19	1		30-Jun-16
	2		30-Sep-16
	3		31-Dec-16
	4		31-Mar-17

Spend on Programme				
Year	Quarter	Required Spend To use 1-4-1's (Cumulative)	Actual New Build Spend (Cumulative)	Planned Expenditure Profile As at 9 March 2015
2012/13	1		£0	£0
	2		£0	£0
	3		£0	£0
	4		£48,599	£0
2013/14	1		£48,599	£0
	2		£48,599	£6,875
	3		£120,357	£72,681
	4		£133,885	£72,827
2014/15	1		£133,885	£84,884
	2		£133,885	£87,416
	3		£441,637	£326,287
	4		£795,265	£934,787
2015/16	1	£0	£859,494	£1,719,256
	2	£0	£0	£2,679,197
	3	£0	£0	£3,564,125
	4	£800,353	£0	£3,999,777
2016/17	1	£2,958,266	£0	£4,604,348
	2	£3,268,161	£0	£6,242,195
	3	£7,274,605	£0	£9,199,471
	4	£12,184,858	£0	£13,267,337
2017/18	1	£13,570,843	£0	£17,539,160
	2	£15,327,125	£0	£21,389,958
	3	£17,483,179	£0	£23,981,075
	4	£21,235,764	£0	£25,205,848
2018/19	1			
	2			
	3			
	4			

This page is intentionally left blank

**Schedule of Other Affordable Housing Funding**  
(Relating to agreements since 1998)

Site	P/P No	Sum Anticipated	Sum Received	Used to Fund New House Build	Unused Funding	Anticipated Outstanding Sums	Year to Fund New House Build	Date Received	Conditions	Comments
<b>Schedule 106 Contributions</b>										
Great Stony School, Ongar	EPF/1561/97	147,000	147,000	147,000				9-Jun-99		
Colorado Exchange PH, Buckhurst Hill	EPF/13/02	50,000	50,000	50,000				18-Oct-02		
Monkhams, Buckhurst Way, Buckhurst Hill	EPF/0005/06	25,000	25,000	25,000				29-Jun-06		
Fyfield Hall, Fyfield	EPF/2230/05	70,000	70,000	70,000				2-Jul-08		
High St, Epping (McCarthy & Stone)	EPF/0468/07	435,000	435,000	435,000				6-Jul-10		
Ongar Station, Ongar (McCarthy & Stone) P1	EPF/0457/10	225,000	225,000	225,000				10-Jan-12		
Ongar Station, Ongar (McCarthy & Stone) P2	EPF/0457/10	225,000	241,000		241,000		2014/15			
BPI Poly Site, Brook Rd, Buckhurst Hill	EPF/0446/10	100,000	101,270		101,270		2014/15	3-Jan-12		
Bald Hind Pub, Chigwell	EPF/0409/11	100,000	102,000		102,000		2014/15	10-Jul-12	Within 10-years of occupation of first property	
Millrite Engineering, Stanford Rivers P1	EPF/1008/11	37,000	37,000		37,000		2014/15	19-Jun-14	Use 10 years from 2nd receipt	
Millrite Engineering, Stanford Rivers P2	EPF/1008/11	37,000				37,000			Use 10 years from 2nd receipt	50% within 12 mths of commencement
Jennikings Nursery, Manor Rd, Chigwell		40,000	40,000		40,000		2014/15	Prior to 2014		
Garden Centre, Manor Road, Chigwell	EPF/0282/14	40,000				40,000				£40,000 plus interest
Nine Ashes Farm,	EPF/2543/11	21,000	21,000		21,000		2014/15		Use by 3 January 2022	
Woolston Manor, Chigwell	EPF/2664/10	813,000	877,767		877,767		2015/16			
Grange Farm	EPF/2190/05	280,000	0			280,000				On the sale or occupation (whichever sooner) of the 20th home.
High House Farm, Stapleford Road	EPF/1374/06	100,000	0			100,000			Use within 5 years of receipt	Prior to occupation
Threshers, Hastingwood	EPF/739/10	100,000	100,000		100,000		2015/16			
Green Man PH, Broomstickhall Rd, W/A		430,000	0			430,000			Use within 7 years of receipt	On Practical Completion
The White House, Epping Upland	EPF/0910/14	10,000	0			10,000				Prior to Implementation of the Planning Permission
Luxborough Lane, Chigwell	EPF/0853/14	120,000	0			120,000			To be used for the purpose of affordable housing	Prior to the occupation of no more than 15 units
<b>TOTAL</b>		<b>3,405,000</b>	<b>2,527,643</b>	<b>952,000</b>	<b>1,520,037</b>	<b>1,017,000</b>				
<b>Capital Receipts</b>										
Millfield, High Ongar (Actual)		87,000	87,000		87,000		2014/15	1-Apr-12		
Lawton Road		127,500	127,500		127,500		2014/15	2-Jun-14		
Leader Lodge, North Weald		652,001	642,000		642,000		2015/16	11-Dec-14		Costs of sale offset against receipt
10 Newmans Lane		300,000				300,000				
<b>TOTAL</b>		<b>1,166,501</b>	<b>856,500</b>	<b>0</b>	<b>856,500</b>	<b>300,000</b>				
<b>Grants</b>										
Harlow Growth Area Fund - Council Housebuild		90,000	90,000		90,000	0	2014/15	23-Mar-15	For Red Cross New Build	Grant claimed
Harlow Growth Area Fund - Council Housebuild		37,300	37,300		37,500	0	2015/16	23-Mar-15	For Harveyfields New Build	Grant claimed
HCA Affordable Housing Grant		500,000			500,000	500,000	2015/16		For Burton Road New Build	Grant to be claimed retrospectively
<b>TOTAL</b>		<b>627,300</b>	<b>127,300</b>	<b>0</b>	<b>627,500</b>	<b>500,000</b>				
<b>GRAND TOTAL</b>		<b>5,198,801</b>	<b>3,511,443</b>	<b>952,000</b>	<b>3,004,037</b>	<b>1,817,000</b>				

This page is intentionally left blank

## Expenditure Profile

Appendix 3

	2012/13 &	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Totals	30%
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	22/23	23/24	24/25	25/26	26/27	27/28		(1-4-1 Usage)
Faversham Hall (1-4-1)	£3,590	£58,429	£80,728	£1,708	£1,708											£146,162	43,849
Marden Close (RCCO)	£12,450	£292,144	£403,638	£8,540	£8,539											£725,312	
Phase 2 (HCA)		£10,549	£350,821	£3,998,119	£1,924,456	£46,349	£46,348									£6,376,641	1,912,992
Phase 2 (1-4-1)		£3,576	£118,945	£1,355,548	£652,480	£15,714	£15,714									£2,161,978	
Phase 3 (1-4-1)			£151,001	£3,966,383	£2,450,492	£133,123	£46,875	£46,876								£6,794,750	2,038,425
Phase 4 (1-4-1)			£151,001	£2,554,452	£3,862,423	£93,750	£86,248	£0	£46,876							£6,794,750	2,038,425
Phase 5 (1-4-1)			£116,688	£1,335,154	£4,779,843	£336,191	£133,123	£46,875	£46,876							£6,794,750	2,038,425
Phase 6 (1-4-1)				£13,750	£137,251	£4,419,389	£1,997,486	£133,123	£46,875	£46,876						£6,794,750	2,038,425
Phase 7 (1-4-1)					£13,750	£826,850	£4,883,564	£843,712	£133,123	£46,875	£46,876					£6,794,750	2,038,425
Phase 8 (1-4-1)						£116,688	£1,717,372	£4,552,309	£181,507	£133,123	£46,875	£46,876				£6,794,750	2,038,425
Phase 9 (1-4-1)							£116,688	£1,717,372	£4,552,309	£181,507	£133,123	£46,875	£46,876			£6,794,750	2,038,425
Phase 10 (1-4-1)								£116,688	£1,717,372	£4,552,309	£181,507	£133,123	£46,875	£46,876		£6,794,750	2,038,425
<b>Totals</b>	<b>£120,847</b>	<b>£1,198,042</b>	<b>£3,849,700</b>	<b>£13,274,218</b>	<b>£13,871,506</b>	<b>£5,988,054</b>	<b>£9,043,418</b>	<b>£7,456,955</b>	<b>£6,724,938</b>	<b>£4,960,690</b>	<b>£408,381</b>	<b>£226,874</b>	<b>£93,751</b>	<b>£46,876</b>	<b>£0</b>	<b>£67,264,250</b>	<b>19,283,325</b>

This page is intentionally left blank

## **Report to the Council Housebuilding Cabinet Committee**



**Report reference:** CHB-004-2015/16  
**Date of meeting:** 4 June 2015

**Epping Forest  
District Council**

**Portfolio:** Housing

**Subject:** Accelerating The House-building Programme and Resources  
Required to Meet the Programme

**Responsible Officer:** Paul Pledger, Assistant Director (Housing Property  
& Development) (01992 564248)

**Democratic Services Officer:** Jackie Leither (01992 564756)

---

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

- (1) That the Council Housebuilding Programme be accelerated further, and that the construction periods of Phases 3 onwards be brought forward to overlap, as set out in Appendix 1;
- (2) That the programme delivery risks of bringing forward overlapping construction phases be noted and accepted;
- (3) That recommendations be made to the Cabinet that, subject to the costs being able to be met from the Council Housebuilding Capital Budget:
  - (a) Should it be identified by the Director of Communities that there is a risk of one-for-one replacement capital receipts having to be passed to the Government, delegated authority be granted to the Housing Portfolio Holder to authorise the purchase of individual vacant properties for sale on the open market (either existing properties or new build);
  - (b) Delegated authority be granted by the Cabinet Committee to authorise the Director of Communities to enter into Development Agreements with private developers, and agree terms for the purchase, for affordable rented housing required to be provided by developers in accordance with Section 106 Agreements, where an opportunity is presented that is considered suitable and appropriate; and
  - (c) If outline planning application is granted for development on Council-owned land held by the General Fund at Pyrles Lane, Loughton and the Cabinet subsequently decides to sell the site on the open market, the sale be subject to a requirement that the required affordable housing element (expected to be between 40-50% of the total number of properties) be sold to the Council on practical completion, on agreed terms (to be set out in a separate Development Agreement) to be approved by the Cabinet when considering the sale of the site;
- (4) That, should it be identified that individual vacant market properties need to be purchased to avoid one-for-one capital receipts being passed to the Government:

**(a) The Director of Communities be authorised to source such properties for sale, make verbal offers to purchase and make recommendations to the Housing Portfolio Holder to agree their purchase; and**

**(b) Approval be given to the Director of Communities to appoint, on appropriate terms, a suitable consultant / organisation to act on the Council's behalf to negotiate the purchase of such properties - including to identify properties, assess their condition, undertake financial viability assessments, make recommendations and, if approved, make offers on behalf of the Director of Communities;**

**(5) That, where the Council agrees to purchase affordable rented housing from developers in accordance with Recommendation 3(b) and/or 3(c) above, the Director of Communities be authorised to employ a suitable organisation as the Council's Employers Agent to act on the Council's behalf during the construction period or, alternatively, to employ a Clerk of Works (or similar) to undertake this role as appropriate;**

**(6) [An Appropriate recommendation relating to the staffing resources required to pursue legal issues on sites is to follow in advance of the meeting]**

### **Executive Summary**

There are many risks outside of the Council's control that could result in delays in house-building. Therefore, this report explores the options available to ensure that all 1-4-1 Receipts from Right to Buy sales are spent within the required 3 years of receipt and none are passed on to the Government, with interest. These options include purchasing street properties or land on the open market, purchasing affordable homes built on Section 106 sites or providing local authority grant(s) to one of the Council's Preferred Housing Association Partners to fund affordable housing schemes in need of grant.

### **Reasons for Proposed Decision**

The Cabinet Committee have decided that all useable receipts (1-4-1) that are being accumulated from the sale of Council housing through the Right to Buy are to be reinvested back into building replacement Council housing at affordable rents. The Cabinet Committee have also considered a report on financing an accelerated House-building programme so as to ensure that all 1-4-1 Receipts from Right to Buy sales are spent within the required 3 years of receipt and none are passed on to the Government, with interest.

### **Other Options for Action**

There are a range of options set out in the report

### **Background**

1. In July 2013, the Cabinet Committee authorised the then Director of Housing to sign, on behalf of the Council, a Standard Amendment to the Standard Agreement that the Council previously entered into with the CLG - which enabled local authorities to retain any additional Right to Buy (RTB) receipts generated as a result of the increased maximum RTB discount, in order to fund the provision of replacement Council homes in their district. This followed the launch of the "Reinvigorating Right to Buy and One for One Replacements" Policy by the CLG in March 2012.



2. At the same time, in July 2013, the Cabinet Committee put in place plans to build, initially, around 20 affordable homes per year for 6-years. This was subsequently increased, in April 2014, to an average of 30 affordable homes per year for the 7 years following Phases 1 and 2, as a result of the higher than expected number of Right to Buy (RTB) sales being completed (53 sales in 2013/14, compared to the DCLG's expectations of 10 sales prior to the maximum discount being increased to £75,000); it was noted at the time that these increased sales now presented a real risk that not all of the Council's "1-4-1 Receipts" (i.e. those that can be spent on new housebuilding, to replace those lost due to the RTB) would be able to be spent within the required 3 years of receipt.

3. Again, in July 2013 as part of that decision to establish the house-building programme, the Cabinet Committee agreed that 1-4-1 Receipts could also be used to purchase properties from the open market as a contingency, if it was identified at any time that 141 receipts would have to be passed to the CLG.

4. In January 2015, the planning application for 52 new affordable homes at Burton Road, making up Phase 2 of the house-building programme was refused permission, which has led to a delay in the delivery of the Programme. The consequences of this delay were highlighted when the Cabinet Committee next considered a report on the current financial position with regard to 1-4-1 receipts at its meeting in March 2015.

#### Accelerating the Programme - the preferred option for delivering the Programme

5. The best value for money option for the Council continues to be building affordable housing on free Council owned land; therefore, the first option is to accelerate the house-building programme further than agreed in April 2014, bringing forward phases so that they now overlap each other. An assessment of the spending profile required to meet this timescale is set out elsewhere on the agenda. However, profiling the phasing in the form of a programme has been carried out and is set out at appendix 1 of this report.

6. It is important for the Cabinet Committee to understand, though, that this preferred option brings with it a number of risks, since a multitude of problems and delays can arise – both before and after works commence. A particular and real risk already identified of seeking to bring forward the commencement of works is that there are many site-specific legal issues that need to be resolved before tenders can be sought (e.g. unauthorised pedestrian and vehicular accesses over sites and, in the case of Queens Road, North Weald the need to seek the agreement of UK Power Networks to relocate an electricity sub-station).

7. If the phasing slips in any way, then the Council will be faced with the risk of paying back 1-4-1 receipts, with interest. Therefore, at the request of the Cabinet Committee, this report explores the other options available to ensure 1-4-1 Receipts will be able to be spent within the required 3 years of receipt. The report also identifies and sets out the resources that will be required to deliver the Programme.

#### Purchase of Properties (or land) on the Open Market

8. Purchasing properties (or land) on the open market is perhaps the least value for money option available for spending the Council's 1-4-1 receipts on delivering new affordable housing in the district. In the current climate, research shows that house-prices are quickly rising, with market values outstripping new-build costs by almost 100%. However, it is the quickest way of acquiring homes; and without being part of a chain (particularly through the purchase of empty properties), measures can be put in place to purchase properties at relatively short notice.

9. Identifying which properties (or land) to buy will be restricted to what is available on the market at any time. Ideally, the Council would look to purchase former Council properties (flats or houses) as they are located in areas already managed and maintained by the Council and generally have the same materials. Other options include targeting empty homes, or purchasing new-build properties where short-term maintenance costs will be minimal.

10. Buying land would be better value than buying properties as any new homes built on the land would be built to the Council's own development standards and would require less maintenance over its lifetime.

11. To assist the Council, it will be necessary to appoint an Agent to act on the Council's behalf to identify properties, assess the condition, undertake a financial viability assessment, make a recommendation to Officers and, if approved, make an offer. This would be on a fixed fee basis per property. An allowance would need to be included for the Council's Legal Services to complete the conveyancing process.

### Section 106 Developments

12. From time to time, developers come forward seeking planning approval for residential developments on privately owned land. Where thresholds are triggered, some developments require a proportion of the properties to be delivered as affordable housing, which is laid out in the Council's Local Plan. Usually, the affordable housing is provided by one of the Council's Preferred Housing Association Partners, whilst retaining nomination rights. However, on appropriate and selected development that may arise, the Council may wish to negotiate directly with the developers to purchase the completed affordable home when built and deliver the affordable housing.

13. The main benefits to this are that the land value would be subsidised by the developer, to a large extent, properties may be able to be built to meet the Council's Design Standards and would come with a 10-year guarantee as standard. Also the short term maintenance liabilities would be minimal, making this option relatively good value for money.

14. The main disadvantages are that the Council would not be able to control all of the standards and the delivery programme, meaning the Council runs the risk of not meeting the timescales for spending 1-4-1 receipts. However, this option is a credible one for the medium/longer term.

15. The Council would not need any additional resources to deliver these sites (other than the capital funding to purchase the dwellings) as the developer would lead on the design and build at their own risk and the Council would purchase the properties upon completion based on an agreed value. However, the Council would need to employ an Employers Agent to act on the Council's behalf during the construction period or, alternatively, employ a clerk of works (or similar) to undertake this role.

### Development on Council General Fund sites – (e.g. Pyrles Lane)

16. The Council currently owns a site at Pyrles Lane, Loughton that has been earmarked for sale for residential development, subject to receipt of planning permission. This land is held within the Council's General Fund, and an outline planning application is due to be submitted and subject to approval will be sold, with all proceeds being retained by the General Fund. However, the site could either be purchased using 1-4-1 receipts by the Housing Revenue Account and all properties being developed as Council housing, or the site could be sold with a requirement that the required 40% affordable housing

element must be sold to the Council on completion, on agreed terms set out in a separate Development Agreement.

17. The best value option for the Council would, by far, be the latter option, since this would enable the Council to maximise the capital receipt for the General Fund to the same level as simply selling it without an associated Development Agreement, whereas the capital receipt that would be obtained if the whole site was developed for affordable housing would be significantly less.

18. Any other sites in the Council's ownership held by the General Fund could also be sold in a similar way with the same requirements and expectations.

19. Should this option be agreed, then it would be necessary to appoint either an Employers Agent or a Clerk of Works to oversee the works on site to ensure compliance with the Council's Employers Requirements and to ensure the standard of workmanship is acceptable.

#### Providing grant to one of the Council's Preferred Housing Association Partners to fund affordable housing schemes

20. The Council has already identified this option as a back-up measure, and it is recommended that this remains an option. However, this is less advantageous to the Council as the rent collected from the properties would revert to the Housing Association, with the Council only securing nomination rights.

21. The Council has in the past not only provided significant amounts of Local Authority Social Housing Grant or Section 106 contributions received from Developers to Housing Associations, but has given away free land for them to develop affordable housing.

#### Other factors requiring additional resources

22. Each of the 65 potential development sites identified for Council house-building have now undergone a detailed legal search and an assessment of issues that will require negotiations with adjacent land-owners on matters such as purchasing land, stopping up unauthorised access across the Council's land, terminating licences, dealing with land-grabs etc.

23. Each of the issues has been risk assessed and prioritised so that those issues that are likely to take the longest to resolve are tackled soonest. However, the Council does not have any existing resources available to pursue these, nor other legal matters on the other sites. Therefore, the Council has made enquiries with East Thames to take the lead on dealing with these issues, supported by the Council's own Housing Management Officers and Legal Services. The cost of providing this service is estimated to be [Cost to be updated as a verbal report at the Cabinet Committee]. This compares to recruiting staff directly for 2-years at an estimated cost of [Cost to be updated as a verbal report at the Cabinet Committee] including on-costs.

24. Negotiations over compensation payments, land values etc will be undertaken by East Thames Group at an additional cost. However, it is recommended that in order to maintain a reasonable momentum and meet the timescales to deliver the schemes, the Director of Communities be delegated authority, in consultation with the Housing Portfolio Holder, to agree the reasonable level of payments necessary to achieve the required outcome of bringing forward sites for development.

**Resource Implications:**

The cost of appointing as Agent to purchase street properties is being explored and an indication of cost will be made available at the meeting.

The cost for dealing with the legal issues that are identified for each site is being explored and an indication of cost will be made available at the meeting.

The cost of appointing an Agent to act on the Council's behalf to negotiate and purchase street properties, based on a fixed fee basis per property is being explored and an indication of cost will be made available at the meeting.

An allowance would need to be included for the Council's Legal Services to complete the conveyancing process. The cost is being explored and an indication of cost will be made available at the meeting.

The cost of appointing an Employers Agent or, alternatively, to employ a Clerk of Works (or similar) to act on the Council's behalf during the construction period of any sites delivered on Section 106 sites would need to be identified and reported separately should this option be agreed.

Reasonable level of payments necessary to achieve the required outcome of bringing forward sites for development will need to be considered on a case by case basis, and will be undertaken in consultation with the Housing Portfolio Holder.

**Legal and Governance Implications:**

It is good governance to properly monitor costs and expenditure, and keep financial forecasts up to date – especially for such a high profile, high cost programme.

Legal matters associated with conveyancing will apply as will all legal matters associated with rights of way and access rights.

Housing Act

**Safer, Cleaner and Greener Implications:**

None – in relation to this report.

**Consultation Undertaken:**

None

**Background Papers:**

None

**Impact Assessments:**Risk Management

Not meeting the Governments timescales for the delivery of new build affordable homes could lead to the Council having to pay back to the Government any 1-4-1 RTB receipts not spent, with interest. This report sets out a range of options to mitigate that risk. However, each of the options has its own risks, which are explored within the body of the report.

# 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.

---

Within the Housing Service Strategy, it has been identified that the target groups that are affected by the Council's house building programme are people in need of:

- Affordable Housing,
- Homelessness assistance,
- Supported housing for special needs groups,
- Owners and occupiers of poor condition housing
- Council and housing association tenants.

From that, it was identified that generally, there is an under provision of suitable accommodation for nearly all target groups. This has been reaffirmed in the most recent Strategic Housing Market Assessment.

Decision making is affected by funding and other factors, such as the availability of building land suitable for particular groups e.g. the elderly or young families.

There is no evidence of unlawful discrimination in relation to the provision of affordable housing.

This page is intentionally left blank

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessor	2015 Qtr 2, 2015	2015 Qtr 3, 2015	2015 Qtr 4, 2015	2016 Qtr 1, 2016	2016 Qtr 2, 2016	2016 Qtr 3, 2016	2016 Qtr 4, 2016	2017 Qtr 1, 2017	2017 Qtr 2, 2017	2017 Qtr 3, 2017	2017 Qtr 4, 2017	2018 Qtr 1, 2018	2018 Qtr 2, 2018	2018 Qtr 3, 2018																	
							Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
1		CHBCC - June	29 days?	Fri 24/04/15	Thu 04/06/15																																
2		Reports	19 days?	Fri 24/04/15	Wed 20/05/15																																
3		Meeting	0 days	Thu 04/06/15	Thu 04/06/15	2																															
4		CHBCC - July	66 days?	Fri 24/04/15	Mon 27/07/15																																
5		Reports	59 days?	Fri 24/04/15	Wed 15/07/15																																
6		Meeting	0 days	Mon 27/07/15	Mon 27/07/15	5																															
7		Phase 2	606 days?	Fri 08/05/15	Fri 01/09/17																																
8		Planning Application	64 days?	Fri 08/05/15	Wed 05/08/15																																
9		DDC	0 days	Wed 05/08/15	Wed 05/08/15																																
10		Planning Decision	1 day?	Mon 10/08/15	Mon 10/08/15	8																															
11		Out to Tender	45 days?	Mon 07/09/15	Fri 06/11/15	10																															
12		Approval of Tender	0 days	Thu 03/12/15	Thu 03/12/15																																
13		Contract Documents	10 days?	Thu 03/12/15	Wed 16/12/15	12																															
14		Lead-in	31 days?	Fri 18/12/15	Fri 29/01/16	13																															
15		On site	415 days?	Mon 01/02/16	Fri 01/09/17	14																															
16		Phase 3	620 days?	Mon 20/07/15	Fri 01/12/17																																
17		Planning Application	64 days	Mon 20/07/15	Thu 15/10/15																																
18		Planning Decision	1 day?	Fri 16/10/15	Fri 16/10/15	17																															
19		Out to Tender	45 days	Fri 13/11/15	Thu 14/01/16	18																															
20		Approval of Tender	0 days	Thu 03/03/16	Thu 03/03/16																																
21		Contract Documents	10 days	Mon 07/03/16	Fri 18/03/16	20																															
22		Lead-in	28 days	Wed 23/03/16	Fri 29/04/16	21																															
23		On site	415 days	Mon 02/05/16	Fri 01/12/17	22																															
24		Phase 4	622 days?	Mon 19/10/15	Tue 06/03/18																																
25		Planning Application	64 days	Mon 19/10/15	Thu 14/01/16																																
26		Planning Decision	1 day?	Fri 15/01/16	Fri 15/01/16	25																															
27		Out to Tender	45 days	Mon 22/02/16	Fri 22/04/16	26																															
28		Approval of Tender	0 days	Thu 09/06/16	Thu 09/06/16																																
29		Contract Documents	10 days	Fri 10/06/16	Thu 23/06/16	28																															
30		Lead-in	28 days	Fri 24/06/16	Tue 02/08/16	29																															
31		On site	415 days	Wed 03/08/16	Tue 06/03/18	30																															
32		Phase 5	621 days?	Mon 18/01/16	Mon 04/06/18																																
33		Planning Application	64 days	Mon 18/01/16	Thu 14/04/16																																
34		Planning Decision	1 day?	Fri 15/04/16	Fri 15/04/16	33																															
35		Out to Tender	45 days	Mon 18/04/16	Fri 17/06/16	34																															
36		Approval of Tender	0 days	Thu 08/09/16	Thu 08/09/16																																
37		Contract Documents	10 days	Thu 08/09/16	Wed 21/09/16	36																															
38		Lead-in	28 days	Thu 22/09/16	Mon 31/10/16	37																															
39		On site	415 days	Tue 01/11/16	Mon 04/06/18	38																															

Page 23 of 1

Project: CHBCC Project Plan  
Date: Mon 18/05/15

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only			
Summary		Inactive Task		Duration-only		Finish-only			

This page is intentionally left blank



## **Report to the Council Housebuilding Cabinet Committee**



**Epping Forest  
District Council**

**Report reference: CHB-005-2015/16**

**Date of meeting: 4 June 2015**

**Portfolio: Housing**

**Subject: Sites making up Phases 4 and 5**

**Responsible Officer: Paul Pledger, Assistant Director (Housing Property  
& Development) (01992 564248)**

**Democratic Services Officer: Jackie Leither (01992 564756)**

---

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

(1) That subject to the Cabinet approving the feasibility studies elsewhere on the agenda at St. Peters Avenue and Queensway, Ongar and Millfield, High Ongar, taking account of the priority order agreed by the Cabinet Committee in March 2015, Phase 4 be made up of 31 new homes on the following 9 sites in Buckhurst Hill and Ongar agreed as viable by the Cabinet Committee, based on a total scheme cost of £5,836,520, with a subsidy requirement of £2,053,000:

- a) St. Peters Avenue, Ongar
- b) Queensway, Ongar
- c) Millfield, High Ongar
- d) Bourne House, Buckhurst Hill
- e) Hornbeam Close (Site A), Buckhurst Hill
- f) Hornbeam Close (Site B), Buckhurst Hill
- g) Hornbeam House, Buckhurst Hill
- h) Loughton Way, Buckhurst Hill
- i) Pentlow Way, Buckhurst Hill

(2) That, Phase 5 be made up of 49 new homes on the following 15 sites in Loughton already agreed as viable by the Cabinet Committee, based on a total scheme cost of £8,335,700, with a subsidy requirement of £2,444,000:

- a) Bushfields, Loughton
- b) Chester Road, Loughton
- c) Chequers Road (Site A), Loughton
- d) Chequers Road (site B), Loughton
- e) Etheridge Road, Loughton
- f) Hillyfields, Loughton
- g) Kirby Close, Loughton
- h) Ladyfields, Loughton
- i) Langley Meadow, Loughton
- j) Lower Alderton Hall Lane, Loughton
- k) Pyrles Lane (Site A), Loughton
- l) Pyrles Lane (Site B), Loughton
- m) Thatchers Close, Loughton
- n) Vere Road, Loughton
- o) Whitehills Road, Loughton

- (3) That, the former garage sites and associated amenity land listed above as making up Phases 4 and 5, together with all sites previously considered and agreed to form Phase 3 by the Cabinet Committee at its meeting in March 2015 as viable for the development of Council House Building, be appropriated for planning purposes under provisions laid out in the Local Government Act 1972 and Town and Country Planning Act 1990 on the grounds that the land is no longer required for the purposes for which it is currently held in the Housing Revenue Account; and
- (4) That, subject to the sites and phasing listed in recommendations (1) and (2) above being agreed, each site be progressed to detailed design stage, with planning applications being submitted and, subject to planning approval, tenders to be sought in accordance with the Procurement Strategy for House-building.

#### **Executive Summary:**

The Cabinet has previously agreed a number of feasibility studies from the list of potential development sites for Council House-building, and the Cabinet Committee has also agreed at its meeting in March 2015 a strategic approach to the prioritisation of those sites by area taking account of demand from those applicants registered on the Council's housing waiting list. This report seeks to batch those sites that have been agreed as viable into future phases, and to progress those sites through the planning and tender stages.

#### **Reasons for Proposed Decision:**

There is a need to agree the sites that are to go forward for future phases of the Council House-building Programme.

#### **Other Options for Action:**

The only alternative option would be to alter the list of sites proposed for phases 4 and 5.

#### **Background**

1. Over the last 18-months, the Cabinet Committee has considered a number of detailed feasibility studies for individual sites from across the district. Many of these sites have already been included in early phases of the house-building programme, which are at different stages in the process that will ultimately lead to the completion of new affordable Council housing. However, it is still necessary to batch sites to make up phases 4 and 5.
2. At its meeting in March 2015, the Cabinet Committee agreed an updated Policy on the future prioritisation of development sites based on rotating the developments around the towns/villages where sites are located, so that all areas have the benefit of affordable housing being provided in their area, with priority given to areas in which the highest number of housing applicants live.
3. Based on that Policy, it is recommended that subject to the Cabinet approving the feasibility studies elsewhere on the agenda at St. Peters Avenue and Queensway, Ongar and Millfield, High Ongar, based on the consolidated financial viability assessment at appendix 2, Phase 4 of the House-building Programme be made up of 31 new homes on the following 9 sites in Buckhurst Hill and Ongar agreed individually as viable by the Cabinet Committee, based on a total scheme cost of £5,836,520, with a subsidy requirement of £2,053,000:
  - a) St. Peters Avenue, Ongar
  - b) Queensway, Ongar
  - c) Millfield, High Ongar

- d) Bourne House, Buckhurst Hill
- e) Hornbeam Close (Site A), Buckhurst Hill
- f) Hornbeam Close (Site B), Buckhurst Hill
- g) Hornbeam House, Buckhurst Hill
- h) Loughton Way, Buckhurst Hill
- i) Pentlow Way, Buckhurst Hill

4. Furthermore, based on the consolidated financial viability assessment at appendix 2, it is recommended that Phase 5 be made up of 49 new homes on the following 15 sites in Loughton already agreed individually as viable by the Cabinet Committee, based on a total scheme cost of £8,335,700, with a subsidy requirement of £2,444,000:

- a) Bushfields, Loughton
- b) Chester Road, Loughton
- c) Chequers Road (Site A), Loughton
- d) Chequers Road (site B), Loughton
- e) Etheridge Road, Loughton
- f) Hillyfields, Loughton
- g) Kirby Close, Loughton
- h) Ladyfields, Loughton
- i) Langley Meadow, Loughton
- j) Lower Alderton Hall Lane, Loughton
- k) Pyrles Lane (Site A), Loughton
- l) Pyrles Lane (Site B), Loughton
- m) Thatchers Close, Loughton
- n) Vere Road, Loughton
- o) Whitehills Road, Loughton

#### Appropriation of the Sites

5. The Cabinet Committee have been delegated authority to appropriate land for planning purposes as set out in its Terms of Reference. However, as a reminder, the Council holds property for various statutory purposes in order to provide its various functions. Such land is used only for the purpose of the function for which it was originally acquired, until such time as the land is disposed of or “appropriated” for another use.
6. Appropriation is the procedure under the Local Government Act 1972 and Town and Country Planning Act 1990 to change the purpose for which the land is held for one statutory purpose to another, provided that the land is no longer required for the purpose for which it was held immediately before the appropriation. The consent of the Secretary of State is required to appropriate the land.
7. The Council wishes to see each of the development sites redeveloped for the specific purpose of residential accommodation on a land which previously was used for garages and / or amenity land, which in the current usage the former are not fit for that purpose. By appropriating the sites for planning purposes, the Council will be able to secure its redevelopment and future use by relying on the statutory provisions relating to the redevelopment and disposal of the land held for planning purposes.
8. There is a risk that the proposed re-development scheme may be frustrated by third party rights, which would in turn frustrate the Council’s regeneration objectives for the sites. By appropriating land, once planning permission is obtained, the rights of affected third parties can be overridden to the extent that they become an entitlement to compensation rather than a right to obtain an injunction to prevent the scheme.
9. It is therefore recommended that the former garage sites and associated amenity land listed above as making up Phases 4 and 5, together with all sites previously considered and agreed to form Phase 3 by the Cabinet Committee at its meeting in March 2015 as

viable for the development of Council House Building, be appropriated for planning purposes under provisions laid out in the Local Government Act 1972 and Town and Country Planning Act 1990 on the grounds that the land is no longer required for the purposes for which it is currently held in the Housing Revenue Account;

### **Resource Implications:**

A capital expenditure for Phase 4 of £5,836,520, with a subsidy requirement of £2,053,000 to achieve a 30-year pay-back; A capital expenditure for Phase 5 of £8,335,700, with a subsidy requirement of £2,444,000 also to achieve a 30-year pay-back. The Cabinet has already agreed the required resources to deliver the Programme for the foreseeable future within the Housing Capital Programme, based on the Council's HRA Financial Plan.

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

Having adopted a strategic approach, agreed in an open and transparent way, to the prioritisation of sites, it is considered good governance to follow that strategic approach.

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

None.

### **Consultation Undertaken:**

Ward Councillors have been consulted on the individual feasibility studies.

### **Background Papers:**

- Existing Policy on the Prioritisation of Sites agreed by the Cabinet Committee in February 2014, updated in March 2015.
- Feasibility studies considered and agreed by the Cabinet Committee at various meetings over the past 18-months for each of the sites making up Phases 4 and 5, as set out in the recommendations.

### **Impact Assessments:**

#### Risk Management

There are no material risks associated with the proposed approach. The key issue from a risk management point of view is to ensure that potential development sites have development and financial appraisals undertaken, and progressed to the planning stage, in timely and co-ordinated fashion, to ensure that the Programme is not disrupted.

There is a risk that the proposed re-development schemes may be frustrated by third party rights, which would in turn frustrate the Council's regeneration objectives for the site. By appropriating land, once planning permission is obtained, the rights of affected third parties can be overridden to the extent that they become an entitlement to compensation rather than a right to obtain an injunction to prevent the scheme.

# 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.

---

Within the Housing Service Strategy, it has been identified that the target groups that are affected by the Council's house building programme are people in need of:

- Affordable Housing,
- Homelessness assistance,
- Supported housing for special needs groups,
- Owners and occupiers of poor condition housing
- Council and housing association tenants.

From that, it was identified that generally, there is an under provision of suitable accommodation for nearly all target groups. This has been reaffirmed in the most recent Strategic Housing Market Assessment.

Decision making is affected by funding and other factors, such as the availability of building land suitable for particular groups e.g. the elderly or young families.

There is no evidence of unlawful discrimination in relation to the provision of affordable housing.

This page is intentionally left blank

EFDC House Building Programme, Financial Modelling - Proval												
phase	Address	Postcode	Ward	unit mix	unit number	works	Total Scheme Costs (TSC)	Subsidy required	subsidy per unit	TSC per unit	NPV	IRR in %
ph 4	St Peters Avenue	CM5 0BT	Ongar	8 x 3b5p	8	£ 1,519,000	£ 1,740,474	£ 404,000	£ 50,500	£ 217,559	£ 534,954	5.32
ph 4	Queensway, Ongar	CM5 0BP	Ongar	4 x 2b4p	4	£ 833,000	£ 957,631	£ 358,000	£ 89,500	£ 239,408	£ 241,764	5.33
ph 4	Millfield	CM5 9RJ	High Ongar	1 x 1b2p	1	£ 261,000	£ 300,304	£ 225,000	£ 225,000	£ 300,304	£ 26,468	5.28
ph 4	Bourne House Buckhurst Hill	IG9 6JY	Buckhurst Hill East	2 x 3b5p	2	£ 427,500	£ 491,018	£ 158,000	£ 79,000	£ 245,509	£ 134,839	5.34
ph 4	Hornbeam Close, (Site A), Buckhurst Hill	IG9 6JS	Buckhurst Hill East	3 x 3b5p	3	£ 543,120	£ 626,656	£ 126,000	£ 42,000	£ 208,885	£ 201,130	5.33
ph 4	Hornbeam Close, (Site B), Buckhurst Hill	IG9 6JS	Buckhurst Hill East	3 x 3b5p	3	£ 575,100	£ 658,909	£ 162,000	£ 54,000	£ 219,636	£ 204,877	5.37
ph 4	Hornbeam House, Buckhurst Hill	IG9 6JT	Buckhurst Hill East	2 x 2b4p	2	£ 320,000	£ 371,066	£ 84,000	£ 42,000	£ 185,533	£ 114,144	5.34
ph 4	Loughton Way, Buckhurst Hill	IG9 6AA	Buckhurst Hill East	4 x 3b5p	4	£ 831,900	£ 954,427	£ 288,000	£ 72,000	£ 238,607	£ 269,287	5.34
ph 4	Pentlow Way, Buckhurst Hill	IG9 6BZ	Buckhurst Hill East	4 x 1b2p	4	£ 525,900	£ 602,226	£ 248,000	£ 62,000	£ 150,557	£ 137,377	5.32
<b>Totals</b>					<b>31</b>	<b>£ 5,836,520</b>		<b>£ 2,053,000</b>				

**Notes:**

Rents = 1bed £119.59, 2 bed £165.58, 3 bed £180

Financial target = loan payback in year 30

This page is intentionally left blank



EFDC House Building Programme, Financial Modelling - Proval												
phase	Address	Postcode	Ward	unit mix	unit number	works	Total Scheme Costs (TSC)	Subsidy required	subsidy per unit	TSC per unit	NPV	IRR in %
ph 5	Bushfields, Loughton	IG10 3JR	Loughton Alderton	2 x 2b4p	2	£ 402,900	£ 463,120	£ 163,000	£ 81,500	£ 231,560	£ 120,487	5.33
ph 5	Chester Road, Loughton	IG10 2LR	Loughton Broadway	3 x 2b4p	3	£ 525,900	£ 605,637	£ 156,000	£ 52,000	£ 201,879	£ 181,409	5.33
ph 5	Chequers Road, (Site A), Loughton	IG10 3QF	Loughton Alderton	3 x 3b5p	3	£ 599,700	£ 689,713	£ 189,000	£ 63,000	£ 229,904	£ 201,073	5.33
ph 5	Chequers Road, (Site B), Loughton	IG10 3QF	Loughton Alderton	2 x 2b4p	2	£ 402,900	£ 463,120	£ 163,000	£ 81,500	£ 231,560	£ 120,487	5.33
ph 5	Etheridge Road, Debden	IG10 2HY	Loughton Broadway	1 x 2b4p, 2 x 3b5p	3	£ 624,300	£ 723,543	£ 252,000	£ 84,000	£ 241,181	£ 187,103	5.32
ph 5	Hillyfields, Loughton	IG10 2JT	Loughton Fairmead	2 x 3b5p	2	£ 330,600	£ 385,379	£ 56,000	£ 28,000	£ 192,690	£ 131,253	5.32
ph 5	Kirby Close, Loughton	IG10 3BA	Loughton Roding	4 x 2b4p	4	£ 659,700	£ 760,139	£ 160,000	£ 40,000	£ 190,035	£ 241,256	5.33
ph 5	Ladyfields, Loughton	IG10 3RP	Loughton Alderton	7 x 2b4p	7	£ 1,076,400	£ 1,239,919	£ 210,000	£ 30,000	£ 177,131	£ 417,493	5.35
ph 5	Langley Meadows, Loughton	IG10 2DL	Loughton Broadway	2 x 1b2p	2	£ 229,000	£ 267,659	£ 97,000	£ 97,000	£ 133,830	£ 65,125	5.31
ph 5	Lower Alderton Hall Lane, Loughton	IG10 3HA	Loughton Alderton	2 x 2b4p	2	£ 367,500	£ 423,742	£ 124,000	£ 62,000	£ 211,871	£ 120,955	5.34
ph 5	Pyrles Lane, (Site A), Debden	IG10 2NH	Loughton Fairmead	2 x 2b4p	2	£ 367,500	£ 425,081	£ 125,000	£ 62,500	£ 212,541	£ 120,616	5.33
ph 5	Pyrles Lane, (Site B), Debden	IG10 2NW	Loughton Fairmead	3 x 3b5p	3	£ 612,000	£ 710,068	£ 210,000	£ 70,000	£ 236,689	£ 201,718	5.34
ph 5	Thatchers Close, Loughton	IG10 2JH	Loughton Fairmead	1 x 3b5p	1	£ 195,300	£ 226,573	£ 60,000	£ 60,000	£ 226,573	£ 67,356	5.34
ph 5	Vere Road, Loughton	IG10 3SX	Loughton Broadway	4 x 1b2p, 6 x 2b4p	10	£ 1,330,000	£ 1,532,576	£ 275,000	£ 27,500	£ 153,258	£ 499,429	5.32
ph 5	Whitehills Road, Loughton	IG10 1TU	Loughton St Mary's	3 x 3b5p	3	£ 612,000	£ 703,375	£ 204,000	£ 68,000	£ 234,458	£ 202,411	5.34
<b>Totals</b>					<b>49</b>	<b>£ 8,335,700</b>		<b>£ 2,444,000</b>				

**Notes:**

Rents = 1bed £119.59, 2 bed £165.58, 3 bed £180

Financial target = loan payback in year 30

This page is intentionally left blank

## **Report to the Council Housebuilding Cabinet Committee**



**Epping Forest  
District Council**

**Report reference:** CHB-006-2015/16  
**Date of meeting:** 4 June 2015

**Portfolio:** Housing

**Subject:** Progress Report – Marden Close & Faversham Hall Conversions, Phase 1 & 2 of the Council House-building Programme.

**Responsible Officer:** P Pledger – Asst Director (Housing Property & Development) (01992 564248)

**Democratic Services:** Jackie Leither (01992 564756)

---

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

**That the current progress with regard to Marden Close and Faversham Hall, as well as Phases 1 and Phase 2 of the Council house-building programme be noted;**

### **Executive Summary:**

This report provides Members with an update on both progress to date and budget position for the redevelopment at Marden Close / Faversham Hall and at Phases 1 and 2.

### **Reasons for Proposed Decision:**

It is a requirement that the House-Building Cabinet Committee receives regular updates on progress and monitors expenditure against the House-building budget as delegated by the Cabinet.

### **Other Options for Action:**

This report is for noting only.

### **Report:**

#### **Marden Close and Faversham Hall Conversion**

1. A financial Progress Report at Marden Close and Faversham Hall can be found at Appendix 1 of this report. From that, it can be seen that the Contractor, P A Finlay & Co, commenced works on site on 15 September 2014 with completion due on 18 September 2015. The agreed tender sum for the works is £819,861, with payment to date of £359,766.50.

2. There have been a number of unforeseen issues that have given rise to a delay on site and an increase in the cost of the works. These include asbestos panels behind the fascia and soffit boards; missing lintels over windows; a large proportion of the brickwork requiring repointing due to its poor condition; the external concrete staircase to Faversham Hall was found to be unsupported; and adjustments required to the refuse and storage enclosures at Marden Close. The anticipated final account is being forecast by the Employers Agent Pellings LLP to be £899,861.00, amounting to an increase of £80,000 (9.76%). Completion is now due in October 2015, some 4-weeks behind programme.

## Phase 1

3. A financial Progress Report for all 4 sites making up Phase 1 can be found at Appendix 2 of this report. From that, it can be seen that the Contractor, Broadway Construction Ltd, commenced works on site on 27 October 2014 and are due to complete on 13 November 2015. The agreed tender sum for the works is £3,245,143.62, with payment to date of £374,586.00.

4. It is the view of Pellings LLP that the works are in delay by between 16 – 20 weeks. The contractor, Broadway Construction Ltd has made verbal requests as they feel they have an entitlement to additional costs for foundation design (piling on 3 out of 4 sites); drainage on the Roundhills sites to replace pitch-fibre pipework; and, for remediation of contaminated ground. An allowance of £150,000 has been made in the financial progress report attached at Appendix 2. Separately, a revision to the design at Harveyfields to better accommodate the waste and recycling facilities is estimated to cost an additional £20,000.

5. If the Council were to agree to the verbal request for additional costs from Broadway Construction Ltd, the revised anticipated final account is estimated to be around £3,415,143.62, amounting to an increase of around £170,000 (5.2%). It is the view of Pellings that the tender was unconditional and there is no contractual entitlement to these additional costs.

6. To date, there have been no formal requests for either an extension of time or additional costs.

## Phase 2

6. A revised planning application has been submitted for 51 new affordable homes making up Phase 2 of the Council's house-building programme. The application is due to be considered at the Council's District Development Committee on 5 August 2015.

### **Resource Implications:**

- Around £970,000 – Marden Close and Faversham Hall conversion (Works and Fees). This is funded from the Service Enhancement Fund. However, 1-4-1 RTB Receipts can be used to part fund the conversion of Faversham Hall, but not Marden Close.
- Around £3,639,000 – Phase 1 of the Council House-building Programme (Works and Fees) funded from 1-4-1 RTB Receipts, other grants, S.106 contributions and existing Capital budgets for Council House-building.

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

Within its Terms of Reference, the House-Building Cabinet Committee is expected to monitor both progress and budgets for the House-building programme.

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

Redeveloping under-utilised garages adds value to and enhances the local environment and streetscape.

### **Consultation Undertaken:**

Local Ward Councillors and Residents associated with each of the sites have been consulted, either at the Cabinet Committee meeting or through the Town and County Planning Act consultation process.

**Background Papers:**

The Development Strategy, as well as feasibility studies and investment reports for Marden Close & Faversham Hall, Phase 1, together with the Housing Portfolio Holder report on the outcome of the tender exercise for Marden Close and Faversham Hall and the Cabinet report on the acceptance of tender for Phase 1.

**Risk Management:**

Within the financial viability assessments, the greatest risk is that the assumptions prove to be incorrect resulting in each phase being un-viable. Now that the tenders for Marden Close & Faversham Hall as well as Phase 1 of the Council House-building Programme have now been received, these risks are significantly reduced. However, there is always the risk that unforeseen matters will arise during the construction phase.

In other cases where tenders have not yet been received, these risks are mitigated by the Council being able to either add more subsidy or not to progress the works beyond the planning stage.

In addition, a project wide risk register as well as a project specific risk register have been compiled, with project wide risks being monitored by the Cabinet Committee, and site specific risk assessments monitored by the Project Team.

# 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.

---

Within the Housing Service Strategy, it has been identified that the target groups that are affected by the Council's house building programme are people in need of:

- affordable housing,
- homelessness assistance,
- supported housing for special needs groups,
- owners and occupiers of poor condition housing
- council and housing association tenants.

From that, it was identified that generally, there is an under provision of suitable accommodation for nearly all target groups. This has been reaffirmed in the most recent Strategic Housing Market Assessment.

Decision making is affected by funding and other factors, such as the availability of building land suitable for particular groups e.g. the elderly or young families.

There is no evidence of unlawful discrimination in relation to the provision of affordable housing.

**FINANCIAL PROGRESS REPORT NO. 7**

**Client:** Epping Forest District Council  
**Project:** Marden Close and Faversham Hall  
**Works:** Alterations and Refurbishment  
**Consultant:** Pellings LLP  
**Contract:** JCT Design & Build 2011 **Issue Date:** 06.05.15  
**Client Contact:** John Hayes/Paul Pledger **Job Ref:** 612.034  
 Georg Herrmann  
**Contractor:** PA Finlay & Co **Interim Certificate No:** 7

---

**1.00 FINANCIAL STATEMENT**

1.01	Approved Contract Sum	£ 819,861.00
1.02	Additional Approvals	£ -
1.03	Sub Total	£ 819,861.00

**Instructed Expenditure**

1.04	Value of issued Contract Instructions to date	£ -
1.05	Monies certified in respect of Loss and Expense	£ -

**Anticipated Further Expenditure**

1.06	Value of further anticipated instructions	£80,000.00
1.07	Allowance for anticipated claims of Loss and Expense	£ -
1.08	Anticipated Final Account	£ 899,861.00
1.09	Percentage above/below approved Contract Sum	9.76 %
1.10	Bond – Date engrossed	N/A

<b>2.00</b>	<b>TIME KEEPING STATEMENT</b>	
2.01	Original Contract Period	50 calendar weeks
2.02	Contract commencement date	15 <sup>th</sup> September 2014
2.03	Original contractual completion date	18 <sup>th</sup> September 2015
2.04	Certificate of Non Completion Issued	.....n/a.....
2.05	Extension of Time granted	.....n/a.....
2.06	Revised Completion Date if different to 2.03	.....n/a.....
2.07	Practical Completion Certificate issued	.....n/a.....
2.08	End of Defects Liability period	.....n/a.....
2.09	LAD confirmed and issued	.....n/a.....
<b>3.00</b>	<b>CURRENT FINANCIAL/TIME KEEPING STATEMENT</b>	
3.01	Gross Value certified and issued on this certificate:	
	• Faversham Hall - £37,253.20	
	• Marden Close - £322,513.30	
	Total gross certified	£359,766.50
3.02	Current value of works completed in relation to anticipated final account (item 1.08 above)	39%
3.03	Current amount of contract period elapsed in relation to original contract period, together with certified extension of time.	66%
3.04	Assessment of weeks ahead/behind programme	-
3.05	Actual/Anticipated Completion Date	October 2015

Signed.....*James Green*..... Dated. *06.05.15*.....

On behalf of: PELLINGS LLP

Authorised.....*James Green*..... Dated. *06.05.15*.....

On behalf of: PELLINGS LLP



**FINANCIAL PROGRESS REPORT NO. 4**

**Client:** Epping Forest District Council  
**Project:** Phase 1 New Build  
**Works:** Demolition of Garages and Provision of 23 New Flats/Houses/Duplexes, Gardens, Parking & Landscaping and all Associated Works  
**Consultant:** Pellings LLP  
**Contract:** JCT Design & Build 2011 **Issue Date:** 06.05.15  
**Client Contact:** John Hayes/Paul Pledger  
 Georg Herrmann **Job Ref:** 612.035  
**Contractor:** Broadway Construction **Interim Certificate No:** 4

---

<b>1.00</b>	<b>FINANCIAL STATEMENT</b>	
1.01	Approved Contract Sum	£ 3,245,143.62
1.02	Additional Approvals	£ -
1.03	Sub Total	£ 3,245,143.62
	<b><u>Instructed Expenditure</u></b>	
1.04	Value of issued Contract Instructions to date	£ N/A
1.05	Monies certified in respect of Loss and Expense	£ N/A
	<b><u>Anticipated Further Expenditure</u></b>	
1.06	Value of further anticipated instructions	£20,000.00
1.07	Allowance for anticipated claims of Loss and Expense (Provisional)	£ 150,000.00
1.08	Anticipated Final Account	£ 3,415,143.62
1.09	Percentage above/below approved Contract Sum	5.2%
1.10	Bond – Date engrossed	28 January 2015

<b>2.00</b>	<b>TIME KEEPING STATEMENT</b>	
2.01	Original Contract Period	55 calendar weeks
2.02	Contract commencement date	27 <sup>th</sup> October 2014
2.03	Original contractual completion date	13 <sup>th</sup> November 2015
2.04	Certificate of Non Completion Issued	.....n/a.....
2.05	Extension of Time granted	.....n/a.....
2.06	Revised Completion Date if different to 2.03	.....n/a.....
2.07	Practical Completion Certificate issued	.....n/a.....
2.08	End of Defects Liability period	.....n/a.....
2.09	LAD confirmed and issued	.....n/a.....
<b>3.00</b>	<b>CURRENT FINANCIAL/TIME KEEPING STATEMENT</b>	
3.01	Gross Value certified and issued on this certificate	£ 374,586.00
3.02	Current value of works completed in relation to anticipated final account (item 1.08 above)	11.47 %
3.03	Current amount of contract period elapsed in relation to original contract period, together with certified extension of time.	52%
3.04	Assessment of weeks ahead/behind programme	16-20 weeks
3.05	Actual/Anticipated Completion Date	Mar/April 2016

Signed.....*James Green*..... Dated.....*06.05.15*.....

On behalf of: PELLINGS LLP

Authorised.....*James Green*..... Dated.....*06.05.15*.....

On behalf of: PELLINGS LLP

## **Report to the Council Housebuilding Cabinet Committee**



**Epping Forest  
District Council**

**Report reference:** CHB-007-2015/16  
**Date of meeting:** 4 June 2015

**Portfolio:** Housing

**Subject:** Council House-building Programme – Risk Register

**Responsible Officer:** P Pledger – Asst Director (Housing Property &  
Development) (01992 564248)

**Democratic Services:** Jackie Leither (01992 564756)

---

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

**That the Programme-wide Risk Register for the Council House-building Programme be noted.**

### **Executive Summary:**

Attached at appendix 1 to this report is the project wide risk register associated with the Council's House-building Programme, which is for review, commenting or noting as appropriate.

### **Reasons for Proposed Decision:**

The Council's Housebuilding Programme is a major undertaking, involving significant amounts of money and risks, it is essential that the Officer Project Team and the Cabinet Committee record, monitor and mitigate those risks.

### **Other Options for Action:**

(a) Not to have a Risk Register – but it would not be appropriate to contemplate such an option; and

(b) To request amendments to the format or content of the Programme-wide Risk Register.

### **Report:**

1. Since the Council's Housebuilding Programme is a major undertaking, involving significant amounts of money and risks, it is essential that the Officer Project Team and the Cabinet Committee record, monitor and mitigate those risks.

2. Pellings LLP, who are the Employers Agent appointed by the Council's Development Agent East Thames, produce and keep up to date the Risk Registers for the House-building Programme.

3. Following approval by the Cabinet of individual developments and development packages, Pellings LLP produce and keep updated Risk Registers for each development/phase, which is monitored by the Project Team at Project Team Meetings.

4. In addition, a “Programme-wide” Risk Register, which is a “live document” for the House-building Programme is also updated and monitored by the Cabinet Committee. The latest version is attached as an appendix to this report.

**Resource Implications:**

If risks are not properly identified or managed, it could result in additional costs to the Council, with the amounts dependent on the issue and its severity.

**Legal and Governance Implications:**

There is no legal requirement to have and maintain a Risk Register, but it is good governance practice to do so.

**Safer, Cleaner and Greener Implications:**

None

**Consultation Undertaken:**

None

**Background Papers:**

None

**Risk Management:**

The purpose of the Risk Register is to record, monitor and mitigate risks

# 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.

---

Within the Housing Service Strategy, it has been identified that the target groups that are affected by the Council's house building programme are people in need of:

- affordable housing,
- homelessness assistance,
- supported housing for special needs groups,
- owners and occupiers of poor condition housing
- council and housing association tenants.

From that, it was identified that generally, there is an under provision of suitable accommodation for nearly all target groups. This has been reaffirmed in the most recent Strategic Housing Market Assessment.

Decision making is affected by funding and other factors, such as the availability of building land suitable for particular groups e.g. the elderly or young families.

There is no evidence of unlawful discrimination in relation to the provision of affordable housing.

This page is intentionally left blank

Risk ID	Date	Vulnerability	Trigger	Consequence	Likelihood (A, B, C, D)	Impact (1, 2, 3, 4)	Rating	Risk Owner	Existing Controls / Actions to Address Risk	Effectiveness of Controls / Actions	Required further Management Action	Responsibility for Action	Critical Success Factors and Measures	Review Frequency	Key Date
1	26-Jun-13	Basis of house building programme.	Change in Government and/or Local Plan.	Reputational risk.	C	1	C1	All	Establishment of high level demand, design, and financial parameters on which to base the programme together with clear and defined outputs.	Scheme proceeds to comply with Local Plan.	Ongoing review and monitoring.	All	Scheme is completed to Local Plan.	Quarterly	xx
2	26-Jun-13	Land availability.	Land not available within required timeframe.	Scheme may not be able to go-ahead. Increase in cost(s) and delay to programme.	C	1	C1	EFDC	Initial appraisals of existing garage sites demand and opportunity for development undertaken by EFDC.	Land is available within required timeframe and budget.	Ongoing review and monitoring.	EFDC	Land is obtained to enable scheme to proceed.	Quarterly	xx
3	26-Jun-13	Funding availability.	Decrease in funding for the scheme.	Insufficient funds for scheme to proceed as intended.	C	1	C1	EFDC	Continuous monitoring of available funding from a) 1 to 1 RTB replacement, b) Section 106 contributions, c) HCA grant, d) Sale of sites, and e) Third Party funding.	Sufficient funds are available for the scheme to proceed.	Ongoing review and monitoring.	EFDC	Sufficient funds are obtained for the scheme to proceed.	Quarterly	xx
4	26-Jun-13	Financial control	Unknown or unexpected costs. Reduction in budget(s).	Insufficient funds for scheme and/or budget overspend.	B	2	B2	ETG and PLLP	Provision of robust feasibility reports with funding and construction criteria review. Change control mechanisms implemented.	Ensuring sufficient funds are available for the scheme.	Continuous monitoring of anticipated cost(s) against budget.	ETG and PLLP	Ensuring scheme is within budget.	Monthly	xx
5	26-Jun-13	Programme management - impact on programme of site specific reports not being commissioned until post planning permission.	Late and/or untimely commissioning and/or receipt of site specific reports.	Increase in cost(s) and delay to programme.	B	2	B2	PLLP	Prepare Project Executive Plan (PEP) with high level programme. Provide early feasibilities to formulate the whole of the six year programme. Undertake site specific report ahead of or as part of planning application to mitigate delays between planning consent and tender action.	Early identification to site specific risks / issues.	Ongoing review and monitoring.	PLLP	Site specific risks and issues are identified early on in the project to minimise any increase in costs and/or delay to programme.	Monthly	xx
6	26-Jun-13	Resistance from local community.		Increase in cost(s) and delay to programme.	B	2	B2	All	Engage local community. Encourage use of local labour by contractors and encourage provision of training and apprenticeships. Undertake resident consultation and formulate a publicity strategy.	Local Community are receptive to scheme.	Ongoing review and monitoring.	All	Local Community accept the completed scheme.	Monthly	xx
7	26-Jun-13	Impact on programme of party wall issues.		Increase in cost(s) and delay to programme.	A	2	A2	EFDC and ETG	Establish ownership of properties adjacent to or affected by proposed development. Ensure that party wall notices are issued promptly (possibly outside of the build contract requirements).	Early identification of any party wall issues.	Ongoing review and monitoring.	EFDC and ETG	Any party wall risks and issues are identified early on in the project to minimise any increase in costs and/or delay to programme.	Monthly	xx
8	26-Jun-13	Legal issues including rights of title, boundary ownership, easements on or over the site.		Increase in cost(s) and delay to programme.	A	1	A1	EFDC	Establish clear line of responsibility for each of the legal issues and engagement of EFDC Legal Directorate.	Early identification of legal issues and rights.	Ongoing review and monitoring.	EFDC	Any legal issues and rights are identified early on in the project to minimise any increase in costs and/or delay to programme.	Monthly	xx
9	26-Jun-13	Design parameters	Design criteria and parameters not established and/or established late.	Increase in cost(s) and delay to programme.	B	1	B1	All	Early meeting and engagement with local planning authority to establish design criteria and parameters.	Design criteria and parameters established in good time to enable programme to be met.	Ongoing review and monitoring.	All	Design criteria and parameters established within required timeframe to enable programme to be met.	Monthly	xx
10	26-Jun-13	Overlooking to/from adjoining residents.	Design affects adjoining owner's Right to Light and/or view.	Adjoining owner's Right to Light affected. Possible complaints from adjoining owners. Increase in cost(s) and delay to programme.	B	2	B2	PLLP / ETG	Consideration of appropriate screening or single storey development.	Adjoining owner's Right to Light not affected.	Ongoing review and monitoring.	PLLP / ETG	Adjoining Owner's Right to Light and/or views not adversely affected.	Monthly	xx
11	26-Jun-13	Impact of existing trees	Existing trees may affect the design and/or below ground works.	Increase in cost(s) and delay to programme.	A	1	A1	ETG	Commissioning of Arboricultural report - site specific.	Review Arboricultural report before proceeding with detailed design.	Ongoing review and monitoring.	ETG	Arboricultural report is received and reviewed prior to design.	Monthly	xx
12	26-Jun-13	Impact of ground conditions and contamination.	Ground contamination present. Ground conditions not suitable.	Increase in cost(s) and delay to programme.	A	1	A1	EFDC / ETG	Assessment of initial reports to be undertaken by EFDC to inform desktop study and commissioning of the site investigation requirements.	Review site / ground investigations report before proceeding with detailed design.	Ongoing review and monitoring.	EFDC / ETG	Site investigation report is received and reviewed prior to design.	Monthly	xx

13	26-Jun-13	Flood risk	Site may lie within / on a flood risk zone.	Increase in flood prevention measures as part of scheme. Increase in cost(s) and delay to programme.	C	1	C1	PLLP	Consider advice of local planning authority and Environment Agency.	Advice from planning authority and Environment Agency taken on-board and reviewed.	Ongoing review and monitoring.	PLLP	Scheme is completed to minimise any potential effects of flooding (within acceptable limits).	Quarterly	xx
14	26-Jun-13	Accurate design at planning application stage	Unknown topography of existing site.	Scheme not designed to accommodate existing topography.	B	2	B2	EFDC / ETG	Commission topographical surveys.	Existing topography is established early and in good time.	Ongoing review and monitoring.	EFDC / ETG	Scheme is designed to take into account existing topography where appropriate.	Monthly	xx
15	26-Jun-13	Transport / traffic / parking assessment	Transport / traffic / parking assessments not undertaken.	Planning application cannot be submitted without transport statements. Delay in programme.	A	2	A2	EFDC / ETG	Commission transport statements to support planning application.	Transport Statement is able to be prepared and submitted with planning application.	Ongoing review and monitoring.	EFDC / ETG	Planning application submitted with suitable transport statement.	Monthly	xx
16	26-Jun-13	Clarity of design parameters	Unclear and/or non-existent design parameters.	Scheme not designed to meet Employer's Requirements.	C	1	C1	ETG / PLLP	Establish consistent set of Employer's Requirements - reference to East Thames Group Design Guidance and requirements of the Essex Design Guide.	Clear design parameters are established early on in the project.	Ongoing review and monitoring.	ETG / PLLP	Design able to proceed with clear design parameters in place.	Monthly	xx
17	26-Jun-13	Inexperienced contractor design team		Contractor design team not able to fulfil their duties and meet the Employer's Requirements.	C	1	C1	PLLP	Include a requirement for the contractor's design team to be clarified at tender stage of each project / phase.	Clarification of the contractor's design team at tender stage.	Ongoing review and monitoring.	PLLP	Contractor's Design Team is able to produce a design that is compliant with the Employer's Requirements.	Quarterly	xx
18	26-Jun-13	Financial control	Unknown or unexpected costs.	Insufficient funds for scheme and/or budget overspend.	A	1	A1	PLLP / ETG	Undertake financial gateway review at each stage of feasibility / design / procurement / construction.	Ensuring sufficient funds are available for the scheme.	Continuous monitoring of anticipated cost(s) against budget.	PLLP / ETG	Ensuring scheme is within budget.	Monthly	xx
19	26-Jun-13	Effect on design of site risks	Unknown or unexpected site risks.	Increase in cost(s) and delay to programme.	A	1	A1	PLLP	Commission surveys early.	Site risks established early.	Ongoing review and monitoring.	PLLP	Site risks identified can be eliminated or minimised.	Monthly	xx
20	26-Jun-13	Loss of control of design through Design & Build procurement	Poorly defined Employer's Requirements.	Increase in cost(s) and delay to programme.	C	2	C2	PLLP	Develop robust set of Employer's Requirements that control design to meet Client's brief.	Employer's Requirements are clearly defined.	Ongoing review and monitoring.	PLLP	Employer's Requirements are fulfilled.	Quarterly	xx
21	26-Jun-13	Poor durability of materials	Materials do not perform as expected.	Increase in future maintenance and life cycle costs.	C	2	C2	PLLP	Using basis of East Thames Group Design Guidance, complement with cost and use exercises where required.	Acceptable results from Cost and Use exercises undertaken (where required)	Ongoing review and monitoring.	PLLP	Future maintenance and life cycle costs are minimised.	Quarterly	xx
22	26-Jun-13	Design liability provided to end user	Collateral warranties with sufficient cover not in place.	End user liable for design as a result of actions / inactions by the design team.	C	2	C2	PLLP	Ensure that collateral warranties are required from the contractor's design team to end user clients and establish level of professional indemnity insurance.	Collateral warranties obtained from contractor's design team.	Ongoing review and monitoring.	PLLP	End user is not responsible for any design liability.	Quarterly	xx
23	26-Jun-13	Ensure that sustainability criteria supports effective capital cost versus cost in use analysis	Sustainability criteria does not support capital cost versus cost in use analysis.	Scheme is not sustainable and may not achieve relevant compliance.	C	2	C2	PLLP / EFDC	Ensure that Employer's Requirements require the contractor to consider a fabric first approach to thermal performance with bolt-on technologies minimised. Code for Sustainable Homes pre-assessment commissioned early.	Fabric first approach undertaken by contractor.	Ongoing review and monitoring.	PLLP / EFDC	Sustainability criteria achieved.	Quarterly	xx
24	26-Jun-13	Compliance with public procurement regulation	Procurement process etc. not followed.	Procurement process may need to be halted / aborted / repeated / extended.	C	2	C2	ETG	Proposed use of East Thames Group contractor framework - OJEU compliant and ensure processes are consistent with EFDC standing orders. ETG to advise on framework renewal dates.	East Thames Group Contractor Framework used and implemented.	Ongoing review and monitoring.	ETG	Scheme complies with all necessary procurement regulation.	Quarterly	xx
25	26-Jun-13	Contractor financial failure	Contractor may cease trading during the course of the scheme and/or not be able to finance the works.	Scheme may halted / stopped.	D	1	D1	ETG / PLLP	Updated financial references and checks to be undertaken.	Financial standing of contractor is known.	Ongoing review and monitoring.	ETG / PLLP	Contractor is able to finance / complete the scheme and provide all necessary resources.	Six-Monthly	xx
26	26-Jun-13	Contractor performance	Lack of KPIs / incentives for contractor to complete the scheme.	Increase in cost(s) and delay to programme.	D	1	D1	ETG / PLLP	Establish KPIs, monitor and incentivise.	Monitoring of contractor's performance against KPIs can take place.	Ongoing review and monitoring.	ETG / PLLP	Contractor's performance meets or exceeds KPIs.	Six-Monthly	xx
27	26-Jun-13	Financial control	Unknown or unexpected costs.	Insufficient funds for scheme and/or budget overspend.	C	1	C1		Implement Change Control mechanism - ensure the effects of any changes / variations are known to the team ahead of instruction. Agree levels of retention and insurance. Agree wording for performance bond / parent company guarantee provision.	Ensuring sufficient funds are available for the scheme.	Continuous monitoring of anticipated cost(s) against budget.		Ensuring scheme is within budget.	Quarterly	xx
28	01-Apr-14	Japanese Knotweed (Marden Close & Faversham Hall Site)	Is found to be present on site	Scheme may not be able to proceed as planned and/or need to be amended to accommodate the presence of Japanese Knotweed.	A	1	A1	EFDC	Survey has been undertaken and has confirmed that Japanese Knotweed is present on the subject site and adjoining sites.	Procedure for eradication / control to be submitted to and approved by the Local Planning Authority.	EFDC procuring legal advice with regard to the extent of works to eradicate / control the Knotweed to the adjoining sites.	EFDC / Contractor	Japanese Knotweed can be removed / contained / managed safely.	Monthly	xx
29	01-Apr-14	Ground contamination (Red Cross Hall Site)	Presence of contaminants in / on the ground.	Scheme may not be able to proceed as planned and/or need to be amended to accommodate existing ground conditions / contaminants.	A	2	A2	PLLP	EFDC have highlighted potential contamination issues with use of domestic garages and a former horticultural nursery. Bore holes and soil investigations have been undertaken. Information issued as part of ERs. Concern ALSO expressed by Environment Agency.	Soil Investigation Report to be issued as part of ERs. Procedure for eradication / control to be submitted to and approved by the Local Planning Authority.	Ongoing review and monitor.	Contractor	Existing contaminants are removed / managed safely.	Monthly	xx
30	04-Aug-14	Closing off existing footpaths necessary to facilitate the works.	Existing Rights of Way etc. affected. Objections from residents.	Unknown route for pedestrians and/or persons not connected with these works. Objections from residents.	B	2	B2	PLLP	Principal Contractor to undertake risk assessment and implement a safe system of work. Item included in ERs. Principal Contractor to apply for relevant permits and submit applications / notices etc. in good time.	Footpaths can be closed off / rerouted in good time with minimal inconvenience to local community.	Ongoing review and monitor.	Contractor	Works can proceed safely and access for residents maintained.	Monthly	xx