

## Select Committee Agenda



### **Neighbourhoods and Communities Select Committee Tuesday, 19th January, 2016**

You are invited to attend the next meeting of **Neighbourhoods and Communities Select Committee**, which will be held at:

**Committee Room 1, Civic Offices, High Street, Epping  
on Tuesday, 19th January, 2016  
at 7.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

A Hendry, Directorate of Governance  
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#### **Members:**

Councillors M Sartin (Chairman), H Brady (Vice-Chairman), N Avey, R Gadsby, L Hughes, R Jennings, L Mead, A Mitchell, S Neville, A Patel and B Surtees

**SUBSTITUTE NOMINATION DEADLINE:**

**18:30**

**1. APOLOGIES FOR ABSENCE**

**2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

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

**3. NOTES OF THE LAST MEETING (Pages 5 - 14)**

To agree the notes of the last meeting held on 17 November 2015.

**4. DECLARATIONS OF INTEREST**

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

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to

paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

**5. TERMS OF REFERENCE AND WORK PROGRAMME (Pages 15 - 20)**

(Chairman / Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Committee. This is attached along with an ongoing work programme. Members are asked at each meeting to review both documents.

**6. PICK FORM FROM COUNCILLOR NEVILLE (Pages 21 - 22)**

To consider the attached PICK form. We hope to have David Sprunt and Vicky Duff, two officers from ECC Transportation Strategy and Engagement section attend the meeting to give their expert opinion on this proposal.

David Sprunt is from the Transportation Strategy & Engagement, Economic Growth and Development and Vicky Duff is the Network Management Group Manager, Highways.

**7. AREA CRIME ANALYST**

To receive a short presentation from the Council's area crime analyst on the work they undertake for the Council.

**8. CCTV ACTION PLAN (Pages 23 - 48)**

(Director of Communities) to consider the attached report.

**9. LOCAL POLICING PROPOSALS (Pages 49 - 52)**

(Director of Communities) to consider the attached report.

**10. REALITY ROADSHOW 2015 (Pages 53 - 56)**

(Director of Communities) to consider the attached report.

**11. RESPONSE TO DCLG TECHNICAL CONSULTATION ON THE NPP**

To receive a report the DCLG consultation on the proposed changes to the National Planning Policy.

Report to follow.

**12. LOCAL PLAN UPDATE (Pages 57 - 60)**

(Director of Neighbourhoods) to consider the update on the current position of the Local Plan.

**13. FOLLOW UP TO THE WASTE REVIEW MEETING**

(Director of Neighbourhoods) to consider a short report summarising the conclusions reached at the recent special Neighbourhoods and Community Services Select Committee meeting held on 17 December 2015, looking at the waste contract.

Report to follow.

**14. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

To consider which reports, if any, should be submitted to the Overview and Scrutiny Committee at its next meeting.

**15. FUTURE MEETINGS**

To note the scheduled future meeting of this Select Committee:

15<sup>th</sup> March 2016.

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**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF NEIGHBOURHOODS AND COMMUNITIES SELECT  
COMMITTEE  
HELD ON TUESDAY, 17 NOVEMBER 2015  
IN COMMITTEE ROOM 1, CIVIC OFFICES, HIGH STREET, EPPING  
AT 7.30 - 9.25 PM**

**Members Present:** H Brady (Vice-Chairman, in the Chair), R Gadsby, L Hughes, R Jennings, J Lea, A Mitchell, S Neville and A Patel

**Other members present:** R Bassett and G Waller

**Apologies for Absence:** M Sartin, N Avey and L Mead

**Officers Present** D Macnab (Deputy Chief Executive and Director of Neighbourhoods), K Bean (Planning Policy Manager), J Chandler (Assistant Director (Community Services)), K Durrani (Assistant Director (Technical Services)), R Gardiner (Environment and Neighbourhood Manager), S Martin (Environmental Coordinator), J Nolan (Assistant Director (Neighbourhood Services)), L Swan (Assistant Director (Private Sector Housing & Communities Support)), J Warwick (Sports Development Manager) and A Hendry (Senior Democratic Services Officer)

**21. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

It was noted that Councillor J Lea was substituting for Councillor N Avey.

**22. NOTES OF THE LAST MEETING**

The notes of the meeting held on 15 September 2015 were agreed.

**23. DECLARATIONS OF INTEREST**

There were no declarations of interest made pursuant to the Members Code of Conduct.

**24. TERMS OF REFERENCE AND WORK PROGRAMME**

(1) The Committee noted their Terms of Reference and Work Programme.

(2) The Committee went on to consider the PICK form submitted by Councillor Neville on a default 20mph speed limit for the Epping Forest District. They agreed that an officer from Essex County Council, probably David Sprunt, be invited to address this Committee's January 2016 meeting on the County Council's policy in relation to the imposition of 20mph zones on the local road network.

**25. KEY PERFORMANCE INDICATORS 2015/16 - QUARTER 2 PERFORMANCE**

The Director of Neighbourhoods, Mr Macnab introduced the Quarter 2 update on the Key Performance Indicators specific to this Select Committee. The Committee went

on to review each indicator that looked to be in trouble and to question any inconsistencies that they came across.

Councillor Bassett pointed out that the percentages in paragraphs 6 and 7 of the report did not add up to 100%.

**NEI002** – *what % of all household waste was sent to be recycled, reused or composted?* - Councillor Bassett asked if we were still seeing fallout from this year's earlier collection problems affecting our recycling figures. Mr Durrani, Assistant Director (Technical Services), said that even if a collection was missed they would still go back and collect it later. This slowdown was part of a general county wide picture emerging. The general public were getting recycling apathy; also a lot of our recycling was green waste and this was the wrong time of the year for this. It was noted that plans to collect food waste from local schools would be still classed as household waste.

Councillor Lea asked if our move to 4 day collections had made any impact on fly-tipping. She was told that no difference had been detected.

**NEI004** – *what % of our district had unacceptable levels of detritus (dust, mud, stones rotted leaves, glass, plastic etc.)?* – Councillor Neville asked if there were any indications that the actions on the improvement plan were beginning to work. Mr Durrani replied that they checked over 900 sections to arrive at a figure, they were looking for overall improvement and not focusing on any one section. They inspected impartially, but proving any improvement was difficult. They were now getting to the stage where Biffa could be hit by the financial penalties that were put in the contract. These were big enough to make the company take notice. They were in for the full 10 years of the contract and this should focus them.

Councillor Bassett asked how it related to the work Essex Highways did in clearing drains from leaves, mud and dirt. Mr Durrani said that this was particularly relevant in rural areas and was an issue, but our monitoring was very strict.

**NEI010** – *What was the net increase or decrease in the number of homes in the district?* – the construction rate of new homes is generally outside the control of EFDC. Councillor Patel again asked that the wording for the corrective action be looked at as it appeared that we were encouraging more building of dwelling by grant planning permission without any deeper consideration.

Councillor Waller asked about the number of dwellings in applications granted and therefore in in the pipeline but had not yet been built. Mr Bean, the Planning Policy Manager, said that he would find out and put it in the minutes (*see below*).

Subsequent to this it was reported that:

- In the period from April 2011 to end June 2015 there were 953 net new dwellings.
- Planning permission exists for 918 (net) as of yet uncompleted dwelling units. However for official five year housing supply purposes, we are required to apply a 10% non build rate, and exclude anything likely to be completed within this monitoring year. When these factors are applied, our official five year housing supply figure is 747. Permissions granted since 1st April this year have not yet been included in our monitoring.

**NEI011** – *What % of the rent we were due to be paid for our commercial premises was not paid?* – Councillor Patel asked if we had a KPI for the recreational premises we had. He was told that we had very few premises of this kind and they generated very little money compared to the commercial premises.

Councillor Bassett questioned if the target of 3% was realistic and was told that this should be considered at the end of the year when next year's targets were being considered.

## **26. UTTLESFORD LOCAL PLAN - ISSUES AND OPTIONS CONSULTATION**

The Planning Policy Manager, Mr Bean, introduced the Uttlesford Local Plan Issues and Options consultation report. The meeting noted that Uttlesford District Council's previous Local Plan ran into difficulties at Examination in Public late in 2014. The main concerns related to the Objectively Assessed Housing Needs (OAHN) figure relying on out of date evidence and the capacity of the village of Elsenham to take the amount of new development being proposed. The examination was not completed and as a consequence Uttlesford subsequently withdrew the Plan in February 2015.

Their current Issues and Options consultation on a new local plan was intended to be the first of three stages of formal consultation and engagement. The deadline for this consultation was 4 December 2015. They hoped to have a final draft plan by next year and a submission version by 2017. This current consultation included 19 questions broken into 3 categories – general issues; areas of search; and the overall level of development and different strategies for delivering development.

Uttlesford along with Harlow & East Hertfordshire is one of the Strategic Housing Market Area (SHMA) partners with this Council. Officers were concerned that the SHMA was not mentioned in the consultation document as this was a key piece of joint evidence prepared for the four authorities in the Housing Market Area. Officers were also surprised that there was no mention in the document about boundary issues and that more was not said about the potential impact of Stanstead Airport. Councillor Bassett noted that at a recent six authorities meeting they had considered the Hertfordshire Transport Vision and also that elements of the Crossrail 2 would be a relevant cross border strategic issue as well.

However, officers felt that this was an early stage document, which was perhaps put out too quickly, it may have been better if they had waited a month to include more up to date figures.

Officers did not believe it was helpful or necessary to answer the majority of the consultation questions, as most depended on a detailed knowledge of Uttlesford and were aimed at, and more relevant to, residents and businesses of the district.

### **RESOLVED:**

To respond to two of the consultation questions as follows:

- (a) Cross-boundary strategic planning issues should include:
- housing provision for the settled and travelling communities, taking account of the 2015 SHMA, the updated Essex GTAA, and the planning constraints of neighbouring authorities;
  - implications for housing need, employment demand and commuting

patterns from development at Stansted Airport and the Harlow Enterprise Zone;

- major infrastructure projects including Junction 7a of the M11, the upgrading of the A414 in the Hertford area, and the Hertfordshire Transport Vision and Crossrail 2;

(b) It is unfortunate that the timing of this consultation has meant that the final version of the SHMA (published on 15<sup>th</sup> September) has not been included or even mentioned in the consultation document nor had the joint economic employment evidence. This is a key piece of joint evidence prepared for the four partner authorities in the Housing Market Area. Such an important piece of evidence should be explicitly referred to, and would be helpful in explaining the option figures for housing growth;

(c) The consultation document should also refer to the Co-operation for Sustainable Development Group which is one of the key mechanisms through which SHMA partners have been, and will continue to be, engaged on cross-boundary issues such as housing and jobs provision and distribution, and infrastructure requirements.

## **27. COMMUNITY SERVICES SUMMER ACTIVITIES 2015**

The Assistant Director (Community Services), Ms Chandler introduced the report on the summer activities (2015) organised and delivered by the Community Services section. She was accompanied by James Warwick the Sports Development Manager. The report provided information about a wide range of activities to engage children, young people and their families. It was noted that almost 2000 people had participated in the extensive range of activities on offer which included physical activities such as Soccer Tots, mountain biking Play in the Park and Play in the Forest sessions and dance programmes as well as other creative activities.

These activities were detailed in a brochure that was delivered to all schools in the district. This was supplemented by fliers, posters, school visits, social media, a website, radio interviews and attendance at community events and Town Shows.

This year also saw the launch of an on-line booking portal, accessed via the Council's website.

There was also an 'Inclusion Programme' which was funded through Essex County Council, designed for children and young people with additional needs. Although parents and carers frequently elect to attend sessions with their children, a special fully supervised camping break was organised this year to give parents respite and enable the children to stay without their families if they wanted to. This proved hugely successful and received excellent feedback.

Councillor Patel said that he was not aware of this work that the Council did; he was very impressed by it. What about the costs how much did it cost us and how much did we get back. Also, do we charge the children? Ms Chandler said that in respect of the Inclusion programme, the families are charged for all activities but at a reduced rate, as the whole of the inclusion programme was funded externally, through Essex County Council. However, the other generic activities are provided at different costs, some to make a profit, others to break even and some free of charge, as we have about 1500 children living in poverty in our district. Mr Warwick noted that some



activities were externally funded; they tried to make all activities as affordable as possible, charging a uniform price across the district.

Councillor Neville asked about the inclusion programme, what was the cost to the council. Mr Warwick said that there was no cost to the council as the programme was fully funded by the County Council to enable respite care for carers and parents.

**RESOLVED:**

That the Committee noted the success of the Community Services Summer Activities 2015 programme.

**28. REVIEW OF THE LOCAL PLAN (UPDATE)**

The Planning Policy Manager, Mr Ken Bean introduced the report updating the Committee on the Local Plan progress. They noted that the next key stage in the Local Development Scheme was Council approval of the Data Plan Preferred Approach next Spring ahead of full public consultation which was anticipated between July and September 2016.

Mr Bean reminded the committee of the upcoming dates of member briefings and workshops on the Local Plan and that there would be a further series of workshops on other policies starting again in February 2016.

In relation to housing, an updated Strategic Housing Market Assessment (SHMA) has been produced in conjunction with the other authorities within our Housing Market Area: East Herts, Harlow and Uttlesford. The final SHMA was formally considered by the SHMA partners at the Cooperation for Sustainable Development Board meeting on 22<sup>nd</sup> September and was then subsequently added as part of the Local Plan evidence base, together with the related economic and employment evidence, following consideration at the 8<sup>th</sup> October Cabinet meeting.

The SHMA provided figures for the Objectively Assessed Housing Need (OAHN) for Epping Forest District and the other areas covered by SHMA (East Herts, Harlow and Uttlesford). The OAHN figure in Epping Forest District was 11,300 dwellings up to 2033 but it was important to understand that this was not the housing target for the District. The Council had still to determine its housing target, although the production of the SHMA was an important milestone towards doing so.

Since the completion of SHMA in October, the Government had published the Housing and Planning Bill; this necessitated that consideration be given to potential impacts for the SHMA, particularly in relation to starter homes and gypsy traveller accommodation.

A more detailed report covering 'Economic and Employment Evidence to Support the Local Plan and Economic Development Strategy' had been completed for EFDC alone. It identified jobs growth in the range of 400-455 additional jobs per year from 2011-2033 and provided a detailed analysis of the assessed economic need, in terms of employment floorspace and types to be provided through the EFDC Local Plan.

It was noted that the Green Belt Review had moved to a more detailed stage 2 level, looking more closely at a number of broad locations across the District identified by the Stage 1 work.

Moreton, Bobbingworth and the Lavers were finalising their draft Neighbourhood Plan which, following publication for a six week period for representations, goes forward to independent examination. There are seven other Parish and Town Councils that had applied to designate neighbourhood planning areas for their areas which had been approved (Chigwell, Epping, Buckhurst Hill, Theydon Bois, Loughton, North Weald Bassett and Epping Upland).

Officers and Members continue to meet regularly with appropriate authorities, principally through the Cooperation for Sustainable Development officer group and Member Board, to consider a wide range of cross boundary issues. The Lea Valley glass house industry was one of the matters considered at the Enfield, Essex and Hertfordshire Border Liaison Group Member meeting held on 29<sup>th</sup> October. This meeting also received presentations on Crossrail 2 and the Hertfordshire Transport Vision, both of which are currently the subject of public consultation.

Officers have also been involved in transport work being undertaken by the London Borough of Enfield, opposing reference to construction of a new access road in the North East Enfield Area Action Plan and are keeping a watching brief on wider transport work being undertaken as part of Enfield's Northern Gateway Access Package (NGAP). An update of the NGAP transport work was also provided at the recent Border Liaison Group Meeting. Councillor Bassett reported that along with the Planning Policy Manager, he had recently attended a meeting of concerned residents in Enfield called by the local MP at which he defended our position on the NGAR/NGAP, correcting a few misapprehensions and explaining the problems any additional road link would cause to this District.

Councillor Bassett noted that under SHMA we were initially earmarked to have 16,000 houses and had therefore done well to bring it down to 11,300 OAHN figure. We still have a lot more evidence base work to do followed by consulting with neighbouring authorities before a housing target was reached. However, he noted that work had now started on considering what matters individual policies included in the Local Plan ought to address and that the member (District and Parish/Town Council representative) workshops were underway to consult and carry this out in a non-political way.

Councillor Patel asked if officers were consulting with the youth of the District. Mr Bean said that they were looking at using Social Media and for PR to engage as widely as possible with the youth through use of these media.

Councillor Waller noted that eight areas were seeking to implement a Neighbourhood Plan. We were expected to assist with this, but what demands did this place on our resources. He was told that there was a growing demand and they had appointed someone within the Policy Team in August to take the lead on Neighbourhood Planning and engagement with the 24 town and parish councils in fulfilling EFDC's statutory duty to support. The Government were also proposing significant revisions for Neighbourhood Planning to speed up the process, thus placing more demands on the team. There were various levels of funding available to help us and that a report would be going to the December Cabinet meeting. The Elections section was gearing up to the need to hold neighbourhood plans referendums in due course. With resourcing issues in mind, officers had therefore written to all Town and Parish Councils asking about their intentions in relation to neighbourhood planning.

**RESOLVED:**

That the progress made on the Local Plan was noted.

**29. FLY TIPPING CLEARANCE AND ENFORCEMENT**

The Assistant Director, Neighbourhood Services, Mr Nolan and the Environment and Neighbourhood Manager, Mr Gardiner, introduced the report on fly-tipping clearance and enforcement. It was noted that this was a problem that was growing. The Environment & Neighbourhoods (EN) Team were responsible for enforcing waste law in the district. They log all incidents of fly-tipping and prioritise investigations to try and trace the source of the waste and fly-tipper. They took as an example Laundry Lane that was constantly being fly-tipped and constantly being cleared by the district or the County Council. Waste has also been dumped on private land and although the Council has the powers to force the land owner to clear the tip they did have some sympathy with them on this. They were also getting pressure from the private land owners to help them clear up the tipped areas.

Councillor Bassett sympathised with their problem and considered that some sort of covert work needed to be carried out here. He noted that some land owners have had to spend £5,000 clearing away fly-tips on their land. This was a difficult problem. Officers needed some sort of discretion for instance to allow the landowner to pay us to clear up their land at a reasonable discounted rate on an exceptional basis. More enforcement and more covert surveillance was needed. There should be a purge on fly-tipping especially in troubled areas and help with CCTV for private landowners. The only way to stop it was to catch them.

Mr Nolan replied that it was very difficult to put in CCTV on rural roads, in order to be effective you needed good quality images/equipment and they were resource intensive. They should ideally be placed near a power source, if not the batteries would have to be changed on a regular basis. He liked the idea of having a purge on an area or, if possible, blocking off a road. He noted that we could not erect overt fake cameras since a recent court case. The installation of warning signs was also raised. However, these strategies were likely to just move the problem to another nearby area.

Councillor Jennings asked about best practice and what did other authorities do about this. Mr Nolan said that we were with the national body that dealt with CCTV and we were ahead on the use of best practice.

Councillor Bassett noted that Town and Parish Councils may want our help. He was told that we would always help and advise local councils if asked.

Councillor Bassett asked if we could charge for removing fly-tips at cost price without taking any profit. He was told that would be up to councillors to decide that change in policy.

Councillor Bassett raised a question regarding Essex County Council (ECC) asking about pushing waste blocking roads into a ditch. He was told that EFDC would pursue this with ECC if ECC Highways did so as an emergency to unblock or remove a hazard but did not return and collect it later.

Councillor Patel suggested we put in Automatic Number Plate Recognition (ANPR) cameras at both ends of a road and log the vans that use it. We could use the money

we spend on clearing away the waste to buy this equipment and hopefully catch the perpetrators. Mr Nolan said that in order to convict they needed evidence that was 'beyond all reasonable doubt'. Which meant that there was limited potential for CCTV unless it was in the right spot to capture significant detail of someone fly-tipping.

The Director of Neighbourhoods noted that issues of policy needed to be addressed here. Were members minded to go back to the Overview and Scrutiny Committee seeking more money from the Cabinet? Also, what were their priorities on this, such as meeting the cost for private land owners?

Councillor Waller was sympathetic to the land owners, but EFDC paying for clearance would not deal with the root of the problem. What was the maximum penalty that could be given? He was told that it was now unlimited and a recent case had seen a fly-tipper being sent to jail for four years. Councillor Waller said he would like to see us catching the perpetrators of this crime and getting money back from them.

Councillor Brady commented that they would also like to help landowners as we could not catch all the perpetrators.

Councillor Bassett asked if we could allow them to take their waste to our dumps. It was clarified that "dumps" (Recycling Centres) are owned/managed by the ECC and not EFDC. Mr Gardiner explained that victims of fly-tipping could take household waste to ECC Recycling Centres. EFDC could assist victims to liaise with ECC to try and ensure waste was not turned away as sites did not accept commercial waste.

Councillor Jennings suggested working in partnership with other Local Authorities and providing joint sites for people to use. He was told that this could run into millions of pounds to set up and run. But sites were already available but people did not want to pay to use them.

#### **RESOLVED:**

On consideration of the current position regarding the clearance of fly-tipped waste the Committee suggested that:

- 1) Consideration should be given to help landowners by charging cost prices for the removal of tipped waste;
- 2) There was no support for providing additional funding to enable EFDC to provide a fly-tipping waste clearance service from private land; and
- 3) Members supported the continued enforcement to catch perpetrators.

### **30. ENFORCEMENT OF WASTE CONTAINERS STORED ON THE PUBLIC HIGHWAY**

The Assistant Director, Neighbourhood Services, Mr Nolan introduced the report on the enforcement of waste containers stored on the public highway.

The Committee noted that the Environment & Neighbourhoods (EN) team were responsible for enforcing waste law across the district. The EN team receive complaints about commercial premises storing waste on the public highway and also find examples of poor commercial waste management whilst out in the district.

Waste stored on the highway can cause similar issues as fly-tipping. It could look unsightly, pose a hazard to users and encourage others to dump waste in the area

and by the bins. Any spillages of waste could easily escape onto the highway causing litter and marking of the surface. Grease deposits from waste spillages can build over time if the same location on the highway is used.

It was illegal to store waste in a container or directly on the surface of the public highway without the consent of Essex County Council (ECC) as the highway authority for the district. They have not issued any such consent for this district. We can therefore safely assume that all bins stored on the public highway within the district have no consent and are therefore illegal, akin to fly-tipping waste on the highway.

There are some examples where a well managed commercial bin stored on a public highway causes no significant issues or complaints and storage on the highway appears to be in keeping with the commercial use of the public highway in that area.

Whether or not EFDC should enforce the law and require a bin to be removed was entirely at our discretion. However it should be noted that by not enforcing we are not giving tacit consent.

**RESOLVED:**

- (1) That officers be allowed to exercise sensible enforcement of this issue, but retain some discretion; and
- (2) That the council adopts a procedure to assess the impact of the breach of the waste legislation before deciding whether or not EFDC should seek to use waste laws to remove bins containing waste stored on the highway.

**31. UPDATE FROM THE GREEN CORPORATE WORKING PARTY**

The Assistant Director for Private Sector Housing and Community Support, Lyndsay Swan in conjunction with Sarah Martin the Environmental Co-ordinator, introduced the report on the development of a green corporate energy strategy/environmental policy, the development and adoption of which was an item on the Select Committee's work programme.

The Committee noted that they were working towards a new environmental policy to tie in with the Council's Corporate Objectives.

A presentation was given to the Leadership Team on 11<sup>th</sup> November 2015 which Directors and Assistant Directors were asked to consider the options for the development of a corporate energy strategy/environmental policy. They came up with a number of suggestions including:

- Electric vehicle charge points in the district;
- The council to have their own electric vehicles;
- E-billing, e-notification, more on-line forms;
- Have targets for energy efficiency as part of the local plan;
- Making communities resistant to the impact of climate changes;
- Making meetings paperless.

These, and the other suggestions made would be taken to the next green working party meeting to be discussed. They would then look to create an 'environmental charter' with an action plan which would then be brought back to this meeting for

comments and agreements. This would replace the Council's existing Climate Change Policy 2009.

**RESOLVED:**

That the Committee noted the outcome of the presentation to the Leadership Team and that a further report would be brought to a future meeting.

**32. WASTE MANAGEMENT PARTNERSHIP BOARD MINUTES FOR 17 JUNE 2015**

The Committee note the Waste Management Partnership Board minutes for a meeting held on 17 June 2015.

Mr Macnab took the opportunity to update the meeting on the upcoming special meeting to be held on 17 December 2015 to review the Waste Contract and associated problems as put forward by a PICK form. The meeting noted that:

- A communication strategy had been developed by PR to engage the public;
- They are canvassing for questions from the public. If they receive similar questions they would group them and choose an indicative question to be asked at the meeting;
- Articles would be put on the website;
- Poster and press releases to be issued;
- The Town and Parish Councils are also to be notified;
- Only 120 people could be housed in the chamber;
- If need be people could watch the proceedings in the atrium on the TV screens;
- The meeting will also be webcast.

**33. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

The Committee thought that a short report back to the Overview and Scrutiny Committee should be given on the items covered at this meeting, especially on the items on the waste containers, fly-tipping, and on the Uttlesford Local Plan consultation document.

**34. FUTURE MEETINGS**

The meeting noted the future meeting dates for this Committee.

## TERMS OF REFERENCE – SELECT COMMITTEE

**Title: Neighbourhood and Community Services**

**Status: Select Committee**

### **Terms of Reference:**

#### **General**

1. To undertake overview and scrutiny, utilising appropriate methods and techniques, of services and functions of the Neighbourhood and Communities Directorates (not including Housing matters) and excluding those matters within remit of the Audit and Governance Committee, the Standards Committee or the Constitution Working Group;
2. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee;
3. To keep under review:
  - (i) *Environmental enforcement activities;*
  - (ii) *Safer communities activities;*
  - (iii) *Waste management activities; and*
  - (iv) *Leisure Management*
  - (v) *Local Plan Scrutiny*
4. To respond to applicable consultations as appropriate;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To identify any matters within the services and functions of the Neighbourhoods Directorate and the community services and community safety activities of the Communities Directorate that require in-depth scrutiny and report back to the Overview and Scrutiny Committee as necessary;

#### **Crime and Disorder**

7. To act as the Council's Crime and Disorder Scrutiny Committee and to keep under review the activities of the Epping Forest Community Safety Partnership as a whole or any of the individual partners which make up the Partnership;

#### **Performance Monitoring**

8. To undertake performance monitoring in relation to the services and functions of the Neighbourhoods Directorate and the community services and community safety activities of the Communities Directorate, against adopted Key Performance Indicators and identified areas of concern;

**Environment**

9. To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy / environmental policy and to receive progress reports from the Green Working Party.

10. To receive reports from the Waste Management Partnership Board in respect of the operation of and performance of the waste management contract;

11. To receive and review the reports of the Bobbingworth Nature Reserve (former landfill site) Liaison Group.

**Leisure**

12. To monitor and keep under review leisure management matters and in particular the procurement of the Leisure Management Contract.

**Chairman: Cllr. Sartin**



**Neighbourhood & Community Services Select Committee (Chairman – Cllr Sartin)**  
**Work Programme 2015/16**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Enforcement activity	January 2016	Annual report to Committee	<del>8<sup>th</sup> July 2015;</del> <del>15 September;</del> <del>17 November;</del>
(2) CCTV action plan review	January 2016	Annual report to Committee	
(3) Annual Report of the Community Safety Partnership	September 2015	Completed - Annual report to Committee	17 December (special);
(4) KPIs 2014/15	July 2015	Outturn Report for 2014/15	19 January 2016; 15 March
(5) To review the specific quarterly KPI's for 2015/16	Quarterly	Progress reports to meetings: Q1 in September 2015; Q2 in November '15; Q3 in March '16	
(6) Receive notes of Waste Management Partnership Board	As appropriate	Notes reported to Committee at first available meeting following receipt. Received 17 June 15 minutes in Nov. 15.	
(7) Receive notes of the Bobbingworth Nature Reserve Liaison Group and updates as appropriate.	As appropriate	Notes to the Committee at first available meeting following receipt.	
(8) To receive updates from the Green Corporate Working Party	As appropriate (Received an update on the current position in November '15)	To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy/environmental policy and to receive progress reports from the Green Working Party.	
(9) Feedback on the success of the Crucial Crew Initiative and learning points for future programmes	September 2015	Completed	

**Neighbourhood & Community Services Select Committee (Chairman – Cllr Sartin)**  
**Work Programme 2015/16**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(10) Report on the outcome of Stage 1 feasibility study on the options for establishing a Museum, Heritage and Culture Development Trust	September 2015 TBA		
(11) Feedback on the success of the Summer Holiday Activity Programme and Learning points for future programmes	November 2015	Received at the November 15 meeting	
(12) Feedback on the success of the Reality Roadshow initiative and learning points for future programmes	January 2016		
(13) Report on the extensive new offer provided to visitors following the expansion and improvement of the Epping Forest Museum	March 2016		
(14) To receive regular updates on the current position of the Local Plan	Update to go to each meeting.	Committee to keep a watch in brief on the position of the District's Local Plan – (last went to Nov '15 meeting)	
(15) To review the waste Contract and associated problems as put forward by the PICK form	September (Scoping) and 17 December 2015	To scope out the PICK form at the September meeting and to hold a one off review in December 2015.	
(16) To receive a report on the 'prevent initiative' and radicalisation issues.	March 2016	The Committee agreed to add this to their work programme at their September 2015 meeting.	

**Neighbourhood & Community Services Select Committee (Chairman – Cllr Sartin)**  
**Work Programme 2015/16**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(17) To receive a presentation from the Council's area crime analyst on her work.	For January 2016		
(18) The Assistant Director, Neighbourhood Services to attend a future meeting to address the problems of fly-tipping	Went to the November 2015 meeting		
(19) To review a PICK Form put forward By Cllr Neville on a default 20mph signed speed limit.	January 2016	This item was passed to this Committee by the O&S Committee meeting held on 20 October 2015. Scoped out at the November 15 Meeting.	

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# Agenda Item 6

## Request by Member for Scrutiny Review 2015/16 Work Programme



Please complete the form below to request consideration of your issue by the  
Overview and Scrutiny Committee

<b>Proposers Name:</b> Steven Neville	<b>Date of Request</b> 1 <sup>st</sup> September 2015
<b>Supporting Councillors (if any):</b> Ken Angold-Stephens Stephen Murray Brian Surtees	
<b>Summary of Issue you wish to be scrutinised:</b>  To assess, whether, in principle, we think that Epping Forest moving to a default 20mph signed limit. Exceptions of higher speed roads would be determined by the Traffic Authority. That a pilot scheme be employed in a reasonably wide area. Slower built up area speed limits have many Public Health benefits. Scrutiny can invite a few expert speakers, (including the 20's Plenty for Us organisation) on the issue to get an overview. If accepted after scrutiny then write to Essex County Council making representations that we wish to go 20mph limited with the suggested pilot scheme.	
<b>NOTE: ENTRIES BELOW RELATE TO ISSUE CATEGORIES OF THE PICK PROCESS. PLEASE REFER TO THE EXPLANATORY NOTES TO THIS FORM FOR FURTHER INFORMATION</b>	
<b>Public Interest Justification:</b>  Epping Forest has a role to play on Public Health issues. 20 mph limits has been proven to encourage people to walk more, children to play outside more and increases use of bikes. It reduces isolation as people feel more confident in crossing roads. It helps vulnerable people to feel less vulnerable. For older people there is 10 times less risk of death (47% at 30mph to 5% at 20mph)/ It can also reduce the number of crashes and casualties. Casualties fall by about 20%. Other authorities have found the costs of implementation are around £3 per head. As a Council we are keen to encourage healthier and fitter individuals. This in turn will reduce costs and pressures on the NHS and thus local hospitals.	

**Impact on the social, economic and environmental well-being of the area:**

20mph limits increase exercise levels according to a report by Public Health England and the Local Government Association 'Obesity & the environment: increasing & physical activity & active travel.' As a Council we are keen to encourage healthier and fitter individuals. This in turn will reduce costs and pressures on the NHS and thus local hospitals. Limiting to 20mph reduces pollution as there is less wasted acceleration from 20-30mph in built up areas, people will drive cars less and walk and use other forms of sustainable transport more.

**Council Performance in this area (if known: Red, Amber, Green):** N/A as implementation is an Essex Highways function but we can have an influence if we chose to support this for residents.

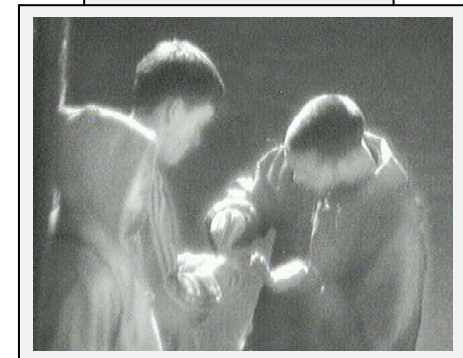
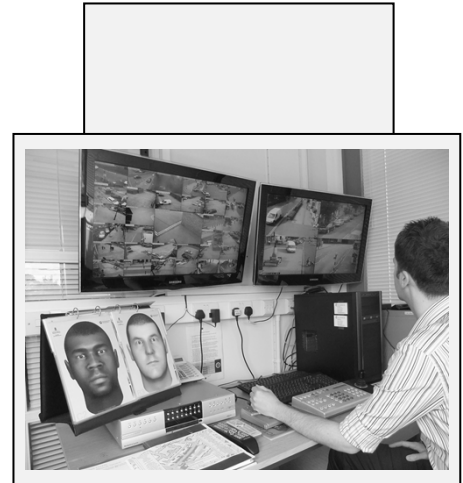
**Keep in Context (are other reviews taking place in this area?)** None.

<b>Office Use:</b>	
<b>Pick score:</b>	<b>Considered By OSCC:</b>



# CCTV STRATEGY

## 2016 – 2022



Epping Forest  
District Council  
Communities

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## **Introduction**

This CCTV Strategy covers the period 2015 - 2022 and follows on from the previous strategy that was produced in 2008, when the Community Safety Team took over responsibility for the Council's CCTV provision as part of the Safer, Cleaner, Greener Review.

The Strategy sets out the Council's current CCTV provision, detailing respective locations, numbers of cameras, condition and costs for maintenance, and repair and replacements over the next seven years, along with recommendations for de-commissioning of equipment. It also provides an overview of the benefits that are realised for the local communities in which it is installed and the various use made of CCTV footage by the Police and insurance companies.

Over the years that CCTV has been in place, the Council has gained respect from local residents and businesses, for providing a reliable and robust CCTV service. In a recent self-assessment tool carried out by the National CCTV User Group, EFDC scored highly in working to compliance, based on the government's ongoing commitment for delivering further regulation to CCTV.

The Council's success in use of CCTV has generated ongoing demand from Directorates to install new CCTV equipment within key areas of the district and the point has now been reached where an increased budget is required, to meet the costs of replacing old equipment and the increased servicing and maintenance costs, which is also covered by the Strategy.

## **National Policy**

In June 2013, the Home Office published a new Surveillance Camera Code of Practice. This new Code issued by the Secretary of State is pursuant to section 30 (1) (a) of the Protection of Freedoms Act 2012 and provides guidance on the appropriate and effective use of surveillance camera systems by relevant authorities as defined by section 33 of the 2012 Act in England & Wales. EFDC must have regard to the code when exercising any functions to which the Code relates.

One of the key aspects of the Code is the introduction of 12 guiding principles. Within these principles there is a need for transparency in use, clear roles, good governance, rules and policies being in place, legal compliance, and regular reviews.

In March 2014, a new Surveillance Camera Commissioner was appointed. His role is to:

- Encourage compliance
- Review how the code is working
- Advise ministers on if the code needs amending
- Provide advice and information to the public and system operators such as EFDC about effective, appropriate, proportionate and transparent use of surveillance camera systems.

## **Overview of the Council's CCTV Code of Practice**

In July 2014 the Code of Practice (CoP) for CCTV operated by EFDC was reviewed and changes were made to reflect the new national Code released in 2013. Further to this, in 2015, a separate Code for the use of Rapid Deployment CCTV was written and is due to be incorporated into the general CCTV CoP.

The full CoP can be found on the CCTV page within EFDC's public website, showing a measure of transparency in keeping with national expectation. The Code covers those areas listed overleaf:

- How and why we use CCTV in Epping Forest
- Aims of use
- Purposes
- Objectives
- Planning of systems
- Privacy
- Ownerships
- Processes

Regular reviews of the Code are carried out in line with the national code and acts of law, to ensure that the Council utilises CCTV responsibly and lawfully.

## **New CCTV Installations**

The Council has operated a protocol in recent years whereby Council Directorates requiring the installation of CCTV systems at new sites, in order to meet their operational requirements, are responsible themselves (with the assistance of the CCTV Team) for justifying the need and securing the required funding or budgetary provision. In cases where the CCTV needs to be installed on private land, such as to monitor fly tipping, they are also responsible for liaising with respective landowners to gain authorisation and access local power networks. The planning, installations and all technical work related to the systems is then undertaken by the CCTV Team.

This approach will continue under this latest CCTV Strategy, which not only ensures that the costs of new CCTV installations are considered and included within the business cases prepared by individual directorates as part of their operational plans, it also places the responsibility for ensuring that such systems are really required with the same directorate responsible for providing/securing the funding.

## **CCTV - Current Status in Epping Forest District**

At the time of production of this Strategy (December 2015), the Council has a total of 484 CCTV cameras installed in 42 sites across the district, and a further 9 portable units and 4 covert systems which are utilised as and when required.

There are also six new CCTV installation projects currently in progress as follows:

- Provision across 10 x EFDC Car Parks
- The District Museum in Sun Street, Waltham Abbey
- Limes Avenue, Limes Farm, Chigwell
- Springfields, Waltham Abbey
- Shelley Close, Ongar,
- Internal cameras at the Civic Offices

This is an increase of approximately 100 x CCTV cameras to the existing provision at 15 new sites and all of the above will be completed by end of the current financial year.

There are also plans already in place for further roll-out of CCTV in 2016/17 amounting to around 50 more cameras and these projects include:

- Birch View, Epping
- Norway House, North Weald
- Epping High Street
- External cameras at the Civic Offices

If all of these projects go ahead, this would further increase the number of sites to be monitored and maintained and will see a total of 650 cameras across the district by the end of 2017. However, there is currently an insufficient revenue resource available to properly maintain both the Council's current CCTV systems and the new installations being rolled out and those planned for 2016/17 and beyond.

Added to this, many of the cameras are reaching the end of their life expectancy, which is between 5-7 years, and therefore will require a system upgrade or complete replacement. A detailed breakdown of this can be seen in the Financial Forecast table on pages 10/11.

Therefore, this Strategy sets out the costs associated with maintaining, servicing and repair of the existing CCTV systems and potential opportunities for de-commissioning of equipment which is no longer useful or relevant, and a forecast of costs in respect of the projects planned for 2016/17.

## **The Benefits of CCTV**

Across all sites in the District, CCTV cameras record images continually over the 24 hour period, although only key locations are proactively monitored under certain circumstances between 9am – 5.00pm. This tends to be where the Council is working with Essex Police in the monitoring of potential crime hot spots, or in response to local intelligence. These monitored locations can however be changed as and when required. In the last year, this monitored CCTV coverage helped Government agencies to identify criminals involved in major crime in the District.

It is evidenced that CCTV is certainly a deterrent to crime and with systems such as the Council's, which are well managed and maintained, CCTV footage is frequently utilised by the Police, resulting in many perpetrators of crime being brought to justice. In 2013 & 2014 Essex Police requested view of footage on 452 occasions and, in 2015, requests averaged approximately 20 per month. Areas of surveillance where CCTV has been particularly useful include Night Time Economy crime and capture of footage related to several cases of financial abuse of older people living in the district.

In addition, the Council is receiving approximately 2 requests per month from insurance companies for which a fee of £120 is charged per request and this will potentially increase, as CCTV cover is rolled out across more car parks in the district. This charge has been recently reviewed in line with a national poll, which identified EFDC charges to be within the highest group nationally.

Some recent examples of how CCTV has either played a role in, or has been the main source of evidence in, criminal cases in the district are as below;

- **April 2015:** Fly-tipping prosecution (**Perpetrator given a £3,567 + £120 costs fine and a 26 week suspended jail sentence and night time curfew**). CCTV evidenced 2 separate incidents by same individual which made up part of the prosecution);
- **Current:** Unlicensed taxi driving (**EFDC prosecution is pending for unlicensed taxi driving**) CCTV provided vehicle registration evidence enabling a prosecution to go forward);
- **March 2015:** A local nightclub had its licence reviewed after repeated serious levels of violence from stabbings, beatings, offensive weapons and intentional harm with a vehicle. CCTV was instrumental in this closure;
- **Current:** Serious Fraud (CCTV provided to HM Customs & Revenue). This is ongoing;
- **Sept 2015:** Driving of a motor vehicle when alcohol level above limit and driving otherwise than in accordance with a licence (**Fined and disqualified from driving for 12 months**);

- **Oct 2015:** Driving of a motor vehicle when alcohol level above limit, no insurance and driving otherwise than in accordance with a licence (**Fined and disqualified from driving for 3 years**);
- **Oct 15:** Assault, possession of a bladed weapon, burglary, ABH and damaging property (**14 months imprisonment**); and,
- **Nov 15:** Theft from a property in Loughton (**Convicted but awaiting details**).
- **Nov 15:** Attempted murder of a male in Loughton (**Perpetrators arrested**).

CCTV is also known to reduce fear of crime amongst the public and, where used in the Council's buildings, provides staff with reassurance.

## Revenue Generation

There are a number of ways of generating additional revenue from CCTV, including operation of a CCTV Control Room. Control Rooms can offer traffic management, door access and alarm services, telecare, car parks, monitoring services for external organisations, schools, care homes, local businesses and so on.

### Requests for CCTV Footage

CCTV requests are chargeable with the exception of law enforcement agencies such as the Police. This is separate from Subject Access requests which are chargeable up to a maximum fee of £10.00

The following outlines EFDC CCTV Download & Point of Transfer (POT) Fees Policy for 2016-2017 and future years:

- 2016-2017: £120.00 for up to the first 4 hours of CCTV footage. This fee includes labour time, statements, sundries, storage media, secure delivery and all administration.
- 2016-2017: After the initial 4 hours there will be an hourly rate charge of £30 per hour or part hour to cover officer time.
- Fees to be reviewed and increased annually in line with EFDC's standard increases for fees and charges

EFDC revenue income since starting this particular service in 2013 is as follows:

YEAR	AMOUNT OF SALES	TOTAL INCOME
2013	2	£240.00
2014	10	£1,200.00
2015 (Up to September)	7	£840.00

We anticipate an increase on 2014's figures by the end of 2015 and anticipate a continued growth in income when a further 10 car parks in the district come on line with CCTV services in 2017.

### Advertising

The CCTV Officer is currently exploring the rental of EFDC CCTV columns in high streets and high roads, as potential advertising space. The type of advertising would be in the form of a vertical flag similar to those used for the Olympic Torch relay in Waltham Abbey. This is at a very early stage and figures have not been finalised and there is also a requirement to ensure there is no detrimental impact on the CCTV service and structural soundness of the street furniture.

## Loan of Equipment

The Council's mobile CCTV units are loaned to housing associations and parish and town Councils in the district, to assist them in the reduction of ASB. At present, this is provided at a cost of £240 for 3 months. This currently only covers the cost of installation, however, a monitoring service could be charged on top of this, as the camera will always remain under the control of EFDC for interrogation and evidence retrieval. The benefits of this include reducing ASB in the district whilst assisting other organisations, as well as generating a small income. The average mobile CCTV camera costs approximately £5,000, which includes ongoing airtime costs, so it is more cost effective for HA's to loan such equipment rather than purchasing

## CCTV Consultancy

The Council's CCTV Officer is qualified and therefore able to act as a CCTV consultant within the Council and to external organisations including the police. This service could however be expanded and promoted on a charging basis.

## **Innovation**

The Council's CCTV Team are actively engaged with the newly-formed Essex CCTV User Group, which includes Brentwood, Colchester, Basildon, Chelmsford, Thurrock, Maldon and Tendring Councils. The intention of this group is to use a partnership approach to achieve common goals through experience; avoid unnecessary costs, share success stories, technical knowledge and expertise and potentially may include sharing of equipment.

LED lighting is now being used as it is more energy efficient and provides improved image quality for CCTV and can be better directed, avoiding light pollution. LED lighting is being recommended as part of the lighting remit for the car parking improvement program.

New smarter energy equipment is also being designed where mobile CCTV can operate through solar energy. EFDC have already been privy to a proto-type demonstration by a Hertfordshire based manufacturer and if this innovation is successful, this could reduce the Council's energy costs significantly.

## **Potential Decommissioning of Systems**

In order to reduce ongoing costs of CCTV in the district, the Council will be undertaking a decommissioning assessment exercise. This will focus on CCTV systems that are under-utilised in terms of reporting and requests for downloads.

The CCTV Code of Practice is quite clear that regular reviews should be undertaken, to ensure that the use of a surveillance camera system remains in pursuit of a legitimate aim and there is a pressing need for its use. However, this should not be confused with the need for CCTV for building, property and staff safety, where a service is provided such as Careline, and the use of cameras in car parks and for environmental reasons, such as Bobbingworth former landfill site.

The following sites will be considered for potential decommissioning based on the last two years of service and other factors such as reduction of service requirement;

1. Roundhills Shops (Waltham Abbey)
2. Oakwood Hill Shops (Loughton)
3. Upshire Shops (Waltham Abbey)
4. Coopersale (Parklands shopping) (Epping)
5. Langston Road Depot (Loughton)

It is important to note that if these sites are decommissioned, whilst by definition it will be because the benefits outweigh the disadvantages, there is a risk that:

- Crime and disorder & anti-social behaviour may increase;
- Incidents will not be captured;
- There may be a potential rise of fear in the local community; and
- There may be a loss of public confidence.

There is no hard and fast evidence to support that these areas have a very low crime rate because of the deterrent value provided by the presence of the CCTV. However, where a mobile CCTV unit has been introduced to an area in the past, results have shown a significant reduction in ASB, but on its removal, the problem has returned.

## **Partnerships with Local Councils**

As with the CCTV Consultancy section above, part of the Council's CCTV Strategy is, subject to staffing capacity, to utilise the expertise of the District Council's small CCTV Team to assist parish and local councils with both advice and support, on an "at-cost" consultancy basis, with the installation and renewal of CCTV systems on land their land and buildings in their localities.

In addition, the District Council will consider requests from local councils to link their existing or future systems in to the District Council's CCTV network. The District Council will also consider requests from local councils to include the repair and servicing of their CCTV systems as part of the District Council's Annual Servicing Agreements.

Further to this, officers will investigate opportunities to provide CCTV services on behalf of other District Council's in order to maximise income generation and reduce overheads.

## **Out of Hours Response**

The Council operates a low-cost, but resilient, approach to emergency call-out requests from the Police to locate, download and provide CCTV footage to assist the Police with criminal investigations.

In the first instance, one of the four members of the Community Safety Team trained in undertaking this specialist role is contacted out of hours. Once trained, it is envisaged the Trainee CCTV Assistant "see below" would be able to increase the number trained to deal with out of office work, by 25%. Since the Team does not operate on a formal standby basis if, on a rare occasion that none of the trained Team is available to attend, one of two Council-approved contractors will be contacted to undertake this role.

## **Financial Forecasting**

The Financial Forecast Table on the next page shows the approximate costs and estimated dates to replace the CCTV systems at each site by using new technology such as Analogue to High Definition (AHD).

From 2020, Analogue CCTV will no longer be in service and the Council is already addressing this issue, by replacing parts of analogue systems as they fail, with new technology such as 'AHD' or HD Turbo. Apart from ensuring that the Council is ready for the future IP or HD systems which will be the standard in 2020, this is helping to make a significant reduction in the number of cameras requiring full replacement at the end of their 'meantime before failure' and has the added benefit that higher quality images are recorded than with old, analogue equipment.

These cost savings can be seen in the Financial Forecast Table, which shows that savings between 35% and 50% can be made on the original installation costs.

It is also important to note, that although cameras and equipment are expected to last approximately 7 years, this is not always the case and does not mean that a full replacement will be required. With good maintenance and planning, it is evident that systems can last longer than expected.

### **Staffing Capacity**

The staffing capacity for operation of the Council's CCTV systems has not increased in line with the expansion of new systems across the district. As mentioned, the number of cameras has more than doubled over the years, and with the proposed CCTV projects to be installed over 2016/17, the total number of cameras will be in excess of 650.

As can be seen from the Financial Forecast Table on pages 10/11, the expected lifespan of each of the cameras and associated systems varies greatly across the CCTV sites, therefore necessitating ongoing monitoring, cleaning and repair, in addition to the annual maintenance contract which is carried out by an external company. Therefore, the current staffing capacity is not sustainable.

Officers will therefore undertake a review across all Directorates, to assess whether there is any available staff capacity which can be utilised to support the Council's CCTV services. If this proves unsuccessful, it is suggested that a low cost approach to address this lack of capacity and to support succession planning for the CCTV Service, will be to introduce a Trainee CCTV Assistant post, to be funded through DDF.

The Capital and Revenue Budget Requirements chart on pages 11/12, therefore includes the cost of this proposal.

## Financial Forecast for Existing Sites & Systems

		Date Installed	Average Life Left in Years	Original Cost	Potential Cost for Replacement & Upgrade
1	Bakers Lane Car Park, Epping	2010	2	£10,000	£5,000
2	Barrington Hall, Debden (Careline)	2014	6	£900	£900
3	Bobbingworth	2010	2	£10,000	£5,000
4	Borders Lane shopping parade, Loughton	2012	4	£7,765	£4,000
5	Buckhurst Court, Buckhurst Hill (Careline)	2010	2	£3,000	£1,500
6	Chapel Road, Epping (Careline)	2010	2	£3,000	£1,500
7	Civic Offices, High Street, Epping	2008	0	u/k	£10K - £15K
8	Civic Offices, (Homefield House), Epping	2013	4	£2,000	£1,000
9	Civic Offices, IT Helpdesk + CompSuite.	2008/2015	0 / 7	£2,050	£1,000
10	Civic Offices, Interview Rooms, High St, Epping	2015	7	£2,050	£1,000
11	Clifton Road, Loughton (Land Drainage)	2010	2	£3,500	£1,500
12	Cottis Lane Car Park, Epping	2011	3	£9,250	£3,500
13	Debden Broadway, Loughton	2013	4	£64,000	£30,000
14	Epping Forest District Museum	2015	7	£8,000	£3,000
15	Frank Bretton House, Ongar (Careline)	2013	4	£3,000	£1,500
16	Grove Court, Waltham Abbey (Careline)	2014	6	£1,000	£500
17	Hedgers Close, Loughton (Careline)	2010	2	£3,500	£2,000
18	High Road, Loughton.	2014	6	£38,000	£28,000
19	High Street, Epping	2012	4	£34,000	£25,000
20	Hyde Mead House, Nazeing (Careline)	2013	4	£2000	£1,000
21	Jessop Court, Waltham Abbey (Careline)	2013	4	£2,800	£1,200
22	Jubilee Court, Waltham Abbey (Careline)	2013	4	£3,000	£1,500
23	Langston Road Depot, Loughton	2013	4	£14,850	£10,000
24	Leonard Davis Court, North Weald (Careline)	2013	4	£2,000	£1,000
25	Limes Farm Shopping Parade, Chigwell	2014	6	£8,000	£3,500
26	Limes Farm Yellow Block, Chigwell - Alarm	2008	0	£65,000	£25,000
27	Limes Hall, Limes Farm, Chigwell	2011	3	£25,000	£10,000
28	Limes Hall Office, Limes Farm, Chigwell	2014	6	£1,000	£500
29	Longcroft Rise, Oakwood Hill Estate, Loughton	2008	0	u/k	£8,000
30	Loughton Way, Shops, Buckhurst Hill - Alarm	2013	4	£15,000	£8,000
31	Lower Queens Road Car Park, Buckhurst Hill	2009	1	£23,000	£12,000
32	North Weald Airfield	2015	7	£20,000	£13,000
33	North Weald Airfield Wheelie Bin Compound	2010	2	£7,000	£2,500
34	Norway House, North Weald	2012	4	£25,000	£15,000
35	Parklands Shopping Parade, Coopersale	2013	4	£9,500	£4,000
36	Parsonage Court, Loughton (Careline)	2013	4	£5,000	£3,000
37	Pelly Court, Epping (Careline)	2010	2	£15,000	£9,000
38	Pyrles Lane Shopping Parade, Loughton - Alarm	2010	2	£15,000	£9,000
39	Queens Road, Buckhurst Hill	2014	6	£26,500	£18,000
40	Roundhills Shops, Waltham Abbey - Alarm	2009	1	£15,000	£8,000
41	Town Mead, Orchard Gardens, Waltham Abbey	2015	7	£8,000	£5,000
42	Upshire Shopping Parade, Waltham Abbey	2008	0	u/k	£6,000



## Financial Forecast for Proposed Sites

		Approx Date to be Installed	Average Life Left in Years	Original Cost	Potential Cost for Replacement & Upgrade
43	EFDC car parks (10 sites)	2016-17	7	£100,000	£30,000
44	Limes Avenue (Green Block)	2016-17	7	£45,000	£13,000
45	Springfields, Waltham Abbey	2015	7	£15,900	£4,000
46	Shelley Close, Ongar	2015	7	£6,500	£1,200
47	Birch View, Epping	2015-16	7	£15,000	£5,000
48	Sun Street Museum, Waltham Abbey	2015	7	£10,000	£2,000
49	Civic Offices (Internal)	2015	7	£6,000	£1,000
50	Civic Offices (External)	2016-17	7	£8,000	£1,800
51	Epping High Street	2016-17	7	£25,000	£6,000
52	Norway House	2016-17	7	£10,000	£2,000

## CCTV Funding Plan

Using the Financial Forecast Table above, the Funding Plan below has been formulated - which shows:

- (a) The capital budgets required each year over the next 5 years in order to plan for the replacement & upgrade renewals of existing CCTV systems; and
- (b) The associated revenue budgets required over the next 5 years for routine servicing and repairs.

Although the majority of CCTV replacements are on land held in the General Fund, some of the replacements are on land held in the Housing Revenue Account (HRA - e.g. sheltered housing schemes and the Homeless Persons Hostel). Therefore, the Funding Plan below differentiates between the capital and revenue funding required by the HRA and the General Fund.

It should be noted that the forecasts within the Funding Plan do not allow for inflationary increase in costs.

It is important to note that although the Financial Forecast Table is used to inform the Funding Plan, an assessment will be made of those systems coming towards the end of their expected life to ensure that actual replacements/renewals are prioritised in the order of greatest need, and that renewals are only undertaken when they are actually required.

The following table shows the capital forecast for CCTV provision from 2016/17 to 2021/22 and suggests a re-profiling of the existing Capital Budget provided for CCTV, which is £40,000 per annum.

Capital	Capital Budget Requirements					
	2016/17	2017/18	2018/19	2019/20	2020/21	Years 6-7
CCTV Expend.	74,000	23,000	13,000	50,000	32,000	75,000
HRA	0	14,000	0	24,000	0	2,000

The following table shows the revenue forecast for CCTV provision from 2016/17 to 2021/22 and includes the costs of establishing a trainee CCTV post.

	<b>Revenue Budget Requirements</b>					
<b>Revenue</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
<b>Existing Budget</b>	32,000	32,000	32,000	32,000	32,000	32,000
(General Fund)	(17,280)	(17,280)	(17,280)	(17,280)	(17,280)	(17,280)
(HRA )	(14,720)	(14,720)	(14,720)	(14,720)	(14,720)	(14,720)
<b>Private Housing Cont.</b>	2,800	2,800	2,800			
<b>Expenditure</b>	6,000	7,000	8,000	9,000	9,100	10,000
Maintenance Contract	25,000	26,000	27,000	28,000	29,000	30,000
General repairs	16,140	16,870	17,900	18,640	19,500	20,670
CCTV Trainee						
	<b>11,340</b>	<b>15,100</b>	<b>18,100</b>	<b>20,840</b>	<b>22,800</b>	<b>25,870</b>
<b>Increased GF Budget Required over existing budget</b>						

### **CCTV Action Plan**

Separate to this CCTV Strategy, an annual CCTV Action Plan will be included within the Community Services and Safety Business Plan, which identifies the actions already identified within this CCTV Strategy, as well as new actions that arise during the course of the Strategy period.

## APPENDIX ONE

Breakdown of CCTV downloads per site – 2014

(Refer to appendices 4,6 for graphical breakdown by area) \*\* Refer to appendix 8 for mobile CCTV

	Location Of Cameras	Q1	Q2	Q3	Q4
1	Bakers Lane Car Park, Epping		1	1	
2	Barrington Hall, Debden (Careline)				
3	Bobbingworth				
4	Borders Lane shopping parade, Loughton			4	
5	Buckhurst Court, Buckhurst Hill (Careline)				
6	Chapel Road, Epping (Careline)				
7	Civic Offices, High Street, Epping	1	2	1	1
8	Civic Offices, (Homefield House), Epping				
9	Civic Offices, IT Helpdesk + CompSuite, Epping				
10	Civic Offices, Interview Rooms, High St, Epping				
11	Clifton Road, Loughton (Land Drainage)				
12	Cottis Lane Car Park, Epping	1		1	1
13	Debden Broadway, Loughton	17	13	12	26
14	Epping Forest District Museum				2
15	Frank Bretton House, Ongar (Careline)				
16	Grove Court, Waltham Abbey (Careline)				1
17	Hedgers Close, Loughton (Careline)				
18	High Road, Loughton.	14	4	16	21
19	High Street, Epping	20	6	12	14
20	Hyde Mead House, Nazeing (Careline)				
21	Jessop Court, Waltham Abbey (Careline)	1			
22	Jubilee Court, Waltham Abbey (Careline)				
23	Langston Road Depot, Loughton	1		1	3
24	Leonard Davis Court, North Weald (Careline)				
25	Limes Farm Shopping Parade, Chigwell	1	1	1	1
26	Limes Farm Yellow Block, Chigwell - Alarm	1	1		
27	Limes Hall, Limes Farm, Chigwell		1		3
28	Limes Hall Office, Limes Farm, Chigwell				
29	Longcroft Rise, Oakwood Hill Estate, Loughton		1		1
30	Loughton Way, Shops, Buckhurst Hill - Alarm			1	2
31	Lower Queens Road Car Park, Buckhurst Hill	4	2	2	1
32	North Weald Airfield				1
33	North Weald Airfield Wheelie Bin Compound				
34	Norway House, North Weald			2	
35	Parklands Shopping Parade, Coopersale				
36	Parsonage Court, Loughton (Careline)				
37	Pelly Court, Epping (Careline)	1		1	2
38	Pyrles Lane Shopping Parade, Loughton - Alarm	3	3	5	
39	Queens Road, Buckhurst Hill	4	1	6	6
40	Roundhills Shops, Waltham Abbey - Alarm				
41	Upshire Shopping Parade, Waltham Abbey		1	1	1
**42	Mobile Cameras	4		1	3

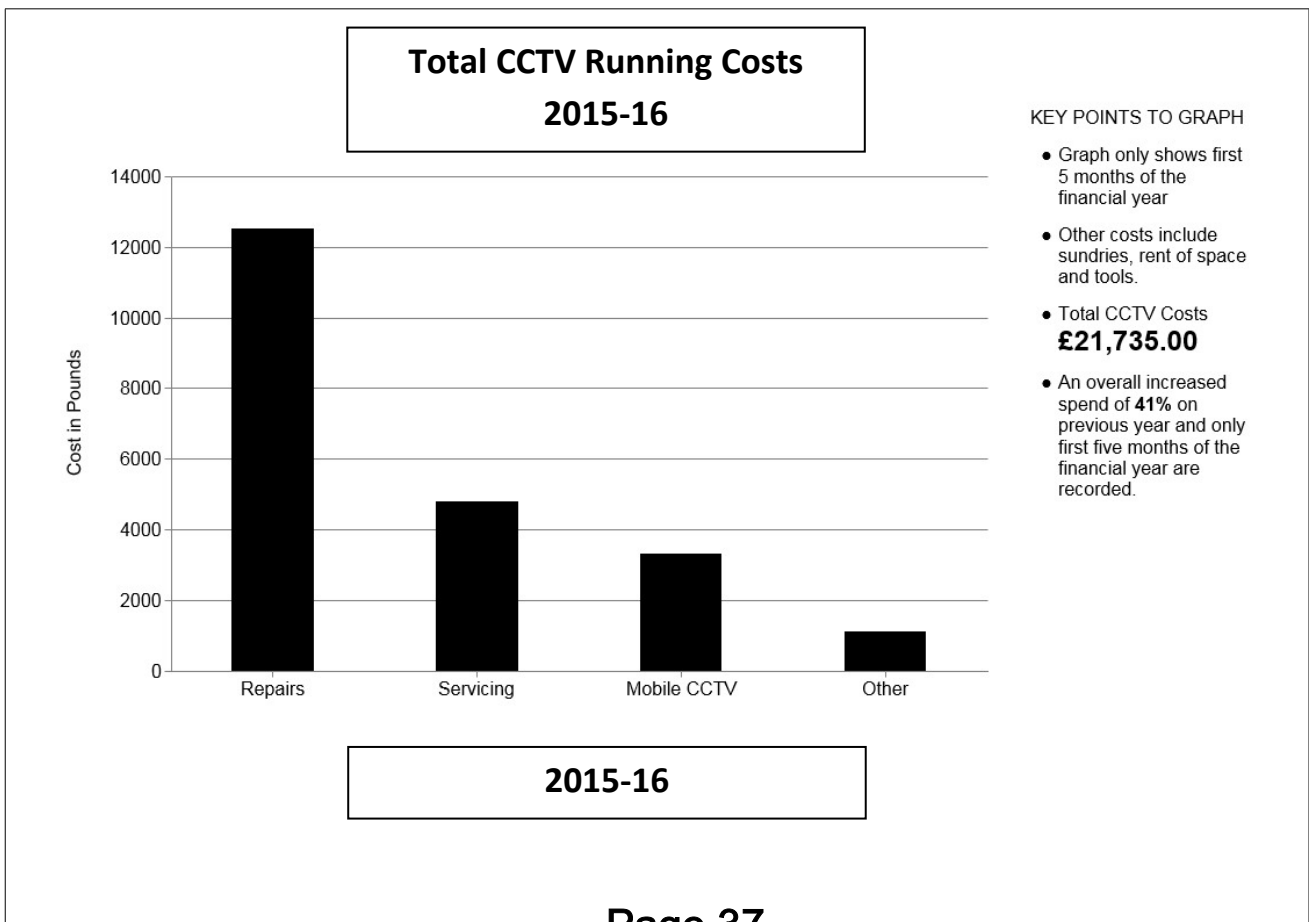
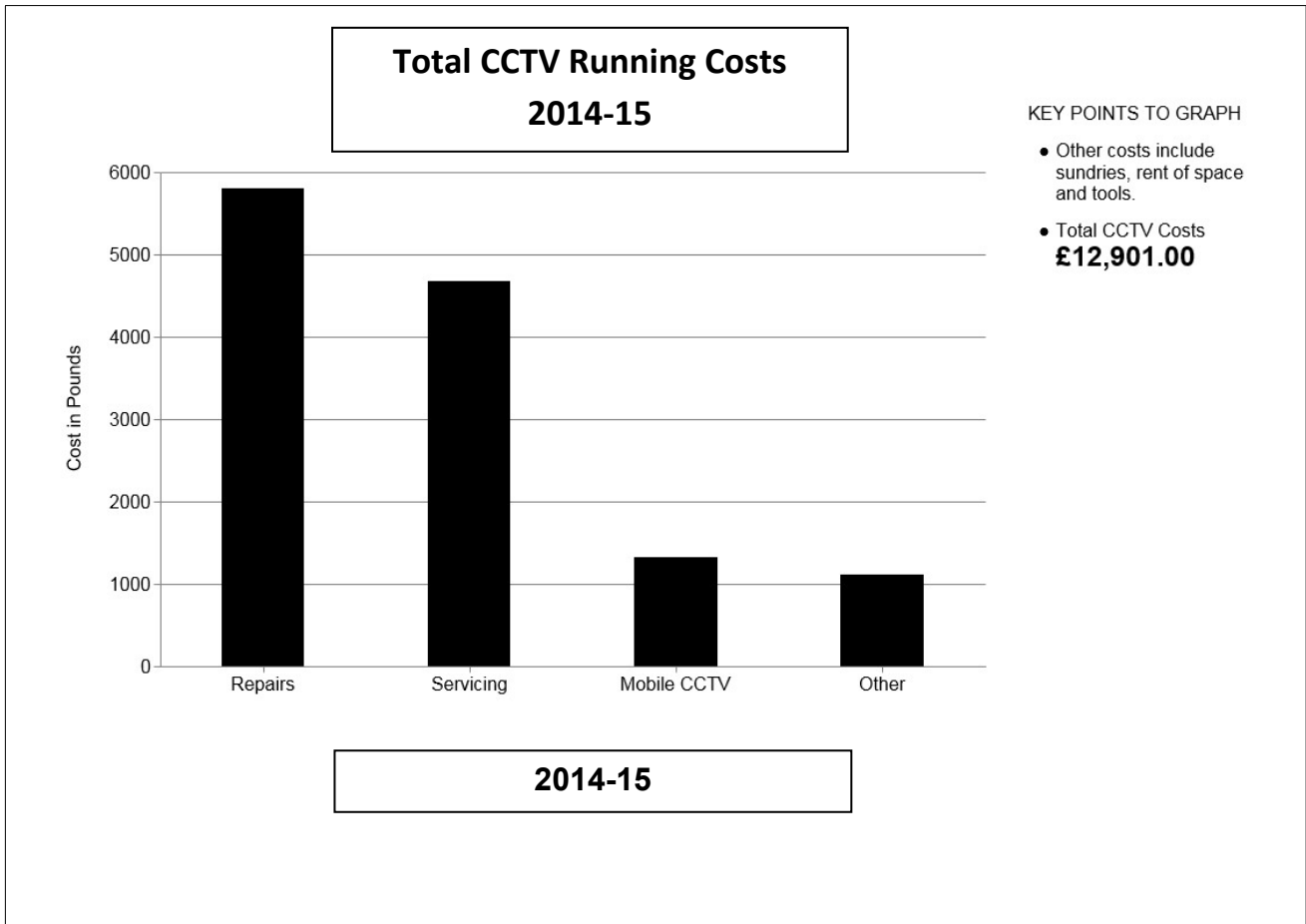
## APPENDIX TWO

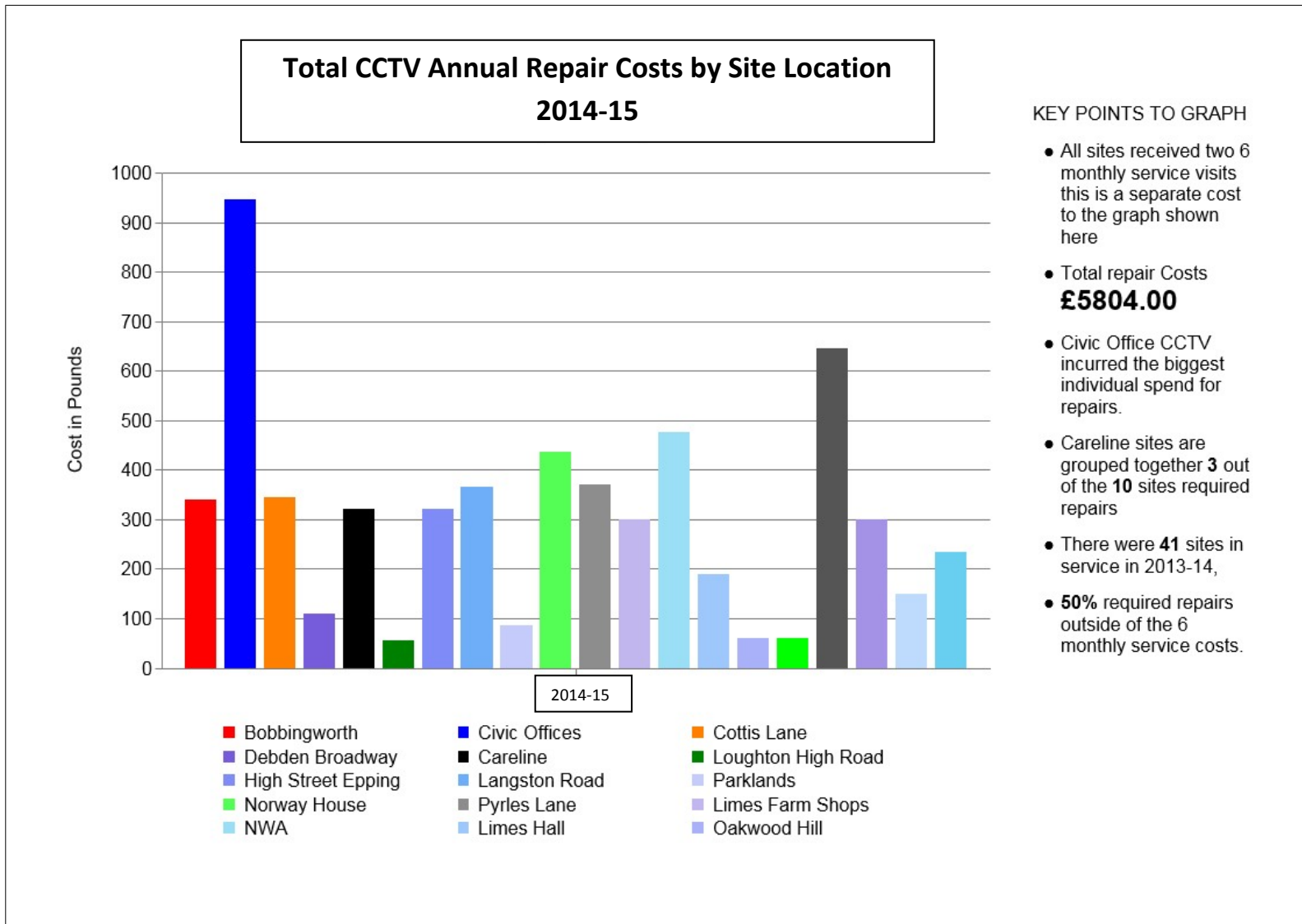
Breakdown of CCTV downloads per site – 2015

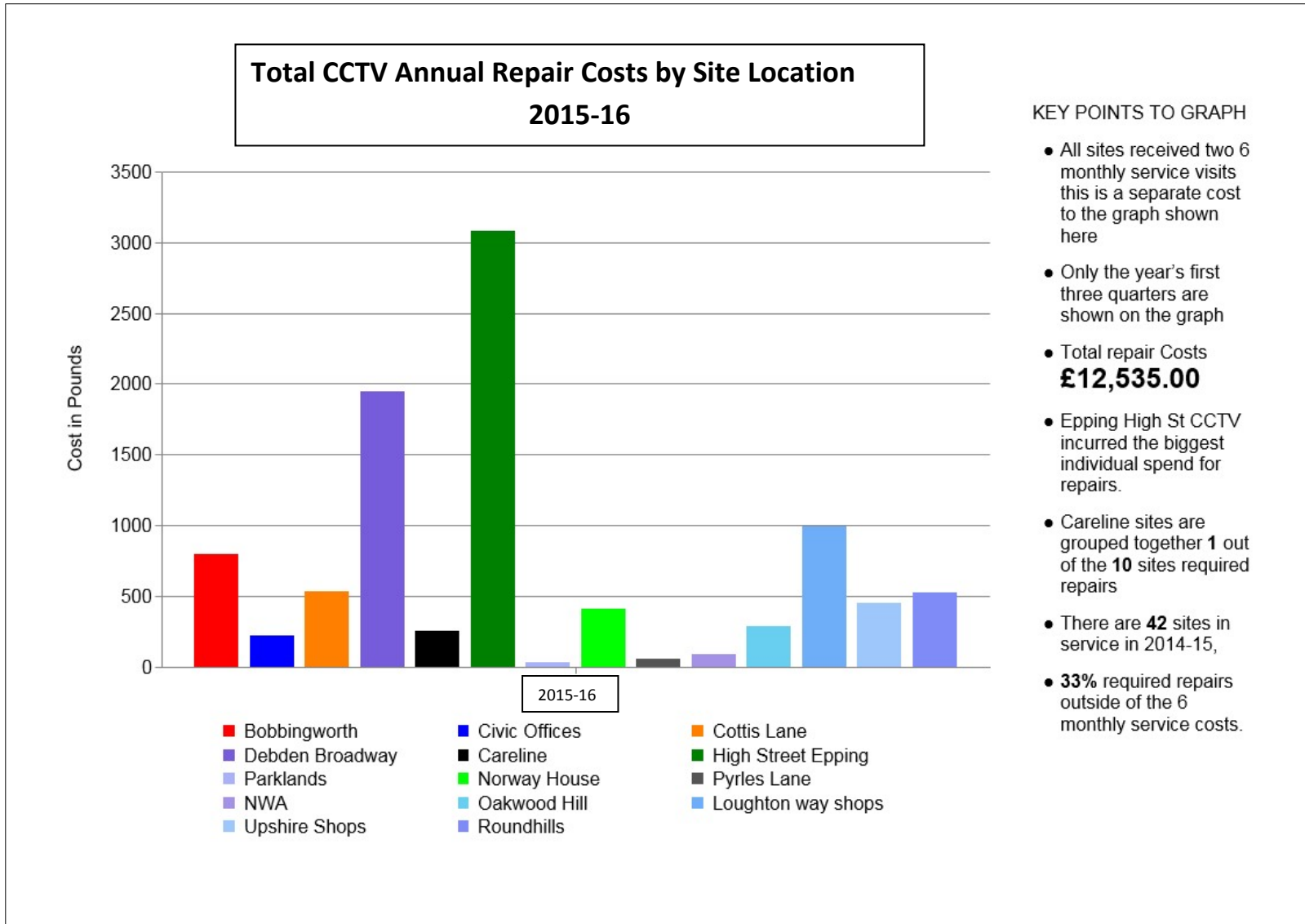
(Refer to appendices 5 & 7 for graphical breakdown by area) \*\* Refer to appendix 9 for mobile CCTV

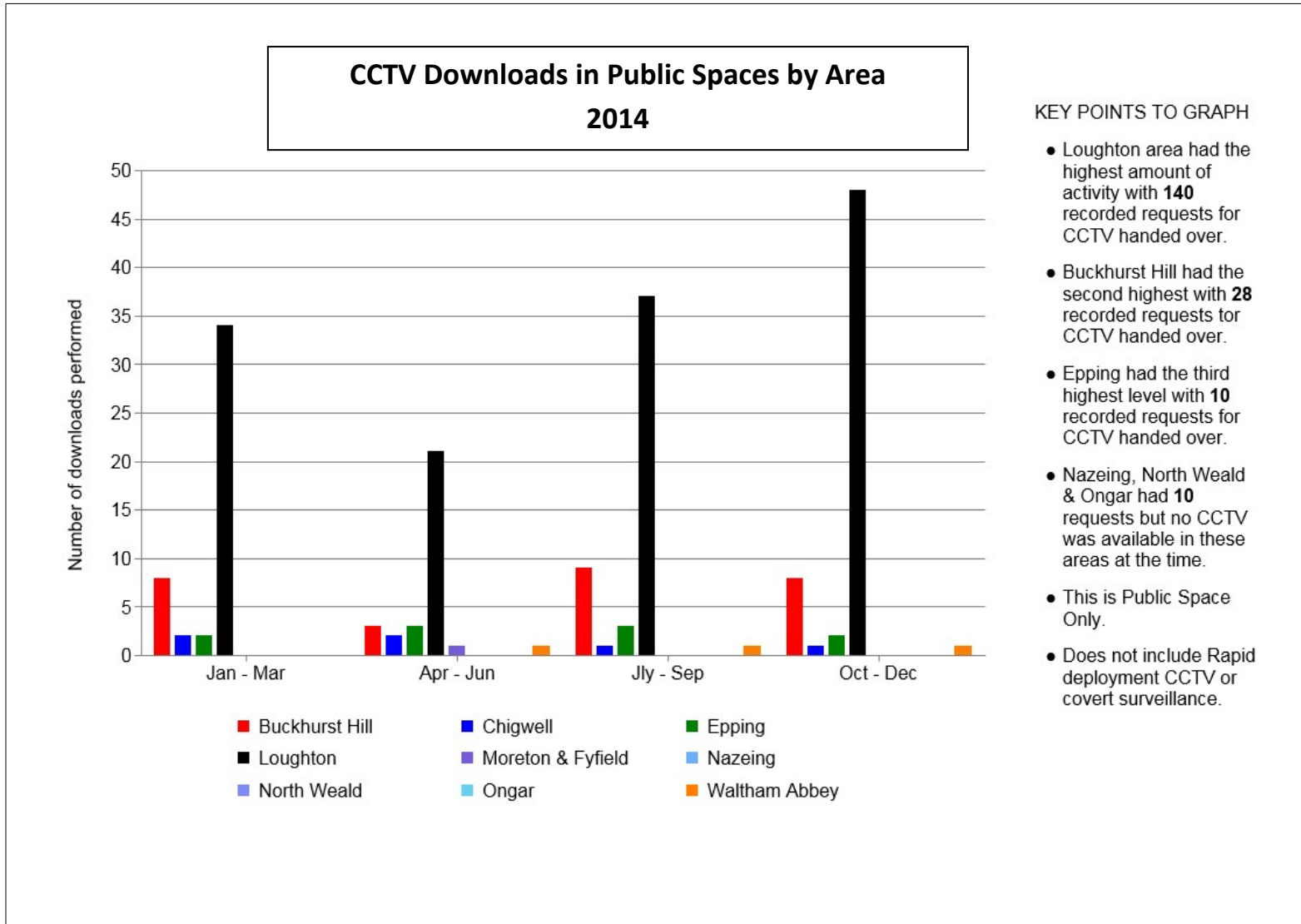
	Location Of Cameras	Q1	Q2	Q3	Q4
1	Bakers Lane Car Park, Epping	1			
2	Barrington Hall, Debden (Careline)				
3	Bobbingworth	1			
4	Borders Lane shopping parade, Loughton	1		1	
5	Buckhurst Court, Buckhurst Hill (Careline)				
6	Chapel Road, Epping (Careline)				
7	Civic Offices, High Street, Epping		2		
8	Civic Offices, (Homefield House), Epping				
9	Civic Offices, IT Helpdesk + CompSuite, Epping				
10	Civic Offices, Interview Rooms, High St, Epping				
11	Clifton Road, Loughton (Land Drainage)				
12	Cottis Lane Car Park, Epping		1	1	
13	Debden Broadway, Loughton	7	11	20	
14	Epping Forest District Museum	1			
15	Frank Bretton House, Ongar (Careline)				
16	Grove Court, Waltham Abbey (Careline)			1	
17	Hedgers Close, Loughton (Careline)				
18	High Road, Loughton.	9	16	19	
19	High Street, Epping	14	13	6	
20	Hyde Mead House, Nazeing (Careline)				
21	Jessop Court, Waltham Abbey (Careline)	1			
22	Jubilee Court, Waltham Abbey (Careline)	1			
23	Langston Road Depot, Loughton			18	
24	Leonard Davis Court, North Weald (Careline)				
25	Limes Farm Shopping Parade, Chigwell		1	5	
26	Limes Farm Yellow Block, Chigwell - Alarm	1	1	5	
27	Limes Hall, Limes Farm, Chigwell			2	
28	Limes Hall Office, Limes Farm, Chigwell	1			
29	Longcroft Rise, Oakwood Hill Estate, Loughton		1	3	
30	Loughton Way, Shops, Buckhurst Hill - Alarm	3	2	1	
31	Lower Queens Road Car Park, Buckhurst Hill			2	
32	North Weald Airfield		1	3	
33	North Weald Airfield Wheelie Bin Compound				
34	Norway House, North Weald			6	
35	Parklands Shopping Parade, Coopersale	1	1		
36	Parsonage Court, Loughton (Careline)			1	
37	Pelly Court, Epping (Careline)				
38	Pyrles Lane Shopping Parade, Loughton - Alarm	1	2		
39	Queens Road, Buckhurst Hill	3	2	3	
40	Roundhills Shops, Waltham Abbey - Alarm			1	
41	Town Mead, Orchard Gardens, Waltham Abbey				
42	Upshire Shopping Parade, Waltham Abbey				
**43	Mobile Cameras	1	3	7	

**APPENDIX THREE**

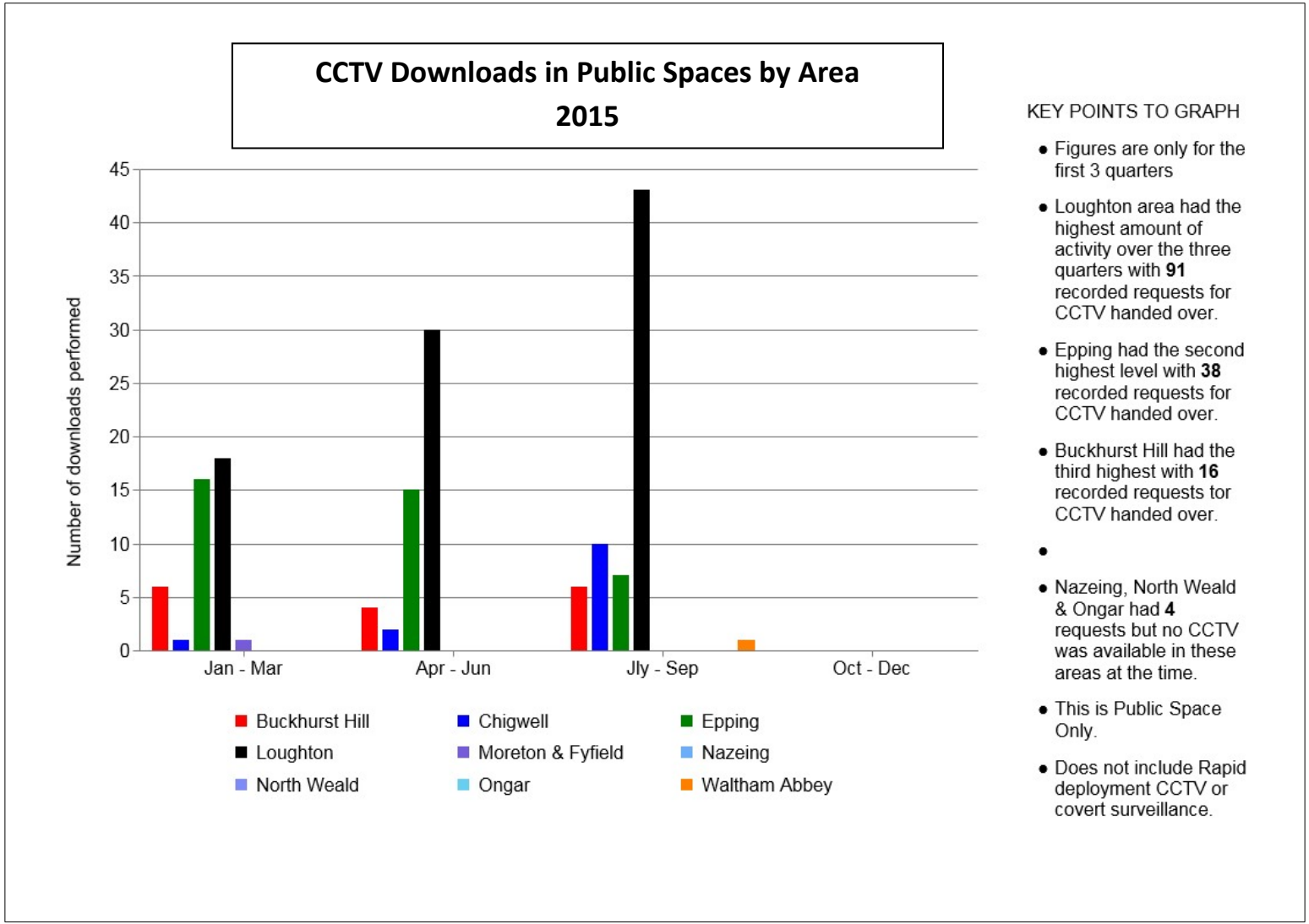


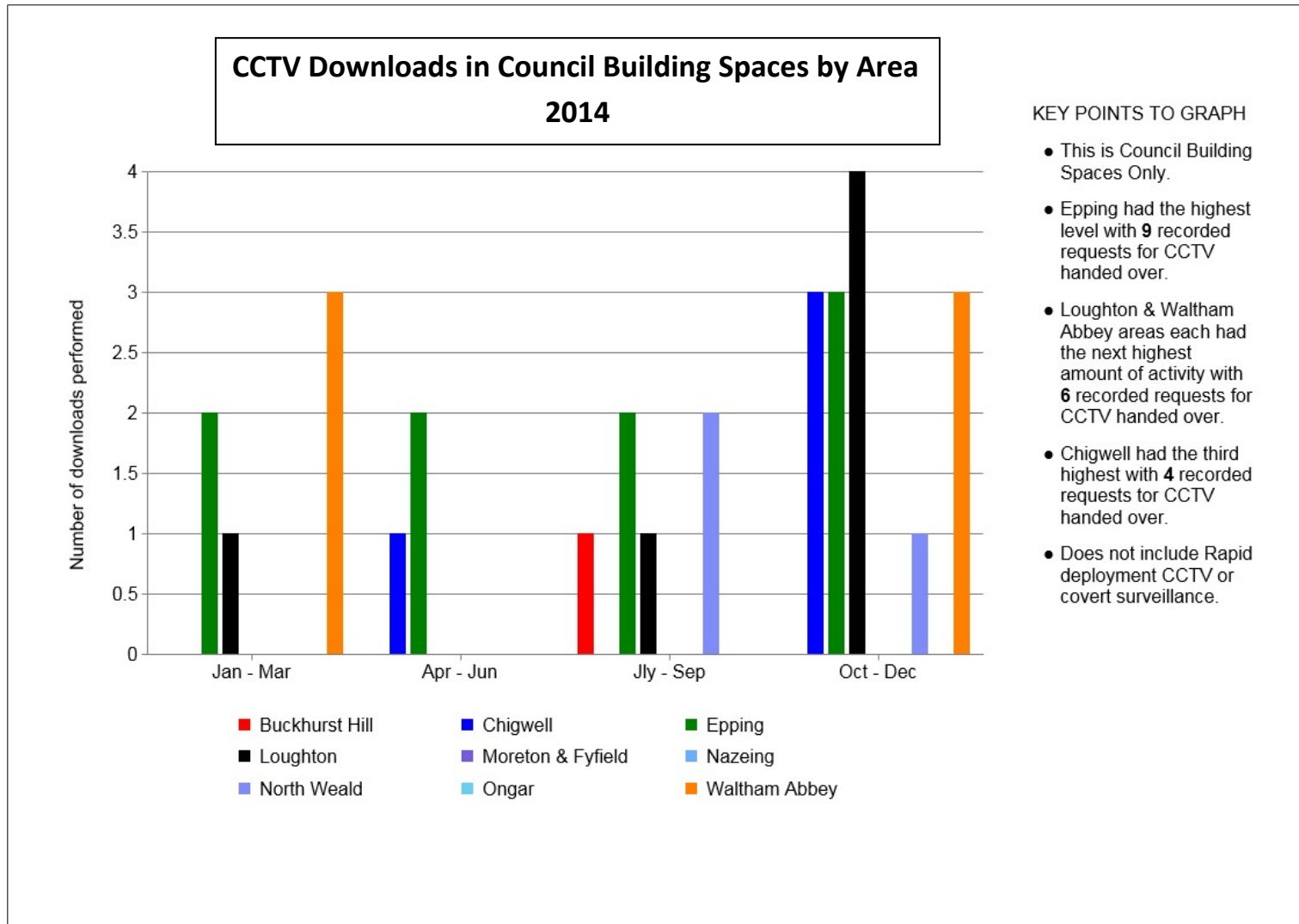


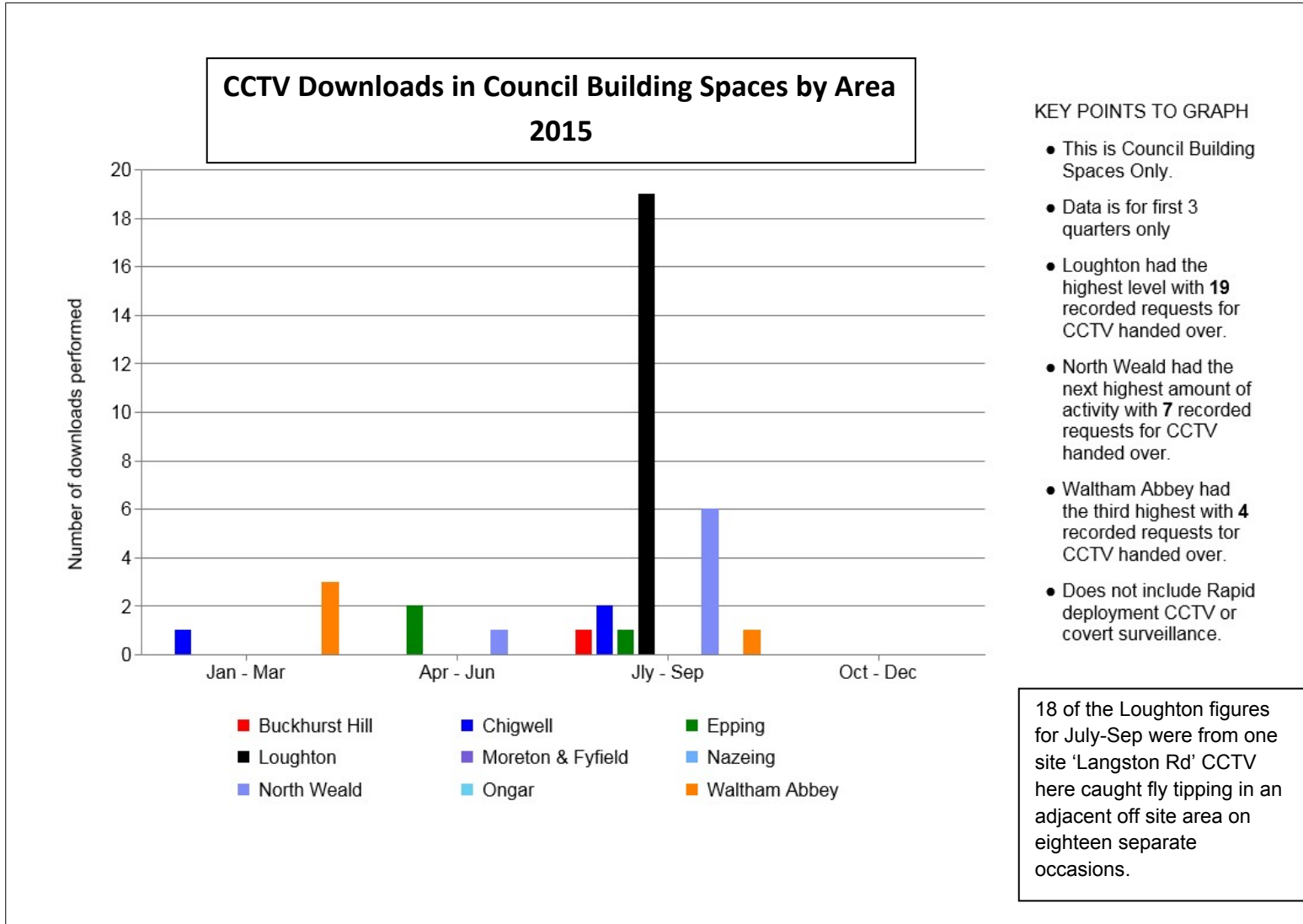


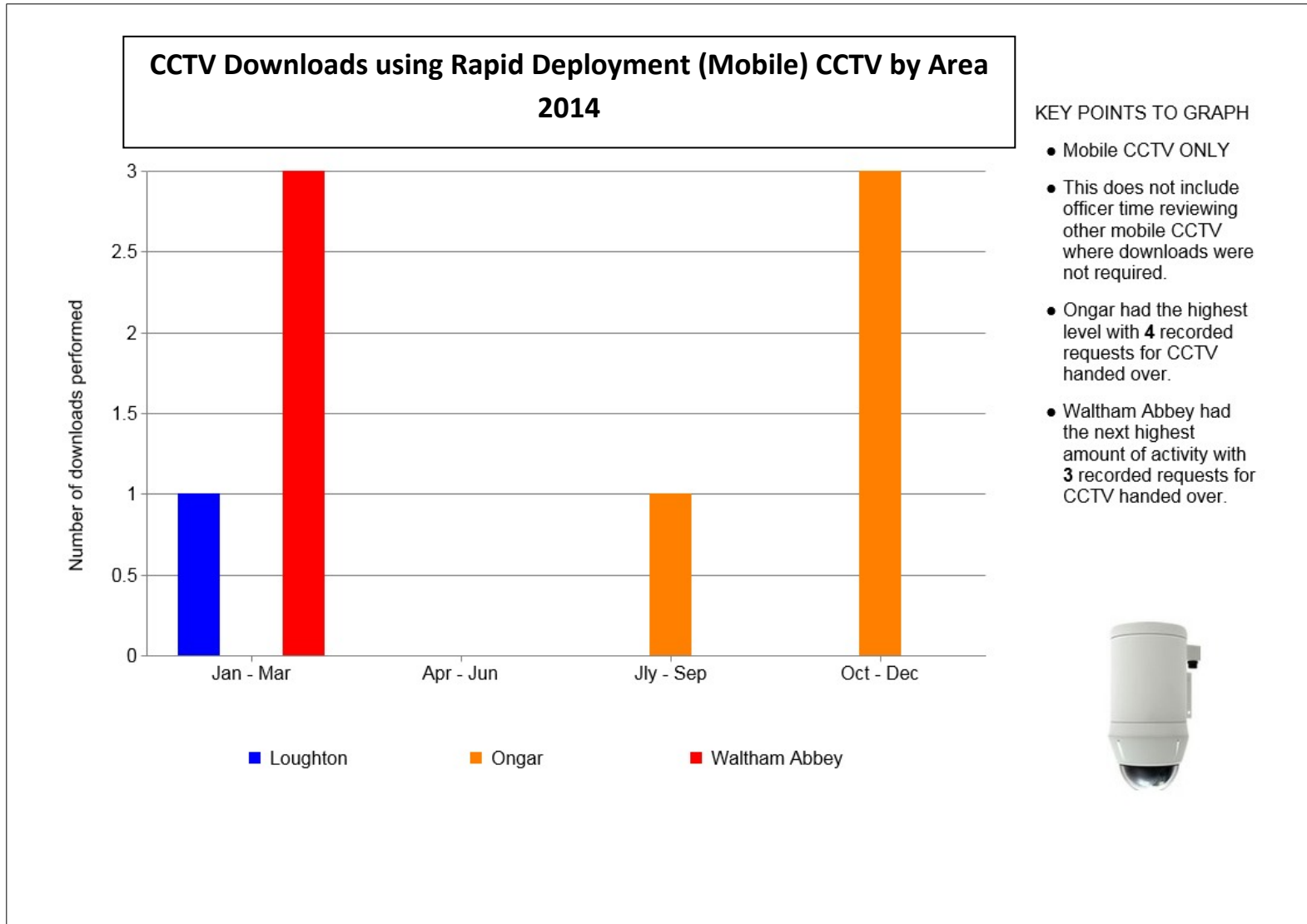




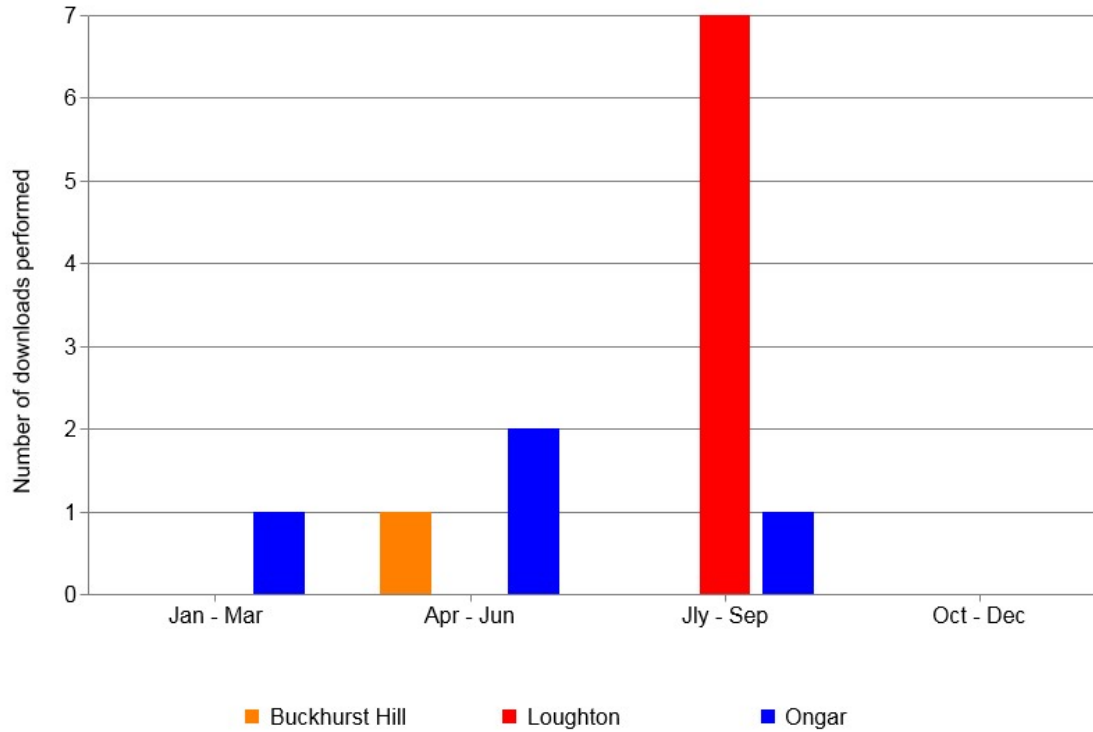








### CCTV Downloads using Rapid Deployment (Mobile) CCTV by Area 2015



#### KEY POINTS TO GRAPH

- Mobile CCTV ONLY
- Only first three quarters of year recorded.
- This does not include officer time reviewing other mobile CCTV but downloads were not required.
- Loughton had the highest level with 7 recorded requests for CCTV handed over.
- Ongar had the next highest amount of activity with 4 recorded requests for CCTV handed over.




### Corporate CCTV Signs 2015


It is a legal requirement in public spaces to place signs warning people of the fact that CCTV is in use. The signs must provide key information such as the purpose of scheme, scheme operator details and contact information. Each sign costs in the region of £35 to purchase and erect/attach.



**CCTV**  
24 HR VIDEO RECORDING



Images are being recorded in this area for the purpose of building security, staff and public safety.  
Evidence gathered may be used to prosecute offenders.



This scheme is controlled by  
Epping Forest District Council  
Tel: 01992 564608



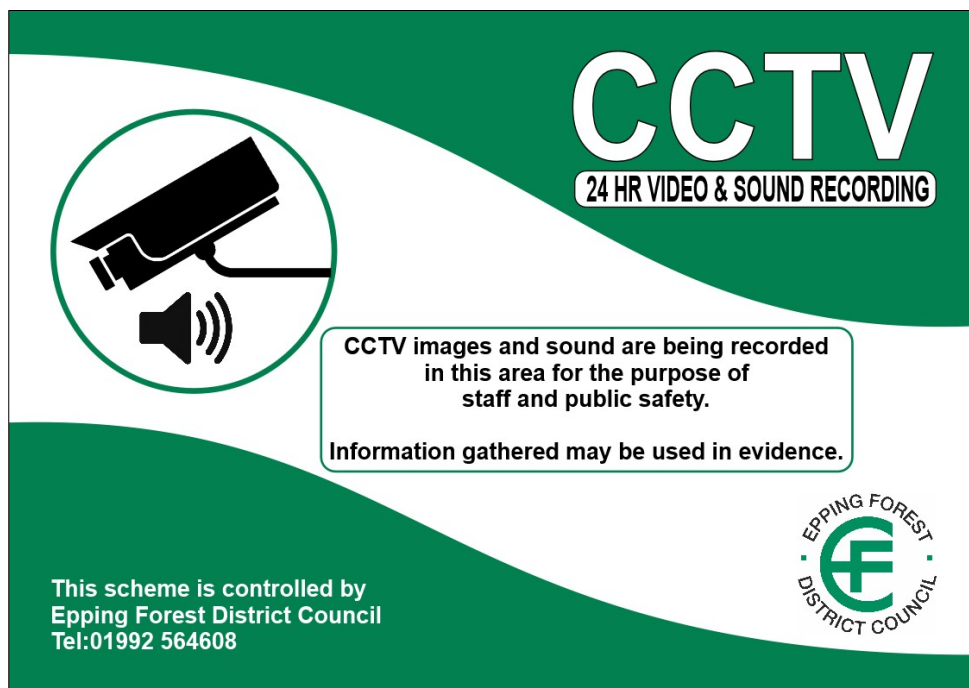
**CCTV**  
24 HR VIDEO RECORDING




Images are being recorded in this area for the purpose of public safety, anti-social behaviour, vehicle security, crime prevention and detection.  
Evidence gathered may be used to prosecute offenders.




This scheme is controlled by  
Epping Forest District Council  
Tel: 01992 564608



**CCTV**  
24 HR VIDEO & SOUND RECORDING



CCTV images and sound are being recorded in this area for the purpose of staff and public safety.  
Information gathered may be used in evidence.



This scheme is controlled by  
Epping Forest District Council  
Tel: 01992 564608

## APPENDIX THIRTEEN

### Risk Assessment Matrix for CCTV

Principle 1 of the CoP

“Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need”.

The matrix below will also be used in tandem with a Privacy Impact Assessments (PIA) as laid out by the Information Commissioners Office (ICO)

Impact on Community	4				
	3				
	2				
	1				
	0				
		1	2	3	4
Likelihood of Incidents					

- High Priority
- Medium priority subject to funding
- Low Priority / Does not fit CCTV criteria

Likelihood Of Incidents	Impact On Community
<p>1 – Highly unlikely Event is/would be exceptional/rare</p>	<p>1 – Minor/Insignificant Consequence negligible. Associated costs/losses are relatively small. Negligible effect on service provision. No embarrassment likely to occur for organisation. External partner does not have funds for ongoing CCTV costs</p>
<p>2 – Possible but unlikely Event not expected to occur, but small chance of occurrence</p>	<p>2 – Moderate Consequence modest. Material financial consequence but scope to absorb within budget. Noticeable effect on service provision. Failure to meet locally determined standards of service. External partner has a small/limited amount of funds for ongoing CCTV costs</p>
<p>3 – Possible and probable Event likely to occur</p>	<p>3 – Major/Grave Consequence severe. Significant financial consequence which cannot be absorbed within budget. Serious impact on quality/quantity of service provision. Failure to meet regulatory standards. Likely to be national/local press interest. External partner has sufficient funds for ongoing CCTV costs</p>
<p>4 – Virtually certain Event very likely to occur</p>	<p>4 – Catastrophe Consequence extreme. Continuity of element of service compromised. Dire financial impact, such that need fundamental rethink of how and/or whether to provide service. Failure to provide statutory services/meet legal obligations. Likely to be significant national/local press interested</p>





### **Report to Neighbourhoods & Communities Select Committee**

**Date of meeting: 19 January 2016**

**Subject:** Local Policing Proposals

**Officer contact for further information:** C Wiggins (01992 564122)

**Committee Secretary:** A. Hendry (01992 564246)

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

**That the Committee notes the possible implications of the recently proposed Policing cuts, on the Council's Community Safety Service.**

#### **Background:**

In November 2015, the Essex Police and Crime Commissioner (PCC), Nick Alston and Chief Constable of Essex Police, Stephen Kavanagh, announced proposals to make significant changes to local policing across Essex, in a move to ensure that Essex Police is fit for purpose, in the future.

This report therefore seeks to consider the impact of these proposals on the Epping Forest District as a whole, The Council's services and, in particular, Community Safety.

#### **Report:**

1. The PCC and Chief Constable announced the funding challenges facing Essex Police over the next four years, which will see a reduction of £63 million in the Police budget by 2019/20. This was presented as the driver for making changes to the way that Essex Police operates in future and the need to significantly reduce community policing as from April 2016.
2. The proposals include a complete review of the police estate, which currently amounts to 80 buildings, all of which are in a poor state of repair and require £30 million of investment to bring them up to standard. Plans are underway to reduce the estate to 30 buildings, strategically placed across Essex, and to build a new Headquarters that is modern and fit for purpose. This is to be funded through capital receipts from sale of the remaining police buildings.
3. A further plan will see development of new IT infrastructure for the Police that will be designed to enable the public to report crimes and track police response to these on line.
4. As around 83% of the Police budget is currently spent on the salaries of police officers, staff and Police Community Support Officers (PCSO's), hundreds of posts will need to be cut in order to meet the financial savings required. This will include Customer Contact Administrator posts and front desk staff, police officers and around 200 PCSO's.
5. The impact of these changes on the Epping Forest District will see the closure and sale of Epping (and Ongar) Police Station and closure of the front counter at Loughton Police Station. The closest Police 'Counter' will be available in Harlow.
6. In terms of Community Policing, Epping Forest is linked with Brentwood area and the number of staff covering both areas is as follows; one local policing and partnership

Inspector, two Sergeants, 10 x constables one dedicated youth officer and 7 x PCSO's (a reduction of 19 from the current workforce).

7. There will also potentially be further changes to these arrangements both Nationally and locally, to address the current terrorist threat to the UK. Although this is not possible to predict at this time, it may see more overt deployment of uniform staff to areas of identified threat through mutual aid support, which could leave less high profile county areas with reduced staff.

8. These proposed, significant reductions in local policing will therefore have a range of implications for the Council and Community Safety Team. The following information details the Council's responsibilities in respect of Community Safety and the timeframe for the implementation of these changes.

### **Statutory obligations of the council**

9. Section 17 of the Crime and Disorder Act 1998 places a statutory duty on the council to – 'exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.'

### **Police restructure and timeframe**

10. The planned cuts that will come into effect on 1<sup>st</sup> April 2016 are as follows:-

- Closure and sale of Epping, Waltham Abbey and Ongar police stations.
- Closure of Loughton police station front counter. Custody facilities have already been removed from Loughton, but the building will remain as the operational base for police services in Epping Forest. (Currently there has been no announcement to close Limes Farm Police Office, which is open on an infrequent basis).
- There will be a move to the new Community Policing Teams
- In addition to these changes, Essex Police have stated that they will no longer deal with 97% of the anti-social behaviour (ASB) complaints they receive and will sign-post complainants to other services, which in many cases will be local authority. Statistics from the 2015-16 Epping Forest Strategic Intelligence Assessment show police recorded ASB for the district as 3,423 incidents.

### **Current EFDC structure for dealing with crime and disorder**

11. The Council's Community Safety Team deals with ASB under its statutory requirement. There are 2 dedicated full time ASB Investigators working in the Community Safety Team who deal with ASB complaints across the entire district, which involve council tenants and non-council tenants. These officers deal with an average of 350 complaints per year. Currently, they have seen an increase in workload by 12% compared with the previous year.

12. The Council's Housing Management Officers also deal with tenant related ASB. However, due to the complex nature of many cases, the ASB Investigators are often asked to assist, and in some cases, take the lead on cases for Housing, due to their specialist knowledge and skills.

13. The Council's Environment & Neighbourhoods Officers (ENOs) are a team of one manager and 7 uniform Community Safety Accredited Officers (CSAS), who deal with environmental crime issues such as noise and fly tipping.

## **Potential implications for consideration by the Council**

14. With the reduction in policing, it can reasonably be expected that demand for additional Council intervention will increase. However with the expected local government grant reductions over the next 4 years, maintaining the current level of service may become increasingly difficult. It may therefore be necessary to adopt a new Community Safety approach which does not raise public expectations to an unachievable level.

15. As Essex Police moves to a more desktop based investigation process, there may be greater demand for CCTV footage, together with increased requests for use of council re-deployable cameras to cover the likely reduction in hi-visibility police patrols.

16. It is anticipated that the Council could also experience increased demand on public reception areas and the switchboard, for incident reporting and advice. Levels of public frustration at lack of response from public services may also manifest itself in more aggression being experienced by front line officers, including those at public reception areas. Therefore it is very likely that customer facing staff will need additional training, as more diverse enquiries are received from the public.

17. Reductions in police services may lead to increased complaints to Elected Members from discontent constituents. This could generate increased workload for Community Safety as Members try to resolve complaints on behalf of their ward areas.

## **Options to consider**

18. It is suggested that the Council will need to develop a new Community Safety Policy that will set out clear guidelines, as to the scope of work that can realistically be undertaken within existing staff resources. This to include work undertaken by Community Safety and other Directorates involved in dealing with ASB, Licensing and Crime and Disorder.

19. With the reduction in policing for lower level anti-social behaviour complaints and a lack of police presence, the Council may need to address public confidence and fear of crime. Consideration therefore might need to be given to potentially extending the role of the uniformed Environments and Neighbourhoods Officers, in order to provide a tasked response to crime, disorder and ASB. Alternatively, additional resources may need to be made available to employ private sector Community Safety accredited services, to provide this type of activity.

## **Potential Risks**

20. If the Council does not have the ability to provide a tasked uniform response to developing hotspot areas at an early stage, this could allow problems to escalate, thus resulting in the need for higher level intervention and resources and an increase of fear of crime in the district.

21. There is also significant risk that where the Council and Community Safety Partnership has successfully managed to reduce crime and ASB in key areas of the district, the additional pressures on the local authority, will lead to the emergence of new issues and increase in local crime statistics.

**Financial Implications:** The proposed reductions in local policing could result in the Council needing to apply more resources to Community Safety

**Relevant statutory powers:** N/A

**Background papers:** Essex Police report 'Responding to Today's Demands, Planning for Tomorrow's Challenges'

**Environmental/Human Rights Act/Crime and Disorder Act Implications:** The proposals may potentially impact upon the local environment in terms of ASB, vandalism and crime and disorder.

**Key Decision reference:** (if required) Not at this time.



## SCRUTINY



### **Report to Neighbourhoods & Communities Select Committee**

**Date of meeting: January 2016**

**Subject:** Community Services - Reality Roadshow 2015

**Officer contact for further information:** J Warwick (01992 564350)

**Committee Secretary:** A. Hendry (01992 564246)

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

**That the Committee notes the success of the Reality Roadshow initiative and the positive impact it has upon young people in the Epping Forest District.**

#### **Report:**

##### **Background**

Building on the long - standing success of Crucial Crew, the Reality Roadshow initiative is a personal safety and health & well-being event that brings together a host of statutory and voluntary agencies, to deliver a day of educational workshops to Year 9 (14 year old) pupils at school in the district. It is specifically tailored to address young people's issues that have been identified as a priority concern locally.

Co-ordinated by the Council's Community Health and Wellbeing Team, each year Reality Roadshow provides over 1100 pupils in the District with expert advice and guidance on making the right choices in life for good health and wellbeing.

The day starts with an interactive drama production delivered by the Arc Theatre Company which tackles the high level priority of child sexual exploitation (CSE) and the law around producing and distributing indecent images of people under the age of consent. This bespoke production has been developed specifically for Epping Forest Reality Roadshow in line with emerging concerns and trends reported by schools in the area. The production explores issues relating to teenage relationships and online safety. Pupils then rotate through five, classroom based workshops which are approximately 40 minutes in duration. The event culminates in a presentation to the whole school, by an ex-offender with real life experiences of the issues explored during the day.

#### **1. Theatre Performance**

The theatre production by the Arc Theatre Company is a 30 minute interactive piece performed in an assembly style setting to all Year 9 pupils. The performance focuses on the issues of staying safe whilst using social media (Snap Chat/Twitter/Facebook) as well as the grooming of young people, in particular girls. The performance is an optional element to the day and, if selected by a school, the school is charged a fee of £450.

## **2. Workshop Themes**

Pupils participate in either 5 or 6 workshops depending on individual school timetables and each session is specifically designed to address current issues facing local young people. The workshops delivered in 2015/16 are as follows:

- The Consequences of Crime – delivered by Essex Magistrates
- Online Internet Safety – EFDC's Community Health and Well-being Team
- Sexual Health - NHS Sexual Health Services
- Legal Highs and Substance Misuse - Alcohol & Drugs Advisory Service (ADAS)
- Alcohol Awareness - AlcoHELP
- Healthy Relationships and Domestic Abuse - Safer Places

## **3. Offender Insight – Tell it Like it is**

Additionally, subject to timetable capacity, schools can also request a final talk to finish the day. This candid, hard hitting presentation is delivered by an ex-offender with real life experiences of the issues covered during the day.

## **4. Outcomes for Pupils**

The impact of the Reality Roadshow programme on participants is generally very significant, as the messages given are very clear and designed to show the worse case scenarios of being involved in negative behaviours. The programme also promotes the opportunity for young people to make changes in their lives and to receive support and advice from the various agencies available locally.

- Pupils are equipped with current and appropriate information and able to make informed choices
- Pupils have the opportunity to hear and learn from the real life stories of recovering addicts and ex-offenders
- Pupils are able to ask for help and support about issues they may encounter
- Pupils are signposted to agencies that can offer further support, and how to access this
- The web links provided are uploaded onto the pupil pages of the school's website, thereby enabling anonymous access to information covering the support services available

In addition to benefiting the pupils directly, Reality Roadshow also indirectly benefits parents and carers, through empowering the young people to be able to make the right choices in life regarding relationships, alcohol, substances and so on; their home life is therefore likely to improve, as well as their educational attainment and life chances.

## **5. Outcomes for school and teaching staff**

With the reduction of curriculum time for personal, social and health education, Reality Roadshow helps to cover some of the key areas of 'general' education that many young people miss out on. The programme is also tailored specifically for individual schools where needed and aims to accommodate work programmes and provide minimum disruption to the school timetable.

- Schools can select a date that is convenient for them
- The event can be adapted to meet financial considerations
- The information provided informs, supports and bolsters PSHE
- Teachers are provided with up to date information and therefore better able to support pupils and access further help.
- Links are established between the school and specialist agencies, who can offer

- further support if necessary
- Schools are provided with evaluation feedback from pupils and teaching staff from the event and this can be useful evidence to support Ofsted Inspections.

## **6. Reality Roadshow 2015-16**

To date, Reality Roadshow has been delivered to the following schools in the current academic year 2015/16:

- Davenant Foundation School
- King Harold Business and Enterprise Academy
- West Hatch High School
- Debden Park High School\*

*\*Reality Roadshow was delivered to both Year 9 and Year 10 in this School due to the school not taking part the previous year.*

Epping St Johns School and King Harold Business and Enterprise Academy are booked in to take part in Reality Roadshow in July 2016. A date for Roding Valley High School is still in the process of being arranged. Longer term, Ongar Academy will be incorporated into the Reality Roadshow annual programme once there is a Year 9 cohort in place.

## **7. Pupil Evaluation**

In order to ensure that Reality Roadshow continues to be a successful and informative event, we ask each Year 9 pupil that attends to complete a feedback questionnaire which is anonymous. The questionnaire seeks to ascertain whether the young people have a better knowledge post roadshow, of the situations that may lead them into harm. The questionnaire also asks if the pupils now have a better understanding of the support agencies that are there to help them, should they be faced with any of the issues addressed during the day. Finally, the questionnaire also asks pupils to inform the Council of any issues that are facing them that they may want more information on, so that we are able to keep the roadshow relevant in terms of new and emerging topics.

The Feedback from pupils that have taken part in Reality Roadshow so far this year identifies that 76% of pupils rate Reality Roadshow as excellent or very good. It has also shown that anti-social behaviour, drug misuse and domestic abuse are the areas of most concern amongst the pupils that have participated.

The following quotes about Reality Roadshow were received from pupils this year:

- "I learned the importance of making the right choices"
- "Very interesting and interactive"
- "It was both very fun and educational"
- "It was great fun and I learned a lot in all the workshops"
- "Great workshops and good interactivity"

## **8. Teacher Evaluation**

To monitor the expected outcomes for teachers, every teacher involved in the Roadshow throughout the day is asked to feedback on the scenario they have attended. They are asked what they feel worked and what did not work, as well as any areas of concern they may have, and what they believe could be improved for each scenario and for the whole day. Usually this feedback is very positive and teaching staff are delighted with the additional support and information that they gain from the day.

**Reason for decision:**

This report serves as an information item for the Neighbourhoods and Community Services Select Committee.

**Options considered and rejected:**

N/A

**Consultation undertaken:**

Evaluation form is completed by teachers and pupils. Informal feedback is also obtained from workshop providers.

**Resource implications:**

Personnel:

Staff from the Council's Community Health and Wellbeing Team organise, manage and deliver Reality Roadshow, along with partner agencies that deliver workshops.

Land:N/A

Community Plan/BVPP reference:

Corporate Plan Medium Term Aim 3 and 5

Relevant statutory powers:N/A

Background papers: N/A

Environmental/Human Rights Act/Crime and Disorder Act Implications:N/A

Key Decision reference: (if required)

N/A



## **Report to Neighbourhoods and Community Services Select Committee**

**Date of meeting: 19 January 2016**

**Subject: Local Plan Update**

**Officer contact for further information: Ken Bean**

**Committee Secretary: A Hendry**



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

**To note the progress on the Local Plan**

### **Reasons for Report:**

Under the terms of reference, the Neighbourhoods & Communities Select Committee has requested a regular review and update on the Local Plan.

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## **1) Local Plan Member Workshops**

Many of the issues that our Local Plan needs to address are complex. To assist understanding, obtain Members' views in order for the planning policy team to develop policy options for the Draft Local Plan Preferred Approach consultation later this year, Local Plan workshops are being held. District and Town and Parish Council representatives attended three workshops during November 2015 that considered in turn: the Historic Environment, the Natural Environment and Green Networks, the economic strategy (including food production, glasshouse industry, tourism and live/work) and affordable housing / housing for an ageing population.

All three workshops were very well attended and afforded an opportunity to advise Members of emerging key issues on these matters. Members provided valuable information and opinions on the matters presented.

Feedback received indicates that most Members found that the format worked well having officers first explain the issues, national policy and what the evidence says before then having the opportunity to debate possible policy options. Further Local Plan Member workshops are planned – the next one will consider high quality design.

## **2) Key Local Plan Evidence**

Work continues on finalising the evidence base reports which will be used to inform the policies included in the Draft Plan Preferred Approach that we consult on. In particular work has been completed on key pieces of technical evidence relating to potential housing and jobs numbers and can be viewed via the Local Plan evidence base page of the Council's website.

## ***Green Belt Review***

Government guidance and emerging Inspectors' reports make clear the need to undertake a comprehensive Green Belt Review of the entire District before the release of any Green Belt land is considered. It is important to remember that the outcome of the Green Belt Review is only one, albeit an extremely important, piece of the evidence base that will inform the Council's future plan-making decisions.

Following completion of the Stage 1 work reported to Cabinet in September, work on the Green Belt Review Stage 2 has commenced. This work is being undertaken by external consultants appointed in the autumn. The fieldwork and analysis are underway and will provide an assessment of the broad locations identified in stage 1 work. In particular it will provide the Council with detailed evidence and information concerning the contribution different parcels of land make to the Green Belt purposes identified in the NPPF. This in turn will assist the Council in deciding:

- The areas where the Green Belt policy designation should remain;
- Any historic anomalies in the existing boundaries or locations where development has taken place, which may therefore suggest minor amendments to the Green Belt boundaries are required;
- Areas that may be least harmful in Green Belt terms if released from the Green Belt.

It therefore follows that, simply because a parcel, or part of the parcel, is being appraised as part of the more detailed work, this does not necessarily mean that it should / will be allocated for development in the emerging Local Plan, or that the Council would look favourably on a planning application.

The consultants' brief includes provision for workshops with officers, District Council members and Parish/Town Council representatives to feed into the work. Once the Stage 2 study has been completed, together with the other evidence, the findings of the Green Belt Review will be used to inform the Draft Plan Preferred Approach for consultation.

## ***Settlement Capacity Work***

The Council is also undertaking a settlement capacity analysis of the 10 largest settlements in the District, namely Epping, Theydon Bois, Buckhurst Hill, Chigwell, Loughton/Debden, Waltham Abbey, North Weald Bassett, Chipping Ongar, Lower Nazeing and Roydon. The purpose of the work is to ensure that the District can address as much of its housing requirement as possible within our existing settlements, and so minimise the potential need to utilise Green Belt land for development. Like Stage 2 of the Green Belt Review, the results of this work will be used to inform, and be published alongside, the consultation Draft Plan Preferred Approach.

## ***Transport***

To help inform the best way to meet the objectively assessed housing need for the Strategic Housing Market Area identified in the work by ORS, and reported to Cabinet in October 2015, further transport modelling work is being undertaken by Essex County Council. This will look at the implications for the transport network of growth and how it can be distributed across the Housing Market Area. The outputs will then be considered by the districts and jointly by the four authorities at the Cooperation for

Sustainable Development Board. This work is being progressed using support from ATLAS and facilitated by AECOM to undertake a sustainability appraisal on the impact of strategic growth options in the four authorities to meet the overall housing and employment figures for the SHMA area. Officers will shortly be meeting with Natural England to consider the impact on air quality in particular for Epping Forest.

Officers have also been involved in transport work being undertaken by the London Borough of Enfield and continue to keep a watching brief on wider transport work being undertaken as part of Enfield's Northern Gateway Access Package (NGAP).

### **3. Duty to Cooperate**

Officers and Members continue to meet regularly with appropriate authorities, principally through the Cooperation for Sustainable Development officer group and Member Board, to consider a wide range of cross boundary issues. In addition to the post SHMA, Employment and Green Belt Review work reported above, the Lea Valley Food Taskforce continues to develop a programme for growth around one of the District's historic and still important sectors.

The four SHMA authorities have recently jointly appointed a Strategic Sites Coordinator who starts shortly and whose role will be to technically assess and appraise sites around Harlow.

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