



CABINET
Thursday, 3rd November, 2016

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

Council Chamber, Civic Offices, High Street, Epping
on Thursday, 3rd November, 2016
at 7.00 pm .

Glen Chipp
Chief Executive

Democratic Services
Officer

Gary Woodhall
(Governance Directorate)
Tel: (01992) 564470
Email: democraticservices@eppingforestdc.gov.uk

Members:

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

PLEASE NOTE THE START TIME OF THE MEETING

1. WEBCASTING INTRODUCTION

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

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

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

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

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

2. APOLOGIES FOR ABSENCE

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

3. DECLARATIONS OF INTEREST

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

4. MINUTES

(Director of Governance) To confirm the minutes of the last meeting of the Cabinet held on 6 October 2016 (previously circulated).

5. REPORTS OF PORTFOLIO HOLDERS

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

6. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET

(Director of Governance) To receive any questions submitted by members of the public and any requests to address the Cabinet.

(a) Public Questions

To answer questions asked by members of the public after notice in accordance with the provisions contained within Part 4 of the Constitution (Council Rules, rule Q3 refers) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

(b) Requests to Address the Cabinet

Any member of the public or a representative of another organisation may address the Cabinet on any agenda item (except those dealt with in private session as exempt or confidential business) due to be considered at the meeting, in accordance with the provisions contained within Article 7 of the Constitution (The Executive, paragraphs 27 & 28 refers).

7. OVERVIEW AND SCRUTINY

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

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

8. COUNCIL TAX DISCOUNTS FOR VACANT PROPERTIES (Pages 5 - 10)

(Finance Portfolio Holder) To consider the attached report (C-030-2016/17).

9. NORTH ESSEX PARKING PARTNERSHIP - EXTENSION OF JOINT COMMITTEE AGREEMENT FOR A FURTHER FOUR YEARS (Pages 11 - 14)

(Safer, Greener & Transport Portfolio Holder) To consider the attached report (C-032-2016/17).

10. CIVIC OFFICES, COMMERCIAL PROPERTY AND OTHER OPERATIONAL BUILDINGS - PLANNED MAINTENANCE PROGRAMME 2016/17 - 2020/21 (Pages 15 - 42)

(Technology & Support Services Portfolio Holder) To consider the attached report (C-033-2016/17).

11. TRANSFORMATION PROGRAMME - MONITORING REPORT SEPTEMBER 2016 (Pages 43 - 50)

(Leader of Council) To consider the attached report (C-034-2016/17).

12. PAYMENT OF UNALLOCATED ONE-FOR-ONE REPLACEMENT RIGHT TO BUY (RTB) CAPITAL RECEIPTS TO GOVERNMENT - QUARTERS 1 AND 2 2016/17 (Pages 51 - 62)

(Housing Portfolio Holder) To consider the attached report (C-036-2016/17).

13. APPROVAL TO CREATE THREE NEW OFF-STREET CAR PARKS (Pages 63 - 68)

(Safer, Greener & Transport Portfolio Holder) To consider the attached report (C-035-2016/17).

14. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972 requires that the permission of the Leader be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

15. EXCLUSION OF PUBLIC AND PRESSExclusion

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

| Agenda Item No | Subject | Exempt Information Paragraph Number |
|----------------|---------|-------------------------------------|
| Nil | Nil | Nil |

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers

Article 17 of the Constitution (Access to Information) define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

Report to the Cabinet

Report reference: C-030-2016/17
Date of meeting: 3 November 2016



**Epping Forest
District Council**

Portfolio: Finance
Subject: Council Tax Discounts for Vacant Properties
Responsible Officer: Rob Pavey (01992 564211).
Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That, for the financial year 2017/18, class C properties which are unoccupied and substantially unfurnished as defined under Section 11A(4A) of the Local Government Finance Act 2012 receive 100% Council Tax discount for one month only; and
- (2) That should a dwelling cease to be vacant no further period of discount be awarded for at least two months with immediate effect.

Executive Summary:

The Local Government Finance Act 2012 contained reforms to Council Tax which provided a number of discretions for councils relating to empty properties. Since the 1 April 2013 this authority has exercised its discretion and has awarded a 100% discount on vacant properties for three months after which 100% Council Tax is payable. It is recommended in this report that the period of 100% discount be reduced from three months to one month. In addition, it is recommended that an explicit clause be added preventing abuse of the discount provision by requiring a two month period before a further period of discount can be awarded.

Reasons for Proposed Decision:

The reduction of the period allowed for 100% discount on empty properties will further incentivise owners and landlords of properties to re-occupy their properties. It will also provide additional Council Tax income to this authority and other major preceptors of around £300,000 of which around £30,000 would be received by this authority.

Other Options for Action:

1. To not reduce the discount from three months.
2. To reduce the discount to two months or no discount at all.
3. To not insert a clause requiring two month period before a further period of discount is awarded.

Report:

1. Since 1 April 2013 this authority has utilised its discretion provided under Section 11 of the Local Government Finance Act 2012 to vary the Council Tax discounts awarded for

vacant properties. 'Vacant' is defined as unoccupied and substantially unfurnished. Prior to this date there was an automatic exemption of 6 months for vacant properties. The exemption was removed and authorities were required to set their own levels of discount. This authority determined that vacant properties would receive a 100% discount for a period of three months after which 0% discount would apply, or 100% Council Tax would be charged.

2. The way the changes affecting empty property discounts have worked is that the less discount that is awarded the more income that is retained locally. To explain this, the Government in its funding calculations assumes that all properties still in essence receive a six month discount or exemption, as was prior to 1 April 2013. Therefore, any additional income that is raised by allowing less discount which is retained locally. The incentive as far as central Government was concerned was to incentivise bringing empty homes back into use.

3. Another aspect to implementing the changes in 2013 was that although it would raise more income locally it would also increase administration costs as there was more debt to pursue and is an area of debt that is often more contested by tax payers. The changes also coincided with the introduction of Local Council Tax Support which meant many Council Tax payers received a Council Tax bill for the first time with limited means to pay. Again this increased administration costs although there were savings generated under the scheme. However, additional income from discount reduction or reduced Local Council Tax Support levels are only savings if the income is actually collected, and the additional work does not impact on the wider Council Tax collection. The full administration cost for collecting Council Tax is borne by the District Council and only 10% of the Council Tax is retained. However, the County Council pays no administration cost yet received approximately 75% of any additional income. In recognising this income and the potential for all parties to benefit from these changes there has been an arrangement in place since 2013 with the Essex County Council, Police and Fire and Rescue Services whereby the District Council receives around £110,000 per annum from these bodies to invest in additional resources to collect these additional debts. These arrangements have been successful the overall in-year collection rate has been maintained at a high level at around 98%. Since 2013 the Revenues team has been able to streamline processes and become more effective in its administration such that it is felt that, should members decide, there is more scope to reduce the empty discount further, both to further incentivise bringing empty homes back into use and raise more Council Tax income for local services. This has also contributed to the New Homes Bonus as the number of empty properties form part of the calculation.

4. As stated previously the current level is 3 months at 100% discount. The options could be to reduce the level to two months, one month or provide no discount at all. It is felt that to reduce the discount to two months would only have a marginal affect. To reduce the discount to 0% whilst potentially raising more income would result in a large number of debts for only a few days or weeks, many of which would be uneconomic to pursue, and would still create administrative cost. To reduce the discount to one month, however, would still recognise a time period for landlords to re-occupy their properties, or for short-term gaps between occupations of dwellings to occur without undue financial penalty, the raising of low-value bills and provide additional income to collect efficiently.

5. Across Essex there are a mixture of periods allowed for empty property discounts ranging from no discount awarded to a three month period, as we are currently. The level of income expected to be raised in 2016/17 for reducing the empty property discount from six to three months is £260,000. To reduce the discount to one month would raise an additional £300,000. To reduce the discount to zero would raise around an additional £100,000. One needs to remember that whilst these sums would be raised locally only around 10% of this would be retained by Epping Forest. The recommended option of reducing the discount to one month would benefit Epping District Council an additional £30,000 in income. It should

also be added that any reduction in the discount allowed would affect Epping Forest District Council and its own vacant dwellings when they arise.

6. The second recommendation in this report is intended to stop potential abuse of any discount change whereby someone moves furniture into the property so it is no longer 'vacant' and then claims a further period of discount. For example, a person could move furniture into a dwelling for a few days and claim the property is no longer 'vacant'. Whilst the property would be chargeable for those few days, if that person then moved the furniture out again it would become vacant again and a further discount could potentially apply. The principle has historically existed under Local Taxation legislation for a minimum period of occupation or furnished dwellings and an explicit provision should be inserted for our discretionary scheme. It would also be prudent to insert it into the current scheme provisions as this was not evident when the legislative changes occurred under the 2012 Act.

7. Listed out below for members information are the list of circumstances affecting empty properties that are excluded from these discount provisions as they remain exempt under Council Tax legislation:

- Unoccupied dwellings owned by a charity (up to 6 months)
- A dwelling left unoccupied by people who are in prison.
- An unoccupied dwelling which was previously the sole or main residence of a person who has moved into a hospital or care home.
- Dwellings left empty by deceased persons (6 months from date of probate).
- An unoccupied dwelling where the occupation is prohibited by law.
- Unoccupied clergy dwellings.
- An unoccupied dwelling which was previously the sole or main residence of a person who is the owner or tenant and who has moved to receive personal care.
- An unoccupied dwelling which was previously the sole or main residence of a person who is the owner or tenant and who has moved in order to provide personal care to another person.
- An unoccupied dwelling where the owner is a student who last lived in the dwelling as their main home.
- An unoccupied dwelling which has been taken into possession by a mortgage lender.
- An unoccupied dwelling where the person who would otherwise be liable is a trustee in a bankruptcy.
- Empty caravan pitches and boat mooring.

Resource Implications:

EFDC as billing authority incurs the cost of the additional administration associated with the potential changes but receives a grant from Essex County Council, Essex Fire and Rescue Service and the Essex Police and Crime Commissioner to help with the increased workload. The change would provide additional income of around £300,000 locally of which £30,000 would be retained by this authority.

Legal and Governance Implications:

The Local Government Finance Act 2012 abolished the exemption for vacant dwellings and required billing authorities under section 11A of the Act to establish its own level of discount for these properties.

Safer, Cleaner and Greener Implications:

None.

Consultation Undertaken:

None.

Background Papers:

None.

Risk Management:

Any changes will affect the Council Tax Base for 2017/18 and any decision would need to be made in advance of its calculation.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

There remain exemptions from Council Tax for vacant properties where there are vulnerable situations as outlined in paragraph 6 of the report, such as those who need to move into hospital or to receive personal care. The changes would otherwise affect all owners equally and without discrimination.

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Report to the Cabinet

Report reference: C-032-2014/15
Date of meeting: 3 November 2016



**Epping Forest
District Council**

Portfolio: Safer Greener and Transport

Subject: North Essex Parking Partnership – Extension of Joint Committee Agreement for a further four years

Responsible Officer: Qasim (Kim) Durrani (01992 564055).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) To note that the delegated authority from Essex County Council (ECC) to the North Essex Partnership (NEPP) for the administration of on street parking arrangement comes to an end in March 2018 and ECC, following a review of the arrangement, has decided to extend this up to 2022, subject to the approval of the Joint Committee of NEPP in December; and

(2) To delegate to the Portfolio Holder for Safer Greener and Transport the authority to agree the four year extension at the Joint Committee meeting in December 2016 from 2018 to 2022; and

(3) To note the dissatisfaction of the Council at the lack of performance of NEPP within the District and ask the Portfolio Holder to get assurance of improved performance.

Executive Summary:

The North Essex Partnership (NEPP) was created in 2011 when Essex County Council (ECC) took back the on-street parking arrangement from District and Borough Councils. It consists of six authorities: Epping Forest District Council, Harlow District Council, Uttlesford District Council, Braintree District Council, Colchester Borough Council and Tendring District Council. Colchester Borough Council is the lead authority and all the staff is employed by them. The Partnership is governed by the Joint Committee which consists of Portfolio Holders from all the constituent members as well as ECC.

NEPP was set up for an initial seven year period with an option to extend by another four years. ECC has during 2016 carried out a review of the performance of NEPP and decided to offer the four year extension. This will be discussed at the December 2016 Joint Committee meeting and a joint decision taken on the extension. It is for this reason that all Portfolio Holders representing the member authorities are required to come with the necessary delegated authority.

By granting delegated authority to the Portfolio Holder for Safer Greener and Transport the Council will ensure that it is a full partner in the management of NEPP and be responsible for the on-street parking arrangements within Epping Forest District.

Reasons for Proposed Decision:

The responsibility for on-street parking arrangement is that of ECC who has elected to delegate this to NEPP for a further four year period. In order for the Council to benefit from this arrangement the Portfolio Holder has to have delegated authority at the December Joint Committee meeting to agree to the extension on behalf of Epping Forest District.

Other Options for Action:

The Council can refuse to be part of the next four year extension. However NEPP will continue to operate on-street parking enforcement in the Epping Forest District. This will mean that the Council will have no influence over the decision made by NEPP within the administrative boundary of the District.

It is in the gift of the County Council how it wishes to operate the on-street parking arrangements. Whereas the Council would like to perform this function itself the current preference for ECC is to continue with NEPP.

Report:

1. At the time NEPP was set-up in 2011 Epping Forest District was the only authority in Essex that had an outsourced operation, Vinci Parks Limited were the contractors. In order to avoid financial penalties for early termination of the contract the Council joined the NEPP at the end of the contract with Vinci Parks in October 2012.

2. NEPP is operated under a legal agreement between the six district and borough councils and ECC. Colchester Borough Council is the lead authority responsible for the delivery of on-street enforcement and associated functions. The initial term of the contract was seven years with a possibility for a further four years extension. The initial contract term will end in March 2018

3. ECC has carried out a review of the Partnership, facilitated by Blue Marble, which included officers from all the districts and borough councils. All options available to ECC were considered and the conclusion of the review is to extend NEPP for another four years, with revised terms (**recommendation 1**).

4. At the time the on-street arrangements were taken back by ECC there was an estimated deficit across the County of circa £ 1 million. In NEPP area alone the total deficit was £600,000. Some areas of the County and indeed NEPP generate more on-street income than others, and this variation allows ECC to balance the costs of enforcement. If the on-street operations were split into individual districts then it would be difficult for ECC to operate on a balanced budget.

5. At the time of its creation, in addition to the £600,000 deficit which was underwritten by ECC for the first two years, NEPP inherited a backlog of defective signs and lines and a haphazard approach to implementation of new traffic controls and parking restrictions across the area. It is worthwhile to note the success achieved by NEPP:

- Full recovery of the £600,000 deficit and operating on a balanced budget;
- delivery of 432 signs and lines improvement schemes;
- 163 new Traffic Regulation Orders (TRO) in the whole partnership, out of which 82 were in Epping Forest District;
- creation of capacity to undertake large area wide schemes - Loughton Broadway Parking Review being currently carried out in the District; and
- creation of budget surplus to introduce new TRO.

6. If the Council were to decide to not be part of NEPP then, based on the information and feedback from other district and boroughs and ECC, it is very likely that NEPP will accept the four year extension. This will mean that the on-street arrangements in the District will continue to be managed by NEPP, run by the Joint Committee consisting of other local authorities, and the Council will have no input or influence over the decisions made within the Epping Forest District. It is recommended that it is far better for the Council to be in the Partnership than not. This will enable the Council to influence decision making, it is for this reason that it is recommended to give delegated authority to the Portfolio Holder **(recommendation 2)**.

7. The District has within its administrative boundary: seven London Underground Stations and one mainline station at Roydon whereas Sawbridgeworth main line station is just across the border in Hertfordshire. The proximity to London and access to M25 and M11 represents unique challenges for the highway network within the District. There is a strong feeling among Members that NEPP and ECC have failed to recognise these key features and continue to treat the District as the rest of Essex, which is neither fair nor appropriate. Members would like reassurance from the Portfolio Holder that NEPP will take steps to address these concerns **(recommendation 3)**

Resource Implications:

No additional resource impact on the Council. The current planned Loughton Broadway Parking Review can continue until completion.

Legal and Governance Implications:

The Joint Committee is an Executive Committee and the Council is represented by the Portfolio Holder for Safer, Greener and Transport. ECC will revise the terms of the agreement with the lead authority, Colchester Borough Council, these will be reviewed by the Councils Monitoring Officer before being agreed.

Safer, Cleaner and Greener Implications:

Free flow of traffic, congestion parking and making and updating Traffic Regulation Orders.

Consultation Undertaken:

Blue Marble carried out a review of both, North and South, Partnerships in which officers from all districts and boroughs and ECC participated.

Background Papers:

Cabinet reports setting out the reasons for joining NEPP.

Risk Management:

As a full member of the NEPP this Council is responsible for covering any financial loss that the Partnership makes in any one financial year, this is the condition on which the County Council has delegated this responsibility. As the notice of withdrawal from NEPP has to be conterminous with the end of a financial year it is the case that Council will be liable, proportionally, for the loss made by NEPP in any financial year. However the on-street management account of NEPP has been in a surplus over the past three years and the Joint Committee has dedicated £100,000 in a reserve fund to cover any losses.

Due Regard Record

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Appropriate provision is made for people with disabilities to park on the public highway.

Report to the Cabinet



Report reference: C-033-2016/17
Date of meeting: 3 November 2016

**Epping Forest
 District Council**

Portfolio: Technology & Support Services

Subject: Civic Offices, Other Operational Buildings and Commercial Property – Planned Maintenance Programme 2016/17 to 2020/21.

Responsible Officers: Mike Hobbs/David Newton (01992 564150).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the Five Year Planned Maintenance Programme 2016/17 to 2020/21 for Operational and Commercial Properties be approved; and
- (2) That the Capital and Revenue budget requirements for essential and planned maintenance works at the Civic Offices, other Operational Buildings and Commercial property for the five year period 2016/17 to 2020/21 be approved (Appendices 1 and 2 refer)

Executive Summary:

This report:

- (a) Sets out the already approved capital and revenue expenditure for 2017/18 to enable Cabinet to review their previous decisions on the level of spending to be implemented;
- (b) Makes capital bids of;

| 2017/2018 | 2018/2019 | 2019/2020 | 2020/2021 |
|-----------|-----------|-----------|-----------|
| nil | £659,000 | £394,000 | £292,000 |

- (c) Makes revenue bids of ;

| 2017/2018 | 2018/2019 | 2019/2020 | 2020/2021 |
|-----------|-----------|-----------|-----------|
| nil | nil | £45,240 | £122,150 |

and

- (d) Sets out the spending profiles both Capital and Revenue for the 4 years 2017/18; 2018/19; 2019/20 and 2020/21.

Reasons for Proposed Decision:

A proactive approach to Facilities Management has been taken for all operational buildings and commercial property to ensure that:

- (a) the buildings and their infrastructure will be maintained to an appropriate level meeting health and safety, statutory regulations and contractual obligations;
- (b) the buildings and their infrastructure will be brought to a standard to comply with EU statutory regulations;
- (c) the risk of unreliability and failure of critical systems, services and building fabric is reduced;
- (d) good financial management through forecasting is maintained; and
- (e) performance standards/indicators are maintained or improved upon.

Other Options for Action:

- (i) Consideration has been given to a range of projects, discounting those that are not considered critical.
- (ii) Do nothing. This would lead to a deterioration of building fabric and systems which could result in a risk to the health and safety of staff and the public, loss of service and income, increased future management liability, reduced property asset value, breach of legal obligations in respect of commercial leases and contract requirements. There is also a risk that the buildings and infrastructure may not meet future needs of the Council.
- (ii) Defer action until fabric, systems or equipment fails. This would cause varying degrees of disruption depending on the extent of failure and/or systems involved and the time scale for procurement and rectification of the defect. Depending on the nature of the failure it could also lead to damage to other parts of the building fabric or services or loss of income. This option would also lead to a request(s) for supplementary finance at the time and have a negative effect on performance standards. The performance of the Council's operations and functions may be compromised.

Report:

Overview

1. At the Council's request a report is submitted to Cabinet regularly showing the status of planned and preventative maintenance at the Civic Offices complex and all operational buildings and commercial properties.
2. The Planned Maintenance Programme provides a structured way of ensuring that the Council's property assets are properly maintained and improved to meet Health and Safety requirements, statutory regulations, contractual obligations in respect of leases for commercial premises, customer demands and the long term protection and value of the authority's assets.
3. A spending profile for both capital and revenue expenditure for the 5 year period 2016/17 to 2020/21 is provided so Cabinet can see the level of investment that has already been made and that which is proposed.

Current Work Programme 2016/17

4. In addition to the planned maintenance programme approved for 2016/17, the Facilities Management Team (FM) has also been engaged in implementing day-to-day routine maintenance and servicing works as well as a number of additional projects, including:

(a) Office alteration works at the civic complex funded by and on behalf of other Directorates following the Senior Management Restructure. This has had a resourcing implication on the FM team in terms of design and project management time.

(b) Investigating options for extending the existing reception area at the civic offices out towards the rear of the building as part of Transformation proposals in order to facilitate the inclusion of payment machines and additional reception staff.

(c) The provision of a new electrical control panel to allow the computer suite, the main civic building and the Condor building to be switched independently in the pyramid building. This will enable Engineers to switch and work on main switchboards without the need to shut down central computer services.

(d) Organising the moving of staff and equipment from Langston Road Depot to the new depot at Oakwood Hill and continuing to undertake fit out works in the offices and workshops.

Future Work Programme 2017/18

5. Key projects include:

(a) The provision of a new generator at the civic offices which will have the capacity to fully power the whole site in the event of loss of power from UK Power Networks.

(b) The replacement of the existing air conditioning units in computer suite 2 which are at the end of their operating life.

(c) Completely overhauling the main roof over the listed building at the museum following the identification of defects during recent refurbishment works, which did not cover this area. This will ensure that the building is watertight for many years to come. In addition, the roof space will be insulated and repairs carried out to chimney stacks to make good use of the required scaffolding.

Proposed development sites

6. As the closure of Epping Depot and Pyrles Lane Nursery is impending, no specific planned maintenance works are being proposed at either of these locations.

7. At Townmead depot, only minimal works had been allowed but a recent audit has highlighted a need for some security and safety works. As these works are urgent they have been included in the revised programme for 2016/17. It is understood that a separate report is to be submitted in due course to set out proposals and funding requirements for the redevelopment of this site.

Energy Efficiency and Carbon Reductions

8. Energy performance at the Civic Offices continues to improve following the latest independent survey for the Display Energy Certificate (DEC) in June 2016. The anomaly shown in year 2015, where the rating is shown as 42, is under investigation by the Consultants.

9. The annual DEC performance since its introduction in 2009 is shown below. In terms of the ratings, A (0-25) is the most energy efficient and G (over 150) is the least energy efficient. The typical rating for this type of building would be D (76-100)

| Year | DEC rating |
|------|------------|
| 2009 | G (269) |
| 2010 | F (148) |
| 2011 | F (136) |
| 2012 | E (112) |
| 2013 | E (103) |
| 2014 | E (107) |
| 2015 | B (42) |
| 2016 | D (100) |

10. Performance continues to improve albeit at a slower rate. Improvements in 2016 have been helped by the installation of new windows in the main building and in part from the installation of PV solar panels. The 2017 DEC will take into account a full year of the PV solar panel operation. In the first seven months since their installation the panels have generated 35,760 kWh.

11. 2015/16 saw a decrease in electricity consumption of 13.4% (132,125 kilowatt hours) compared to 2014/15. However gas consumption increased by 8.72% (42,155 kilowatt hours). The reduction in electrical consumption is attributable to the completion of the bulk of the changeover to LED lighting and automating lighting controls. The increase in gas consumption was due to turning the heating on a month earlier and a cold spell in March.

General

12. Continuing Service Budget provision in the sum of £118,000 was reduced to £90,000 on 1 April 2015.

13. Appendices 1 and 2 accompanying the report comprise spending profiles for capital and revenue expenditure for the five year period 2016/17 to 2020/21.

Resource Implications:

Bid for capital funding as follows:

| | 2016/17 Revised £ | 2017/18 Estimate £ | 2018/19 Estimate £ | 2019/20 Estimate £ | 2020/21 Estimate £ | 5 Year Total £ |
|--------------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| Total Capital Bids | 0 | 0 | 659 | 394 | 292 | 1,345 |
| Approved Budget | 1,187 | 168 | 0 | 0 | 0 | 1,355 |
| Re-phasing | -650 | 496 | 154 | 0 | 0 | 0 |
| Revenue Expenditure Identified | -30 | 0 | 0 | 0 | 0 | -30 |
| Total budget Proposed | 507 | 664 | 813 | 394 | 292 | 2,670 |

Bid for DDF revenue funding as follows:

| | 2016/17 Revised £ | 2017/18 Estimate £ | 2018/19 Estimate £ | 2019/20 Estimate £ | 2020/21 Estimate £ | 5 Year Total £ |
|--------------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| Planned Maintenance Programme | 199.65 | 210.94 | 195.92 | 238.61 | 226.67 | 1071.79 |
| Existing CSB Budget | 90.00 | 90.00 | 90.00 | 90.00 | 90.00 | 450.00 |
| Existing HRA Budget | 6.50 | 7.38 | 6.50 | 6.50 | 14.53 | 41.41 |
| DDF Required Budget | 103.15 | 113.56 | 99.42 | 142.11 | 122.15 | 580.39 |
| DDF Approved Budget | 110.00 | 74.00 | 156.00 | 0.00 | 0.00 | 340.00 |
| DDF Brought Forward | 73.00 | 79.85 | 40.29 | 96.87 | 0.00 | 290.00 |
| DDF Carry Forward | -79.85 | -40.29 | -96.87 | 0.00 | 0.00 | -217.00 |
| Additional DDF Required | 0.00 | 0.00 | 0.00 | 45.24 | 122.15 | 167.39 |

Legal and Governance Implications:

None.

Safer, Cleaner and Greener Implications:

A number of the included projects have energy reduction/carbon emissions reduction implications as a result of improving installations, installing more modern energy efficient plant, equipment, controls and alternative sources of generation.

Consultation Undertaken:

There has been no external consultation undertaken in respect of this report.

Background Papers:

Epping Forest District Council Five Year Planned Maintenance Programme 2017-2022 Operational and Commercial Property, copies are available in the Members Room.

Risk Management:

Regular planned and preventative maintenance helps to reduce the risk of interruptions to the Council's day to day operations from critical and partial systems failure, assists with financial planning and reduces the need to seek supplementary finance outside of the budgetary process.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

Due to the large number of projects involved in this report, it is necessary to assess each project individually when it commences to ensure compliance with the above.

Facilities Management 5 Year Capital Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| | Civic Offices | | | | | | |
| | Electrical/Mechanical | | | | | | |
| CP102 | Energy Efficiency CO2 Reduction | 39 | 20 | 20 | 20 | 20 | 119 |
| CP008 | Photovoltaic Panel on the Main Building, Condor Building and Rear Extension, including pre work protection. | 1 | | | | | 1 |
| CP111 | Replacement of failing lighting fittings in car parks, walkways and offices in the Civic Complex with LED lighting. | 33 | 20 | 15 | | 5 | 73 |
| CP113 | Electrical load management | 15 | | | | | 15 |
| | New generator | | 70 | | | | 70 |
| C1701 | Fire Alarm – New Smoke and Heat Detection Loop 3 | 5 | | | | | 5 |
| C1702 | Fire Alarm – New Smoke and Heat Detection | 16 | | | | | 16 |
| 19/001 | Fire Alarm System - Speaker Replacement | | 10 | | | | 10 |
| CP135 | Energy Conservation - Provision of Power Factor Correction and Voltage Regulation to reduce energy costs and electricity charges; intake revision and provision of Air Circuit | | | 21 | | | 21 |
| CP109 | Installation of Electrical Engineering bypass panel | 40 | | | | | 40 |
| 20/001 | Removal of the old main distribution equipment in the pyramid building. This equipment can now be made redundant which will relieve the burden on space issues in the building allowing for future energy efficient works. | | | | 10 | | 10 |
| C1710 | Installation of new generator main switch, linking to new bypass panel, in advance of new generator | 10 | | | | | 10 |
| CP137 | Smart Metering - continued installation of smart meters to help monitor the council's energy usage and target areas for future energy saving enhancements. | | 10 | | | | 10 |
| CP147 | Fire Alarm – New fire alarm panel, new loops, detectors cards and replacement of the fire alarm amplifier rack in the Conder building. This equipment is approximately 25 years old is now becoming a maintenance liability | 11 | 29 | 8 | | 12 | 60 |
| 19/002 | Replacement of basement main switch panel. | | | 50 | | | 50 |
| CP149 | Trend - Interface upgrade | 7 | 15 | 17 | 20 | 15 | 74 |
| CP150 | Daikin - Interface upgrade | | 10 | | | | 10 |
| 21/001 | Upgrade of Janus security system to SATIAN system (site wide). | | | | | 30 | 30 |
| C1803 | Plant Room 3 - Replacement supply/extract fans to Member Suite | | 30 | | | | 30 |
| C1703 | Plant Room 2 - Replacement supply/extract fans to Council Chamber | 45 | | | | | 45 |
| 19/003 | Plant Room 2 - Replacement supply/extract fans to internal office space | | | 12 | | | 12 |
| 19/004 | Plant Room 3 - Replacement supply/extract fans to Staff Recreation area | | | 12 | | | 12 |
| C1602 | Homefield House - Upgrades to power lighting and fire alarms | | 9 | | | | 9 |

Facilities Management 5 Year Capital Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| C1804 | Computer Suite 2 - Replacement AC units | | 55 | | | | 55 |
| C1603 | Phased replacement of Electrical Power Distribution Equipment in the main intake due to life expiry and Health and Safety risk | 10 | 20 | | | | 30 |
| C1705 | Phased replacement of Electrical Power Distribution Equipment in all the intakes due to life expiry and Health and Safety risk | | 20 | 10 | 6 | | 36 |
| C1604 | Phased replacement of Electrical Breakers and fuses in electrical riser No 1, 2, & 3 due to life expiry and Health and Safety risk | 42 | 22 | | | | 64 |
| 19/005 | Replacement of distribution boards throughout the Civic Offices - Mainly Conder building and rear extension. | | | 16 | | | 16 |
| C1606 | Install new control panel in boiler house | 18 | | | | | 18 |
| 19/006 | Replacement of the Mechanical control panels. These panels have come to the end of their life span and require upgrading. | | 20 | 20 | 20 | 20 | 80 |
| C1606 | Replace air handling unit (AHU4) in plant room 3 for ICT Training Room and Recreation Room. New unit smaller and more energy efficient. | | | 22 | | 22 | 44 |
| C1706 | Replace AC units that supply Civic Offices, including access to roof covering. | 80 | | | | | 80 |
| 19/007 | Replacement of Mitsubishi air conditioning on the link bridge roof. Units are at the end of their serviceable life and have now become a maintenance liability. | | | 43 | 48 | 45 | 136 |
| C1807 | Replace air handling duct work in ceiling 2nd floor Main Building | | | 35 | | | 35 |
| C1808 | Provide pressurisation unit to serve Cold water buffer tank in plant room 3 | | 12 | | | | 12 |
| C1809 | Replace air handling unit (AHU3) in plant room 2 for main building offices. New unit smaller and more energy efficient. | | 22 | | 22 | | 44 |
| 20/003 | Plant room 2 - ventilation serving Council Chamber, replace AHU1 with new inverter driven motors and dampers. | | | 22 | | | 22 |
| 19/008 | Progressive replacement of all Daikin air conditioning units - Units are at the end of their serviceable life and should be replaced before complete failure. | | | 15 | 17 | 20 | 52 |
| | Main Building (Internal) | | | | | | |
| C1607 | Refurbish 1st floor Tower Toilets, including accessible toilets, following replacement of failing fresh air & extract air handling unit in 2014/15 | | 46 | | | | 46 |
| C1608 | Refurbish ground floor Tower toilets, including accessible toilet, following replacement of failing fresh air & extract air handling unit in 2014/15 | | 49 | | | | 49 |
| C1707 | Refurbish first floor north toilets, to be carried out in conjunction with the replacement of failing fresh air & extract air handling unit . | | | 40 | | | 40 |
| C1708 | Refurbish ground floor north toilets, to be carried out in conjunction with the replacement of failing fresh air & extract air handling unit . | | | 55 | | | 55 |
| | Main Building (External) | | | | | | |

Facilities Management 5 Year Capital Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| CP156 | Replacement of the concrete seating at the front of the building, with 2 tier brick planters. | | | 19 | | | 19 |
| CP158 | Reline lead valley around council chamber where split and defective and water is now seeping through to the roof deck below. Repair and overcoat numerous splits, cracks, holes and the like to roof sheets, valley gutters, flashings, joints and details | 20 | | | | | 20 |
| 19/009 | Replace glazed atrium roof and associated smoke extract ventilation which is approaching the end of its design life. | | | 227 | | | 227 |
| | Pyramid Building | | | | | | |
| 21/002 | Apply a high performance polyurethane coating system to the aging roof and gutter system to achieve a further 20 years guaranteed longevity . Allow for scaffolding for safe working at height. | | | | | 12 | 12 |
| | 63 The Broadway, Loughton | | | | | | |
| 21/003 | Replace aging and tired looking original shop front, including replace aging assisted door mechanism. | | | | | 17 | 17 |
| | North Weald Airfield | | | | | | |
| | Gatehouse | | | | | | |
| C1813 | Replace dilapidated single glazed timber windows, doors and rooflights with new thermally efficient double glazed aluminium units. | | 28 | | | | 28 |
| | Control Tower | | | | | | |
| CP140 | Escape ladder (To complete) | 3 | | | | | 3 |
| | Epping Forest District Museum, Waltham Abbey | | | | | | |
| C1810 | To remedy defects identified during recent refurbishment works, scaffold out premises for safe working at height. Re-roof two storey pitched areas, including installing a breathable waterproof underlay membrane beneath tiles as there is currently no underlay at all below tiles. Provide new battens and replace all broken tiles. Reform all flashings, details and abutments. Provide insulation to roof spaces as required under Building Regulations. | | 65 | | | | 65 |
| C1811 | Making use of scaffolding for roof works, access chimney stacks and repoint. Repair, re-render and redecorate where necessary. Repair / replace damaged chimney pots and re-flaunch. Overhaul lead flashings and details. | | 10 | | | | 10 |
| | The Limes Centre | | | | | | |
| 21/004 | Lighting changes - Upgrade of the lighting and associated control system to reduce maintenance costs and facilitate energy savings. | | | | | 10 | 10 |

Facilities Management 5 Year Capital Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| | Ongar Public Toilet | | | | | | |
| 21/005 | Carry out internal refurbishment of 20+ years old facilities. Replace stainless steel sanitaryware comprising cubicles, toilet pans, urinal trough, pipe boxings, basins and taps. Renew mastic sealants and specialist steam clean tiled wall and floor surfaces. Prepare and redecorate internal ceilings | | | | | 25 | 25 |
| | | | | | | | |
| | Oakwood Hill Industrial Estate Workshop Units | | | | | | |
| 19/006 | Refurbishment of life-expired electro-hydraulic goods lift to meet current standards. | | | 77 | | | 77 |
| | Remove dilapidated asbestos cement rainwater gutters and downpipes and replace with new powder coated metal rainwater goods. Allow for scaffolding access for safe working at height. | | | 25 | | | 25 |
| | | | | | | | |
| | Council Owned Shopping Parades | | | | | | |
| | Limes Avenue, Chigwell (548 to 562) | | | | | | |
| 20/004 | Resurface rear yard | 12 | | | | | 12 |
| 20/004 | Take up existing life expired flat roof covering and lay new 3 layer felt roof with insulation. Replace 3 Nr dilapidated roof lights to pedestrian walkway including removing asbestos containing materials to facilitate this. Replace dilapidated cladding to soffits under pedestrian walkway and fascias around perimeter of building. Allow for scaffolding guardrails for safe working at height. | | | | 206 | | 206 |
| | | | | | | | |
| | Lower Queens Road, Buckhurst Hill (1, 4, 5 & 8) | | | | | | |
| 21/006 | Shop 1 - Overlay existing life expired mineral felt covering to single storey flat roof to the side of the premises with a new single layer cap sheet. Allow for isolated repairs to coping stones and external brick walls where damaged. Allow for edge protection guardrails for safe working at height. | | | | | 5 | 5 |
| | | | | | | | |
| | Parklands, Coopersale (28-31) | | | | | | |
| 21/007 | Overlay existing life expired mineral felt covering to single storey flat roof extensions to rear with a new single layer cap sheet. Allow for edge protection guardrails for safe working at height. Allow for isolated repointing and minor repair works. | | | | | 9 | 9 |
| | | | | | | | |
| | Roundhills, Waltham Abbey (74-82) | | | | | | |
| 19/007 | Resurface tarmac service yard to rear of block. | | | 7 | | | 7 |
| | | | | | | | |
| | The Broadway, Loughton (11-73 & 12-82) | | | | | | |

Facilities Management 5 Year Capital Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| C1814 | To various single storey flat roofs, overlay existing life expired mineral felt coverings with a new single layer cap sheet and/or apply a high performance polyurethane coating system to life expired asphalt surfaces. Allow for isolated repairs to coping stones and external brick walls where damaged and renew failing rainwater goods. Allow for edge protection guardrails for safe working at height. (16,18,20,26,52,&80) | | 47 | | | | 47 |
| | Housing Shop Works | | | | | | |
| CP124 | General fund share of Shop/Housing works | 25 | 25 | 25 | 25 | 25 | 125 |
| | Townmead Depot | | | | | | |
| | Urgent Security & Safety Works | 75 | | | | | |
| Page 25 | Grand Total | 507 | 664 | 813 | 394 | 292 | 2595 |
| | Approved Planned Maintenance Budget | 1187 | 168 | 0 | 0 | 0 | 1355 |
| | Works re-phased | -650 | 496 | 154 | 0 | 0 | 0 |
| | Revenue Expenditure Identified | -30 | 0 | 0 | 0 | 0 | -30 |
| | Budget Approved to date | 507 | 664 | 154 | 0 | 0 | 1325 |
| | Capital Expenditure Requested (NEW BID) | 0 | 0 | 659 | 394 | 292 | 1345 |
| | Proposed Budget | 507 | 664 | 813 | 394 | 292 | 2670 |
| | | | | | | | |
| | | | | | | | |
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Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| | Civic Offices | | | | | | |
| | Electrical/Mechanical | | | | | | |
| DF209 | Emergency Lighting Replacement & Battery Replacements | 5.03 | 3.00 | 3.00 | 3.00 | 3.00 | 17.03 |
| DF212 | Statutory Testing of Electrical Installation & rectification of defects | 4.30 | 5.00 | 5.00 | 5.00 | 5.00 | 24.30 |
| DF222 | Statutory Portable Electrical Testing of electrical appliances | 10.39 | | 8.00 | | 9.00 | 27.39 |
| DF620 | UPS maintenance and battery replacement | 2.50 | | | | | 2.50 |
| 18/013 | Replacement and repair of general items of electrical equipment/equipment housing. This is generally in the external areas where equipment housing have begun to rust. | | 1.00 | | | | 1.00 |
| | Main Building (External) | | | | | | |
| PM001 | Carry out external redecoration of general metalwork surfaces, railings, handrails, gates and staircases. | 5.00 | | | | 5.50 | 10.50 |
| PM001 | Carry out isolated patch repairs to dense bitumen macadam surface in car park 3 and seal surface cracking with liquid bitumen in car parks 2 and 3. | | 4.7 | | | | 4.70 |
| PM001 | To whole complex, jet through all foul and surface water drains to leave free flowing, and empty petrol interceptors, catchpits, channels and road gullies. | 4.50 | | | 4.50 | | 9.00 |
| PM001 | Carry out external redecoration and preservative treatment to general timber surfaces. | 4.00 | | | | 4.25 | 8.25 |
| PM001 | Replace various damaged heavy duty inset manhole covers with new cast iron covers and frames. Currently these manholes cannot be accessed to enable drains to be inspected, jetted and cleared. | | | | 13.5 | | 13.50 |
| PM001 | Carry out localised repointing of joints in stone external walls, ceremonial external staircase and various stone cill and render repairs identified at the time of specialist stone cleaning works to building elevations in 2016. | | 11.00 | | | | 11.00 |
| PM001 | Using a mobile elevated working platform for safe working at height, carry out minor repointing works to brickwork over second floor lintels. Rake out and replace failed mastic joints to second floor stonework to part front elevation. | | 3.50 | | | | 3.50 |
| PM001 | Specialist stone cleaning | 10.00 | | | | | 10.00 |
| PM001 | Repair to netting to prevent pigeons messing around air conditioning units. Include for safe working at height. | 2.50 | | | | | 2.50 |
| | Main Building (Internal) | | | | | | |
| PM001 | Partial replacement of worn floor finishes to offices, common and public areas | 1.00 | | | | | 1.00 |
| PM001 | Main building - Partial redecoration of offices, common and public areas. | 12.00 | | | | | 12.00 |
| PM001 | General "touch up" decoration to previously painted surfaces in public areas, circulation spaces and offices to ensure areas remain at a high aesthetic standard. | | 3.50 | 3.50 | 3.50 | 3.50 | 14.00 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM001 | Partial renewal of office venetian blinds where dilapidated. | | | | 2.20 | | 2.20 |
| PM001 | Redecorate ground floor, first floor and second floor corridors. | | | | 1.95 | | 1.95 |
| | Redecorate atrium, interview rooms, reception and high level areas below glazed roof including access equipment for safe working at height. | | | 4.60 | | | 4.60 |
| PM001 | Redecorate Committee Rooms 1+2 | 1.50 | | | | | 1.50 |
| PM001 | Redecorate north end staircase. | | | | 1.25 | | 1.25 |
| PM001 | Redecorate middle staircase. | | | | | 1.25 | 1.25 |
| PM001 | Repaint/decorate recreation room | 1.25 | | | | | 1.25 |
| PM001 | Redecorate 2nd floor reception area and circulation space / corridor leading to it from tower staircase. | | | | 1.58 | | 1.58 |
| PM001 | Redecorate room G.01 and room 1.20. | | 1.78 | | | | 1.78 |
| PM001 | Uplift and replace worn and heavily soiled carpets in room G.01; room 1.12; room 1.20; room 1.26. | | 12.10 | | | | 12.10 |
| | 323 House | | | | | | |
| PM001 | Redecorate ground floor and first floor corridors. | | | | 0.88 | | 0.88 |
| PM001 | External redecoration of soffits, fascias, rainwater goods, stonework, timber and dormer area including access equipment for safe working at height. | | | | 3.75 | | 3.75 |
| | Conder Building | | | | | | |
| PM001 | Partial replacement of worn floors | 3.75 | | | | | 3.75 |
| PM001 | Partial redecoration of offices. | 4.00 | | | | | 4.00 |
| PM001 | General "touch up" decoration to previously painted surfaces circulation spaces and offices to ensure areas remain at a high aesthetic standard. | | 1.80 | 1.80 | 1.80 | 1.80 | 7.20 |
| PM001 | Redecorate rear staircase and entrance porch from car park 2. | | | | 2.65 | | 2.65 |
| PM001 | Redecorate ground, first and second floor corridors. | | | | | 3.30 | 3.30 |
| PM001 | Partial replacement of suspended ceilings | 10.00 | | | | | 10.00 |
| PM001 | Redecorate room G.26 and room G.53/G.57. | | | 1.53 | | | 1.53 |
| PM001 | Uplift and replace worn and heavily soiled carpets in rooms G.45 and G.47. | | | | | 1.85 | 1.85 |
| PM001 | Uplift and replace worn and heavily soiled carpets in room G.44. | | | 3.25 | | | 3.25 |
| PM001 | Refurbish room 1.36 - replace dilapidated suspended ceiling tiles and grid. Uplift and replace worn and heavily soiled carpet. Redecorate previously painted surfaces. | | | | 9.75 | | 9.75 |
| PM001 | Refurbish room 1.46 - replace dilapidated suspended ceiling tiles and grid and redecorate previously painted surfaces. | | | | 2.80 | | 2.80 |
| PM001 | Refurbish rooms 2.31 and 2.33 - replace dilapidated suspended ceiling tiles and grid. Uplift and replace worn and heavily soiled carpet. Redecorate previously painted surfaces. | | | | | 3.85 | 3.85 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------|
| PM001 | Refurbish rooms 2.32; 2.34; 2.35; 2.36; 2.38; 2.38a; 2.38b; 2.39; 2.41; 2.44; 2.46 - replace dilapidated suspended ceiling tiles and grid and redecorate previously painted surfaces. | | | | | 29.50 | 29.50 |
| PM001 | Replacement of dilapidated air conditioning cages in Conder building car parks. | | 3.00 | 3.00 | | | 6.00 |
| | Rear Extension | | | | | | |
| PM001 | External redecoration and timber treatment including access equipment for safe working at height. | | | | 6.50 | | 6.50 |
| PM001 | General "touch up" decoration to previously painted surfaces in rooms G.56, G.56a and G.56b (Accountancy and Insurance offices). | | | 1.63 | | | 1.63 |
| PM001 | Redecorate rooms G.50 and G 52 (Benefit Fraud offices). | | | 1.10 | | | 1.10 |
| PM001 | Redecorate ground floor corridor, staircase to basement print room, first floor corridor and wash up station. | | | 2.60 | | | 2.60 |
| PM001 | Uplift and replace worn and heavily soiled carpets in rooms 1.74 and 1.76. | | | 1.10 | | | 1.10 |
| | Homefield House, Garage & Stores | | | | | | |
| PM001 | Carry out external redecoration of timber, masonry and metal surfaces including access | | | | | 2.56 | 2.56 |
| PM001 | Carry out external redecoration of timber and metal surfaces | | | | | 0.65 | 0.65 |
| | Bin store | | | | | | |
| PM001 | Replace dilapidated timber external doors with electrically operated roller shutter. | | | | | 2.23 | 2.23 |
| | Pyramid Building | | | | | | |
| PM001 | Carry out external redecoration of general metalwork surfaces. | | | | | 0.65 | 0.65 |
| | Hemnal Street Offices | | | | | | |
| PM002 | Isolated repair and redecoration of timber windows and barge boards to ensure weathertightness of these elements until full redecoration in 2019. | | 1.20 | | | | 1.20 |
| PM002 | External redecoration to main building and single storey section of building including timber windows, doors and glazed walls at ground floor level including minor repairs and redecorate metal railings, handrails and bollards. Allow for access scaffolding for safe working at height. | | | | 16.50 | | 16.50 |
| PM002 | To all areas - Clear all surface water road gullies and drainage channels to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation. | 0.75 | | | | | 0.75 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM002 | Overlay existing life expired mineral felt covering to single storey flat roof over rear open plan office area with a new single layer cap sheet. Allow for edge protection guardrails for safe working at height. | | 3.50 | | | | 3.50 |
| PM002 | Rewiring to remove life expired and failing pyro cables feeding external lights and replace lights with new energy efficient LED fittings. | | | 2.80 | | | 2.80 |
| PM002 | Replace aging wall mounted electric heaters to ground floor training room. | | | | 0.80 | | 0.80 |
| PM002 | To ground floor reception office, administration office and managers' office, replace dilapidated suspended ceiling tiles and grid with new and take the opportunity to install new LED energy efficient light fittings. | | | | 5.25 | | 5.25 |
| PM002 | Redecorate ground floor public reception and lobby, training room, reception office, administration office and managers' office. | | | | 3.40 | | 3.40 |
| PM002 | Redecorate rear open plan office and rewire existing lights to accept more energy efficient LED tubes. | | | | | 2.53 | 2.53 |
| PM002 | Redecorate ground floor stair lobby area and staircase, and replace carpet to lobby, stairs and landing. | | | | | 2.40 | 2.40 |
| PM002 | Refurbish first floor kitchen area including provision of vinyl floor finish to replace worn carpet. | | | 4.00 | | | 4.00 |
| PM002 | Replace floor standing gas boiler located in the rear open plan office area which is coming towards the end of its useful economic and reliable life. Install energy efficient condensing boiler including all associated electrical and condensate drainage works. | | | 4.00 | | | 4.00 |
| | | | | | | | |
| | 63 The Broadway Offices, Loughton | | | | | | |
| PM004 | Carry out redecoration of public entrance foyer area and interview room. | | 0.88 | | | 0.88 | 1.75 |
| PM004 | Carry out redecoration of staff offices, finance counter, kitchen and rear entrance foyer. | | | | | 2.15 | 2.15 |
| PM004 | Refurbish aging staff toilet and kitchen facilities. | | | | | 5.00 | 5.00 |
| | | | | | | | |
| | Epping Depot, Epping | | | | | | |
| PM013 | As the closure of this asset is imminent the buildings have not been surveyed and no specific planned maintenance works are therefore proposed. A general provisional sum has been allowed to ensure that basic standards of repair are instigated to ensure that health and safety standards are met until formal closure. | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 32.50 |
| | | | | | | | |
| | Oakwood Hill Depot | | | | | | |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM015 | Environmental maintenance. | 0.50 | | | | | 0.50 |
| PM015 | Basic health and safety requirements. | 3.75 | | | | | 3.75 |
| PM015 | To whole complex, jet through all foul and surface water drains to leave free flowing, and empty petrol interceptors, catchpits, channels and road gullies. | | 0.90 | 0.90 | 0.90 | 0.90 | 3.60 |
| PM015 | Redecorate public and heavily used common areas. | | | | 2.15 | | 2.15 |
| PM015 | Clean all air handling ductwork to remove dust and debris and prevent microbiological contamination. | | | | 5.00 | | 5.00 |
| | Townmead Depot | | | | | | |
| PM014 | Environmental maintenance - clear weeds, vegetation and litter from common areas, access roads and parking bays. | 1.20 | 0.70 | 0.73 | 0.75 | 0.78 | 4.15 |
| PM014 | Clearance of vegetation and silt from Collara Brook watercourse | 2.50 | 2.50 | 2.50 | 2.50 | 2.50 | 12.50 |
| PM014 | Options for redevelopment of this depot are currently being considered. Most of the buildings on the site have well exceeded their design life and are well beyond economic repair. Whilst consideration is being given to the best way to develop the site, it is recommended that generally only health, safety and staff welfare works are undertaken. A general provisional sum has been allowed to ensure that basic standards of repair are instigated until a decision is made. | 3.00 | 4.50 | 4.50 | 4.50 | 4.50 | 21.00 |
| PM014 | Clear debris from all surface water gullies and to yard, and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises. | | 0.60 | 0.60 | 0.60 | 0.60 | 2.40 |
| PM014 | Building 21 - To former WC area / canteen building, remove dilapidated water tank and timber housing structure located on roof. Make good roof covering where housing removed in order to leave covering watertight. Allow for scaffolding access and bridging across fragile roof surface. | | 8.00 | | | | 8.00 |
| PM014 | As a short term measure until life expired buildings are replaced, carry out strengthening works to failing reinforced precast concrete garage structures. | | | | 7.50 | | 7.50 |
| PM014 | As a short term measure until life expired buildings are replaced, carry out isolated roof repair works to failing fragile asbestos cement corrugated roof sheets. | | 10.00 | | | | 10.00 |
| PM014 | As a short term repair until life expired buildings are replaced, carry out repairs to perimeter fencing and boundary walls. | | 4.00 | | | | 4.00 |
| PM014 | Carry out external redecoration and minor timber repairs including access tower for safe working at height. | | | | 5.85 | | 5.85 |
| PM014 | Building 1 - Redecorate gatehouse building internally. | | | | 1.10 | | 1.10 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM014 | Building 1 - Uplift and replace worn and heavily soiled carpets in offices and vinyl flooring in other areas. | | | | 3.00 | | 3.00 |
| PM014 | Building 1 - Refurbish WC area and hand wash area. | | | | 3.25 | | 3.25 |
| | North Weald Airfield, North Weald | | | | | | |
| | Gatehouse | | | | | | |
| PM034 | Carry out external redecoration of timber surfaces, metal gates and railings. | | 2.18 | | | | 2.18 |
| PM034 | Internal redecoration of offices and common areas | | 1.75 | | | 1.75 | 3.50 |
| PM034 | Replace carpet to main reception and front security office area. | | | | 1.50 | | 1.50 |
| | Replace life expired fire alarm panel and detectors in accordance with manufacturers recommendations. | | | 3.00 | | | 3.00 |
| PM034 | As requested by airfield operations officers, install air conditioning system in main reception and front security office. | | | 3.50 | | | 3.50 |
| PM034 | Refurbish aging toilet facilities. | | | 2.00 | | | 2.00 |
| | Control Tower | | | | | | |
| PM034 | Prior to redecoration, pressure wash foot trafficked roof areas and balconies to remove grime and slip hazards. Allow for minor top up coating repairs to flashings, upstands and details. | | 2.75 | | | | 2.75 |
| | Replace life expired fire alarm panel and detectors in accordance with manufacturers recommendations. | | | 5.00 | | | 5.00 |
| PM034 | Install LED energy efficient lighting to ground floor conference room (first floor conference room already completed). | | | 3.00 | | | 3.00 |
| PM034 | Carry out external redecoration to concrete, masonry and metalwork surfaces including safe access equipment for working at height. | | 4.75 | | | | 4.75 |
| PM034 | Carry out internal redecoration works to common areas and conference rooms. | | | 5.00 | | | 5.00 |
| PM034 | Carry out internal redecoration works to observation room including access steps, provision of anti slip finish to treads and coating to bare concrete landings. Replace dilapidated access door leading to roof area. | | | 2.15 | | | 2.15 |
| PM034 | Replace carpet to ground floor conference room. | | | 2.50 | | | 2.50 |
| PM034 | As requested by airfield operations officers, install energy efficient wall mounted instant boiling water appliances in ground floor conference room kitchen area and first floor kitchen to enable conference attendees to access quick and easy tea and coffee making facilities. | | 3.10 | | | | 3.10 |
| | Building 240 - Fire Station | | | | | | |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM034 | Carry out external redecoration to concrete, masonry and timber surfaces including safe access equipment for working at height. | | | | 4.00 | | 4.00 |
| PM034 | Redecorate toilet and handwash area. | | | | 0.68 | | 0.68 |
| | Archive Store | | | | | | |
| PM034 | Apply a high performance polyurethane coating system to the life expired asphalt flat roof to the rear of the premises. Allow for guardrail where necessary to roof perimeter for safe working at height. | | | | | 2.25 | 2.25 |
| PM034 | Redecorate external doors, panels, gratings and fascias | 2.75 | | | | 1.65 | 4.40 |
| | Gymnastics Centre | | | | | | |
| PM034 | Maintenance of fire escape routes including clearance of vegetation from external fire escape routes and from around access road and car park. | 0.30 | 0.48 | 0.48 | 0.48 | 0.48 | 2.20 |
| PM034 | Clear debris from all gullies and drainage channels to car park, access road and external areas and jet through surface water drainage to leave free flowing. | 0.25 | 0.45 | 0.45 | 0.45 | 0.45 | 2.05 |
| PM034 | Apply preservative treatment to timber oil storage tank enclosure, external door faces and post and rail fence. | 0.60 | | | | 0.60 | 1.20 |
| PM034 | Using a mobile elevated working platform for safe working at height, inspect all roof and wall cladding. Allow for a minor overhaul of fixings and details to ensure continued weathertightness of external fabric. | | | | | 3.70 | 3.70 |
| | Annexe to Hangar 1 | | | | | | |
| PM034 | External redecoration of fascias, soffits, doors and panels. | | 2.60 | | | | 2.60 |
| | Building 66 | | | | | | |
| PM034 | Overlay existing life expired mineral felt covering to single storey flat roof extension to side with a new single layer cap sheet. | | | | 0.75 | | 0.75 |
| PM034 | External redecorating. | | | | 1.20 | | 1.20 |
| | 11KV High Voltage Network | | | | | | |
| | Investigation / scan and mapping of the high voltage electrical distribution infrastructure across the airfield to enable accurate cable locations to be ascertained and recorded for health and safety reasons. | | | | 15.00 | | 15.00 |
| | Museum, Waltham Abbey | | | | | | |
| PM033 | External redecoration of front, side and rear elevations; means of escape staircase including provision of anti-slip finish to treads and landing; external gates and railings. Include for access scaffolding and equipment for safe working at height. | | 14.50 | | | 15.00 | 29.50 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM033 | Carry out improvements to surface water drainage within the courtyard garden area to dissipate rainwater away from the building and to assist with reducing water penetration into the ground floor gallery area where the damp proof course is minimal. | | 1.80 | | | | 1.80 |
| PM033 | Jet through foul and surface water drains to remove obstructions and ensure free flowing. | | 0.30 | 0.30 | 0.30 | 0.30 | 1.20 |
| PM033 | Making use of scaffolding for roof works, overhaul first floor windows in front gallery and rear offices areas including replacing balancers to each sash and general window ironmongery. | | 3.00 | | | | 3.00 |
| PM033 | Clean all air handling ductwork to remove dust and debris and prevent microbiological contamination. | | | 5.00 | | 5.00 | 10.00 |
| PM033 | Touch up decoration to wall surfaces in display galleries and circulation spaces to ensure visitor areas remain at a high aesthetic standard. | | 1.50 | 1.50 | 1.50 | 1.50 | 6.00 |
| PM033 | Redecoration of public areas | | | | 4.50 | | 4.50 |
| PM033 | Deep clean oak flooring in public galleries and prepare and apply a refresher coat of maintenance oil. | | | | 2.50 | | 2.50 |
| | | | | | | | |
| | Limes Centre | | | | | | |
| PM038 | Wash down external plastisol coated soffits and fascias and powder coated windows and doors. Redecorate external rendered elevations and metal railings. Include for access scaffolding and equipment for safe working at height. | | 7.00 | | | | 7.00 |
| PM038 | Reconstruct underground foul drains / enlarge access manhole serving main toilet areas to prevent ongoing blockages. Allow to uplift and relay entrance paving slabs to facilitate. | | 2.40 | | | | 2.40 |
| PM038 | Jet through foul and surface water drains to remove obstructions and ensure free flowing. | | 0.45 | 0.45 | 0.45 | 0.45 | 1.80 |
| PM038 | Pressure wash paving slab footpaths, ramps, steps and public general circulation spaces to restore surface finishes. | | 1.00 | | | | 1.00 |
| PM038 | Internal redecoration of public areas and offices including access equipment for safe working at height | 5.00 | | | | 5.00 | 10.00 |
| PM038 | Insert maintenance inspection hatches into air handling ductwork to facilitate ongoing cleaning. | | 1.00 | | | | 1.00 |
| PM038 | Clean all air handling ductwork to remove dust and debris and prevent microbiological contamination. | | 4.00 | | 4.00 | | 8.00 |
| | | | | | | | |
| | Limes Farm Multi-Use Games Area, Chigwell | | | | | | |
| PM032 | Test electrical supply to the site and provide an Electrical inspection Condition Report. | | | | 0.75 | | 0.75 |
| | Nursery, Pyrles Lane, Loughton | | | | | | |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM030 | As the closure of this asset is imminent, the buildings have not been surveyed and no specific planned maintenance works are therefore proposed. A general provisional sum has been allowed to ensure that basic standards of repair are instigated to ensure that health and safety standards are met until formal closure. | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 15.00 |
| | Public Toilets, High Street, Ongar | | | | | | |
| PM040 | Jet through foul and surface water drains to remove obstructions and ensure free flowing | 0.15 | 0.25 | 0.25 | 0.25 | 0.25 | 1.15 |
| PM040 | Prepare and redecorate previously painted external surfaces and internal ceilings | | 1.35 | | 1.50 | | 2.85 |
| PM040 | Replace lighting with new energy efficient, vandal resistant LED light fittings. | | | | | 2.75 | 2.75 |
| | | | | | | | |
| | Industrial Estates | | | | | | |
| | Brooker Road Industrial Estate, Waltham Abbey | | | | | | |
| PM009 | Environmental maintenance - clear weeds, vegetation and litter from common areas, service roads and car parks. | 2.80 | 1.60 | 1.65 | 1.70 | 1.75 | 9.50 |
| PM009 | Carry out isolated patch repairs to concrete parking aprons and drainage channels to service roads. | | 11.00 | | | | 11.00 |
| PM009 | Carry out isolated patch repairs to tarmacadam car park surfaces and seal surface cracking and construction joints with liquid bitumen. | | | | | 13.25 | 13.25 |
| PM009 | Clear all surface water road gullies to landlord's car parks and service roads to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation. | | 0.90 | 0.90 | 0.90 | 0.90 | 3.60 |
| | | | | | | | |
| | Oakwood Hill Industrial Estate, Loughton | | | | | | |
| PM010 | To car parks, seal surface cracking to tarmacadam surfaces as necessary with liquid bitumen and re-linemark faded parking bays. | | | 1.95 | | | 1.95 |
| PM010 | Clear all surface water road gullies and drainage channels to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation. | | 0.30 | 0.30 | 0.30 | 0.30 | 1.20 |
| PM010 | Install section of steel tubular post and rail fencing adjacent to height restriction barriers to prevent unauthorised entry in to car park. | | 0.70 | | | | 0.70 |
| PM010 | Overhaul chain link fence to perimeter of car park. | | 1.75 | | | | 1.75 |
| PM010 | Redecorate hazard markings to height restriction barriers. | | 0.73 | | | | 0.73 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| | Oakwood Hill Industrial Estate Workshop Units, Loughton | | | | | | |
| PM011 | Carry out environmental maintenance to clear weeds, vegetation and litter from roads, parking areas and fire exit routes. | 1.50 | 0.63 | 0.65 | 0.67 | 0.69 | 4.14 |
| PM011 | Clear all surface water road gullies and drainage channels to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation. | | 0.90 | 0.90 | 0.90 | 0.90 | 3.60 |
| PM011 | Seal construction joints between concrete bays in parking areas as necessary with liquid bitumen. | | | 4.00 | | | 4.00 |
| PM011 | Excavate and remove vehicle damaged sections of drainage channel and gratings. Install new heavy duty channels and gratings. | | 3.00 | | | | 3.00 |
| PM011 | Carry out minor repointing and minor repairs to brickwork boundary walls. | | | 1.10 | | | 1.10 |
| PM011 | Prior to redecoration, pressure wash foot trafficked walkways and staircases to remove grime and slip hazards. | | | 0.80 | | | 0.80 |
| PM011 | Carry out external redecoration of common areas including railings and various timber doors. | | | 2.50 | | | 2.50 |
| PM011 | Replace aging landlord's lighting to walkway with new energy efficient, vandal resistant LED light fittings. | | | | 1.03 | | 1.03 |
| | Epping Sports Centre | | | | | | |
| PM023 | Drainage jetting | 0.75 | | | | | 0.75 |
| PM023 | Decorations including minor repairs | 2.50 | | | | | 2.50 |
| PM023 | Car park localised patch repair | 10.00 | | | | | 10.00 |
| | Loughton Leisure Centre | | | | | | |
| PM021 | Drainage jetting | 0.75 | | | | | 0.75 |
| PM021 | Service and clean streetlights and replace lamps. Include for Mobile Elevated Working Platform for safe working at height. Carry out statutory Electrical Inspection Condition Report. | | | | 2.50 | | 2.50 |
| | Ongar Leisure Centre | | | | | | |
| PM025 | Clear all gullies and jet through surface water drains to yards, car parks and walkways including emptying petrol interceptors and cleaning filters | 1.75 | 1.85 | 1.85 | 1.85 | 1.85 | 9.15 |
| PM025 | Patching/Repairs of roof copings / movement joints. | 4.50 | | | | | 4.50 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM025 | Service and clean streetlights and replace lamps. Include for Mobile Elevated Working Platform for safe working at height. Carry out statutory Electrical Inspection Condition Report. | 1.50 | | | 4.25 | | 5.75 |
| PM025 | Apply preservative treatment to windows, doors and cladding | 3.75 | | | | | 3.75 |
| | Waltham Abbey Swimming Pool | | | | | | |
| PM022 | Drainage jetting | 0.75 | | | | | 0.75 |
| PM022 | Redecorate entrance wall. | 0.50 | | | | | 0.50 |
| PM022 | Car park localised patch repair | 10.00 | | | | | 10.00 |
| PM022 | Repairs to Flat Roof | 10.00 | | | | | 10.00 |
| | Business Premises | | | | | | |
| | Council Owned Shopping Parades | | | | | | |
| | Borders Lane, Loughton (58 to 76) | | | | | | |
| PM046 | Clear debris from all surface water gullies to yards and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises | 0.75 | 0.90 | 0.90 | 0.90 | 0.90 | 4.35 |
| PM046 | Environmental maintenance - clear weeds, vegetation and litter from common areas and service road. | 0.80 | 0.80 | 0.83 | 0.85 | 0.88 | 4.15 |
| | External redecoration of extensions and exposed low level timber and metalwork to rear of parade. | 2.50 | | | | | 2.50 |
| PM046 | Replace aging landlord's lighting to front and side elevation and rear yards with new energy efficient, vandal resistant LED light fittings. | | | 2.35 | | | 2.35 |
| | Hillhouse, Waltham Abbey (1 to 12) | | | | | | |
| PM046 | Clear debris from all surface water gullies and drainage channels to yards and car park. Empty petrol interceptors and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises. | 0.50 | 0.75 | 0.75 | 0.75 | 0.75 | 3.50 |
| | Limes Avenue, Chigwell (548 to 562 including covered walkway and common areas) | | | | | | |
| PM046 | Carry out pressure washing and general maintenance of undercover paved areas and environmental maintenance to clear weeds, vegetation and litter from common areas, yard, car park and walkways. | 2.50 | 2.65 | 2.65 | 2.65 | 2.65 | 13.10 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM046 | Clear debris from all surface water gullies and drainage channels to yards and car park and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises. | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 3.75 |
| PM046 | Redecorate all previously coated surfaces to common areas in undercover walkway including gates and railings. | 2.00 | | | 2.75 | | 4.75 |
| PM046 | Prepare and apply preservative treatment to timber fencing and gates to rear yard areas. | | | | | 1.00 | 1.00 |
| PM046 | Replace aging landlord's lighting under covered walkway and front canopy with new energy efficient, vandal resistant LED light fittings. | | | | 2.50 | | 2.50 |
| PM046 | Carry out isolated repairs to dished concrete drainage channel in front car park and seal cracks in tarmacadam surface with liquid bitumen. Re-linemark faded parking bays, road markings and symbols. | | | 3.60 | | | 3.60 |
| P | Loughton Way, Buckhurst Hill (142 to 164) | | | | | | |
| PM046 | Environmental maintenance - clear weeds, vegetation and litter from common areas and strim grass bank. | 0.40 | 0.45 | 0.47 | 0.48 | 0.50 | 2.29 |
| PM046 | Prepare and apply preservative treatment to gates and fences to yard including isolated minor timber repairs. | | | | 1.25 | | 1.25 |
| 88 | Lower Queens Road, Buckhurst Hill (1, 4, 5 & 8) | | | | | | |
| PM046 | Redecorate ceiling to undercover walkway. Wash down feature wall tile cladding and redecorate metal cover panels in common areas. | 0.80 | | | 1.00 | | 1.80 |
| PM046 | Undertake specialist cleaning / restoration of feature wall tiles and stone plinth above shop fronts. | | | | 3.75 | | 3.75 |
| PM046 | Replace aging landlord's lighting under shops canopy area with new energy efficient, vandal resistant LED light fittings. | | | | 1.83 | | 1.83 |
| | Market Square, Waltham Abbey (15 to 19) | | | | | | |
| PM046 | Clear debris from all surface water gullies to yards and common areas and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manhole of each premises. | 0.40 | 0.60 | 0.60 | 0.60 | 0.60 | 2.80 |
| PM046 | Redecorate communal areas comprising underside of shop front canopy, brick piers, bollards and street furniture. | | | 1.75 | | | 1.75 |
| PM046 | Erect scaffold guardrail for safe working at height. Clean and prepare existing roof surfaces to shop front roof canopy. Recoat canopy surface with liquid applied waterproof roofing membrane. | | | | | 8.50 | 8.50 |
| PM046 | Replace aging landlord's lighting under shops canopy area with new energy efficient, vandal resistant LED light fittings. | | | 1.25 | | | 1.25 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM046 | Carry out isolated patch repairs to service yard concrete road surface and reseal construction joints with liquid bitumen. Re-linemark as required. | | | | | 2.75 | 2.75 |
| | Parklands Coopersale (28 to 31) | | | | | | |
| PM046 | Clear debris from all surface water gullies to service yard and jet through surface water drainage to leave free flowing. | 0.25 | 0.30 | 0.30 | 0.30 | 0.30 | 1.45 |
| PM046 | Environmental maintenance - clear weeds, vegetation and litter from common areas and service yard. | 0.30 | 0.30 | 0.31 | 0.32 | 0.33 | 1.56 |
| PM046 | Replace aging landlord's lighting to front and side elevations with new energy efficient, vandal resistant LED light fittings. | | | | | 1.30 | 1.30 |
| PM046 | Redecorate underside of shop front canopy and support columns and redecorate rear extensions including isolated repairs to timber weatherboarding, doors and frames. | 4.75 | | | | 4.00 | 8.75 |
| | Pyrles Lane, Loughton (34 to 52) | | | | | | |
| PM046 | Clear debris from all surface water gullies and drainage channels to yards and car park. Empty petrol interceptor and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises. | | 0.90 | 0.90 | 0.90 | 0.90 | 3.60 |
| PM046 | Re-linemark faded parking bays, road markings and symbols. | | | 0.50 | | | 0.50 |
| PM046 | Prepare and apply preservative treatment to gates and fences to service road including isolated minor timber repairs. Redecorate garage doors. | | | 3.75 | | | 3.75 |
| | Roundhills, Waltham Abbey (74 to 82) | | | | | | |
| PM046 | Clear debris from all surface water gullies and drainage channels to service yard and common areas and jet through surface water drainage to leave free flowing. Jet through foul drains beyond the first external manholes of premises. | | 0.60 | 0.60 | 0.60 | 0.60 | 2.40 |
| PM046 | Re-linemark faded parking bays, road markings and symbols in shoppers' car park. | | | 0.50 | | | 0.50 |
| PM046 | Clean diffusers and change lamps to landlord's lighting under front canopy, to yards and side elevation | | 0.50 | | | | 0.50 |
| PM046 | Redecoration of front canopy, side elevation, common areas and bollards. | | 1.75 | | | | 1.75 |
| | St Peters Avenue, Ongar 20-34 | | | | | | |
| PM046 | Carry out external redecoration of rendered surfaces and entrance doors to whole block including single storey rear extensions. Allow for some minor repairs to masonry and minor repairs / replacement of timber surfaces. Allow for access equipment for safe working at height. | | | 13.50 | | | 13.50 |
| PM046 | Overlay existing mineral felt covering to single storey flat roof extensions to rear with a new single layer cap sheet. Allow for edge protection guardrails for safe working at height. Allow for isolated minor repair works and renewal of fascias. | | | 5.50 | | | 5.50 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM046 | Carry out internal redecoration of staircases, landings and common areas. Allow for access equipment for safe working at height | | | | | 3.70 | 3.70 |
| PM046 | Carry out minor repairs to concrete floors, staircases and landings and prepare and apply non-slip decorative coating. | | | | | 4.20 | 4.20 |
| | The Broadway, Loughton (11 to 73 & 12 to 82) | | | | | | |
| PM046 | Environmental maintenance - clear weeds, vegetation and litter from common areas. | 2.25 | 2.25 | 2.25 | 2.25 | 2.25 | 11.25 |
| PM046 | Overlay damaged and pot holed concrete yard surface to r/o shops 39 and 41 with dense bitumen macadam. | | | | | 6.00 | 6.00 |
| PM046 | Overhaul brick walls and coping stones surrounding shop yards in numerous locations. | | | | | 3.50 | 3.50 |
| PM046 | Replace 2 Nr life expired roller shutters to undercover public access walkway adjacent to shop 42. | | 4.65 | | | | 4.65 |
| PM046 | Replace aging landlord's lighting to undercover public access walkway adjacent to shop 42 with new energy efficient, vandal resistant LED light fittings. | | 1.08 | | | | 1.08 |
| PM046 | Redecorate walls and ceiling to undercover public access walkway adjacent shop to 42. Clean and prepare floor and apply a two pack epoxy anti-slip floor coating. | | 2.53 | | | | 2.53 |
| PM046 | Redecorate large undercover walkway to Brickclamps Path between shop numbers 41 and 43. | | | 3.00 | | | 3.00 |
| | The Street, High Ongar (48 & 50) | | | | | | |
| PM046 | Carry out external redecoration of rendered walls, timber and metalwork including renewal of anti slip coating to external fire escape staircase. Allow for minor overhaul of any loose / slipped roof tiles whilst on site and repointing at ridge. Allow for scaffolding for safe access when working at height. | | 3.15 | | | | 3.15 |
| | Upshire Road, Waltham Abbey (113 to 123) | | | | | | |
| PM046 | Prepare and apply preservative treatment to gates and fences to service road including isolated minor timber repairs. | | | | | 1.05 | 1.05 |
| PM046 | Environmental maintenance - clear weeds, vegetation and litter from common areas. | | 0.60 | 0.60 | 0.60 | 0.60 | 2.40 |
| PM046 | Replace aging landlord's lighting to front elevation with new energy efficient, vandal resistant LED light fittings. | | 0.73 | | | | 0.73 |
| PM046 | Overlay existing mineral felt covering to single storey flat roof extensions to rear of 113/115/117 with a new single layer cap sheet. Allow for edge protection guardrails for safe working at height. Allow for isolated repointing and repair of external parapet walls. | | | 6.75 | | | 6.75 |
| | Chigwell Row Recreation Ground | | | | | | |
| PM036 | Carry out isolated patch repairs to concrete footpaths and seal surface cracking and construction joints with liquid bitumen. | | | 5.50 | | | 5.50 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| PM036 | Undertake minor timber repairs to gates and fencing at access points, benches and kick boards to courts. Prepare and apply preservative treatment. | | | 4.75 | | | 4.75 |
| PM036 | Overhaul court fencing. Check and resecure all fixings and carry out isolated repairs. Reset all loose fence posts in new concrete bases. | | | 2.35 | | | 2.35 |
| | General Improvement Areas | | | | | | |
| | Alfred Road, Buckhurst Hill | | | | | | |
| PM047 | Environmental maintenance - clear weeds, vegetation and litter from common areas, access roads and parking bays. | 1.50 | 1.58 | 1.63 | 1.68 | 1.73 | 8.10 |
| PM047 | To all areas - Clear all surface water road gullies and drainage channels to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation. | 0.50 | 0.75 | 0.75 | 0.75 | 0.75 | 3.50 |
| PM047 | To Alfred Road, Regency Lodge, Beatrice Court and The Windsors - Carry out isolated patch repairs to tarmacadam road surfaces and seal surface cracking with liquid bitumen. | | | | 5.50 | | 5.50 |
| PM047 | To Alfred Road - Carry out isolated repairs to close boarded timber fences and apply preservative treatment. Redecorate metal bollards. | | | | 2.80 | | 2.80 |
| PM047 | To Albert Terrace - Redecorate streetlight columns, bollards and pedestrian access gate. Clean diffusers to streetlights and change lamps. | | | | 0.75 | | 0.75 |
| | Woollard Street, Waltham Abbey | | | | | | |
| PM047 | Environmental maintenance - clear weeds, vegetation and litter from common areas and access roads. | 0.50 | 0.53 | 0.54 | 0.56 | 0.57 | 2.69 |
| PM047 | Where tarmacadam surfaces are breaking up, resurface section of road and parking apron. Reseal construction joints in concrete road and fractures in other tarmacadam surfaces with liquid bitumen. | | | | 5.25 | | 5.25 |
| PM047 | To all areas - Clear all surface water road gullies to remove debris and any other obstructions. Jet through underground drains to ensure free flowing effective operation. | | 0.25 | 0.25 | 0.25 | 0.25 | 1.00 |
| PM097 | Emergency Repairs | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 25.00 |
| | Ad Hoc Projects | 10.18 | | | | | 10.18 |
| | Grand Total | 199.65 | 210.94 | 195.92 | 238.61 | 226.67 | 1071.79 |

Facilities Management 5 Year Revenue Programme

| Project Ref | Items | 2016/17 Forecast £000 | 2017/18 Forecast £000 | 2018/19 Forecast £000 | 2019/20 Forecast £000 | 2020/21 Forecast £000 | 5 Year Total £000 |
|-------------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| | Less Existing Planned Maintenance CSB Budget | 90.00 | 90.00 | 90.00 | 90.00 | 90.00 | 450.00 |
| | Less Existing Planned Maintenance HRA Budget | 6.50 | 7.38 | 6.50 | 6.50 | 14.53 | 41.41 |
| | DDF Required Budget | 103.15 | 113.56 | 99.42 | 142.11 | 122.15 | 580.39 |
| | DDF Approved Budget | 110.00 | 74.00 | 156.00 | 0.00 | 0.00 | 340.00 |
| | DDF Brought Forward | 73.00 | 79.85 | 40.29 | 96.87 | 0.00 | 290.00 |
| | DDF Carry Forward | -79.85 | -40.29 | -96.87 | 0.00 | 0.00 | -217.00 |
| | Additional DDF Required | 0.00 | 0.00 | 0.00 | 45.24 | 122.15 | 167.39 |
| | Proposed Budget | 199.65 | 210.94 | 195.92 | 238.61 | 226.67 | 1071.79 |

Report to the Cabinet

Report reference: C-034-2016/17
Date of meeting: 3 November 2016



**Epping Forest
District Council**

Portfolio: Leader of Council
Subject: Transformation Programme – September 2016 Highlight Report
Responsible Officer: David Bailey (01992 564105).
Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) That the Cabinet note the progress of Projects and Programmes for September 2016, alongside planned actions for October.

Executive Summary:

Regular highlight reports on the progress of the Transformation Programme are presented to the Cabinet. This is the highlight report for September 2016. The format of the report has evolved in order to remain an effective tool for highlighting progress, slippage and remedial actions being undertaken.

The report includes progress for all chartered projects of Medium and High Risk Potential, as well as progress on key aspects of the Transformation Programme.

Overall, progress indicators for 'cost', 'delivery / outcomes / outputs' and 'benefits' remain Green. The status indicator for 'time' is reported as Amber to highlight that 10 actions (from a total of 181) are overdue. Project and Programme Managers have actions in place to deal with any potential negative effects. Progress will be kept under review and it is anticipated that the status of the majority of these items will return to Green in the next report.

Reasons for Proposed Decisions:

To inform Cabinet of progress on the Transformation Programme, including workstreams, programmes and projects.

Other Options for Action:

No other options are available. Failure to monitor and review progress of the Transformation Programme and to consider corrective action where necessary, could have negative implications for the Council's reputation, and may mean the opportunities for improvement were lost.

Report:

1. This is the September 2016 Highlight Report for the Transformation Programme. The format of the report has evolved in order to remain an effective tool for highlighting progress, slippage and remedial actions being taken.

2. The report includes progress for all chartered projects with Medium or High Risk Potential, as well as progress on key aspects of the Transformation Programme.

3. The Cabinet is requested to review progress for September 2016, alongside actions scheduled for the next period and any remedial actions being undertaken.

4. The highlight report uses the RAG rating, based on Red, Amber and Green colours used in a traffic light system. The definitions of the RAG ratings are:

| <i>Light</i> | <i>Definition</i> | <i>Action</i> |
|--------------|---|--|
| Red | <p>There are significant issues with the project, programme or workstream.</p> <p>The project requires corrective action to meet business objectives. The issue cannot be handled solely by the project manager or project team.</p> <p>One or more aspects of project viability – time, cost, scope – exceed tolerances set by the Transformation Programme Board.</p> | <p>The matter should be escalated to the project sponsor and Transformation Programme Board immediately.</p> |
| Amber | <p>A problem has a negative effect on project performance but can be dealt with by the project manager or project delivery team.</p> <p>Action is taken to resolve the problem or a decision made to watch the situation.</p> <p>One or more aspect of project viability – time, cost, scope – is at risk. However, the deviation from plan is within tolerances assigned to the project manager.</p> | <p>The Transformation Programme Board should be notified using a progress report or scheduled briefing with the sponsor.</p> |
| Green | <p>The project is performing to plan.</p> <p>All aspects of project viability are within tolerance. However, the project may be late or forecast to overspend (within tolerance).</p> | <p>No action needed.</p> |

5. This report includes progress for the 36 chartered ‘live’ projects with Medium or High Risk Potential, alongside progress on key aspects of the Transformation Programme overall.

6. Overall, transformation progress status indicators remain Green for ‘cost’, ‘delivery / outcomes / outputs’ and ‘benefits’. The status indicator for ‘time’ is reported as Amber to highlight that 10 actions (from a total of 181) are overdue when compared with planned timelines.

7. Aside from the projects referred to above, Project and Programme Managers have actions in place to deal with any potential negative effects. The deviation from plans for the vast majority is within tolerances, most often within one calendar month. It is anticipated that the status of the majority of these items will return to Green by the end of the next period and progress will be kept under review.

8. Appendix 1 contains the highlight report for September 2016.

Resource Implications:

Resource requirements for actions to achieve specific outcomes or benefits will have been identified by the Transformation Programme Board and reflected in the budget for the year.

Legal and Governance Implications:

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific outcomes or benefits will have been identified by the Transformation Programme Board.

Safer, Cleaner and Greener Implications:

There are no implications arising from the recommendations of this report in respect of the Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner and Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

Consultation Undertaken:

Progress has been reviewed by the Transformation Programme Board.

Background Papers:

Progress submissions and relevant supporting documentation is held by the Programme Management Office (PMO).

Risk Management:

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

Progressing the priority transformation projects, particularly the Customer Contact Projects and the Review of Service Accommodation, will improve access to our services for both our customers and our staff from various protected groups.

The benefits would include but are not limited to:

- Improved physical access to the Civic Offices for customers and employees with disabilities or customers with babies and young children;
- Improved self-service access for customers, through online and mobile phone applications, which can be used outside of normal office hours; and
- Reduced transaction times, where customer enquiries are dealt with at the first point of contact.

Transformation Programme Highlight Report

| <i>Report</i> | <i>Period</i> |
|---------------|-----------------------|
| 9 | September 2016 |

Approval

| | | | |
|--|--------------------------------|-------------|------------|
| <i>Approved for submission to the Cabinet (Sponsoring Group), given by</i> | Transformation Programme Board | <i>Date</i> | 05.10.2016 |
|--|--------------------------------|-------------|------------|

Distribution list

| <i>Name</i> | <i>Job title</i> | <i>Directorate / Department</i> | <i>Organisation</i> |
|-------------|--------------------------------|---------------------------------|---------------------|
| Membership | Transformation Programme Board | - | EFDC |

Overall transformation programme progress and status

| | <i>RAG status</i> | | <i>Comment on overall progress and status and recommended actions</i> |
|-----------------------------|--------------------|--------------------|--|
| | <i>This period</i> | <i>Last period</i> | |
| Time | Amber | Amber | 10 milestones overdue but under control (from total of 181) as detailed below. |
| Cost | Green | Green | |
| Delivery / outcome / output | Green | Green | |
| Benefits | Green | Green | |

Highlight: Overdue actions for this period and remedial actions for the next period

| <i>Key Benefit</i> | <i>Actions Overdue</i> | <i>Planned Date</i> | <i>Remedial Actions</i> | <i>Due Date</i> | <i>Owner</i> |
|---|---|------------------------------------|--|-----------------|---------------------------------------|
| Workstream 2 – Business Culture | | | | | |
| P020 Legal Document Scanning | | | | | |
| B2 Reduced waste and defects B3 Increased agility | 6 September – New officer commenced work on the project to scan the Council's title deeds. Training was provided. Scanned 12 deed packets consisting of 511 documents | Sep 2016 | Monitor project | Oct 2016 | Assistant Director – Legal Services |
| | No title deeds have been uploaded to the Lands Terrier this month as scanning of deeds had stopped in August | This will depend upon ICT workload | Monitor project | Oct 2016 | Assistant Director – Legal Services |
| P126 Modern.Gov Report Management Functionality | | | | | |
| B2 Reduced waste and defects | Project held awaiting migration to cloud server | Sep 2016 | Complete migration and start project | Dec 2016 | Democratic Services Manager |
| | Discovery and discussion with suppliers of Modern.gov system | Sep 2016 | Discovery and discussion with suppliers of Modern.gov system | Mar 2017 | Democratic Services Manager |
| Workstream 3 – Resources, Accommodation and Technology | | | | | |
| P021 Repairs and Maintenance Hub – North Weald | | | | | |
| B4 Increases savings and income | On hold | Sep 2016 | Review project | Jan 2017 | Assistant Director – Housing Property |

| <i>Key Benefit</i> | <i>Actions Overdue</i> | <i>Planned Date</i> | <i>Remedial Actions</i> | <i>Due Date</i> | <i>Owner</i> |
|--|---|---------------------|--|-----------------|---------------------------------------|
| Workstream 4 – Major Projects | | | | | |
| P111 Council Housebuilding Programme Team | | | | | |
| B4 Increased savings and income | Second Development Officer has resigned | Not applicable | Continue to look for Officers via the Agencies and appoint if appropriate candidates are found | Oct 2016 | Assistant Director – Housing Property |
| P112 Operating Partner for North Weald Airfield | | | | | |
| B4 Increased savings and income | Project on hold due to officers working on other priority project | Aug 2016 | Review project | Jan 2017 | Assistant Director – Neighbourhoods |
| P113 Epping Forest Shopping Park | | | | | |
| B4 Increased savings and income | Works commenced in levelling site and demolition of existing buildings | Sep 2016 | Works commenced in levelling site and demolition of existing buildings | Oct 2016 | Development Consultant |
| | Partial licence for works granted and initial works to drainage progressing | Sep 2016 | Partial licence for works granted and initial works to drainage progressing | Oct 2016 | Development Consultant |
| P114 St John's Road Development | | | | | |
| B4 Increased savings and income | Further work on contract undertaken and close to agreeing final terms | Sep 2016 | Agree final contract terms | Oct 2016 | Development Consultant |

Document control

| <i>Version</i> | <i>Date</i> | <i>Status (draft, approved)</i> | <i>Author</i> | <i>Change description</i> |
|----------------|-------------|---------------------------------|---|--|
| 1.0 | 30.09.2016 | September draft | Monika Chwiedz, Performance Improvement Officer | Draft |
| 2.0 | 03.10.2016 | September draft | David Bailey, Head of Transformation | Revision |
| 3.0 | 06.10.2016 | September draft | David Bailey, Head of Transformation | Amends from Transformation Programme Board |

*** End of Report ***

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Report to the Cabinet

Report reference: C-036-2016/17
Date of meeting: 3 November 2016



**Epping Forest
District Council**

Portfolio: Housing

Subject: Payment of Unallocated One-for-One Replacement Right to Buy (RTB) Capital Receipts to Government - Quarters 1 & 2 of 2016/17

Responsible Officer: Alan Hall (01992 564004)

Democratic Services: Gary Woodhall (01992 564470).

Recommendations

That, in view of the current uncertainty regarding the amount of resources available to the Council's Housing Revenue Account (HRA) in the future, and the need for the Cabinet to make a decision, as part of the further HRA Financial Options Review, on whether or not to refinance the first PWLB loan in order to continue with the Housebuilding Programme for Phases 4 – 6:

(1) A temporary moratorium on work to progress Phases 4–6 of the Housebuilding Programme be introduced with immediate effect, with the exception of progressing planning applications for the developments agreed by the Council Housebuilding Programme for Phases 5 and 6, up to their determination;

(2) The action already taken by officers to “temporarily” pay over to the Department for Communities and Local Government (CLG) the £1.364million 141 Receipts that accrued in Quarter 2 of 2016/17 and, if possible, the £312,000 of 141 Receipts from Quarter 1 (plus the interest payable since 1 August 2016), that would otherwise be used to part-fund Phases 4-6 of the Housebuilding Programme before the expiry of the 3 year utilisation period in July 2019, be confirmed, in order to avoid paying additional interest charges in the region of £4,800 or £5,800 per month from 1 November 2016;

(3) If, following discussions with CLG officials, it is no longer possible to “temporarily” pay over the £312,000 of 141 Receipts from Quarter 1 to the CLG, they be paid over to the CLG permanently, as soon as possible, in order to minimise the accrual of additional interest charges in the region of £1,000 per month;

(4) The planned further HRA Financial Options Review be undertaken as soon as possible after:

(a) The Government has provided the awaited details of its proposal to require councils to sell their higher value empty properties to fund the new levy being introduced by the Government; and

(b) The financial effects on the Council can be assessed;

in order for the Cabinet to make early long term decisions on the future of the Housebuilding Programme and the funding of the HRA;

(5) That any further 141 Receipts that accrue in future Quarters be “temporarily” paid

over to the CLG when they arise, until such time as the further HRA Financial Options Review has been completed, subject to decisions being made on whether or not to recover these 141 Receipts from the CLG before the deadline of 31st July 2017; and

(6) As part of the further HRA Financial Options Review, consideration be given to whether or not further reductions should be made to the funding of replacements and improvements to the existing housing stock, through moving from the Council's Modern Homes Standard back to the more basic Decent Homes Standard.

Executive Summary

The Cabinet has previously decided to expand and accelerate its Housing Programme; one of the reasons for this was to utilise the increasing amount of "one-for-one replacement" Right to Buy (RTB) capital receipts ("141 Receipts") that were accumulating. However, since that time, the Government has required all social landlords to reduce their rents by 1% per annum for four years from April 2016, resulting in reduced income for the Council's HRA.

Despite officers working hard to utilise the 141 Receipts, there have been a number of obstacles to overcome, which has resulted in the Council taking steps to maximise the use of 141 Receipts. This has enabled all the 141 Receipts that have accrued over the past 3 years, up to the middle of Quarter 1 of 2016/17, to be allocated to phases of the Housebuilding Programme up to and including Phase 3.

However, there is currently a lot of uncertainty around the amount of resources available to continue with its Housebuilding Programme beyond Phase 3 and, as part of its further HRA Financial Options Review, the Cabinet will need to make a decision on whether or not the Council should refinance its first PWLB loan for the HRA, that is due to mature in 2022, in order to continue with the Housebuilding Programme. However, the Options Review cannot be properly undertaken until the Government's proposals on requiring councils to sell their higher empty properties, to fund a new levy to be paid to the Government, will work - including a Government proposal that the CLG may be prepared to enter agreements with councils to reduce the amount of levy to be paid, provided that the retained payments are used to build/provide new replacement affordable housing locally.

If, on review, a decision is made to cease the Housebuilding Programme beyond the current Phase 3, in addition to all 141 Receipts arising in in future Quarters, around £312,000 and £1.364million would need to be paid over to the Government for 141 Receipts received in Quarters 1 and 2 of 2016/17 respectively, with interest of £1,000 and £4,800 per month being payable for Quarters 1 and 2, although officers have already taken action to avoid paying the latter interest charge, by paying the Quarter 2 141 Receipts over to the CLG "temporarily". Officers are also currently in discussions with the CLG to ascertain if the unallocated 141 Receipts from Quarter 1, for which the required quarterly return has already previously been submitted to the CLG, can also be paid over temporarily as well; an oral update on this position will be given at the meeting.

In view of the current uncertainty, the Leader and Housing Portfolio Holder have concluded that the proposals set out in Recommendations above are the most appropriate under all the circumstances.

Reasons for Proposed Decision

There is currently a lot of uncertainty around the amount of resources available to the Council to continue with its Housebuilding Programme beyond Phase 3, which will be considered in detail as part of the Council's further HRA Financial Options Review, but the Review cannot be properly undertaken until the Government's proposals on requiring councils to sell their higher empty properties, to fund a new levy to be paid to the Government, will work.

Other Options for Action:

The main options appear to be:

- 1) Make an early decision now, in advance of the HRA Financial Options Review, that the Housebuilding Programme be continued, at least until Phase 6, by deferring payment of around £16.4million of the first PWLB loan for the HRA of £31.8million, due to mature in 2022, for 4 years (to 2026-27), without affecting the Council's ability to repay the remaining PWLB loans, as planned, within the 30-year period of the HRA Financial Plan.
- 2) Do not pay over the £312,000 of 141 Receipts that accrued in Quarter 1 of 2016/17 and cannot be used for Phases 1-3 of the Housebuilding Programme, but retain them until the further HRA Options Review is undertaken - accepting that interest charges of around £1,000 per month will continue to accrue until decisions on the future of the Housebuilding Programme can be made. If the outcome of the Review is to continue with the Housebuilding Programme, the retained £312,000 will not have been lost and will still be available to help fund the Programme beyond Phase 3. However, if the outcome of the Review is to end the Housebuilding Programme, an additional £1,000 per month interest up to the time a long-term decision is made would have been paid to the CLG unnecessarily.
- 3) Do not consider, as part of the further HRA Financial Options Review, whether investment in the Council's existing housing stock should be further reduced to move from the Council's Modern Homes Standard back to the more basic Decent Homes Standard.

Report:

1. In April 2014, the Council Housebuilding Cabinet Committee reviewed the resources available to the Council's Housebuilding Programme and considered a report on the options available for expanding and accelerating the Housebuilding Programme. One of the drivers for the review was the increasing amount of "one-for-one replacement" Right to Buy (RTB) capital receipts ("141 Receipts") that were accumulating, which needed to be spent if the Council was to avoid paying over 141 Receipts to the Government (as explained later in this report).
2. This review resulted in the Cabinet subsequently making a number of decisions including, in summary, to:
 - Increase the number of affordable homes developed in Phases 3-6 of the Programme from 20 to 30 homes per year – This is now the basis of the current Programme;
 - In principle, extend the Programme by a further 4 years to 10 years, after the current Years 3-6, with an additional 30 new affordable homes provided each year – This has not yet been implemented, since it is subject to resources being made available;
 - Make no decisions at that time on the most appropriate way of funding an extended Housebuilding Programme, but that consideration be given at an appropriate time in the future, and before any commitments are made or expenditure incurred;
 - Seek grant funding from the Homes and Communities Agency (HCA), initially, for Phase 2 of the Housebuilding Programme at Burton Road, Loughton - The subsequent bid was successful and HCA grant of £450,000 was secured for Phase 2;
 - Re-profile the Council's HRA Self-Financing Reserve (which is a fund to which HRA contributions are made to build up sufficient money to be able to repay loans from the Public Works Loan Board (PWLB)), in order to release funds for the Housebuilding Programme in earlier years of the HRA Business Plan, by increasing contributions to the Reserve in later

years (closer to the HRA's first PWLB loan maturing in 2022), whilst ensuring that sufficient resources have been accumulated within the Reserve to repay this first loan on maturity – The Reserve has since been re-profiled by the Council's Finance Team; and

- Have a contingency plan to purchase properties from the open market, should the amount of 141 Receipts still be in excess of the maximum amount that can be spent on the Housebuilding Programme, in order to avoid having to pass any 141 Receipts to the Government, with interest – This contingency has had to be actioned, with 6 market properties purchased to date.

3. Subsequently, in September 2015, the Finance and Performance Management Cabinet Committee considered a report on the options available to ensure that its HRA does not fall into deficit, as a result of the Government's requirement that all social landlords must reduce their rents by 1% per annum for four years from April 2016, instead of increasing their rents by CPI + 1% in accordance with previous Government guidance. The estimated loss in rental income to the Council's HRA was assessed at that time at around £14million over the following four years and around £228million over the following 30 years (compared to the Council's previous HRA Financial Plan expectations). The report identified a number of options available to recast the HRA Financial Plan for the future, including:

- Ceasing all or some of the funding currently available within the Financial Plan for future housing improvements and service enhancements for HRA services;
- Reducing investment in improvements to the Council's housing stock (and reducing the Council's Modern Home Standard accordingly);
- Reducing/ceasing the Council's own Housebuilding Programme;
- Further borrowing for the HRA, repaid by the end of the Financial Plan period; and
- Combinations of the above.

4. The Cabinet Committee concluded that, since no immediate corrective action was required at that time, no major decisions should be made to re-cast the HRA Financial Plan until further information become available on the effect of the Government's separate proposal to require local authorities to sell higher value void properties. The Cabinet Committee also agreed that the HRA Financial Plan and the options available should be reviewed again in 2016, once the financial implications for the Council of the requirement to sell higher value void properties were known, and that decisions for the future should be made at that time.

Use of 141 Receipts

5. In April 2012, the Government "reinvigorated" its Right to Buy (RTB) policy by reducing the eligibility period for the RTB and increasing the maximum levels of discount to, currently, around £77,000. At the same time, the Government introduced a new mechanism that allows local authorities to retain 100% of RTB receipts (after some deductions) from RTB sales above a specified number of RTB sales set by Government each year for each council (the "RTB threshold"). These are referred to as 141 Receipts, based on the notion that, at the national level, one new affordable home will be built for every RTB sale above the Government's RTB thresholds for each local authority.

6. There are two core principles for using 141 Receipts:

- That 141 Receipts can only be used to fund no more than 30% of eligible expenditure for the provision of new affordable rented homes; and
- That 141 Receipts must be utilised within 3 years of them occurring.

7. "Eligible expenditure" can include:

- Council housebuilding;
- Grants to housing associations to build new affordable homes;
- Acquisition of properties on the open market; or
- Acquisition of affordable homes built by developers to meet Section 106 Agreement obligations.

8. In order for the Government to enforce the time period in which expenditure must be accounted for, the standard agreement signed by the Council and the majority of other councils nationally requires any 141 Receipts not utilised within the 3 year timeframe to be paid over to the Government, plus a punitive interest charge of 4% above base rate (i.e.4.25% / 4.5% over the past 3 years), compounded every 3 months. However, local authorities can voluntarily pass over to the Government the 141 Receipts it has accrued in any Quarter, by the end of the following month, without paying any interest. They can also voluntarily pay over accumulated 141 Receipts at any time during the three year period, but must pay interest from the end of the month after the Quarter they were received.

Use of 141 Receipts over the past 3 years

9. Officers have worked hard to try to utilise all of the 141 Receipts that have been arising every Quarter on the Council Housebuilding Programme. However, this has been very difficult for a number of reasons:

- Like all councils, the Council has had to introduce its Housebuilding Programme from a “standing start” – this was the reason why members agreed to appoint a Development Agent, with the required experience and specialist consultants already in place, which enabled the Council to get ahead of the game compared to most other councils;
- Following the Government’s re-invigoration of the Right to Buy, there have been far more additional RTB sales, bringing far more 141 Receipts, than were ever expected - between the time the Council signed the agreement with the CLG and the end of September 2016, the Council has sold 155 properties under the RTB, which was 107 more RTB sales than the Government previously expected the Council to sell, before the maximum RTB discount was increased, all of which generate 141 Receipts;
- Expenditure to date on Phase 1 (Waltham Abbey) has been lower than planned, due to the Council having to terminate its contract with the contractor due to poor performance;
- Expenditure to date on Phase 2 (Burton Road, Loughton) is lower than originally planned, due to the Area Plans Sub-Committee refusing planning permission in the first instance, requiring a re-design and submission of a new planning application – causing a delay – and then a further delay arose, due to the second planning application being referred to the full Council; and

10. Despite this, in an attempt to ensure that 141 Receipts are spent within the required 3 years of receipt, the Council has taken a number of steps, including:

- Expanding and accelerating the Housebuilding Programme, as explained at Paragraph 2 above – this has included overlapping phases, and commencing new phases within a few months of commencing the previous phase, compared to the Council’s original plan to commence one new phase every year;
- Entering into an agreement with the developer of a private development site in Roydon to purchase the 8 affordable rented homes that the developer has to provide to meet the requirements of the Section 106 Planning Agreement;

- Purchasing 6 properties off of the open market, in order to utilise 141 Receipts to meet 30% of the acquisition costs, whilst providing additional affordable rented housing for applicants and rental income for the Council; and
- A decision by the Housing Portfolio Holder not to take up the allocation of £450,000 grant from the Homes and Communities Agency (HCA) to help fund Phase 2, to enable 141 Receipts of around £2.2million to be used instead – this was because, despite all the above measures, the latest expenditure forecast for the Housebuilding Programme identified a potential under-utilisation of £275,000 in 141 receipts by March 2017, for which expenditure of around £915,000 would have needed to be incurred, in order to avoid 141 receipts having to be paid over to the CLG, plus the payment of 3 years' interest.

11. The decision not to take up the allocation of the HCA grant has not only resolved the problem of ensuring that 141 Receipts received 3 years ago are utilised by the March 2017 deadline, without paying over any 141 Receipts to the CLG with 3 years' interest or incurring additional costs to purchase additional market properties, it has also utilised around £2million more 141 Receipts that were required to be used by their March 2017 deadline, thereby reducing the pressure on the Council and providing some headroom for 141 Receipts usage for Phases 1-3 of the Housebuilding Programme, should there be any slippage.

Housebuilding Programme – Current Position

12. The current position with the Housebuilding Programme is that:

- Phases 1 and 2 are on site, with a completion contract for Phase 1 to be commenced by the beginning of November 2016;
- The Section 106 properties at Roydon are on site, with development agreements signed;
- Tenders are in the process of being received for the 7 separate contracts for the 34 homes in Phase 3 (Epping, Coopersale and North Weald);
- Planning permission has now been received for all the development sites in Loughton planned for Phase 4;
- Planning applications are currently being determined for the sites planned for Phase 5 (Buckhurst Hill); and
- Planning applications are being submitted and determined for sites planned for Phase 6 (at various locations).

Current Position and Reduced Resources Available to the Housing Revenue Account

13. As explained in Paragraph 3 above, around a year after the Cabinet decided to accelerate and expand the Housebuilding Programme, the Government announced the required reduction in rents for social housing, which has resulted in significantly less rental income available to the Council's HRA than compared to the Council's previous HRA Financial Plan expectations.

14. One of the implications of this requirement is that the Council will now need to refinance the first HRA loan from the PWLB, that is due to mature in 2022, in order to undertake Phases 4 – 6 of the Housebuilding Programme.

15. Moreover, under the Housing and Planning Act 1996, the Government intends to charge councils an annual levy, which will be calculated individually for each local authority, based on:

- An expectation by the Government that councils will sell their “higher value” empty properties (still yet to be defined); and
- A Government estimate of the number of higher value empty properties voids that will arise each year for each local authority.

16. The details of how this arrangement will operate continue to be delayed and are still awaited, but the Government has said that the CLG may be prepared to enter agreements with councils to reduce the amount of levy to be paid to Government, if the retained payments are used to build/provide new replacement affordable housing locally within their District.

17. Therefore, there is currently a lot of uncertainty around:

- The amount of resources available to the Council in the future to continue with its Housebuilding Programme; and
- Whether or not the Council wants to refinance the first PWLB loan for the HRA, that is due to mature in 2022, and therefore continue with its existing Housebuilding Programme for Phases 4 – 6.

18. For information, based on current expenditure estimates for the Housebuilding Programme, the Council could continue with its Housebuilding Programme up to and including Phase 6, by deferring payment of around £16.4million of the first PWLB loan for the HRA of £31.8million, that is due to mature in 2022, for 4 years (to 2026-27) - which can be done without affecting the Council’s ability to repay the remaining PWLB loans for the HRA of £153.6million, as planned, within the 30-year period of the HRA Financial Plan.

19. It is for these reasons that, last year, the Cabinet undertook its HRA Financial Options Review to ensure that the HRA does not fall into deficit, and agreed to undertake a further review this year, once the arrangements and financial implications of the sale of higher value empty properties was known. However, it is still not known when the Government will announce the details, which has delayed the further Options Review.

20. This has caused a problem because, despite being able to utilise all the 141 Receipts that have accrued over the past 3 years, up to the middle of Quarter 1 of 2016/17, on the Housebuilding Programme up to and including Phase 3, if the outcome of the Cabinet’s Options Review is that the Council does not continue with the Housebuilding Programme beyond Phase 3, the latest 141 Receipts that have already accrued from part of Quarter 1 and all of Quarter 2 of 2016/17 will need to be paid to the Government, plus the interest arising from the 141 Receipts in Quarter 1, since there will be no eligible expenditure to utilise the 141 Receipts.

21. The latest modelling shows that eligible projected expenditure on the Housebuilding Programme up to the end of Phase 3 in June 2019 is around £27.7million, and that £8.6million of 141 Receipts have accrued to the end of Quarter 1 of 2016/17 (June 2016). This means that nearly all of these accrued 141 Receipts can be utilised to fund the maximum 30% of the forecast expenditure up to the end of Phase 3, since the total accrued 141 Receipts amount to around 31% of the eligible expenditure - although the actual results and profiling of the tender exercise for Phase 3 cannot be properly modelled until all the tenders have been returned.

22. Therefore, if the outcome of the Options Review is to cease the Programme after Phase 3, very few 141 Receipts received up to June 2016 will need to be paid over to the Government, with only a little interest. In fact, the amount that would need to be paid would be around £312,000. The Council could voluntarily repay this at any time up to June 2019, perhaps after the outcome of the

Council's HRA Options Review, but the amount of interest that would need to be repaid will increase by around £1,000 per month from 1st August 2016.

23. However, in Quarter 2 of this year (July to September 2016) the Council sold 14 properties (higher than the 5 preceding quarters), which has resulted in a further £1.364million of 141 Receipts accruing from Quarter 2.

24. Therefore, without the certainty of knowing whether or not the Council wishes to continue with Phase 4 onwards, and unless further market properties are purchased, the Council now faces a decision of whether or not to pass these 141 receipts from Quarters 1 and 2 to the Government, in order to avoid paying interest from 31st July 2016. The interest charge from the 141 Receipts from Quarter 2 would be around a further £4,800 per month.

25. Following discussions with CLG officials, it has been established that if the 141 Receipts for Quarter 2 are "temporarily" paid over to the CLG, through the quarterly financial return, by 31st October 2016:

- No interest will be payable on these 141 Receipts; and
- The Council can recover these 141 Receipts from Quarter 2 back from the CLG, up to the end of July 2017, if it intends to use them on new Council housebuilding.

26. Therefore, following informal discussion with Cabinet members, in order to give members more time to undertake the further HRA Financial Options Review, and to avoid paying £4,800 per month interest to the CLG, the 141 Receipts from Quarter 2 have already been passed over "temporarily" to the Government prior to 31st October 2016. It should be noted, however, that the Council will obviously not be able to receive the interest that it would have received from holding the £1.364million in reserves until a further decision is made on the use of these 141 Receipts. Since the interest rate on deposits is currently only around 0.17%, the loss in interest is only around £190 per month, compared to the interest of £4,800 per month that would have had to have been paid to the CLG.

27. At the time of writing, officers are still in discussions with CLG officials to ascertain if a similar approach can be taken to the unallocated 141 Receipts from Quarter 1, for which a formal financial return has already previously been made. If it can, these will also be passed over "temporarily" to the CLG as soon as possible, hopefully prior to 31st October 2016 as well. This will mean that only around £3,000 in interest will have been paid for Quarter 1. An oral update on this position will be given at the meeting.

28. It should also be noted that if, following the further HRA Financial Options Review, the Council decides not to continue with the Housebuilding Programme beyond Phase 3:

- It would need to terminate its agreement with the CLG, and all future 141 Receipts that arise every Quarter would have to be paid over to the Government;
- The Council would not be able to seek a reduction in the levy to be paid to the Government for the sale of higher value empty properties to fund the replacement of properties sold (which, according to some estimates, could be as much as 50%), since the Council would not have a Housebuilding Programme to do so; and
- The committed financial contributions required to be paid to the Council by developers to comply with signed Section 106 Planning Agreements to fund affordable housing in the District (in lieu of the provision of on-site affordable housing) when their developments progress to the payment trigger dates, currently totalling £4.8million, would not be able to be spent on the

Housebuilding Programme, as they are now, for the same reason – although the Council could decide to use this money to purchase new affordable rented properties from other developers to meet their Section 106 requirements to provide affordable on their sites (e.g. the Council's Pyrles Lane nursery site).

29. It should also be noted that, due to the need to reduce expenditure within the HRA as a result of the required 4-year rent reduction, reductions in planned expenditure of around £9.5million on replacements and improvements to the existing housing stock over the 30-year period of the HRA Financial Plan have already been made, through extending the life cycle dates when individual property components will be considered for renewal.

The Proposed Way Forward

30. Having considered all of the above information, and meeting with the Council's HRA Business Planning Consultant, Simon Smith of SDS Consultancy, and officers, the Leader and Housing Portfolio Holder have concluded that, in view of the uncertainty around the details and the financial effects of the required sale of higher value empty properties and the need for the Cabinet to make a decision, as part of the further HRA Financial Options Review, on whether or not to refinance the first PWLB loan in order to continue with the Housebuilding Programme for Phases 4 - 6, the Cabinet should be recommended to:

- Introduce a temporary moratorium on work to progress Phases 4–6 of the Housebuilding Programme with immediate effect – with the exception of progressing planning applications for the developments agreed by the Council Housebuilding Programme to their determination;
- Confirm the action already taken by officers to “temporarily” pay over to the CLG the £1.364million of 141 Receipts that accrued in Quarter 2 of 2016/17 and, if possible, the £312,000 of 141 Receipts from Quarter 1, that cannot be used for Phases 1-3 and that would otherwise be used to part-fund Phases 4 - 6 of the Housebuilding Programme before the expiry of the 3 year utilisation period in July 2019 – in order to avoid paying additional interest charges in the region of £4,800 or £5,800 per month;
- If, following discussions with CLG officials, it is no longer possible to “temporarily” pay over the £312,000 of 141 Receipts from Quarter 1 to the CLG then, with reluctance, pay these over to the CLG on a permanent basis, as soon as possible – in order to minimise the accrual of additional interest charges in the region of £1,000 per month;
- Undertake the planned further HRA Financial Options Review as soon as possible after the Government has provided the awaited details of its proposal to require councils to sell their higher value empty properties, and the financial effects on the Council can be assessed, in order for the Cabinet to make long term decisions on the future of the Housebuilding Programme and the funding of the HRA;
- “Temporarily” pay over to the CLG 141 Receipts that accrue in future Quarters when they arise, until such time as the further HRA Financial Options Review has been completed, subject to decisions being made on whether or not to recover these 141 Receipts from the CLG before the deadline of 31 July 2017; and
- Consider, as part of the further HRA Financial Options Review, whether or not further reductions should be made to replacements and improvements to the existing housing stock, through moving from the Council's Modern Homes Standard back to the more basic Decent Homes Standard.

Resource Implications:

There are a number of major financial implications, which are set out in the main report.

Legal and Governance Implications:

The Council has entered into a legal agreement with the Department of Communities and Local Government to retain and utilise all 141 Receipts that have arisen every Quarter since 2012, and will continue to arise in future, subject to the conditions set out in the main report.

The Cabinet has established the Council Housebuilding Cabinet Committee to oversee all matters relating to the Housebuilding Programme that are covered in the Cabinet Committee's Terms of Reference. However, the matters covered in this report do not form a part of those Terms of Reference.

Safer, Cleaner and Greener Implications

Most of the development sites planned for phases of the Housebuilding Programme beyond Phase 3 are difficult-to-let garage sites, a number of which tend to experience increased amounts of anti-social behaviour, and some of which are becoming unsightly. If the Housebuilding Programme does not continue beyond Phase 3, this situation will continue until such time as decisions are made on the future uses of the sites and the decisions are implemented.

Consultation Undertaken

None.

Background Papers:

None.

Risk Management:

The main risk relating to the recommendations in this report relate to potentially making the "wrong" decisions, which will only be known in hindsight once the outcome of the further HRA Financial Options Review is known.

The Council has already had to make a decision not to take up the allocation of £450,000 funding from the HCA to help fund Phase 2 of the Housebuilding Programme. If the Cabinet decides, in due course, to continue with the Housebuilding Programme, and it is not possible to only "temporarily" pay over the £312,000 of 141 Receipts from Quarter 1 of 2016/17 and they are therefore paid over permanently (in order to avoid paying £1,000 per month for the next few months), this money would be lost to the Programme. However, if decisions are made now to continue with the Programme, and the outcome of the subsequent Review is that the Cabinet does not consider it appropriate to refinance the HRA's first PWLB loan that matures, and/or that, as a result of the Government's detailed proposals for the sale of higher value empty properties when received, the HRA has insufficient resources available to operate the Housing Service without making savings, the Council could commit itself to a Programme that it cannot properly fund.

The risk of introducing the temporary moratorium is that, because it will delay tenders being invited for Phase 4 of the Programme, if Phase 4 is subsequently undertaken, it may prove more difficult to utilise the 141 Receipts that arise and accumulate in the future within the required 3 year timeframe. However, if a temporary moratorium is not introduced, the work and costs involved with progressing Phase 4 and 5 could become abortive if a subsequent decision is made, following the further HRA Financial Options Review, not to undertake these phases

Due Regard Record

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S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

No material implications for any groups of people with protected characteristics covered by the Equality Act 2010 relating to the content or recommendations of this report have been identified.

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Report to the Cabinet

Report reference: C-035-2015/16

Date of meeting: 3 November 2016



**Epping Forest
District Council**

Portfolio: Safer, Greener and Transport

Subject: Approval to Create Three New Off-Street Car Parks

Responsible Officer: Qasim (Kim) Durrani (01992 564055).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) To approve the creation, and naming, of the following three new off-street car parks in the Loughton Broadway area:

(a) Car park on the northern half of the Industrial Estate, Oakwood Hill North Car Park, with a short stay tariff, creating 15 new parking spaces;

(b) Car Park on the southern half of the Industrial Estate, Oakwood Hill South Car Park, with a short stay tariff, creating 25 new parking spaces; and

(c) Car park behind shop numbers 12 to 14 Loughton Broadway, Burton Road South Car Park, with long stay tariff, creating 15 new parking spaces;

(2) To agree an Invest to Save bid of £40,000 in 2017/18 for improvement and setup costs for the above three new car parks; and

(3) To agree to avail the services of the North Essex Parking Partnership to make the necessary Traffic Regulation Orders to convert these car parks to pay and display.

Executive Summary:

The Council provides 18 car parks across the District, if the recommendations in the report are agreed then the number of Council Car Parks will increase to 21. These provide pay and display parking for shoppers, visitors and commuters and are a source of revenue for the Council.

Opportunity has arisen for the Council to increase the number of pay and display parking spaces in the Loughton Broadway area. If agreed the increase in parking spaces will benefit the local shops and traders in the Broadway as well as the business users of the Oakwood Hill Industrial Estate.

In order to convert these car parks into off-street car parks it will be necessary to incur expenditure to install pay and display machines and other associated infrastructure, there will also be the need for ongoing maintenance and enforcement.

Reasons for Proposed Decision:

The Council has an opportunity to increase the number of off-street parking places available in

the Loughton Broadway area. This, besides increasing the parking capacity in the area, will also generate revenue for the Council.

Other Options for Action:

It is possible to keep the status quo and not introduce pay and display charges in these car parks. However this will not help to reduce the parking stress in the Loughton Broadway area.

By not introducing pay and display charging the Council will be foregoing a vital source of revenue generation.

Report:

1. The Council manages a total of 18 pay and display car parks which have a total car parking capacity of 1754 parking spaces. These are located across the District and offer valuable parking facilities near shopping centres and high streets. This is also a source of revenue for the Council. All the car parks are Parkmark accredited. Currently car park enforcement and cash collection is carried out by the North Essex Parking Partnership (NEPP) however from 1 April 2017 this function will be carried out by the Council.

2. The Council owns the Oakwood Hill Industrial Estate and has offered its use to the tenants by means of granting leases of varying durations. The Estate has two off-street car parks. These offer free parking to those working in or visiting the Estate. These car parks are not regulated which means vehicles can be parked there for indefinite periods. In recent months the car parks are being used by the all-day commuters using the Central Line. This has meant that the visitors and workers on the Estate have been unable to use the car parks and are forced to park on the Estate roads or the Oakwood Hill Road.

3. The Council, working with NEPP, is reviewing the on-street parking provision on the Oakwood Hill Road and the adopted public highway roads within the Oakwood Hill Estate. It is intended, in consultation with Ward Members, to introduce parking restriction on the public highway. These will be in the form of no parking, pay and display and business permit holder parking only. It is envisaged that these restrictions will regulate and improve the parking on the public highway, both outside and within the Estate.

4. In order to regulate and increase the availability of short stay parking, for business users, visitors and shoppers, it is proposed that the availability of off-street pay and display parking be increased where possible. Following discussion with colleagues in Estate and Valuation two existing off-street car parks have been identified within the Oakwood Hill Estate. These can be converted to pay and display car parks, with the short stay tariff, creating 40 additional parking spaces on the Oakwood Hill Industrial Estate. **(recommendation 1 a & b)**

5. There are another 15 car parking bays behind shop numbers 12 to 14 Loughton Broadway, the former local post office branch. These car parking spaces are currently free. It is recommended that parking charges be introduced at these bays with the same tariff as the nearby Burton Road Car Park **(recommendation 1 c)**

6. In order to convert the currently free parking areas into off street car parks it will be necessary to carry out some improvement works. These will include: new pay and display machines, new signs and notices displaying tariff, CCTV systems, resurfacing the car parks, environmental enhancements. It is estimated that there would a one off capital expenditure of £40,000. As this investment will generate a significant ongoing revenue contribution it is appropriate that an allocation to cover these costs is made from the Invest to Save Fund. **(recommendation 2)**

7. Once the car parks are commissioned as off street pay and display car parks it will be necessary to maintain them, the ongoing expenditure will include: enforcement to ensure compliance, cash collection, pay and display machine maintenance, CCTV system maintenance and lighting costs. It is estimated that ongoing revenue expenditure of £18,000 per year will be required. Although it is anticipated that the income from the car parks will be greater than the annual cost, as set out under the Resource Implications.

8. In order to charge parking fees in the off street car parks it is necessary to create formal Traffic Regulation Orders. This involves formal advertisements and publication of statutory notices. Expertise to carry out this work does not exist in house. It is proposed that the services of North Essex Parking Partnership be acquired to carry out this work **(recommendation 3)**

9. By approving the recommendations in the report there will be additional car parking spaces in an area of the District that is facing increased parking stress. The Cabinet agreed at its meeting on 22 August 2016 recommendations to provide a cohesive car parking and Affordable Housing Plan for Vere Road. As a result, once all the recommendations are implemented, there will be an additional 46 off street parking spaces in the Vere Road area. These are in addition to the parking spaces recommended in this report. All these initiatives demonstrate the Council's commitment to addressing the needs of local residents and businesses by creating more off street parking.

Resource Implications:

The income generated in the car parks will consist of pay and display, pay by phone and season tickets. It is proposed that the tariff in the two car parks on Oakwood Hill Estate should be that of short stay, similar to Vere Road Car Park in Loughton Broadway whereas the tariff in the third car park along the Broadway should be long stay, as is in the Burton Road Car Park.

The level of income generated from the car parks will vary; although the car parks are currently regularly used the same usage level is not guaranteed once a tariff is introduced. The table below sets out the tariff, estimated income based on similar car parks nearby and a sensitivity analysis for increasing or reducing occupancy of spaces.

The base case scenario, same uptake in the usage as the existing car parks in the Broadway area, the income is £32,687 per year. A sensitivity analysis has been carried out for +/- 15 percent increase or decrease in usage. If the uptake in usage of the new car parks was 15% more than the existing car parks in the Broadway area the income will be £37,588 per annum whereas if the uptake was 15% less then the yearly income will be £27,783 per annum.

There is a good business case for this investment. The payback on the investment of £40,000, after netting off the ongoing costs, is just under three years for the best case scenario and approximately four years for the worst case scenario. This is without considering any income from issue of Penalty Charge Notices.

It is anticipated that the pay and display regimes in these car parks will commence in July 2017. Therefore, the net CSB income shown in the table above would be reduced by one quarter for the first year of operation (2017/18).

| Car Park | Spaces | Tariff | | Base case income (current usage in nearby car parks) | Sensitivity Analysis | |
|------------------------------------|--------|--|------------|---|----------------------|-----------|
| | | Mon - Fri | Sat, Sun | | 15% More | 15% less |
| Oakwood Hill North Car Park | 15 | Short stay: £0.20 upto 30 min, £0.90 upto 1 hr, £1.8 upto 2 hrs, £3.50 up to 3 hrs, £10 over 3 hrs | £1 all day | £7,425 (income based on yield at Vere Road Car Park) | £8,538 | £6,311 |
| Oakwood Hill South Car Park | 25 | As above | £1 all day | £12,870 (as above) | £14,800 | £10,939 |
| Burton Road South Car Park | 15 | Long stay: £0.20 upto 30 min, £0.90 upto 1 hr, £1.8 upto 2 hrs, £3.80 over 2 hrs | £1 all day | £12,392 (income based on yield at Burton Road Car Park) | £14,250 | £10,533 |
| Annual Total | | | | £32,687 | £37,588 | £27,783 |
| Less CSB Costs | | | | (£18,000) | (£18,000) | (£18,000) |
| Net CSB Income | | | | £14,687 | £19,588 | £9,783 |

Legal and Governance Implications:

The Council has the legal powers to charge for and enforce car parking on its land.

Safer, Cleaner and Greener Implications:

All the Council car parks have Park Mark accreditation by continuing to provide adequate enforcement action and maintaining all the car parks in a good state of repair the Council can continue to keep the accreditation.

All car parks are regularly inspected for maintenance including hedges, fences and signs and lines. The pay and display machines can be remotely accessed for monitoring usage of the machines including cash levels.

By converting to pay and display the car parks will be well lit, have CCTV systems and will offer a safer environment for the motorists.

Consultation Undertaken:

A public consultation has not been undertaken however Officers are of the opinion that

creating pay and display parking will reduce the parking stress in the area and will be welcomed by the tenants and lease holders.

Background Papers:

None.

Risk Management:

If the estimated income does not materialise because the usage is not as estimated then there is a risk that the investment undertaken in the upgrading of the car parks will not be recovered. However given the pressure on parking spaces in the area officers are confident that the car parks will offer a safe and attractive parking opportunity to commuters. If the two short stay car parks in Oakwood Hill Estate are underused then in future these can be converted to long stay car parks. This will encourage commuters to use them.

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The Council charges all users for using these car parks. None of the specific group or characteristics that the Council has a legal duty to have due regard for will be impacted by the changes proposed in this report.

All disabled badge holders are currently exempt from any pay and display charges and it is not proposed to make any changes to this.