

Select Committee Agenda



Neighbourhoods Select Committee Tuesday, 27th June, 2017

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

**Committee Room 2, Civic Offices, High Street, Epping
on Tuesday, 27th June, 2017
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

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Members:

Councillors N Bedford (Chairman), H Brady (Vice-Chairman), N Avey, R Baldwin, L Hughes, J Jennings, R Morgan, S Neville, A Patel, C P Pond, B Rolfe, M Sartin, G Shiell, E Webster and J H Whitehouse

SUBSTITUTE NOMINATION DEADLINE: 6.30pm

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

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

3. NOTES OF PREVIOUS MEETING (Pages 5 - 14)

To agree the notes of the meeting of the Select Committee held on 21 March 2017.

4. DECLARATIONS OF INTEREST

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

In considering whether to declare a pecuniary or a non-pecuniary interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 9 of the Code in addition to the more familiar requirements.

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

Paragraph 9 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

5. TERMS OF REFERENCE AND WORK PROGRAMME (Pages 15 - 18)

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

6. NEIGHBOURHOODS DIRECTORATE BUSINESS PLAN FOR 2017/18 (Pages 19 - 26)

Members will recall that O & S had requested that Portfolio Holders present their Business Plans at the first meeting of the new O & S Cycle on the 6 June. As the Business Plans are developed on a Directorate basis, such a presentation would have required some careful choreography. However, agreement has been reached, that it makes more sense for the Business Plans to be presented to the relevant Select Committee, where there would be better alignment. This way the Select Committees would have time to undertake a more in-depth scrutiny role regarding the numerous services which make up their Select Committees.

On this basis, the relevant Portfolio Holders are requested to attend this meeting and take the Select Committee through their plans for the coming year.

7. KEY PERFORMANCE INDICATORS 2016/17 - OUTTURN REVIEW (Pages 27 - 42)

To review performance against the Key Performance Indicators (KPIs) within its areas of responsibility for 2016/17.

8. CORPORATE PLAN KEY ACTION PLAN 2016/17 - OUTTURN REVIEW (Pages 43 - 54)

(Director of Neighbourhoods) To consider the attached report.

9. LOCAL PLAN UPDATE (Pages 55 - 60)

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

10. GREEN CORPORATE WORKING PARTY (Pages 61 - 62)

(Director of Neighbourhoods) To note the progress and updates from the Corporate Green Working Party.

11. ENVIRONMENTAL CHARTER (Pages 63 - 64)

To note the six-monthly update on the progress of the Environmental Charter provided

in the attached report.

12. BOBBINGWORTH NATURE RESERVE (FORMER LANDFILL SITE) LOCAL LIAISON GROUP (Pages 65 - 68)

Recommendation:

To consider the draft notes of the Group and Terms of Reference revised in June 2017 regarding the frequency of meetings (as attached). Meetings were being held twice a year since 2012, but now one meeting per year is proposed and an update given by the relevant officers to the membership, 6 months post the meeting.

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

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

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**EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF NEIGHBOURHOODS SELECT COMMITTEE
HELD ON TUESDAY, 21 MARCH 2017
IN COMMITTEE ROOM 2, CIVIC OFFICES, HIGH STREET, EPPING
AT 7.30 - 9.25 PM**

Members Present:	N Bedford (Chairman), H Brady (Vice-Chairman), R Baldwin, J Lea (Chairman of the Council), S Neville, A Patel, C P Pond, M Sartin, G Shiell, E Webster and J H Whitehouse
Other members present:	R Bassett and W Breare-Hall
Apologies for Absence:	N Avey, J Jennings and R Morgan
Officers Present	D Macnab (Deputy Chief Executive and Director of Neighbourhoods), A Blom-Cooper (Local Plan Consultant), D Coleman (Planning Policy Manager), K Durrani (Assistant Director (Technical Services)) and A Hendry (Senior Democratic Services Officer)

34. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

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

35. NOTES OF PREVIOUS MEETING

RESOLVED:

That the notes of the last meeting of the Select Committee held on 15 November 2016 be agreed.

36. DECLARATIONS OF INTEREST

Councillor J H Whitehouse declared a non-pecuniary, non-prejudicial interest in the following item of the agenda by virtue of being a trustee for Epping Forest Re-use Centre.

- Item 9 – KPI Qtr 3 progress.

37. TERMS OF REFERENCE AND WORK PROGRAMME

The Committee noted their Terms of Reference and Work Programme.

Councillor Sartin asked if this Committee could scrutinise the new leisure management contract as it was included in the terms of reference. Also she had received some complaints about the squash courts from the Epping Squash Club. Councillor Bedford said that as the centres were soon to be under new management it would be prudent to let them get to grips with their new facilities. Councillor Brady responded that the squash courts may have disappeared by then. Mr Macnab noted that under the contract it was agreed that the Epping Squash courts would go from 4 to 2 courts. The 2 courts taken away would be put to other uses. It would be a good

idea to have the new management company come to a future meeting (sometime in September) and explain their plans.

Councillor Janet Whitehouse asked if the different services could attend a meeting and tell us about the work they did. Mr Macnab said that the first meeting of the year usually presented the Directorate's Service Plan, so members could then prioritise what they wanted to hear about.

Councillor Sartin noted that the O&S Chairs and Vice-Chairs would be meeting to consider the work programme of the Select Committees.

Councillor Neville reported that the online booking system for users of the sports centre had been lost. Also, could the passenger transport people who oversaw the counties bus service come in to talk to us. Mr Macnab said that we would need to focus down on what we wanted to talk to them about. As for online bookings for the sports centres that would have an app to take booking. It may also be the case that with the change over, SLM did not want to take booking beyond March.

Agreed: that the Passenger Transport officers be invited to a meeting of this Select Committee to be questioned about the district's bus service. However the Committee would need to focus down to what exactly they would wish to question them about.

Councillor Lea asked if the land drainage people could be invited to come again at the end of the year especially due to the local plan. Mr Macnab said this could be arranged for sometime after January 2018.

Agreed: to invite the Land Drainage Officers to a later meeting of the Select Committee (in the new calendar year).

38. **RESPONSE TO THE GOVERNMENT'S HOUSING WHITE PAPER**

The Interim Assistant Director (Forward Planning) introduced the report on the government's consultation on the Housing White paper. The White Paper provided an analysis of the issues and challenges facing both the delivery of and access to housing. The document comprised a range of 'proposals' which were the subject of consultation and issues on which it was seeking comment. It also provided a range of questions for comment. The questions posed have formed the basis of the suggested response to the consultation, which was attached to the report.

The White Paper covered four key areas as follows:

- Planning for the right homes in the right places,
- Building homes faster,
- Diversifying the market; and
- Helping people now.

At this stage many of the proposals carried no firm commitment to implement, as drafted. They would be considered further having reviewed the responses made to this consultation. Some proposals would require changes to regulation, whilst some would require amendments to national policy, including to the National Planning Policy Framework. (NPPF).

Some of the matters raised in the White Paper had already been taken into account in developing the Council's Draft Local Plan, in part because they related to good

practice in planning for places or because, as can be seen from the detailed response by officers, these were matters that EFDC already consider to be clear within the NPPF. There were, however, a number of proposals which were likely to have implications for the development of the Council's Local Plan, depending on the outcome of the consultations and any subsequent changes to the NPPF.

It had been announced in the White Paper that planning application fees would be increased by 20% from July 2017 if local authorities committed to investing the additional fee income in their planning department. Many of the proposals were out on consultation and were reported to the Cabinet on 9 March 2017. It was reported that: *"The service is anticipated to have a net cost to the Council of approximately £400,000 in both 2016/17 and 2017/18. If fees were to be increased from July 2017 this would be likely to generate additional income in 2017/18 of £150,000. As this income would have to be spent on planning functions there would not be any reduction in the net cost of the service but an enhanced service could be provided."*

It was therefore recommended that as part of the response to DCLG on the White Paper that the following was submitted:

'The Council welcomes the increase in planning application fees and is committed to spending the additional income on planning functions. However, EFDC wish to advise that the increase in planning application fees would be insufficient to cover the current cost of the Development Control Service. Therefore, whilst the additional fee income would support an enhancement of the Service at no extra cost to Council Tax payers, those payers are part funding and will continue to, part fund the service even though the majority of them do not use the service. In the context of the move towards local authorities becoming financially 'self-sufficient' from 2020 onwards, charges for planning applications are, as far as the Council is aware, the only service where fees are still set nationally. EFDC would therefore strongly request that Government reviews its position on this matter. Furthermore, this does not take into account the costs of the plan-making process which is not just about the development of EFDC's Local Plan, but also other activities such as the Masterplanning of strategic sites which seek to ensure the speedy delivery of the high quality housing that the District needs.'

It was also noted that the White Paper removed the expectations that each planning authority produce a single Local Plan. Officers would nevertheless press ahead with the draft Local Plan.

The Committee went through the proposed draft response to the Housing White Paper, noting that: small sites were to be treated positively; that local planning authorities were to determine what their Green Belt policy was; the Green Belt review to look at brown field sites; the 20% increase in fees for planning applications (now agreed by the Cabinet); and Section 106 restrictions to be removed.

The draft response answered 38 questions. The response to question 3(b) being highlighted - the question being: "from early 2018, use a standardised approach to assessing housing requirements as the baseline for five year housing supply calculations and monitoring housing delivery, in the absence of an up-to-date plan?" Officers basically responding that without having the opportunity to see and make comment on the methodology proposed it was not possible to respond to this.

Notwithstanding this, there was a need for clarification as to how such an approach would apply to local plans.”

The following questions were raised by the Committee:

Councillor Bassett asked if the use of small sites would result in in-filling. The Planning Policy Manager said that it would not apply to us as none were allocated in our local plan.

Councillor Bedford asked if we could stipulate if land in the green belt had to have its trees put back. He was told that that officers were already making provision in the Local Plan for this.

Q3 – *on having clear policies for addressing the housing requirements of groups with particular needs, such as older and disabled people?* Councillor J H Whitehouse said that we needed better policies, especially for older people and needed to cater for downsizing, flats and the need for lifts. And, to cater for the loss of smaller houses as older people did not have anywhere to move to. The Planning Policy Manger replied that they agreed with increasing the choices for sections of the community, and that we needed houses of all sizes.

Councillor Bedford asked if we could include a reference to people with mental health needs in our reply to this question (Q3). He was told that could be added.

Q4 (a) - *Do you agree with the proposals to amend the presumption in favour of sustainable development so that: a) authorities are expected to have a clear strategy for maximising the use of suitable land in their areas?* Councillor C P Pond said that we should be more firmer and saying we did not agree at the start of the answer and then keep the text as was by way of an explanation.

Q6 - *How could land pooling make a more effective contribution to assembling land, and what additional powers or capacity would allow local authorities to play a more active role in land assembly (such as where ‘ransom strips’ delay or prevent development)?* Councillor C P Pond was not happy with this response and would like to say, as a council, we did not carry out compulsory purchases. She was told that the government was asking what powers could be given to local councils, other than the use of money, after we had exhausted all other routes. Councillor Bedford added that we needed a safeguard. Councillor Sartin said that she was not comfortable with this either. The Planning Policy Manager emphasised that this would be for a “ransom strip” and not just for general compulsory purchases. The Director of Neighbourhoods added that it was about having an extra means to help us. Councillor Sartin said that she was worried about its use on green belt land. The Chairman agreed that the answer would stand as was.

Q7 - *Do you agree that national policy should be amended to encourage local planning authorities to consider the social and economic benefits of estate regeneration when preparing their plans and in decisions on applications, and use their planning powers to help deliver estate regeneration to a high standard?* Councillor Bedford asked that something was added to take in the need for similar/sympatric designs to balance with existing housing. This was agreed.

Q8 (b) - *Encourage local planning authorities to identify opportunities for villages to thrive, especially where this would support services and help meet the authority’s housing needs?* Councillor Patel said that he did not follow the response; he was not sure how we could do this without having an adverse effect on the villages.

Councillor Brady said it was aimed at making things slightly better and supportive rather than having whole scale change. The Planning Policy Manager added that it would be for local authorities to determine the effect and how it would be carried out.

Q12(d) - *Makes clear that design should not be used as a valid reason to object to development where it accords with clear design expectations set out in statutory plans?* Councillor Patel noted that design was often used as an objection in planning applications. Councillor Sartin said that this fell into what Councillor Bedford said earlier about harmonious design within a street scene.

Q13 (a) - *Make efficient use of land and avoid building homes at low densities where there is a shortage of land for meeting identified housing needs?* Councillor Whitehouse asked if this meant no more bungalows. She was told that it was not as specific as that, but about moving to high densities.

Q13(b) - *Address the particular scope for higher density housing in urban locations that are well served by public transport, that provide opportunities to replace low-density uses in areas of high housing demand, or which offer scope to extend buildings upwards in urban areas?* Councillor Whitehouse commented that this seemed to be looking for rows of flats. She was told that it was the government saying that; we were not. Councillor Patel said we needed to make a strong point about car parking spaces. The Director of Neighbourhoods said that this question specifically mentioned public transport. Councillor Whitehouse supported Councillor Patel; we needed something in there about parking. The interim Assistant Director said that this was for national policy, but you were talking about how we apply it locally. Councillor Bassett asked if we could add we have concerns about parking and say their proposals would lead to a lot of problems. Add a sentence at the end of our response saying that we appreciate this sentiment but need consideration to be given to car parking. This was agreed by the officers.

Q14 - *In what types of location would indicative minimum density standards be helpful, and what should those standards be?* Councillor Pond said that in parts there was no public transport and existing services could not cope with any additional demand. There was a need to increase capacity. She was told that the response did say that a one size fits all was not appropriate.

Councillor Whitehouse made a general comment that we needed to be stronger in our response especially on the things we felt strongly about. She asked if this had been in the Council Bulletin. She was told that it had gone to a member's workshop in February. But a draft of the response could be put in the Council Bulletin. The Director of Neighbourhoods agreed that the response should be shared with all members via the Council Bulletin. If there were any material changes made then officers would review the situation. He then reminded the Committee that members could also respond personally to this consultation.

RESOLVED:

That the response to the Government's consultation on the Housing White Paper be agreed with the addition of the comments agreed at this meeting.

39. LOCAL PLAN UPDATE

The Interim Assistant Director (Forward Planning), Alison Blom-Cooper introduced the update on the Local Plan. It was noted that the formal 6 week Regulation 18

consultation on the Draft Local Plan finished on 12 December 2016. Since the Council decision to consult on the Draft Local Plan on 18 October 2016, Draft Local Plan policies were being treated as a material planning consideration when determining planning applications.

A further detailed report will be provided to cabinet following the conclusion of the analysis of all responses received. All responses would also be available for public inspection as soon as possible following completion of the analysis.

Following consideration and further analysis of the comments received in response to the Draft Local Plan consultation, the next stage would be to prepare a plan for publication and to publish it under Regulation 19. This would be the document that the Council considers was ready for examination. There would also be more member workshops to come.

A Developer Forum had been established alongside the progression of the Draft Local Plan to provide a basis for ongoing discussions with relevant landowners, site promoters and stakeholders. It was important that the Council liaised closely with relevant landowners and promoters of the sites proposed for allocation within the Draft Local Plan, and with other stakeholders as required.

The Developer Forum was split into two groups, one to address the Strategic Sites around Harlow, and the other to consider those that are subject to a draft allocation across the rest of Epping Forest District. Two rounds of meetings have been held to date, one on 2 December 2016 and one on 24 February 2017 when an update was provided on the Garden Town Programme, and the award of funding to EFDC, Harlow Council and East Herts District Council to deliver the growth required.

Officers from Harlow and East Herts District Councils were present to provide updates on their current positions to the group addressing the Strategic Sites around Harlow. Harlow Council had made clear they were currently reviewing the current objections held to the inclusion of sites to the south and west of Harlow, within Epping Forest District, in the Epping Forest District Draft Local Plan. East Herts District Council would submit their Plan for Examination on 31 March 2017.

The Council was successful (together with East Herts and Harlow Councils) in securing £500,000 Garden Towns funding from DCLG for the Harlow and Gilston Garden Town to support the delivery of strategic sites in and around Harlow. This includes the four strategic sites to the South, West and East of Harlow in this District. A joint delivery team was being established with EFDC as the lead authority and the post of Project Director was currently being recruited.

The Council had also been allocated funding by DCLG to support community led housing developments. The total sum allocated was £32,211 with 50% paid for 2016/17 and a further tranche available subject to satisfactory evidence that the money was being spent in accordance with the objectives. Officers were working with colleagues from East Herts and Uttlesford District Councils, with the support of ATLAS, to collaborate on the use of the funds received.

Councillor Patel asked for clarification on the Strategic Masterplan (SMP). The Planning Policy Manager said that the SMP was separate to the Local Plan. The Local Plan set out the strategic over-plan while the SMP sat alongside the Local Plan and was not statutory and would provide a bridge to the Local Plan. Council would have a role in agreeing any development and how they relate to each other and also meet our needs. Ms Blom-Cooper added that they would like have members involved

in the pre-application stage, so it would be scrutinised before it went to a planning committee.

Councillor Baldwin asked how much control we had over the development of a site and could we use the local development guidelines as opposed to the national development guidelines. He was told that we controlled the sites we allocated, but not the developers. Nationally there was a push to use smaller developers.

Councillor Baldwin queried the selling of leaseholds for freeholds after a time. Could we ensure developers sold freehold properties? The Planning Policy Manager replied that the government was pushing the leaseholds as people could buy part of the property and thus get people on the housing ladder. Councillor Baldwin said that he would like to see 'Common hold' pushed. Councillor Bassett said that Common hold was very restrictive and not flexible, but we could not influence developers.

Councillor Brady asked if the large sites around Harlow failed, how would that affect EFDC. A lot of this would also rely on whether Junction 7a would be put in. Ms Blom-Cooper replied that they were looking for around 17, 000 new homes around Harlow and there were concerns about roads and congestion. Harlow had now signed the MOV on this and were looking to build it as 'Harlow Garden Town with a sustainable transport corridor coming in from the north.

Councillor Whitehouse said that the developer's forum had caused concerns. It seemed that we met with developers on sites that we had not made decisions about. She was told that officers were very conscious of the process, some sites may change but they must start now bringing forward sites to make the Local Plan stand. Officers were about to start a new site selection process with about 60 new sites to look at. There will be member workshops on these new sites. The end of the process was very near (at the end of this year) and officer will have to do a lot of work before this on sites. Infrastructure needed to be sorted out and to do this officers would need to work with the developers on what they would need to provide. This also stopped them doing the things that we did not want them to do.

Councillor Neville asked that when a new site came in and the public were consulted how did we take their views into account. He was told that would depend on the objections received and where the sites were etc. also all members could comment on the site selections.

Councillor Webster commented that members had spent a lot of hours on this in various workshops etc. and they had now reached this point. What would happen if some of these sites were flooded out, how would we square this with residents? Ms Blom-Cooper said that that officers would look at the sites proposed and come to a conclusion on their suitability.

Agreed: that the list of the 60 new sites would be put in the Council Bulletin when officers had the list settled.

RESOLVED:

That the update on the Local Plan was noted.

40. CORPORATE PLAN KEY ACTION PLAN 2016/17 - QUARTER 3 PROGRESS

The Director of Neighbourhoods introduced the quarter 3 progress Corporate Plan Key Action Plan for 2016/17. The Corporate Plan was the Council's key strategic

planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims were supported by Key Objectives, which provided a clear statement of the Council's overall intentions for these five years.

There were 49 actions in total for which progress updates for Q3 are as follows:

- | | |
|--------------------------|------------------------|
| • Achieved or On-Target: | 26 (53%) |
| • Under Control: | 13 (27%) |
| • Behind Schedule: | 4 (8%) |
| • Pending: | 6 (12%) |
| | Total 49 (100%) |

12 actions fall within the areas of responsibility of the Neighbourhoods Select Committee. At the end of Q3:

- 6 (50%) of these actions had been 'Achieved' or are 'On-Target'
- 4 (33%) of these actions were 'Under Control'
- 2 (17%) of these actions were 'Behind Schedule'
- 0 (0%) of these actions were 'Pending'

Councillor J H Whitehouse asked for an update on the St John's Road site. Mr Macnab said that it had been sold to Frontier Estates. They will now have a tripartite agreement and negotiations with the Town Council were still going on.

RESOLVED:

That third quarter progress of the Corporate Plan Key Action Plan for 2016/17, in relation to its areas of responsibility was reviewed and noted by the Select Committee.

41. KEY PERFORMANCE INDICATORS QTR 3 - 2016/17 AND REVIEW OF TARGETS FOR 2017/18

The Director of Neighbourhoods introduced the quarter 3 performance of the Key Performance Indicators (KPIs) for 2016/17 and the review of targets for the following year.

The overall position for all thirty-seven KPIs at the end of the Quarter 3 was as follows:

- 26 (70%) indicators achieved third quarter target;
- 11 (30%) indicators did not achieve third quarter target, although 4 (11%) of KPIs performed within the agreed tolerance for the indicator; and,
- 31 (84%) indicators were currently anticipated to achieve the cumulative year-end target, and a further 3 (8%) are uncertain whether they will achieve the cumulative year-end target.

Thirteen of the Key Performance Indicators fell within the Neighbourhoods Select Committee's areas of responsibility. The overall position with regard to the achievement of target performance at Q3 for these 13 indicators was as follows:

- 8 (62%) indicators achieved target;
- 5 (38%) indicators did not achieve target, although 4 (31%) of these KPI's performed within the agreed tolerance for the indicator;

(c) 11 (85%) of indicators were currently anticipated to achieve year-end target, whilst 0 indicators were uncertain whether they would achieve year-end target.

NEI001 – *How much non-recycled waste was collected for every household in the District* - Councillor Whitehouse asked if residents were being educated on what they could recycle. Mr Durrani, the Assistant Director, Technical Services said that the Cabinet had agreed new policies and officers could now start enforcement procedures if thought necessary, but they would still start with trying to educate residents. They have been having issues with blocks of flats and their recycling. Councillor Bedford agreed about the problems with blocks of flats; could we write to the relevant management companies about recycling and collection of waste in general. Mr Durrani replied that they did this already but they can do more. Officers were currently starting a new project to target flats and incentivise recycling.

Councillor Sartin asked a general question about flytipping (NEI006, NEI007 and NEI008). She wanted to know if there were any records to show the number of flytips or the types of flytips that we dealt with. Mr Macnab said that we could get this information from the ECC. Councillor Neville asked that this information be put in the Council Bulletin.

Councillor Bedford noted that the City of London had a zero tolerance towards flytipping.

Councillor Brady commented that when there was any flytipping on verges and on farmer's land, the Council refused to do anything about it. Currently there was some asbestos by Gains Park. Mr Durrani said that anything on the public highway we could remove, but not when it was on private land, all that could be done was to enforce its removal by the land owner. It was a funding issue and would need a change in policy.

Councillor Bedford noted that asbestos was a public health issue. Could we do something about this? He knew that there would be no easy answer to this.

The Committee went on to review the KPIs for 2017/18 and noted that the following had been altered:

- (a) NEI006 – Fly-tip Investigations – target decreased
- (b) NEI010 – Increase in homes – target increased
- (c) NEI011 – Commercial rent arrears – target increased
- (d) NEI013 – Waste recycled – target decreased
- (e) NEI014 – Waste composted – target increased

The Select Committee were in agreement with these changes.

Councillor Sartin asked how we compared with other authorities on recycling. Mr Durrani said that the Council was one of the higher achievers, being 2nd in Essex. But some other authorities were changing the way they collected recyclables, and there was a discernible trend in that the percentage of recyclables were falling. Also the problems with non-recyclables were increasing.

RESOLVED:

- (1) That the Select Committee reviewed and noted the Q3 performance in relation to the key performance indicators within its areas of responsibility; and
- (2) That the Select Committee reviewed and agreed the proposed key performance indicator set for 2017/18 for those areas which fall within its' areas of responsibility.

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

The Committee thought that a short report back to the Overview and Scrutiny Committee should be given on the items covered at this meeting especially on the Housing White Paper.

43. FUTURE MEETINGS

The Committee noted that this was their last meeting for this municipal year and thanked the Chairman for his good chairmanship during the year.

NEIGHBOURHOODS SELECT COMMITTEE

TERMS OF REFERENCE – 2017/18

Title: Neighbourhoods Select Committee

Status: Select Committee

Terms of Reference:

General

1. To undertake overview and scrutiny, utilising appropriate methods and techniques, of services and functions of the Neighbourhood and excluding those matters within the remit of the Audit and Governance Committee, the Standards Committee or the Constitution Working Group;
2. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee;
3. To keep under review:
 - (i) *Environmental enforcement activities;*
 - (ii) *Waste management activities; and*
 - (iii) *Leisure Management*
 - (iv) *Local Plan Scrutiny*
4. To respond to applicable consultations as appropriate;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To identify any matters within the services and functions of the Neighbourhoods Directorate that require in-depth scrutiny and report back to the Overview and Scrutiny Committee as necessary;

Performance Monitoring

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

Environment

8. To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy / environmental policy and to receive progress reports from the Green Working Party.
9. To receive reports from the Waste Management Partnership Board in respect of the operation of and performance of the waste management contract;

Leisure

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

Chairman: Cllr. Bedford

Neighbourhoods Select Committee (Chairman – Cllr Bedford) Work Programme 2017/18

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	TBA	Annual report to Committee	27 June 2017; 19 September; 21 November; 30 January 2018; 20 March
(2) KPIs 2016/17 – Outturn Review	First meeting of each municipal year	Outturn KPI performance report for 2016/17 - went to June 2016 meeting	
(3) KPIs 2017/18 - Quarterly review	Quarterly	Review of quarterly performance: Q1 in September 2017; Q2 in November '17; Q3 in March '18	
(4) Corporate Plan Key Action Plan 2016/17 – Outturn Review	First meeting of each municipal year	Outturn Key Action Plan 2016/17 performance - went to June 2017 meeting	
(5) Corporate Plan Key Action Plan 2017/18 – Quarterly Review	Quarterly	Review of quarterly performance: Q1 September 2017; Q2 November 2017; Q3 March 2018	
(6) To receive updates from the Green Corporate Working Party	As appropriate (Last update received on the current position in November '16)	To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy/environmental policy and to receive progress reports from the Green Working Party.	
(7) To receive regular updates on the current position of the Local Plan	Update to go to each meeting.	Committee to keep a watch in brief on the position of the District's Local Plan – (last went to March'17 meeting)	

**Neighbourhoods Select Committee (Chairman – Cllr Bedford)
Work Programme 2017/18**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(8) To receive an annual update on the Environmental Charter	June 2017	At their meeting on 28 June 2016 the Committee agreed to receive an annual update of the Council's Environmental Charter	
(9) Review of arrangements for ensuring the behaviour of Licenced taxi Drivers	TBA	Item from the O&S Co-ordinating Group.	
(10) Yearly Review of the Off-Street Parking Service	TBA	At their November 2016 meeting the Committee agreed to review on an annual basis the off-street parking service recently taken over by EFDC from NEPP.	

Neighbourhoods Directorate Business Plan 2017-18



Neighbourhoods Directorate

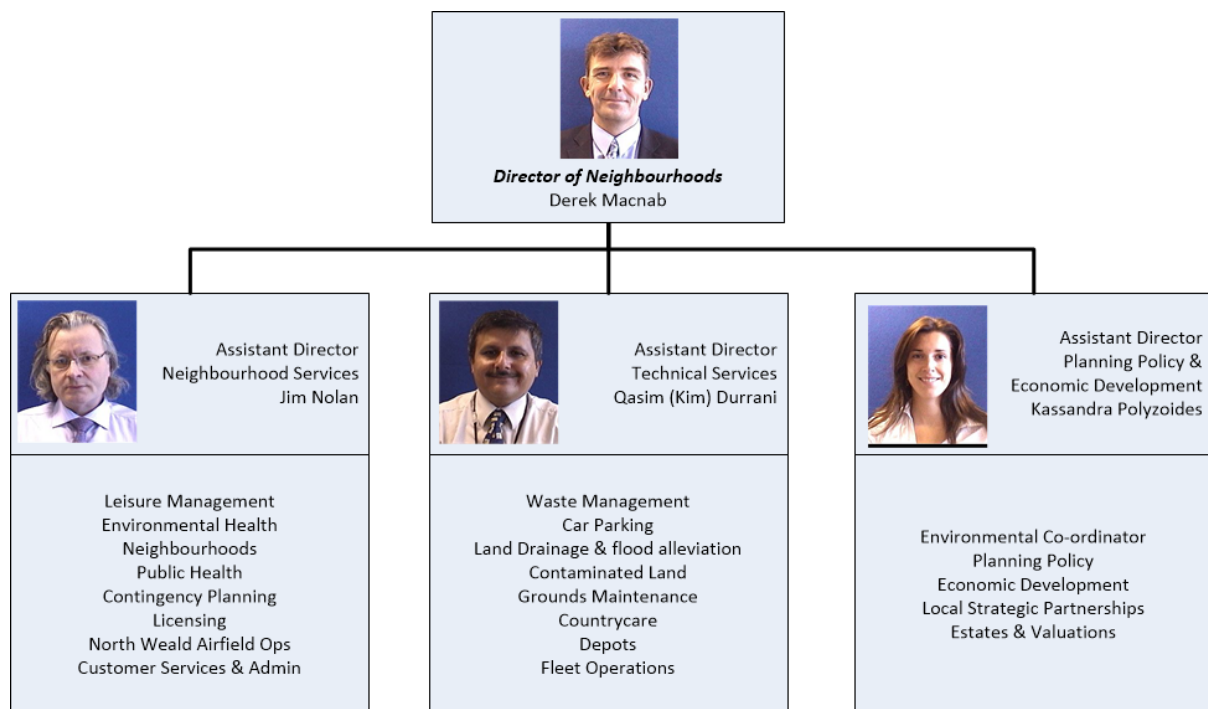
Neighbourhoods Services, Technical Services, Planning Policy & Economic Development

The Neighbourhoods Directorate provides a number of key, front line services which directly impact on the quality of life of residents and visitors and help to maintain the special character of the District. These have been grouped into three service areas;

- Neighbourhood Services - Assistant Directors Jim Nolan (Lead Officer)
- Technical Services - Assistant Director Qasim (Kim) Durrani (Lead Officer)
- Planning Policy & Economic Development - Assistant Director Kassandra Polyzoides

Day to day issues are managed by the relevant professional officers. Where there are concerns or complaints about service delivery, which have not been satisfactorily resolved. The appropriate Assistant Director will assume full responsibility for ownership of the particular issue and for finding a resolution.

Organisation



Portfolio and Corporate Responsibilities

The Director of Neighbourhoods holds corporate responsibility for the Directorate. The following Portfolio Holders are responsible for different areas of Governance;

<i>Service Area</i>	<i>Portfolio</i>	<i>Portfolio Holder</i>
Leisure Management, North Weald Airfield Operations	Leisure and Community Services	Cllr. Helen Kane
Environmental Health, Neighbourhoods, Public Health, Contingency Planning, Waste Management, Land Drainage and Flood Alleviation, Contaminated Land, Grounds Maintenance, Fleet Operations, Environmental Co-ordination.	Environment	Cllr. Will Breare-Hall
Licensing, Car parking, Countrycare	Safer, Greener & Transport	Cllr. Gary Waller
Planning Policy Transport	Planning Policy	Cllr. John Philip
Economic Development	Assets & Economic Development	Cllr. Anne Grigg
Local Strategic Partnerships	Leaders Portfolio	Cllr. Chris Whitbread

Customer Focus and Profile

The Directorate has a very wide customer profile since many of its services are core services used by the majority of the 126,080 residents of the District plus businesses and visitors throughout the year. Such services include Off-street Car Parking, Waste Management and Recycling, Grounds Maintenance, Environmental Health, Land Drainage, Private Sector Drainage, Neighbourhoods and Licensing.

There are also large numbers of the local and wider community which use the other services at their discretion, for example Leisure Facilities and North Weald Airfield. Support is also provided to client organisations such as Essex County Council, local Parish and Town Councils, Partnership and Government bodies.

Within the Directorate every effort is made to deliver services in the most cost efficient way.

Risk Management

Management and operational risks are assessed at both service and Directorate level.

- If an identified risk affects only one service and can be managed by that service then it is deemed a service level risk and is recorded as such in the relevant service plan.
- A risk that affects multiple services within the Directorate and can only be addressed by the Directorate Management Team (Director and Assistant Directors) then it is deemed a directorate level risk.

Directorate level risks are reviewed regularly and discussed at Directorate Management Team meetings. Amber or red risks are closely monitored and action taken to address the risk. The Directorate is represented on the Corporate Risk Management Group by the Assistant Director (Neighbourhood Services).

Current Red risks include;

- The Local Plan
- Strategic sites
- Economic Development

Business Continuity

Each service area produces a Business Continuity plan that follows a corporate template. The Directorate Business Continuity arrangements are then co-ordinated by the Contingency Planner in conjunction with the Directorate Management Team.

Business Continuity plans are created, stored and distributed electronically to provide a measure of resilience through routine ICT backup procedures. Hard copies are held off site.

Workforce Planning and Development

The Neighbourhoods Workforce Development Plan is available to view.

NEIGHBOURHOODS DIRECTORATE BUSINESS PLAN 2017-18			
Director:	Derek Macnab		
Principal/Service Accountant	John Bell	Mark Hellings	Jyoti Kanji
Joint Management Board/Cabinet	9 th May 2017		
Responsible Officer	Jim Nolan	Kim Durrani	Kassandra Polyzoides
	NEIGHBOURHOOD SERVICES	TECHNICAL SERVICES	PLANNING POLICY & ECONOMIC DEVELOPMENT
PORTFOLIO HOLDERS	Cllr Helen Kane Leisure and Community Services Portfolio Holder		
		
	Cllr Will Breare-Hall Environment Portfolio Holder		
		
	Cllr Gary Waller Safer, Greener & Transport Portfolio Holder		
.....			
Cllr Anne Grigg Assets & Economic Development Portfolio Holder			
.....			
Cllr Chris Whitbread Leaders Portfolio Holder			
.....			

NEIGHBOURHOODS DIRECTORATE SERVICE PLAN 2017/18

No.	Action	Deadline	Target/Success Measure	Lead Officer/Title	Cross Reference	Project / BAU
Neighbourhood Services 2017/18 Service Plan – Key items (Responsible Officer Jim Nolan)						
1	Implement new leisure contract including; <ul style="list-style-type: none"> • Refurbishments at Epping, Ongar & Loughton LC's • New build Leisure Centre at Waltham Abbey 	June 2018	Refurbs completed on time Successful consideration of Planning Application	Peter Charman	P135	Project
		Nov 2018	Start on site New build completed on time	Peter Charman	P135	Project
2	Aviation intensification at North Weald Airfield	Report to Asset Management Committee September 2017	<ul style="list-style-type: none"> • Evaluation of results of Employment Needs Study on airfield • Development of revised commercial letting strategy • Number of new aviation tenants and resultant increase in income 	Jim Nolan/Karim Pabani		
3	Air quality review	Oct 2017	To explore whether there is a need to raise the Council's current process in relation to Air Quality Monitoring in response to legislative change and heightened public awareness	Jim Nolan		

NEIGHBOURHOODS DIRECTORATE SERVICE PLAN 2017/18

No.	Action	Deadline	Target/Success Measure	Lead Officer/Title	Cross Reference	Project / BAU
Technical Services 2017/18 Service Plan – Key items (Responsible Officer Kim Durrani)						
1	Waste & Recycling Service Review	To be considered by Cabinet in December 2017 latest to enable financial implications to be incorporated in 2018/19 Budget.	To identify revised collection arrangements which will enable the Council to; <ul style="list-style-type: none"> • Improve its re-cycling performance • Maintain current levels of customer satisfaction and quality of service • Achieve efficiency savings to offset increased costs of composition of recycle and volume of dry recycling sacks. 	Kim Durrani		
2	Nursery & Landscape Service Review	Completed by October 2017	<ul style="list-style-type: none"> • Identification of alternative location to hold stock. • Development of revised working methods and staffing review • Procurement of supplier of bedding plants to replace in-house growing. 	Kim Durrani		
3	Co-location of other service users at new Oakwood Hill Depot	September 2017 Cabinet latest for approval	<ul style="list-style-type: none"> • Identification of best option to accommodate Housing Repairs Service • Development of cost plan • Submission of Planning Application 	Kim Durrani	150	Project
4	Monitoring the new Off Street Parking Contract	Ongoing from 1 st April 2017	<ul style="list-style-type: none"> • Quality of enforcement • Success of determining appeals on PCN's • Effective cash collection and reconciliation • Increased income from charges 	Kim Durrani		BAU
5.	Feasibility of generating extra income from Fleet Maintenance Service	November 2017	<ul style="list-style-type: none"> • New opportunities identified • Business Case Agreed • Expanded Service Commissioned 	Kim Durrani		BAU

NEIGHBOURHOODS DIRECTORATE SERVICE PLAN 2017/18

No.	Action	Deadline	Target/Success Measure	Lead Officer/Title	Cross Reference	Project / BAU
Planning Policy & Economic Development 2017/18 Service Plan – Key items (Responsible Officer Kassandra Polyzoides)						
1	Development of the Local Plan	As per the published Local Development Scheme	<ul style="list-style-type: none"> To complete key pieces of evidence base, to include; Further site assessment Transport modelling Employment study Infrastructure delivery plan Open space studies To prepare and publish for consultation the Regulation 19 Pre-submission 	Kassandra Polyzoides (Alison Blom-Cooper)	P115	Project
2	To take forward the Harlow and Gilston Garden Town Project to deliver strategic growth around Harlow.	As detailed in the bid document	<ul style="list-style-type: none"> Commissioning of visioning work Establishment of delivery team and Governance arrangements Appointment of Project Director Commencement of masterplanning 	Kassandra Polyzoides (Alison Blom-Cooper)		
3	To implement a new structure for the future management of the Council's Estates & Valuation services	Further to staff consultation to appoint to new roles by the 1 st July 2017	<ul style="list-style-type: none"> Appointment of staff in new Asset Management roles Increase income from commercial portfolio Elimination of any void properties 	Karim Pabani – Interim Chief Estates Officer	P107	Project
4	To complete the construction, letting and opening of the Epping Forest Shopping Park.	Opening by end September 2017	<ul style="list-style-type: none"> Main construction contract to reach practical completion on programme and budget Successful letting to anchor tenants in line with original Development Appraisal Completion of S278 Highways Works 	Derek Macnab	P113	Project
5	To bring forward the development of the St John's Road site in accordance with the agreed design and development brief.	Consideration of Planning Application in Autumn 2017, leading to completion of the sale to the Council's Development Partner.	<ul style="list-style-type: none"> Signing of Tri-partite agreement which delivers Community Benefits Submission of planning application 	Derek Macnab	P114	Project



Report to Neighbourhoods Select Committee

Date of meeting: 27 June 2017

Portfolio: Safer, Greener and Transport (Councillor G. Waller)

Subject: Key Performance Indicators 2016/17 – Q4 (Outturn) Performance

Officer contact for further information: Monika Chwiedz (01992 562076)

Democratic Services Officer: Vivienne Messenger (01992 564243)

Recommendations/Decisions Required:

that the Select Committee reviews performance against the Key Performance Indicators within its areas of responsibility for 2016/17.

Executive Summary:

The Local Government Act 1999 requires that the Council make arrangements to secure continuous improvement in the way in which its functions and services are exercised, having regard to a combination of economy, efficiency and effectiveness.

As part of the duty to secure continuous improvement, a range of Key Performance Indicators (KPI) relevant to the Council's services and key objectives, are adopted each year by the Finance and Performance Management Cabinet Committee. Performance against the KPIs is monitored on a quarterly basis by Management Board and overview and scrutiny to drive improvement in performance and ensure corrective action is taken where necessary.

Reasons for Proposed Decision:

The KPIs provide an opportunity for the Council to focus attention on how specific areas for improvement will be addressed, and how opportunities will be exploited and better outcomes delivered. It is important that relevant performance management processes are in place to review and monitor performance against the key performance indicators to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under performance.

Other Options for Action:

No other options are appropriate in this respect. Failure to monitor and review KPI performance and to consider corrective action where necessary could have negative implications for judgements made about the Council's progress, and might mean that opportunities for improvement are lost.

Report:

1. A range of thirty-seven (37) Key Performance Indicators (KPIs) for 2016/17 was adopted by the Finance and Performance Management Cabinet Committee in March 2016. The KPIs are important to the improvement of the Council's services, and

comprise a combination of some former statutory indicators and locally determined performance measures. The aim of the KPIs is to direct improvement effort towards services and the national priorities and local challenges arising from the social, economic and environmental context of the district.

2. Progress in respect of each of the KPIs is reviewed by the relevant Portfolio Holder, Management Board, and overview and scrutiny at the conclusion of each quarter. This report provides an overview of all KPIs and includes in detail those indicators which fall within the areas of responsibility of the Neighbourhoods Select Committee
3. A headline end of Q4 (outturn) performance summary in respect of each of the KPIs falling within the Neighbourhoods Select Committee's areas of responsibility for 2016/17, is attached as Appendix 1 to this report together with details of the specific twelve-month performance for each indicator.

Key Performance Indicators 2016/17 – Quarter 4 Performance

4. **All indicators** - The overall position for all 37 KPIs at the end of the year was as follows:
 - (a) 28 (75%) indicators achieved target;
 - (b) 9 (25%) indicators did not achieve target; although
 - (c) 3 (8 %) of these KPIs performed within its tolerated amber margin.
5. **Neighbourhoods Select Committee indicators** - Thirteen (13) of the Key Performance Indicators fall within the Neighbourhoods Select Committee's areas of responsibility. The overall position with regard to the achievement of target performance at the end of the year for these indicators, was as follows:
 - (a) 9 (70%) indicators achieved target;
 - (b) 2 (15% indicators did not achieve target; although
 - (c) 2 (15%) indicator performed within its tolerated amber margin.
6. The 'amber' performance status used in KPI reports identifies indicators that have missed the agreed target for the quarter, but where performance is within an agreed tolerance or range (+/-). The KPI tolerances were agreed by Management Board when targets for the KPIs were set in February 2016.
7. The Select Committee is requested to review performance at the end of the year in relation to the KPIs for 2016/17 within its areas of responsibility.

Resource Implications: none for this report.

Legal and Governance Implications: none for this report; however performance management of key activities is important to the achievement of value for money.

Safer, Cleaner, Greener Implications: none for this report.

Consultation Undertaken: Relevant Select Committees and the Finance and Performance Management Cabinet Committee.

Background Papers: KPI submissions are held by the Performance Improvement Unit.

Impact Assessments:

Risk Management – none for this report.

Equality: none for this report.

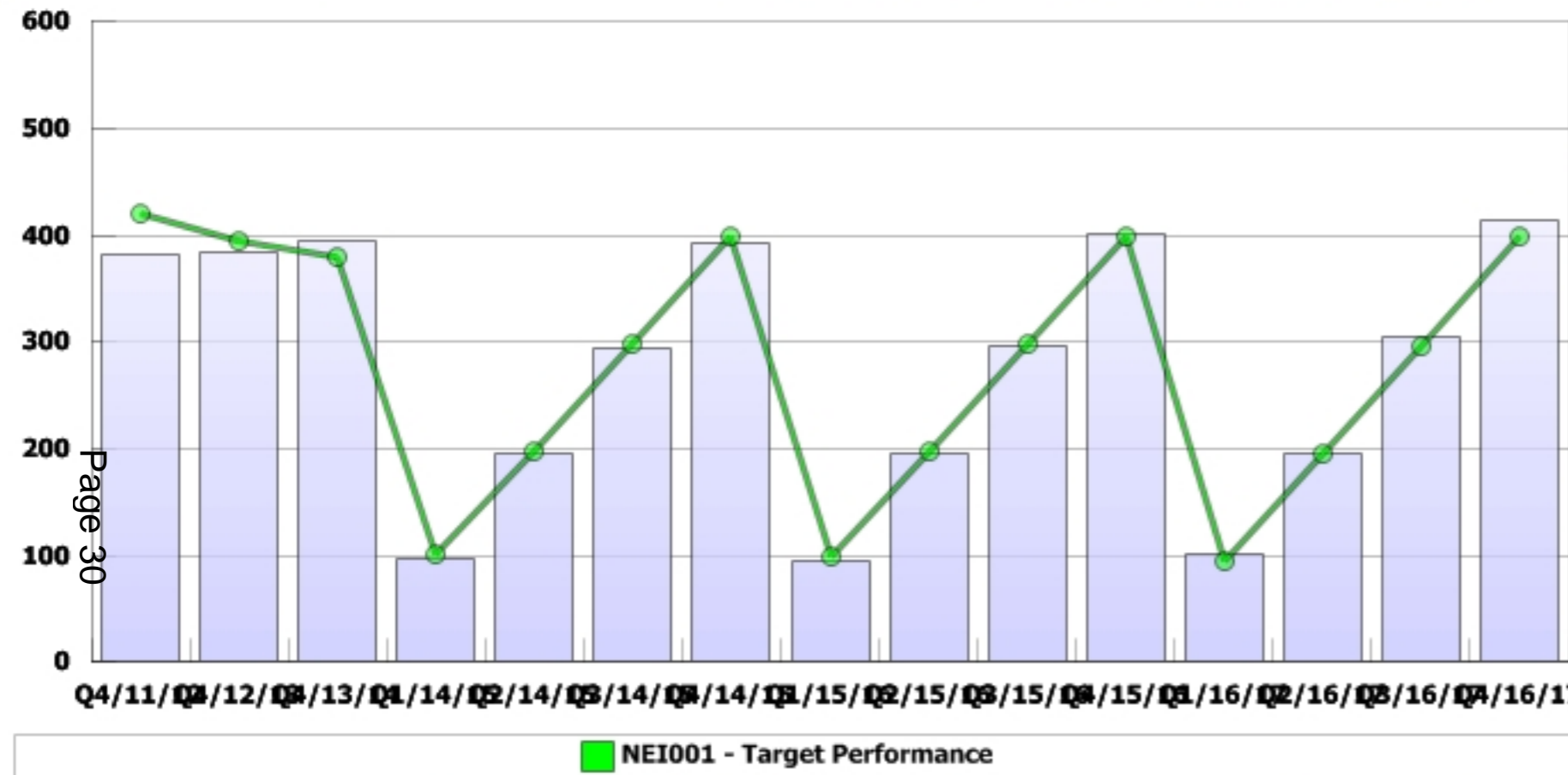
Quarterly Indicators		Quarter 1			Quarter 2			Quarter 3			Quarter 4			Is year-end target likely to be achieved?
		Tgt	Actual		Tgt	Actual		Tgt	Actual		Tgt	Actual		
Communities Quarterly KPIs														
COM001	(Housing rent) (%)	99.00%	101.59%	🟢	99.00%	100.13%	🟢	99.00%	100.07%	🟢	99.00%	100.3...	🟢	Yes
COM002	(Void re-lets) (days)	37	49	🔴	37	42	🔴	37	39	🔴	37	38	🟡	No
COM003	(Tenant satisfaction) (%)	98.00%	100.00%	🟢	98.00%	100.00%	🟢	98.00%	99.65%	🟢	98.00%	99.44%	🟢	Yes
COM004	(Temp. accommodation) (no.)	140	103	🟢	140	111	🟢	140	101	🟢	140	116	🟢	Yes
COM005	(Non-decent homes) (%)	0.0%	0.0%	🟢	0.0%	0.0%	🟢	0.0%	0.0%	🟢	0.0%	0.0%	🟢	Yes
COM006	(Modern Homes Std) (%)	825	587	🔴	1,650	1,414	🔴	2,475	2,116	🔴	3,300	2,806	🔴	No
COM007	(Emergency repairs) (%)	99.00%	99.15%	🟢	99.00%	99.14%	🟢	99.00%	99.19%	🟢	99.00%	99.21%	🟢	Yes
COM008	(Responsive repairs) (days)	7.00	4.87	🟢	7.00	5.15	🟢	7.00	5.58	🟢	7.00	5.81	🟢	Yes
COM009	(Emergency repairs) (%)	98.00%	98.00%	🟢	98.00%	98.00%	🟢	98.00%	98.00%	🟢	98.00%	98.15%	🟢	Yes
COM010	(Calls to Careline) (%)	97.50%	99.90%	🟢	97.50%	99.80%	🟢	97.50%	99.80%	🟢	97.50%	99.86%	🟢	Yes
Governance Quarterly KPIs														
GOV004	(Major planning) (%)	90.00%	92.86%	🟢	90.00%	95.65%	🟢	90.00%	93.33%	🟢	90.00%	95.24%	🟢	Yes
GOV005	(Minor planning) (%)	90.00%	88.68%	🟡	90.00%	90.71%	🟢	90.00%	92.11%	🟢	90.00%	92.24%	🟢	Yes
GOV006	(Other planning) (%)	94.00%	94.69%	🟢	94.00%	95.85%	🟢	94.00%	95.43%	🟢	94.00%	94.84%	🟢	Yes
GOV007	(Appeals - officers) (%)	20.0%	21.4%	🟡	20.0%	25.0%	🔴	20.0%	27.1%	🔴	20.0%	22.2%	🔴	No
GOV008	(Appeals - members) (%)	50.0%	57.1%	🔴	50.0%	62.5%	🔴	50.0%	70.0%	🔴	50.0%	66.7%	🔴	No
Neighbourhoods Quarterly KPIs														
NEI001	(Non-recycled waste) (kg)	95	101	🔴	196	195	🟢	296	306	🟡	400	415	🟡	No
NEI002	(Litter) (%)	8%	8%	🟢	8%	8%	🟢	8%	9%	🟡	8%	6%	🟢	Yes
NEI003	(Detritus) (%)	10%	10%	🟢	10%	9%	🟢	10%	9%	🟢	10%	4%	🟢	Yes
NEI005	(Neighbourhood issues) (%)	95.50%	98.82%	🟢	95.50%	99.16%	🟢	95.50%	98.80%	🟢	95.50%	98.79%	🟢	Yes
NEI006	(Fly-tip investigations) (%)	92.00%	99.39%	🟢	92.00%	99.01%	🟢	92.00%	98.63%	🟢	92.00%	98.08%	🟢	Yes
NEI007	(Fly-tip: contract) (%)	90.00%	93.72%	🟢	90.00%	91.74%	🟢	90.00%	91.51%	🟢	90.00%	91.91%	🟢	Yes
NEI008	(Fly-tip: non-contract) (%)	90.00%	94.67%	🟢	90.00%	95.22%	🟢	90.00%	94.24%	🟢	90.00%	94.11%	🟢	Yes
NEI009	(Noise investigations) (%)	90.00%	88.76%	🔴	90.00%	90.95%	🟢	90.00%	92.38%	🟢	90.00%	92.22%	🟢	Yes
NEI010	(Increase in homes) (no.)	41	23	🔴	69	68	🟡	87	114	🟢	230	131	🔴	Yes
NEI011	(Commercial rent arrears) (%)	2.5%	2.0%	🟢	2.5%	2.0%	🟢	2.5%	1.8%	🟢	2.5%	1.8%	🟢	Yes
NEI012	(Commercial premises let) (%)	98.00%	98.89%	🟢	98.00%	98.15%	🟢	98.00%	97.42%	🟡	98.00%	97.79%	🟡	Yes
NEI013	(Waste recycled) (%)	30.00%	22.00%	🔴	30.00%	26.09%	🔴	30.00%	25.00%	🔴	30.00%	26.93%	🔴	No
NEI014	Waste composted (%)	30.00%	37.64%	🟢	30.00%	35.00%	🟢	30.00%	33.15%	🟢	30.00%	30.32%	🟢	Yes
Resources Quarterly KPIs														
RES001	(Sickness absence) (days)	1.90	1.50	🟢	3.64	2.98	🟢	5.24	5.03	🟢	7.50	6.71	🟢	Yes
RES002	(Invoice payments) (%)	97%	98%	🟢	97%	97%	🟢	97%	97%	🟢	97%	96%	🔴	No
RES003	(Council Tax collection) (%)	27.27%	27.61%	🟢	51.99%	52.65%	🟢	77.09%	78.00%	🟢	97.00%	98.00%	🟢	Yes
RES004	(NNDR Collection) (%)	28.48%	28.83%	🟢	53.46%	53.25%	🟡	78.67%	78.02%	🔴	97.70%	97.75%	🟢	Yes
RES005	(New benefit claims) (days)	22.00	21.28	🟢	22.00	22.72	🟡	22.00	21.98	🟢	22.00	21.83	🟢	Yes
RES006	(Benefits changes) (days)	6.00	6.91	🟡	6.00	7.62	🔴	6.00	7.69	🔴	6.00	4.77	🟢	Yes
RES009	(Website Availability) (%)	99.60%	99.82%	🟢	99.60%	99.89%	🟢	99.60%	99.73%	🟢	99.60%	99.79%	🟢	Yes
RES010	(Website Broken Links) (%)	95.00%	99.89%	🟢	95.00%	100.00%	🟢	95.00%	100.00%	🟢	95.00%	97.70%	🟢	Yes
RES011	(Website Navigation) (%)	79.90%	80.51%	🟢	79.90%	80.42%	🟢	79.90%	80.34%	🟢	79.90%	80.42%	🟢	Yes

NEI001 How much non-recycled waste was collected for every household in the district?

Additional Information: This indicator supports reductions in the amount of residual waste collected, through less overall waste and more reuse, recycling and composting. Quarterly targets and performance details for this indicator are measured in kilograms per household, and represent the cumulative total for the year to date.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual	Status
Q4/16/17	400	415	✗
Q3/16/17	296	306	✗
Q2/16/17	196	195	✓
Q1/16/17	95	101	✗
Q4/15/16	400	402	✗

Annual Target: 2016/17 - 400kg
2015/16 - 400kg

Indicator of good performance:
A lower waste figure is good

↓ is the direction of improvement

Is it likely that the target will be met at the end of the year?

No



Comment on current performance (including context):

(Q4 2016/17) - Going on the previous 2 years we may need to revise this figure upwards

Corrective action proposed (if required):

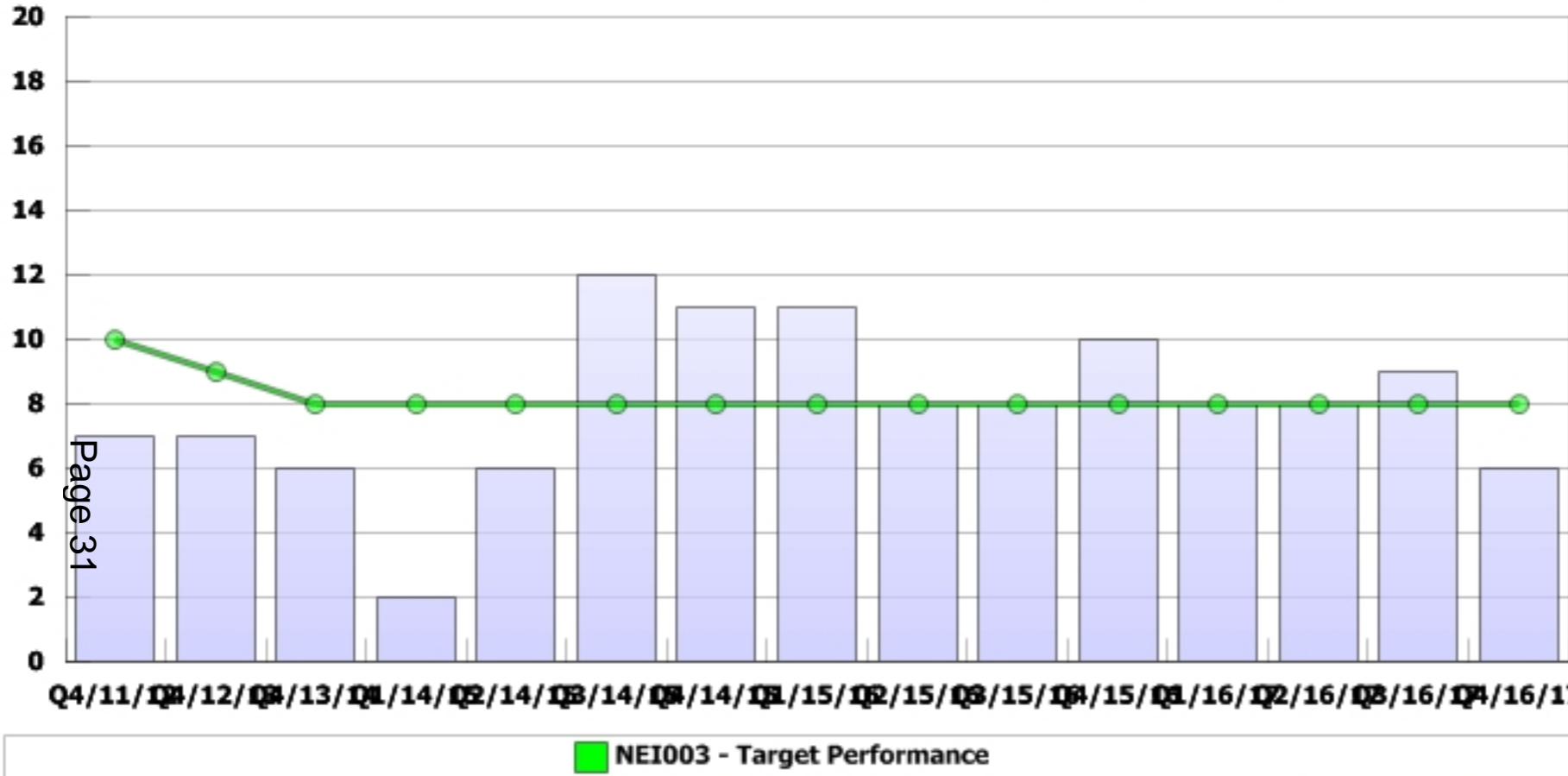
(Q4 2016/17) - There maybe nothing that can be done as residual tonnages are rising in the country despite high levels of recycling which are falling. The government maybe looking at changing national targets from from recycling to waste minimization.

NEI003 What percentage of our district had unacceptable levels of litter?

Additional Information: This indicator seeks to reduce unacceptable levels of litter. Performance is based on surveys of prescribed sites carried out over four quarterly periods each year, and represents the percentage of relevant land with deposits of litter which exceed the acceptable level.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual	Status
Q4/16/17	8%	6%	✓
Q3/16/17	8%	9%	✗
Q2/16/17	8%	8%	✓
Q1/16/17	8%	8%	✓
Q4/15/16	8%	10%	✗

Annual 2016/17 - 8%
 Target: 2015/16 - 8%

Indicator of good performance:
 A lower percentage is good

↓ is the direction of improvement

Is it likely that the target will be met at the end of the year?

Yes

Comment on current performance (including context):

(Q4 2016/17) - We will need to see if this can be maintained into the future and keep within targets.

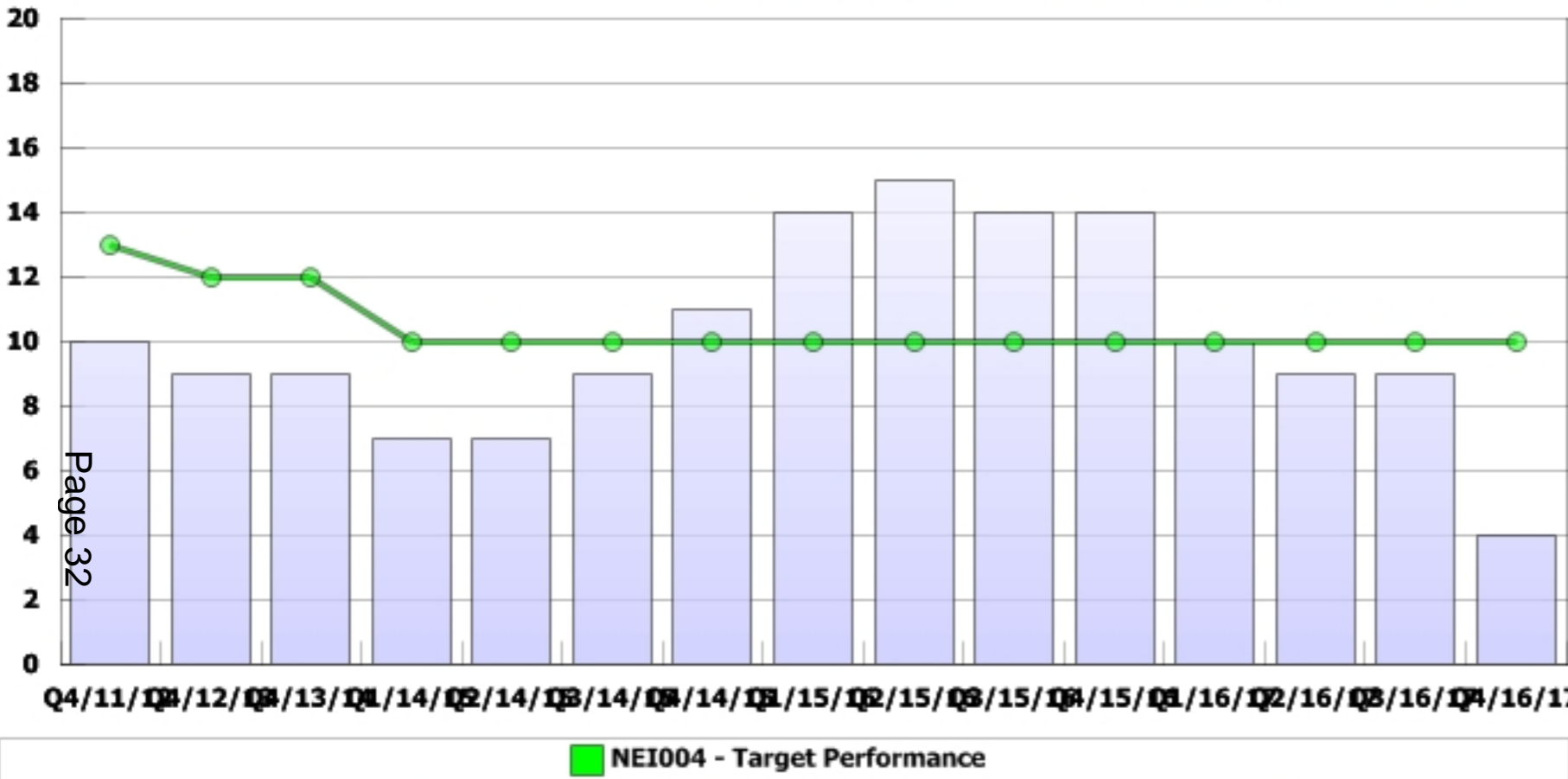
Corrective action proposed (if required):

NEI004 What percentage of our district had unacceptable levels of detritus (dust, mud, stones, rotted leaves, glass, plastic etc.)?

Additional Information: This indicator seeks to reduce unacceptable levels of detritus. Performance is based on surveys of prescribed sites carried out over the four quarterly periods each year, and represents the percentage of relevant land with deposits of detritus which exceed the acceptable level.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual	Status
Q4/16/17	10%	4%	✓
Q3/16/17	10%	9%	✓
Q2/16/17	10%	9%	✓
Q1/16/17	10%	10%	✓
Q4/15/16	10%	14%	✗

Annual Target: 2016/17 - 10%
 Target: 2015/16 - 10%
 Indicator of good performance: A lower percentage is good
 ↓ is the direction of improvement



Is it likely that the target will be met at the end of the year?
 Yes

Comment on current performance (including context):

(Q4 2016/17) - Performance is now becoming more consistent - further joint work is planned to consolidate performance

Corrective action proposed (if required):

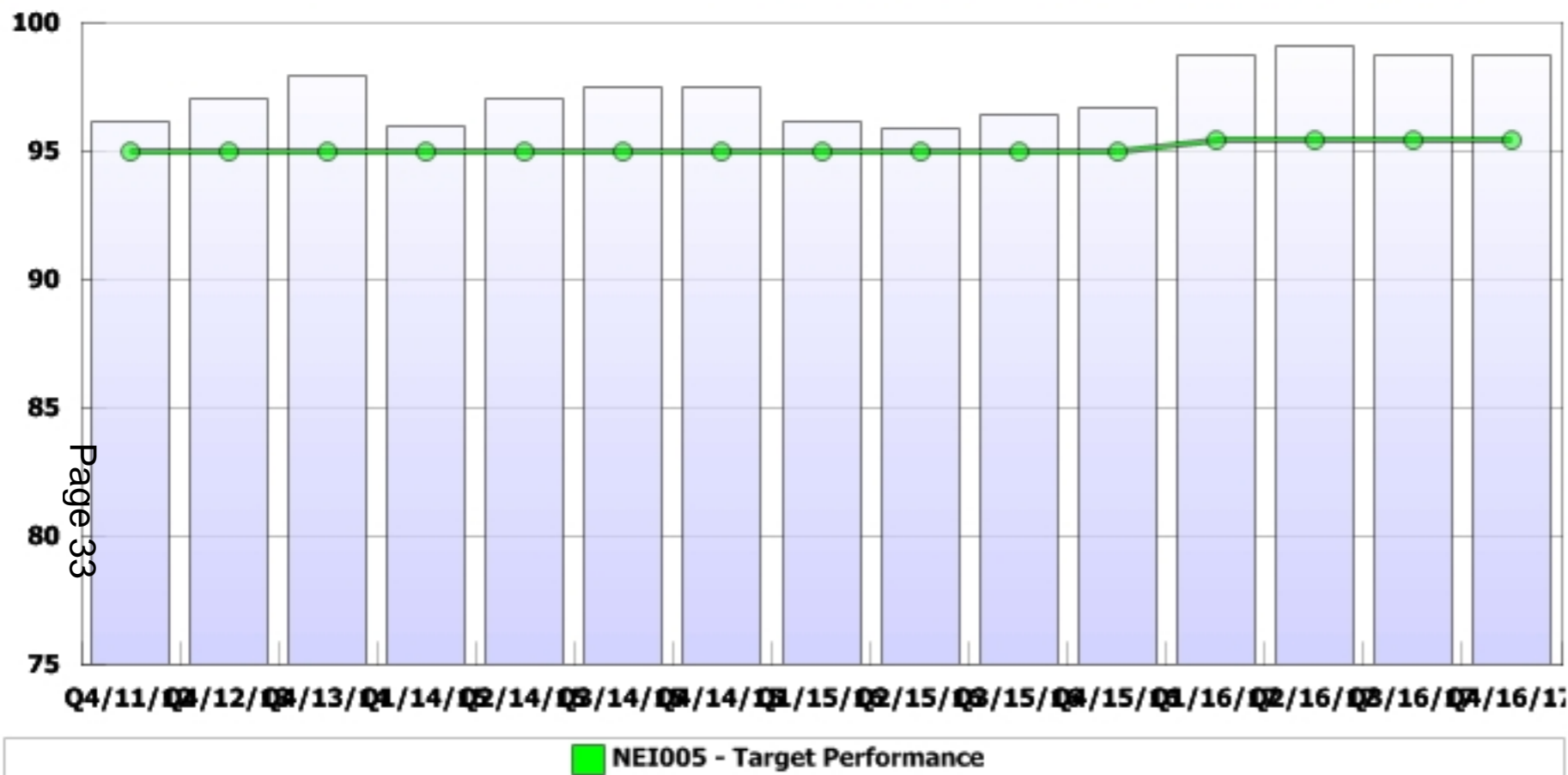
(Q4 2016/17) -

NEI005 What percentage of the issues and complaints received by the Environment & Neighbourhoods Team received an initial response within 3 days?

Additional Information: Dealing with 'enviro-crime' is a key element of the 'Safer, Cleaner, Greener' initiative, and this indicator measures the percentage of issues raised and complaints received by the Environment and Neighbourhoods Team that are responded to within three working days

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual
Q4/16/17	95.50%	98.79%
Q3/16/17	95.50%	98.80%
Q2/16/17	95.50%	99.16%
Q1/16/17	95.50%	98.82%
Q4/15/16	95.00%	96.78%

Annual Target: 2016/17 - 95.50%
2015/16 - 95.00%

Indicator of good performance: A higher percentage is good

↑ is the direction of improvement



Is it likely that the target will be met at the end of the year?

Yes



Comment on current performance (including context):

(Q4 2016/17) Target achieved. 5403 out of 5469 issues and complaints received an initial response within 3 working days

Corrective action proposed (if required):

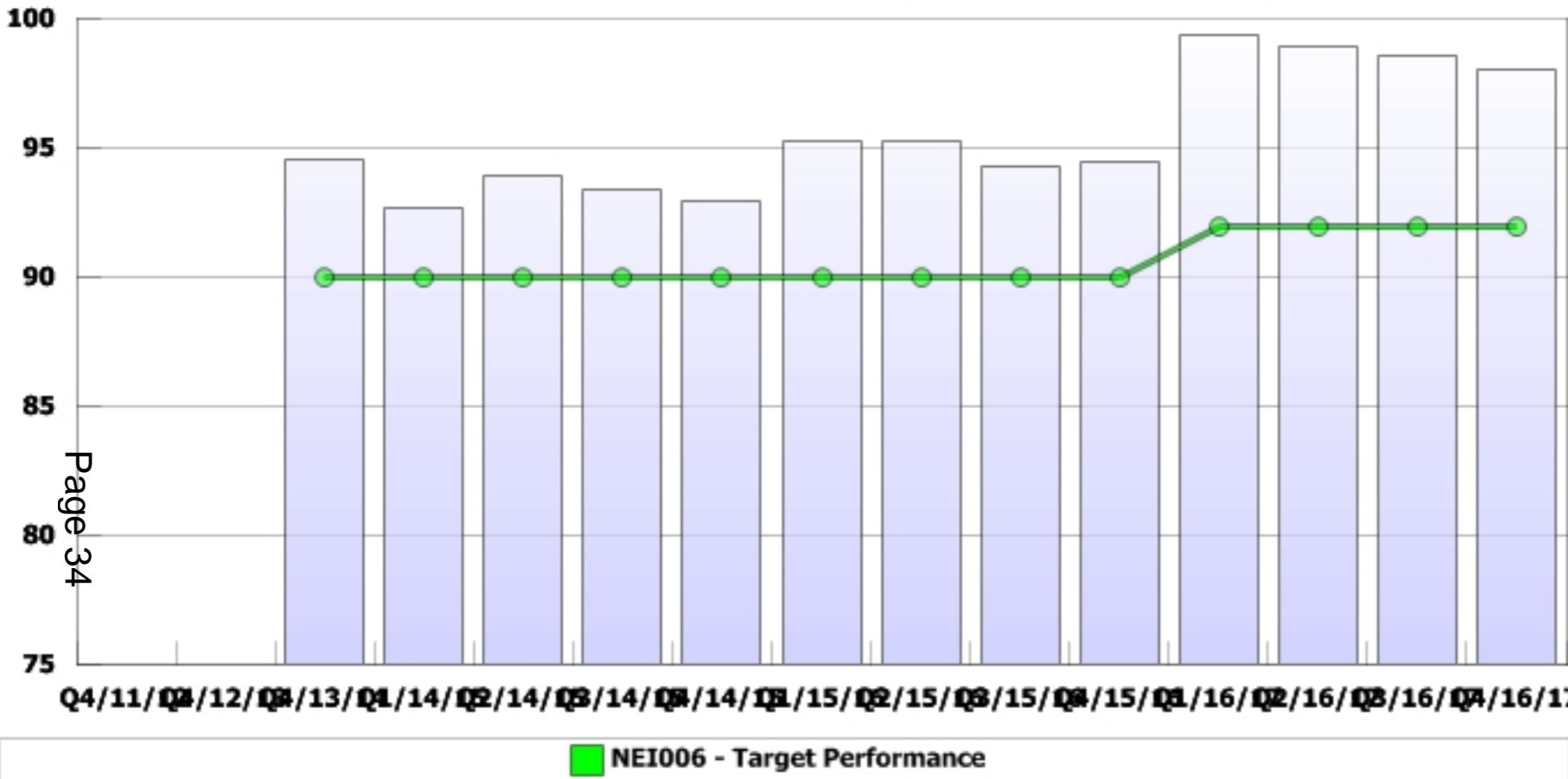
None

NEI006 What percentage of the recorded incidences of fly-tipping are investigated within 3 working days of being recorded?

Additional Information: The Team register all fly-tipping incidents reported or found on public and private land in the district. Incidents that may have evidence that can lead to the source of the waste are investigated, subject to resources and priorities at that time. Clearance is delayed until investigated (unless there are other factors that require the waste to be cleared immediately).

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual
Q4/16/17	92.00%	98.08%
Q3/16/17	92.00%	98.63%
Q2/16/17	92.00%	99.01%
Q1/16/17	92.00%	99.39%
Q4/15/16	90.00%	94.54%

Annual Target: 2016/17 - 92.00%
 2015/16 - 90.00%

Indicator of good performance:
 A higher percentage is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?
 Yes



Comment on current performance (including context):

(Q4 2016/17) Target achieved 512 of 522 incidents of fly-tipping that were investigated in this period were within 3 working days of the fly-tip being recorded.

Corrective action proposed (if required):

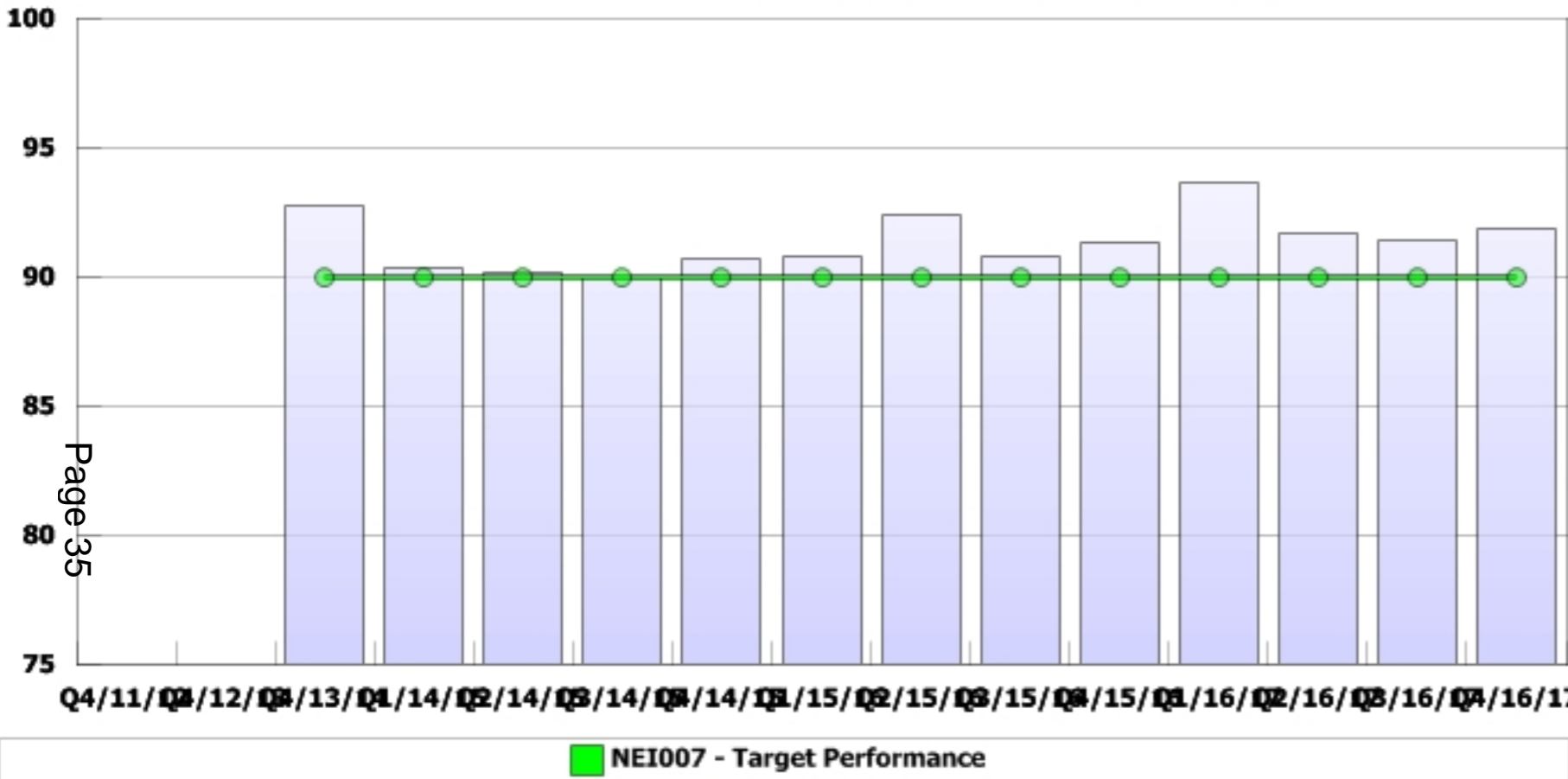
None

NEI007 What percentage of the recorded incidences of fly-tipping (contract cleared) are removed within 5 working days of being recorded?

Additional Information: This indicator specifically considers fly-tip incidents which occur on land which the council is responsible for clearing and which can be cleared under the existing waste contract.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual
Q4/16/17	90.00%	91.91%
Q3/16/17	90.00%	91.51%
Q2/16/17	90.00%	91.74%
Q1/16/17	90.00%	93.72%
Q4/15/16	90.00%	91.38%

Annual 2016/17 - 90.00%
 Target: 2015/16 - 90.00%

Indicator of good performance:
 A higher percentage is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?
 Yes



Comment on current performance (including context):

(Q4 2016/17) Target achieved. 932 of 1014 (91.91%) incidents were cleared under the waste contract within the target of 5 working days.

Corrective action proposed (if required):

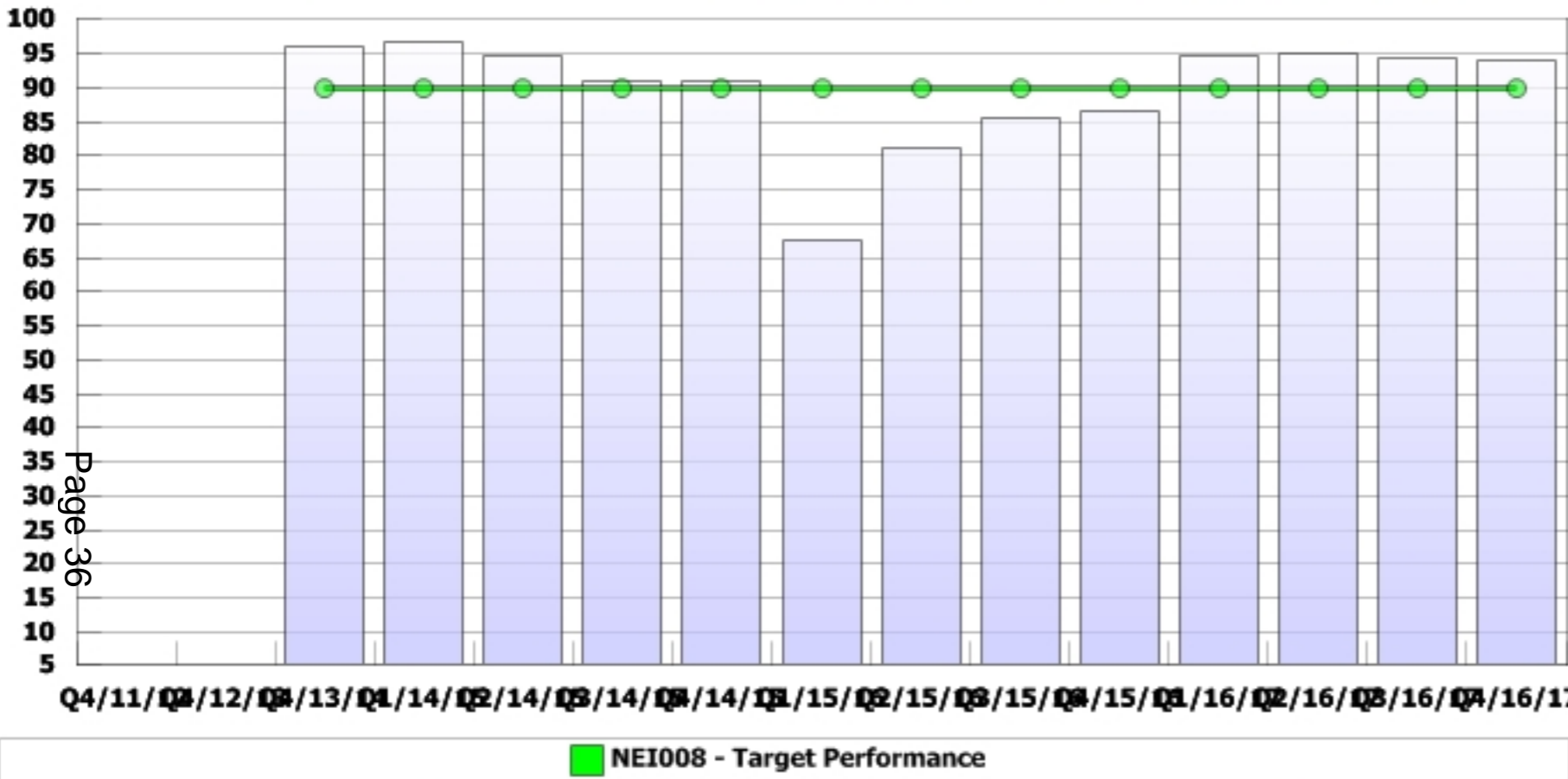
None

NEI008 What percentage of the recorded incidences of fly-tipping (variation order / non-contract) are removed within 10 working days of being recorded?

Additional Information: This indicator specifically considers fly-tip incidents which occur on land which the council is responsible for clearing and which require an additional variation order or other non-contract clearance.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual	Status
Q4/16/17	90.00%	94.11%	✓
Q3/16/17	90.00%	94.24%	✓
Q2/16/17	90.00%	95.22%	✓
Q1/16/17	90.00%	94.67%	✓
Q4/15/16	90.00%	86.49%	✗

Annual Target: 2016/17 - 90.00%
 Target: 2015/16 - 90.00%

Indicator of good performance:
 A higher percentage is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?
 Yes



Comment on current performance (including context):

(Q4 2016/17) The target has been achieved. 895 incidents were cleared within 10 working days, out of 951 incidents = 94.11%

Corrective action proposed (if required):

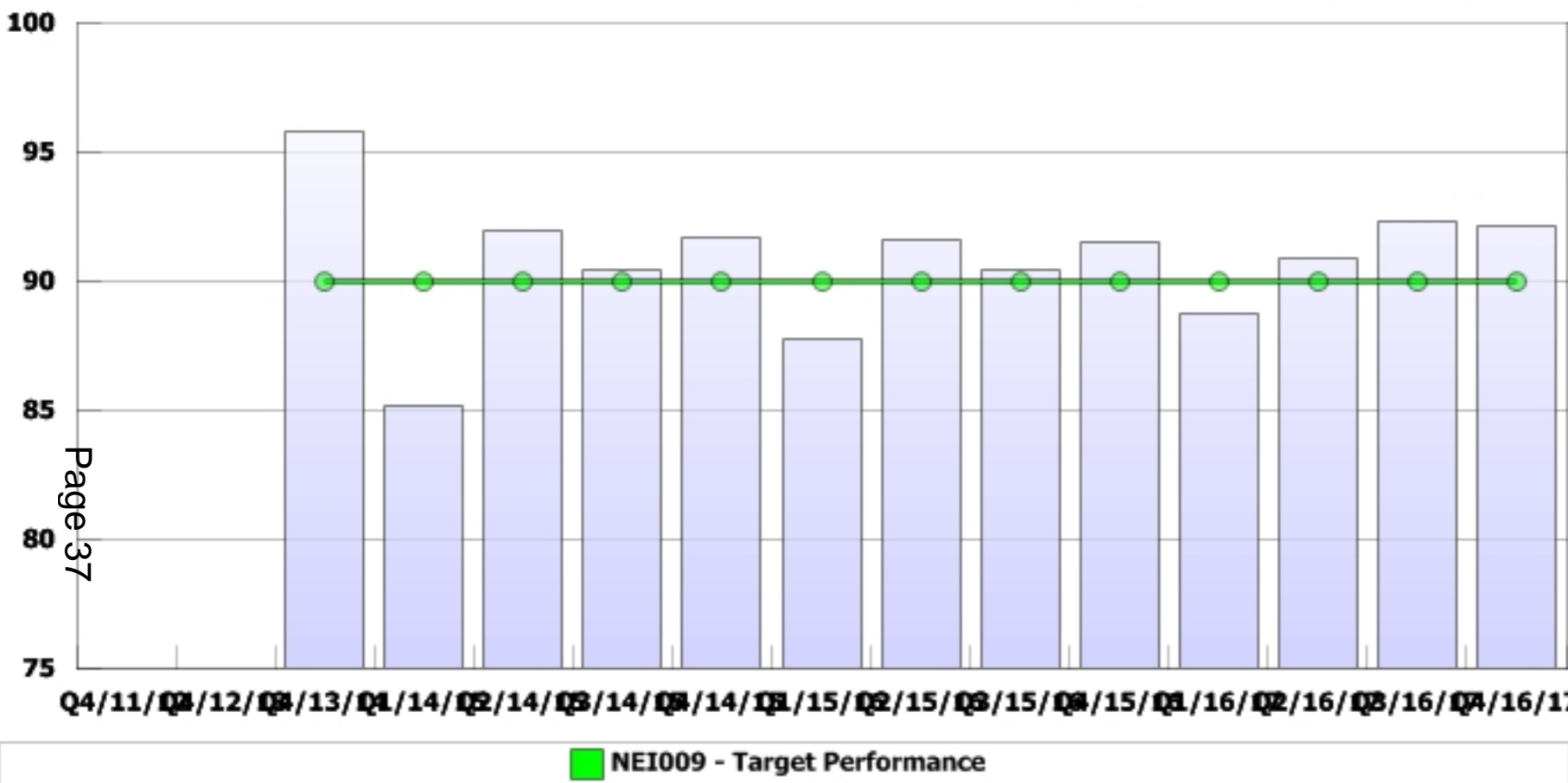
None

NEI009 What percentage of out of hours (OOH) noise complaints are responded to within 15 minutes?

Additional Information: The callout service for noise complaints is 24 hours (restricted emergency service after 00:00 and before 13:00 at the weekend). Calls are recorded by the Council's stand-by officer and passed to the duty noise officer who telephones the complainant. A response has been made when the duty noise officer has telephoned the complainant.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual	Status
Q4/16/17	90.00%	92.22%	✓
Q3/16/17	90.00%	92.38%	✓
Q2/16/17	90.00%	90.95%	✓
Q1/16/17	90.00%	88.76%	✗
Q4/15/16	90.00%	91.56%	✓

Annual 2016/17 - 90.00%
 Target: 2015/16 - 90.00%
 Indicator of good performance:
 A higher percentage is good
 ↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?
 Yes

Comment on current performance (including context):

(Q4 2016/17) The target has been achieved.
 308 of 334 calls achieved the target and received a call back within 15 minutes (92.22%).

Corrective action proposed (if required):

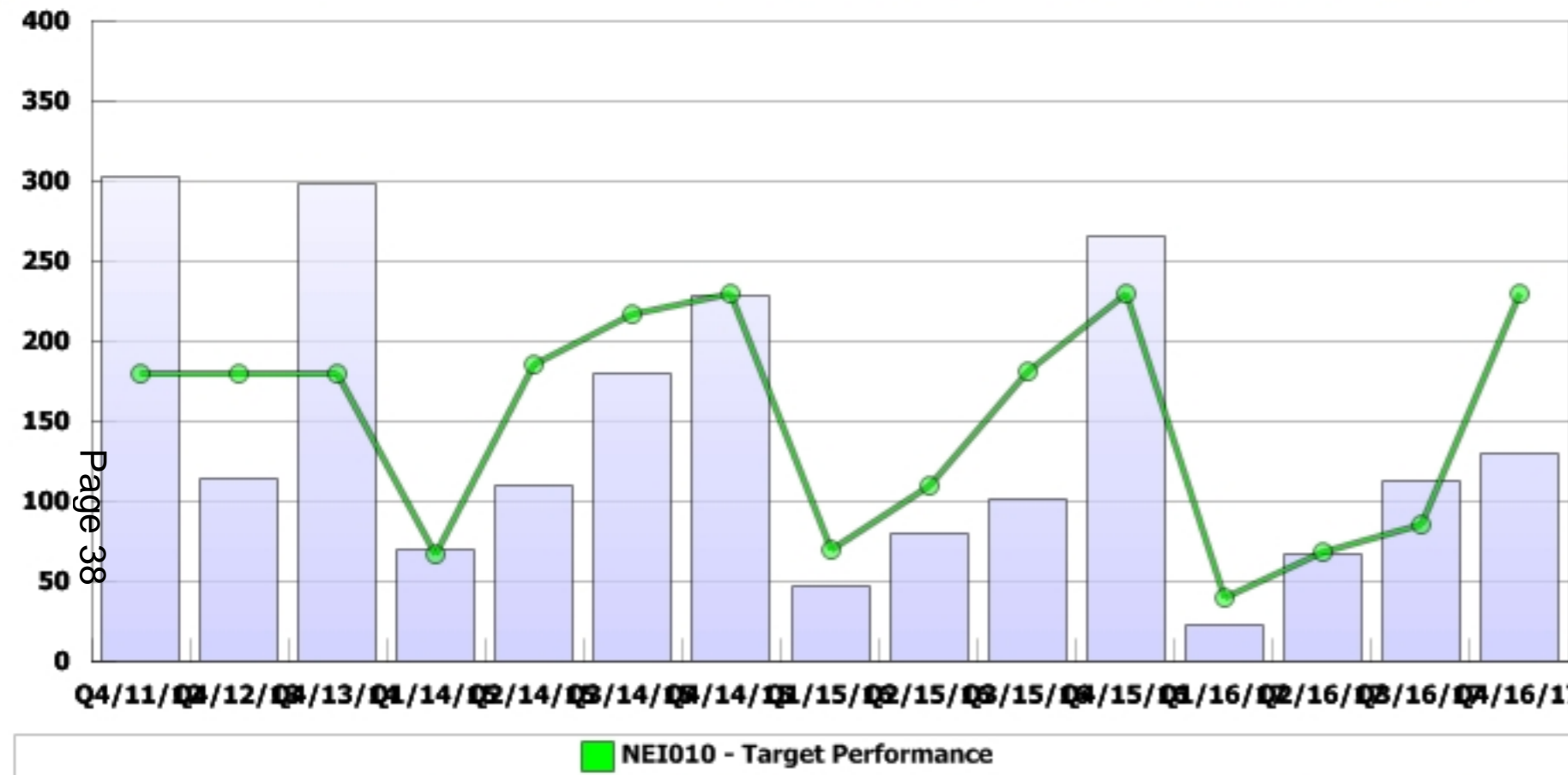
None

NEI010 What was the net increase or decrease in the number of homes in the district?

Additional Information: This indicator encourages a greater supply of new homes to address long-term housing affordability issues, and measures the net increase in dwelling stock over one year. Quarterly targets and performance details for this indicator represent the cumulative total for the year to date.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual	Status
Q4/16/17	230	131	✗
Q3/16/17	87	114	✓
Q2/16/17	69	68	✗
Q1/16/17	41	23	✗
Q4/15/16	230	267	✓

Annual Target: 2016/17 - 230
2015/16 - 230

Indicator of good performance:
A higher number is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?
 Yes

Comment on current performance (including context):

(Q4-2016/17) - As predicted the rate of housing completion at quarter 4 had not increased sufficiently to meet the annual target.

Corrective action proposed (if required):

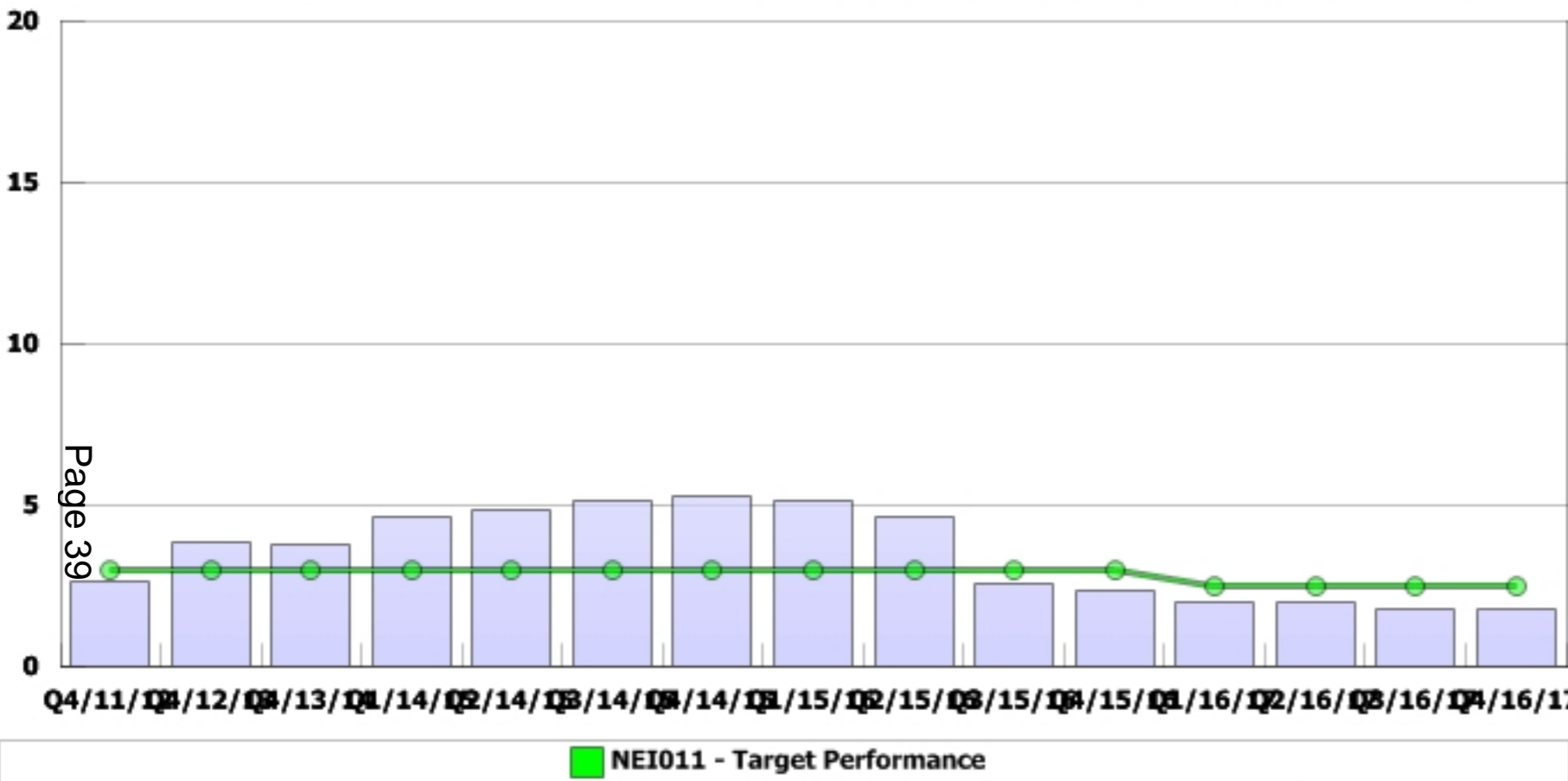
(Q4 2016/17) - None proposed at this time. It is important to note that the Council has a limited influence over housing completion figures meeting targets. Provision for future housing development made through new housing designations in the Draft Local Plan will further encourage housing completion rates in the future.

NEI011 What percentage of the rent we were due to be paid for our commercial premises was not paid?

Additional Information: This indicator is a measure of a local authority's rent collection and arrears recovery service for its property portfolio and assists in monitoring the collection of important income to the Council. Performance against this indicator is reported on a quarterly basis.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual
Q4/16/17	2.5%	1.8%
Q3/16/17	2.5%	1.8%
Q2/16/17	2.5%	2.0%
Q1/16/17	2.5%	2.0%
Q4/15/16	3.0%	2.4%



Annual Target: 2016/17 - 2.5%
2015/16 - 3.0%

Indicator of good performance:
A lower percentage is good

↓ is the direction of improvement

Is it likely that the target will be met at the end of the year?

Yes



Comment on current performance (including context):

(Q4 2016/17) - target met (resulting from more proactive arrears management and legal action for persistent non-payers).

Corrective action proposed (if required):

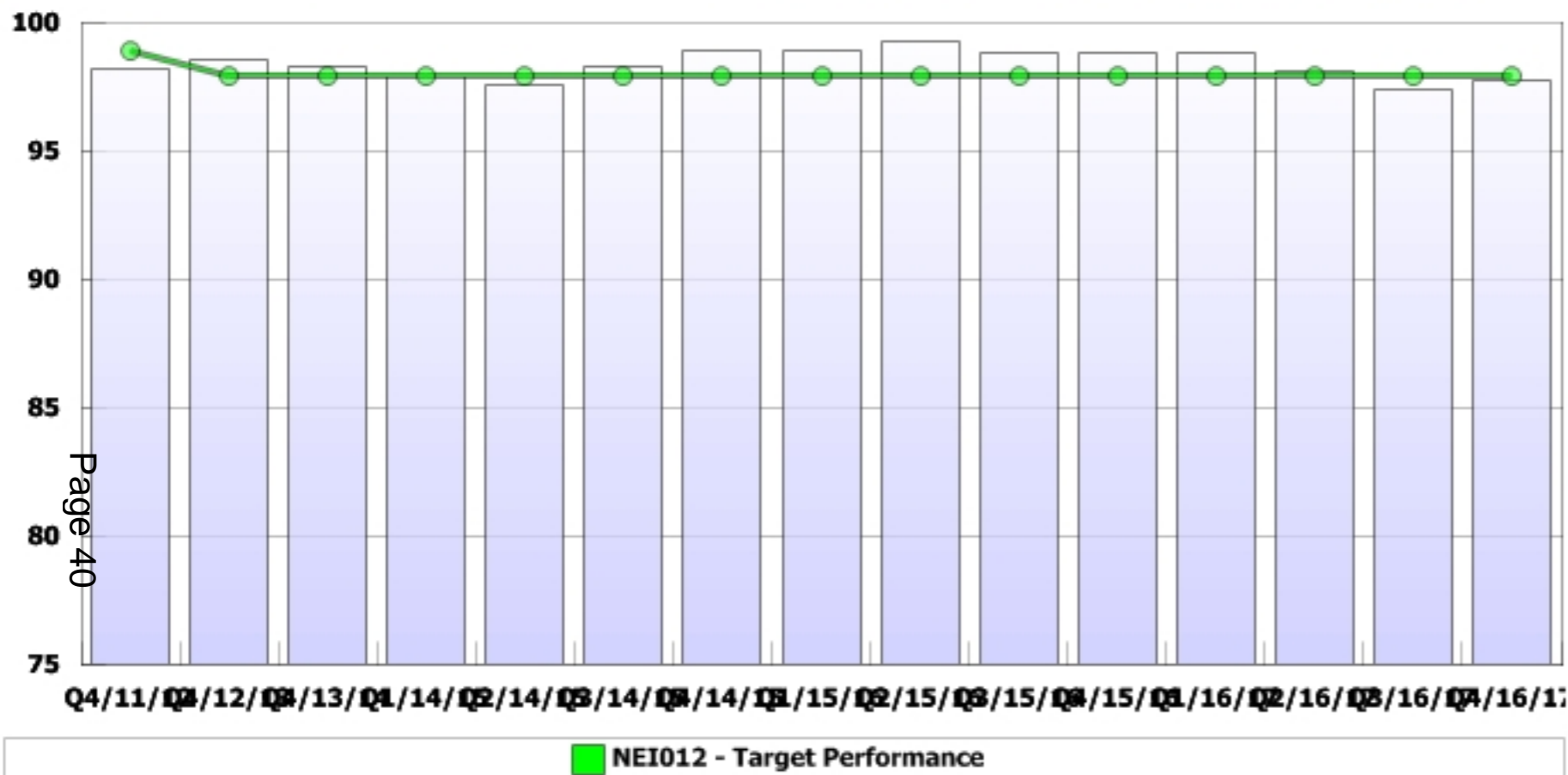
(Q4 2016/17) - continue with pro-active arrears management and timely issuing of invoices and reminders.

NEI012 What percentage of our commercial premises was let to tenants?

Additional Information: This indicator monitors the effectiveness of the local authority's asset management function and helps to monitor the vitality of the Council's commercial and industrial portfolio. Performance against this indicator is reported on a quarterly basis.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual	Status
Q4/16/17	98.00%	97.79%	X
Q3/16/17	98.00%	97.42%	X
Q2/16/17	98.00%	98.15%	✓
Q1/16/17	98.00%	98.89%	✓
Q4/15/16	98.00%	98.89%	✓

Annual Target: 2016/17 - 98.00%
 Target: 2015/16 - 98.00%

Indicator of good performance:
 A higher percentage is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?
 Yes



Comment on current performance (including context):

(Q4 2016/17) - Performance very slightly below target for this quarter. Mainly due to delay in completion of letting vacant units at The Broadway, Loughton as have required changes in planning use and also tenants vacating from 3 units in Waltham Abbey due to difficult trading conditions.

12 & 14 The Broadway, Debden, Loughton: Awaiting final drawings / spec from prospective tenant
 21 The Broadway now let and trading). This was called in to Planning Committee and subject of formal process for objections.

65 The Broadway, Debden, Loughton: Santander vacated

7 & 12 Hillhouse Waltham Abbey - tenants vacated
 15 Market Square Waltham Abbey - tenant vacated

Corrective action proposed (if required):

(Q4 2016/17) - Since above vacancies new terms agreed on 12-14 Broadway - currently going through planning process for change of use.

21 The Broadway, Debden, Loughton : Lease has commenced.

65 The Broadway - has been marketed and offers have come in. Currently evaluating strength of these and negotiating heads of terms.

7&12 Hillhouse Waltham Abbey - currently under offer and in legals

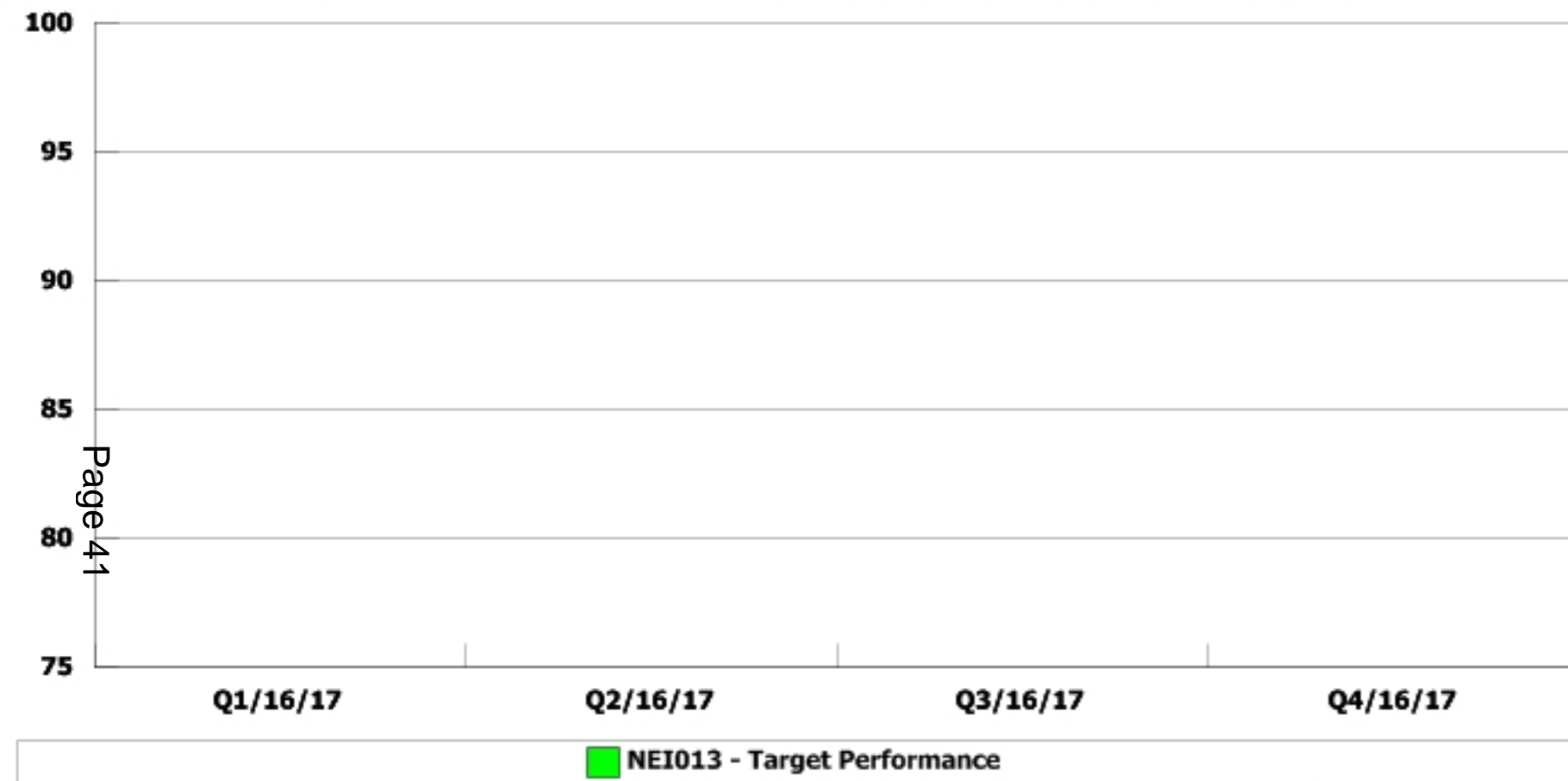
15 Market Square Waltham Abbey - currently under offer

NEI013 What percentage of all household waste was sent to be recycled or reuse?

Additional Information: This indicator supports year on year reductions in the amount of residual waste collected, and measures the percentage of household waste arisings sent for recycling or reuse.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual
Q4/16/17	30.00%	26.93%
Q3/16/17	30.00%	25.00%
Q2/16/17	30.00%	26.09%
Q1/16/17	30.00%	22.00%



Annual Target: 2016/17 - 30.0%
2015/16 - New Indicator

Indicator of good performance:
A higher percentage is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?

No

Comment on current performance (including context):

(Q4 2016/17) - This is a new indicator to measure the dry recycling separately from that sent for composting or anaerobic digestion (NEI014). Targets will need to be re adjusted according to trends to get an accurate target however performance is moving in the right direction.

Corrective action proposed (if required):

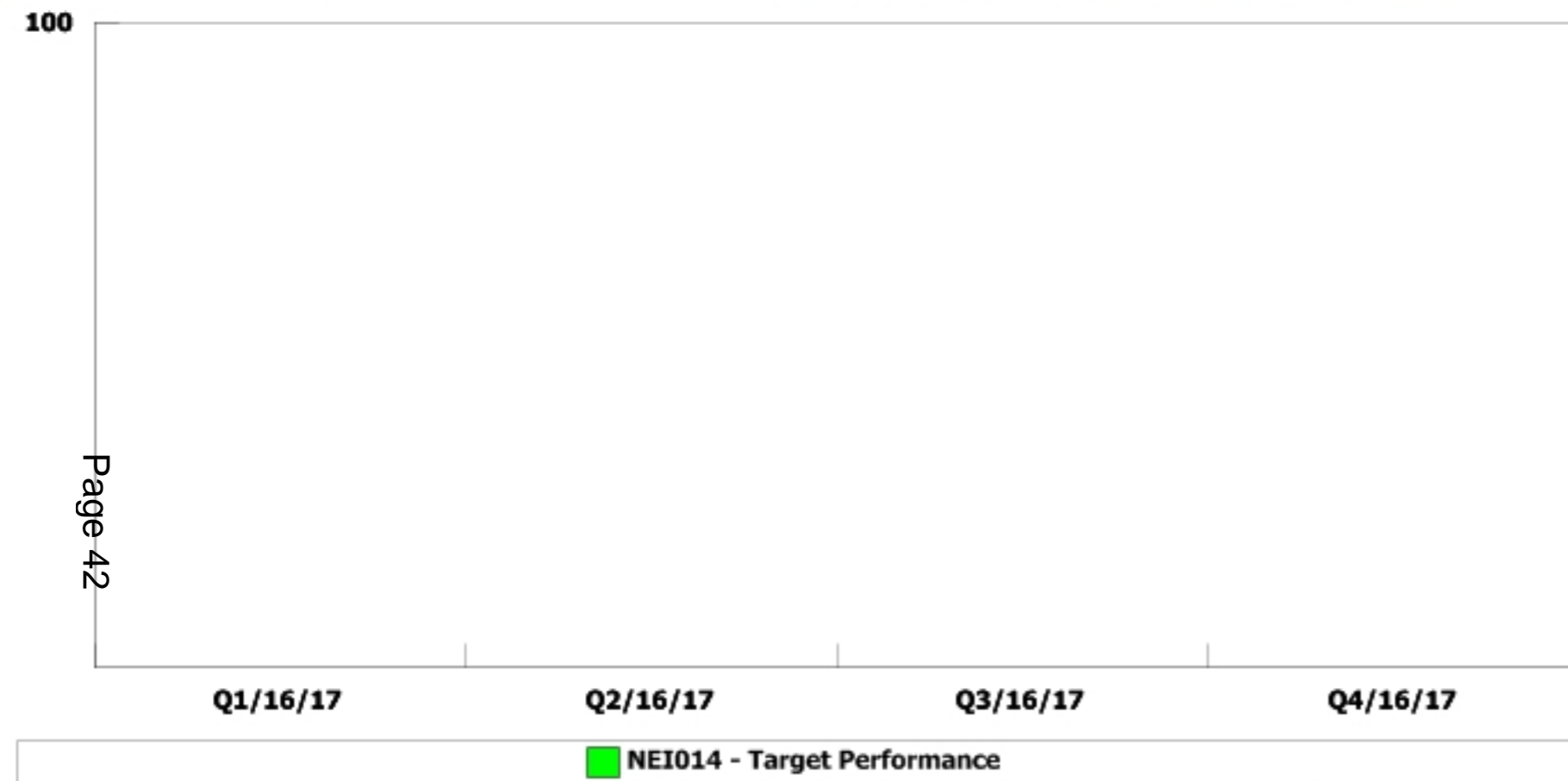
(Q4 2016/17) This is a new Indicator and is intended to focus on the dry recycling performance. It will be necessary to revise this target for next year

NEI014 What percentage of all household waste was sent to be composted or anaerobic digestion?

Additional Information: This indicator supports year on year reductions in the amount of residual waste collected, and measures the percentage of household waste arisings sent for composting or anaerobic digestion.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

Current and previous quarters performance



Quarter	Target	Actual
Q4/16/17	30.00%	30.32%
Q3/16/17	30.00%	33.15%
Q2/16/17	30.00%	35.00%
Q1/16/17	30.00%	37.64%



Annual 2016/17 - 30.0%
 Target: 2015/16 - New Indicator
 Indicator of good performance:
 A higher percentage is good
 ↓ is the direction of improvement

Is it likely that the target will be met at the end of the year?
 Yes



Comment on current performance (including context):

(Q4 2016/17) On projected target for time of year. The target will be revised for next year to still have a target of 60% overall but to decrease the target of NEI013 and increase NEI014

Corrective action proposed (if required):

(Q4 2016/17)
 This is a new Indicator, previously reported under the total recycling indicator, the intention is to keep track of food and garden waste recycling performance. The Indicator will vary during the course of the year depending on weather and grass growing conditions.



Report to: Neighbourhoods Select Committee

Date of meeting: 27 June 2017

Portfolio: Leader (Councillor C. Whitbread)

Subject: Corporate Plan Key Action Plan 2016/17 – Quarter 4 (Outturn) position

Officer contact for further information: Monika Chwiedz (01992 562076)

Democratic Services Officer: Vivienne Messenger (01992 564243)

Recommendations/Decisions Required:

- (1) That the Committee review the outturn position of the Corporate Plan Key Action Plan for 2016/17 in relation to its areas of responsibility; and**
- (2) That the Committee identifies any actions arising from the Corporate Plan Key Action Plan for 2016/17 within its areas of responsibility, which require in-depth scrutiny or further report on current progress.**

Executive Summary:

The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims are supported by Key Objectives, which provide a clear statement of the Council's overall intentions for these five years.

The Key Objectives are delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual action plans contain a range of actions designed to achieve specific outcomes and are working documents are therefore subject to change and development to ensure the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.

The Corporate Plan Key Action Plan for 2016/17 was agreed by the Cabinet in October 2015. Progress in relation to individual actions and deliverables is reviewed by the Cabinet and the Overview and Scrutiny Committee on a quarterly and outturn basis. In May 2016 Management Board agreed that scrutiny could be enhanced by consideration by the Select Committees on a quarterly basis.

Reasons for Proposed Decision:

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

Some actions have cross directorate responsibility. Where this is the case the most appropriate Select Committee is requested to consider the action. This report presents outturn progress against the Key Action Plan for 2016/17 for actions most appropriately considered by the Neighbourhoods Select Committee at the end of the year (31 March 2017).

Other Options for Action:

Actions with cross directorate responsibility could be considered by an alternative Select Committees, or not considered by the Select Committees.

Report:

1. The Corporate Plan 2015-2020 is the Council's highest level strategic document. It sets the strategic direction for the authority for the five year lifetime of the Plan. It focuses on a number of key areas that the Council needs to focus on during that time and helps to prioritise resources to provide quality services and value for money. These key areas are known as the Corporate Aims and are supported by a set of Key Objectives which represent the Council's high-level initiatives and over-arching goals to achieve the Corporate Aims. The Key Objectives are in turn, delivered via an annual Key Action Plan.
2. The Key Action Plan 2016/17 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2016/17. During the subsequent years in the lifetime of the Key Objectives, annual action plans will be developed which build on progress achieved during preceding years.
3. The annual action plans are working documents and are therefore subject to change and development to ensure that the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.
4. Progress against the Key Action Plan is reviewed on a quarterly basis to ensure the timely identification and implementation of appropriate further initiatives or corrective action where necessary. Quarter 4 (outturn) progress against the individual actions of the 2016/17 Key Action Plan, is as below: In reporting outturn progress, the following 'status' indicators have been applied to the to individual actions:

Achieved - specific actions have been completed or in-year targets achieved;
Under Control (Amber) – expected to achieve target in the next 6 months; or
Behind Schedule - specific actions have not been completed or achieved in accordance with quarterly or other in-year targets.

There are 49 actions in the Key Action Plan 2016/17. At the end of the year:

- (a) 33 (68%) of the individual deliverables or actions supporting the key objectives had been achieved;
- (b) 9 (18%) of the deliverables are expected to achieve target in the next 6 months.
- (c) 7 (14%) of the deliverables or actions were not completed by year-end albeit significant progress has been made. Details of the progress made are set out in the comments against the individual deliverables or actions in the attached schedule.

14 actions fall within the areas of responsibility of the Neighbourhoods Select Committee. At the end of the year:

- 8 (57%) of these actions have been achieved at year end; and

- 1 (36%) of the deliverables or actions were not completed by year-end albeit significant progress has been made. Details of the progress made are set out in the comments against the individual deliverables or actions in the attached schedule.
 - 5 (7%) of these actions are expected to achieve target in the next 6 months
5. The Committee is requested to review the outturn position of the Corporate Plan Key Action Plan for 2016/17 as set out in Appendix A of this report, and identify any actions that require more in-depth scrutiny or further progress reports.
 6. This report was also considered by the Cabinet on 15 June 2017 and the Overview and Scrutiny Committee on 6 June 2017.

Resource Implications:

None for this report.

Legal and Governance Implications:

None for this report. Performance monitoring contributes to the delivery of value for money.

Safer, Cleaner, Greener Implications:

None for this report.

Consultation Undertaken:

The performance information set out in this report has been submitted by each responsible service director.

Background Papers:

Relevant documentation is held by responsible service directors.

Impact Assessments:

Risk Management

None for this report.

Equality:

None for this report.

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Aim (i) To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low.

Key Objective (i)(b) To continue to review and develop the Council’s own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:

- The Epping Forest Shopping Park, Loughton
- Council Housebuilding Programme
- St John’s Redevelopment Scheme, Epping
- North Weald Airfield

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Action	Lead Directorates	Target Date	Status	Progress
4) To facilitate, by the purchase of Essex County Council's interest and subsequent disposal to the preferred developer, the St John's Road redevelopment scheme.	Neighbourhoods	30-Apr-16	Under Control	<p>(Q1 2016/17) The final terms of the purchase of the County Council's interest and subsequent disposal to Frontier Estates have been agreed and are to be considered by the respective Cabinet Committees in July 2016. The agreement will be in principle subject to further confirmation from the Secretary of State with regard to State Aid Regulations.</p> <p>(Q2 2016/17) Following the receipt of the State Aid consent form the Secretary of State, the final drafting of the Local Documentation for the District Council’s purchase and subsequent sale to Frontier Estates at Essex County Council’s interest in the site is nearing conclusion. Hope to practically complete by the end of October.</p> <p>(Q3 2016/17) The purchase of Essex County Council's interest in the St John's Road development site was completed in Mid December 2016. Arrangements have been made to continue with site security during the period of the development of the Planning Application by the preferred partner Frontier Estates.</p> <p>Q4 (2016/17) Since the Council purchased the site in December 2016, negotiations have continued with the Council’s preferred developer Frontier Estates also involving Epping Town Council, to ensure that the form of development brings forward both the economic development and community benefits sought to be delivered by the agreed Design and</p>

<p>6) Evaluate the submissions received for North Weald Airfield marketing exercise</p>	<p>Neighbourhoods</p>	<p>30-Nov-16</p>		<p>Under Control</p>	<p>Development Brief. These negotiations are yet to conclude.</p> <p>(Q1 2016/17) Submissions received in response to the expressions of interest have been assessed by the Asset Management Cabinet Committee. Specification for procurement of an operational partner has commenced.</p> <p>(Q2 2016/17) As per Q1.</p> <p>(Q3 2016/17) As per Q2.</p> <p>Q4 (2016/17) In advance of any further pursuit of external development partners, and as part of the further employment needs work being undertaken as part of the local plan process, the Council's Consultants Arup, are undertaking a site assessment to include both the volume and types of future employment uses that would be suitable for the Airfield. This will give a clearer context for future expressions of interest.</p>
<p>7) Progress the Epping Forest Shopping Park Scheme</p>	<p>Neighbourhoods</p>	<p>31-Oct-16</p>		<p>Under Control</p>	<p>(Q1 2016/17) Tenders have been received for the construction of the main Shopping Park, which further to final evaluation, will be recommended for approval at the Council's July Cabinet. Delays have been experienced with reaching agreement with Essex County Council on the final specifications and working methodology for the Highways Works. Whilst marketing is proceeding well, the Shopping Park is now not likely to open until Summer 2017.</p> <p>(Q2 2016/17) The main construction contractor McLaughlin and Harvey took possession of the site in mid September. Good mobilisation and clearance works have been achieved. 41 week construction programme on target. Highways Contractor has commenced S278 works. Some delays in relation to the need to locate new attenuation tanks. Shopping Park still on target to open in August 2017.</p> <p>(Q3 2016/2017) Main contractor ahead of programme, with steelwork erected before Christmas and work commenced on cladding. Main car park base coated and work on retaining wall to the rear of service yard largely complete. Delays still being experienced on S278 works. Ongoing dialogue with ECC to address.</p>

					Q4 (2016/17) The main contract continues to programme with no delays or significant cost variations required. Completion to "shell" stage for final tenant fit-outs due to be achieved by mid May 2017. Problems still being experienced with Highways Authority. However, completion to facilitate a Shopping Park Opening of September 2017 still achievable.
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Key Objective (i)(c) To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.

Action	Lead Directorates	Target Date	Status	Progress
2) Include a clause as standard in new commercial leases, to require the use of the Building Control service	Neighbourhoods	30-Apr-16	Achieved	(Q1 2016/17) Clause being prepared for inclusion in new commercial leases. (Q2 2016/17) - Clause completed. Evidence of commissions being achieved. (Q3 2016/17) - As above Q2. (Q4 2016/17) – As above.
4) Include as standard in the specification for new contracts to upgrade Council facilities, a requirement to use the in-house Building Control service.	Neighbourhoods Resources	30-Apr-16	Achieved	(Q1 2016/17) The contract for the construction of the new Leisure Centre at Waltham Abbey and any other refurbishments will reflect the requirement to use the in-house Building Control Service. (Q2 2016/17) As (i)(c) previous (Q3 2016/17) As above in Q2. (Q4 2016/17) As above
5) For major development projects in which the Council has a sole or significant interest, ensure building regulations work is carried out by the	Neighbourhoods	30-Apr-16	Achieved	(Q1 2016/17) Opportunities are being offered to undertake the work. (Q2 2016/17) The in-house building control team are undertaking the work in relation to the Epping Forest Shopping Park and will be

in-house team					<p>recommended for the potential new Leisure Centre in Waltham Abbey.</p> <p>(Q3 2016/17) As above in Q2.</p> <p>(Q4 2016/17) Places for People Leisure Management have engaged the in-house building control team for the Construction of the new Leisure Centre in Waltham Abbey. McLaughlin and Harvey have similarly utilised in house expertise for the main Shopping Park Contract.</p>
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Aim (ii) To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery

Key Objective (ii)(a) To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District's Green Belt.

Action	Lead Directorates	Target Date	Status	Progress
2) To undertake Phase II of a comprehensive Green Belt Review as a key component of the local Plan evidence base.	Neighbourhoods	31-Jan-16	Achieved	<p>(Q1 2016/17) Phase II of the Green Belt Review has been completed and now forms part of the evidence base in undertaking individual site assessment work.</p> <p>(Q2 2016/17) – Draft Plan agreed for consultation to include Green Belt Assessment.</p> <p>Note: Carried over from last year and completed (achieved) in this year.</p> <p>(Q3 2016/17) As above fully achieved.</p> <p>(Q4 2016/17) As above fully achieved.</p>
3) Agree a Draft Local Plan and undertake the appropriate sustainability appraisal.	Neighbourhoods	31-May-16	Under Control	<p>(Q1 2016/17) New Local Plan Development Scheme due to consideration at the July Cabinet Committee. Sustainability appraisals underway.</p> <p>(Q2 2016/17) Cabinet to consider draft Plan in October. Consultation period to run from the 31 October to the 12 December 2016. LDS</p>

				<p>timeframes still being achieved.</p> <p>(Q3 2016/17) Consultation successfully completed. Approximately 3500 responses received. Evaluation commenced with report on headline findings to be considered by Cabinet in March. Further work on additional site assessment commissioned.</p> <p>(Q4 2016/2017) Further site assessment work due to proceed in April 2017 awaiting the result of the full evaluation of the consultation to include details of new or revised sites being promoted.</p>
4) Undertake all necessary consultations and negotiations under the Duty to Co-operate with Neighbouring Authorities	Neighbourhoods	31-Mar-17	Under Control	<p>(Q1 2016/17) The work of the Co-operation for Sustainable Development Board is ongoing fulfilling the requirements of the Duty to Co-operation. Currently chaired by EFDC but due to transfer to East Herts in June. Intention is for the four authorities within the Strategic Housing Market Area to consult simultaneously in the Autumn.</p> <p>(Q2 2016/17) Work of the Duty to Co-operate Board ongoing. Two of three Memorandum of Understandings nearing signature. Uttlesford and Harlow construction timescales have slipped by 2-3 months.</p> <p>(Q3 2016/2017) Uttlesford and Harlow failed to meet consultation deadline. Joint Garden Bid successful with £500,000 awarded by DCLG.</p> <p>(Q4 2016/2017) Duty to Co-operate Officer and Member Boards continue to be active. Memorandum of Understandings now signed off. East Herts proceeding to Regulation 19 Submissions. Further tranche of Garden City Funding awarded £170k.</p>
5) Submit the Final Local Plan to the Planning Inspectorate for Examination.	Neighbourhoods	31-Oct-17	Behind Schedule	<p>(Q1 2016/17) Final Local Plan Document in accordance with the revised Local Development Scheme due to be submitted for Examination in Public in November/December 2017.</p> <p>(Q2 2016/17) As above. The draft plan will be reviewed by Cabinet in October.</p> <p>(Q3 2016/2017) Cabinet and Council agreed consultation plan in October. Local Development Scheme due to be reviewed in July 2017.</p>

					<p>Series of Member Workshops planned to consider Regulation 19 Draft in next 6 months. Publication of pre-submission draft in October 2017.</p> <p>(Q4 2016/2017) Revised Local Development Scheme agreed by Cabinet in March 2017. Now envisaged Pre-Submission Reg. 19 Publication in January 2018. Members Workshops arranged in April on arear basis on "place shaping".</p>
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Key Objective (ii)(c) To deliver the Council’s new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors.

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Action	Lead Directorates	Target Date	Status	Progress
1) In partnership with Essex County Council, NHS England and Waltham Abbey Town Council, undertake a Master-planning exercise for the provision of a proposed new swimming pool, new health centre and an independent living scheme for older people at Hillhouse, Waltham Abbey.	Communities Neighbourhoods	31-May-16	Achieved	<p>(Q1 2016/17) The Master Plan has been produced, published and formally endorsed by the Cabinet.</p> <p>(Q2 2016/17) An Outline Planning Application has been submitted and is due to be determined by the District Development Management Committee in November 2016. Proposals have been received from the 3 Final Tenderers from the Leisure Management Contract.</p> <p>(Q3 2016/17) Outline Planning Permission was granted in November 2016, subject to a Section 106 Agreement being signed, which is under negotiation. In December 2016, Cabinet selected the Preferred Tenderer for the Leisure Management Contract i.e. Places for People who are working towards the submission of full planning application in late March 2017.</p> <p>(Q4 2016/17) As Q3</p>
2) Undertake a public consultation exercise on the Draft Masterplan for Hillhouse, Waltham Abbey.	Communities Neighbourhoods	31-Mar-16	Achieved	<p>(Q1 2016/17) The master-planning exercise (see 1 above) included consultation with all key stakeholders and the holding of a Community Planning Weekend, to which all residents, local businesses and other interested parties were invited. Feedback received from this consultation</p>

					<p>process informed the final Master Plan.</p> <p>(Q2 2016/17) The feedback informed both the Master Plan and the subsequent Outline Planning Application due to be considered in November 2016.</p> <p>(Q3 2016/17) Outline Planning permission granted. Section 106 Agreement to be entered into to compensate for loss of playing pitches at Hillhouse.</p> <p>(Q4 2016/2017) Section 106 Completed and all conditions discharged on outline consent.</p>
3) Jointly pursue the provision of a new Secondary School on the Ongar Campus site	Neighbourhoods	30-Apr-16		Achieved	<p>(Q1 2016/17) Completed</p> <p>(Q2 2016/17) As above</p> <p>(Q3 2016/17) As above</p> <p>(Q4 2016/17) As above</p>
4) As part of the competitive dialogue procurement process for the new Leisure Management Contract, take forward the provision of a replacement swimming pool in Waltham Abbey	Neighbourhoods	30-Sep-16		Achieved	<p>(Q1 2016/17) Completed</p> <p>(Q2 2016/17) As above.</p> <p>(Q3 2016/2017) Places for People appointed as successful contractor and scheme agreed to build new Leisure Centre at Hillhouse.</p> <p>(Q4 2016/2017) The Council's new Leisure Management Contractor are due to submit the Full Planning Application by the end of April 2017. Completed building due to be open in November 2018.</p>

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Report to Neighbourhood Select Committee

Date of meeting: 27 June 2017

Subject: Update of the Local Plan

Officer contact for further information: Alison Blom-Cooper
(01992 564066)

Committee Secretary: Vivienne Messenger (01992 564243)

SCRUTINY



Recommendations/Decisions Required:

To note the update on progress of the Local Plan

Report:

1. The formal Regulation 18 consultation on the Draft Local Plan finished on 12 December 2016. A significant amount of work has been underway since that date to analyse the responses received through consultation and a report on the initial findings went to Cabinet on 9 March 2017. A further report on the implications for delivery and implementation of the Local Plan was considered by Cabinet on 15 June 2017 – this included the proposals for the production of Strategic Masterplans in the District and the introduction of Planning Performance Agreements. The more detailed findings of the consultation are due to go to Cabinet on 11 July 2017. This will identify the key issues that will need to be considered to inform the preparation of the Pre-Submission (Regulation 19) Plan.
2. The Council has established a Developer Forum alongside the progression of the Draft Local Plan to provide a basis for ongoing discussions with relevant landowners, site promoters and stakeholders. The Developer Forum is split into two groups, one to address the Strategic Sites around Harlow, and the other to consider those that are subject to a draft allocation across the rest of Epping Forest District

Next steps for the preparation of the Pre Submission Plan

3. The revised Local Development Scheme for the Local Plan was agreed by Cabinet on 9 March 2017. This shows the date for publication of the Pre-Submission Plan as January/February 2018, followed by Submission for Examination in May 2018. There have, however, been some delays experienced in large part arising out of the outputs from the consultants (Remarkable) not being delivered on time. This slip of outputs on the consultation analysis has in turn delayed the identification of sites to be considered as part of the site selection work by approximately two months. At the time of writing we are still finalising the number of sites that will need to be assessed or reassessed following the consultation but it is possible that there will be approximately 200 sites (this includes new residential sites put forward during consultation, amended residential sites, the employment sites arising from the employment land review and additional traveller sites). The site selection work restarted on 5 June 2017. The delay in starting the site selection process and the number of sites requiring assessment has had a consequential impact on other pieces of work. The full implications are still being explored and the programme is likely to be revisited to ensure the Regulation 19 plan is progressed as quickly as possible.
4. The key issues in managing the programme relate to resources, the ability of external organisations such as Essex County Council in providing timely inputs into plan preparation and maintaining a full team of appropriately skilled officers and

consultants. The key workstreams are as follows:

- **Transport modelling:** The initial outputs from model runs associated with the Draft Local Plan scenario have now been received. This provides an indication of capacity at key junctions across the District, taking into account planned growth up to 2033. The next phase of work will consider how mitigation measures, such as junction improvements, as well as sustainable transport measures, may reduce expected traffic impacts. Further modelling will then be undertaken later in the year once a full suite of mitigation measures have been identified, and to consider any potential changes which may be made in the final Local Plan associated with the ongoing site selection process. The remainder of the timetable has been extended to align with the site selection work. This work is key to the preparation of the Regulation 19 Plan and is also needed to inform viability work, sustainability appraisal and Habitats Regulation Assessment and the IDP.
- **Local Plan viability work** – discussions have been held with the Council's retained consultants, Dixon Searle, in relation to the future requirements for the Local Plan Viability Study. Initial viability work undertaken to inform the Draft Local Plan in 2016 is to be updated to take into account the more detailed requirements arising from the Infrastructure Delivery Plan and Transport Assessment. The Study will be required to consider the viability of any updated Local Plan policy requirements. The Study will also need to consider the viability of introducing the Community Infrastructure Levy, alongside the Local Plan, subject to the outcome of the CIL review (anticipated Autumn 2017).
- **Sustainability Appraisal and Habitat Regulations Assessment** – further work is being undertaken alongside the progression of the Regulation 19 Plan and in particular to prepare the action plan set out in the memorandum of understanding to understand the mitigation measures that will be required to protect key ecological assets such as the Epping Forest SAC
- **Update of employment need data** - new forecasting information in the modelling used (EEFM) and the need to gather further detail in terms of employment needs for the District for the plan period has required additional work to be undertaken to inform employment site selection and strategy. This will provide quantitative and qualitative recommendations following an assessment of market intelligence / market signals and focussed discussions with relevant stakeholders to further inform the site selection process. This work together with joint work being undertaken across the Functional Economic Market Area has been presented to Members on 22 June 2017.
- **Open Space Study, Indoor Sports Strategy and Planning Pitch Strategy** – 4 Global are progressing three separate studies to inform the evidence base for the provision of sports facilities and open space (including future standards), that will support the Regulation 19 Plan. As part of the programme of stakeholder engagement, a workshop with both Town and Parish Councils and District Councillors to learn more about the supply and demand for indoor and outdoor sports facilities and open space in the district was held on 18 May 2017.
- **Monitoring, housing trajectory and housing statement** – there is a need to ensure that the monitoring systems moving forward are as accurate as possible in order to ensure that the Council is able to monitor progress against the plan and forecasts for delivery. The Councils housing position with regard to the plan trajectory and the five year housing land supply position will be of particular interest.

5. A visit from the Planning Inspectorate occurred on the 13 June 2017 to explore whether there are any matters arising from the Draft Local Plan and Regulation 18 consultation that require further work.

Harlow and Gilston Garden Town

6. As reported to the last meeting the Council was successful (together with East Herts and Harlow Councils) in securing an initial £500,000 Garden Towns funding from DCLG for the Harlow and Gilston Garden Town to support the delivery of strategic sites in and around Harlow. This includes the four strategic sites to the South, West and East of Harlow in this District. DCLG wrote on 31 March 2017 to advise that a further £175,000 had been awarded for the project. The HCA are managing the funding application process for 2017/18 and a further bid has been submitted – we understand that a sum of £2.5 million has been earmarked for the 9 Garden Towns in the programme by DCLG.
7. The Councils have not been successful in recruiting to the Project Director post for the Garden Town project. As a result, following discussions with Harlow and East Herts Councils the project has let a contract for the provision of project planning, programme management and project delivery support. This work has started. The Council has also let a contract on behalf of the three authorities to commission some spatial visioning and design charter work. Agreement in principle has been reached with Harlow and East Herts Councils to use some of the Garden Town funding to recruit a Policy Officer to support the work of the Garden Town and take on the role of coordinating the officer and member groups for the Cooperation for Sustainable Development Board (this is currently being provided by the Planning Policy Team here at EFDC but is due for renewal in May 2017).

Developer Forum

8. Members will recall that the Planning Policy Team has established a Developer Forum to provide a basis for ongoing discussions with relevant landowners, site promoters and stakeholders. There are two groups that meet on a regular basis, one dealing with the strategic sites around Harlow, and another dealing with the remaining sites in the district proposed for allocation through the Local Plan. It is important that the Council liaises closely on an ongoing basis with relevant landowners and promoters of the sites proposed for allocation within the Draft Local Plan, and with other stakeholders as required in order to:
 - Demonstrate that the Local Plan is 'effective' and that the allocations in the Local Plan will be viable and deliverable, and therefore meet the 'tests of soundness' at Examination in Public; and
 - Ensure that a joined up and 'frontloaded' approach is taken to the planning and delivery of the development of sites proposed for allocation and associated infrastructure, including promoting joint working for sites in multiple ownership, or adjacent allocations. A total of three meetings have been held to date and Members were provided with an update from the December 2016 and February 2017 meetings at the March 2017 Select Committee. A summary of the May 2017 meetings is summarised below:

Developer Forum meetings on 19 May 2017

9. Attendees at both sessions were provided with an update on the Local Plan. Including details of the revised LDS agreed by Cabinet on 9 March 2017 and on the Garden Town. An update was also provided on the Garden Town Programme, and the award of funding to EFDC, Harlow Council and East Herts District Council to deliver the growth required.

10. Following the discussions at the February 2017 meeting, the Council presented its initial thoughts on the potential use of Strategic Masterplans linked to Planning Performance Agreements as a mechanism to ensure the timely and effective implementation of the proposed allocations within the Local Plan (subject to the progression of the Local Plan and any changes that may occur) as part of the preparation of the report for Cabinet (see 15 June papers). Draft Policies SP 3 and SP 4 had identified a requirement for Strategic Masterplans. It is considered that early Planning Performance Agreements could provide an appropriate mechanism to manage the resources required to implement this work. Forum members were generally supportive of the principle of PPAs and Strategic Masterplans. Whilst some Members felt further clarity is needed on detailed, site-specific issues, there was a general acceptance that the most appropriate way to deal with these concerns would be on a site-by-site basis.

Neighbourhood Plans:

11. An application was submitted by Ongar Town Council on 18 May 2017 requesting the designation of the whole Parish of Ongar as a neighbourhood area for the purposes of preparing a neighbourhood plan. In accordance with the Neighbourhood Planning Regulations 2016 the Council designated the area on 2 June 2017. There are therefore now 10 designated neighbourhood planning areas in the District. Following designation of the neighbourhood area the Town Council can progress with the preparation of a Neighbourhood Plan.
12. The Planning Policy team has recently issued an up to date guidance note to all parish and town councils in the District in relation to Neighbourhood Planning. This guidance is also available on the website. As a result of the increase in activity in Neighbourhood Planning in the District, further consideration has been given to the level and scope of support and guidance that is to be provided by the Council. Resources within the Planning Policy Team at present are not considered sufficient to provide the level of support and guidance required on an ongoing basis. The risk associated with not providing an adequate level of support and guidance to parish and town councils is that they may develop Neighbourhood Plans which do not conform to the 'Basic Conditions' which may ultimately therefore fail to pass the Examination stage of preparation. It is important for the District Council to ensure that support and guidance is available to steer production of plans accordingly.
13. In order to further support Town and Parish Councils preparing Neighbourhood Plans in the District, the Council has agreed to use the Rural Community Council of Essex to provide additional advice and assistance over and above that provided by the Planning Policy Team. The RCCE will be able to tailor support to the needs of individual Councils and can take the form of provision of guidance, project planning, facilitation of meetings/events, visioning, signposting etc. More details as to how to contact the RCCE will be sent to all Parish and Town Councils shortly.

Community Housing Fund

14. The Council has also been allocated funding by DCLG to support community led housing developments. The Council is working with officers in East Herts, Uttlesford and Harlow Councils to pool the funding making a total of just over £100,000 to take forward a joint project across the 'SHMA' area. Uttlesford are acting as the lead authority and are procuring support in order to undertake a project looking at all aspects of community led housing including self-build and Community Land Trusts to identify existing and new participants for these models of housing delivery. The project will include a series of events and provide information to inform Councillors, Neighbourhood Plan groups, self-builders, site promoters/landowners and local

residents about the potential for community led schemes.

Reason for decision: not applicable

Options considered and rejected: not applicable

Consultation undertaken:

Resource implications: the preparation of the Local Plan is being prepared using existing Planning Policy Staff and consultants as per the Local Plan budget reported to Cabinet in December 2016

Budget provision: Local Plan Budget

Personnel: Planning Policy Team

Land: N/A

Community Plan/BVPP reference: NA

Relevant statutory powers: NA

Background papers: Cabinet report 15 June 2017

Environmental/Human Rights Act/Crime and Disorder Act Implications: The Draft Local Plan has been subject to an Interim Sustainability Appraisal and further Sustainability Appraisal and Habitats Regulation Assessment will be undertaken prior to the publication of the Regulation 19 Plan.

Key Decision reference: (if required)

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SCRUTINY



Report to Neighbourhoods Select Committee

Date of meeting: 27 June 2017

Subject: Corporate Green Working Party Updates

Officer contact for further information: Liz Ainslie (01992 564235)

Committee Secretary: Vivienne Messenger (01992 564243)

Recommendations/Decisions Required:

That the Select Committee notes the progress and updates from the Corporate Green Working Party.

Report:

1. The Corporate Green Working Party was originally set up in 2012 with a focus on the Council's internal functions. It continues to work across departments within EFDC. We have a Commitments & Action plan to both look at what we can and should do within EFDC, and also to record what has been done to measure how far we have come. The actions for the CGWP are divided between climate adaptation, tackling our greenhouse gas emissions, and other general sustainability projects. This can vary from looking at our energy use and how to reduce it, to finding ways we can reduce our paper usage through streamlining our systems and processes.

2. Some highlights from the commitments and actions plan include:

- A new round of Essex Energy Switch started in May, with people registering their interest. This is a scheme to help local residents purchase lower-cost electricity through a county-wide auction. In our District there are relatively low numbers who take this up each year. We will continue to promote the Switch, especially to those we feel would benefit.
- The roll out of Smart Meters across the country is gaining pace. EFDC are arranging training for the Private Sector Housing teams for any queries residents may have. The Smart Meters are being installed by individual energy companies, meaning that residents will have meters installed at different times depending on their company.
- EFDC, led by the CGWP, has completed their Home Energy Conservation Act (HECA) report for 2017. This is a bi-annual report to the Government to update what each local authority has been doing to reduce the energy usage in their housing stock. There is an action plan each authority puts together of ambitions for the next two years, plus an update of their previous actions. The reports are signed by the local authority's Chief Executive and submitted to the Secretary of State.
- New waste and recycling points have been installed in all offices around the Civic Offices, and will shortly be installed in the Oakwood Hills Depot. This was needed for our new waste contractor, Biffa, to collect our waste and recycling separately. A six-monthly report of how well we are recycling will be out in late June.
- The Terms of Reference for the group have been reviewed. This is done bi-annually to ensure they are still fit for purpose. A few minor changes were made and have been discussed at Management Board.

- EFDC continues to be represented at many regional groups, including CO2RE (Carbon Reduction Essex), the Fuel Poverty Forum and Association of Local Energy Officers (ALEO).
- Lyndsay Swan has retired from EFDC and as such there is a vacancy as Chair for the CGWP. This will be filled by Kassandra Polyzoides, who is currently on maternity leave. Liz Ainslie will temporarily fill that post until Kassandra returns.

3. The next meeting of the CGWP will be held on 14 June, 2017. This meeting will see updates of any actions due. The meeting will also look at our Greenhouse Gas reporting for the 2016/17 year, which is due end July annually.

Reason for decision: Not applicable.

Options considered and rejected: Not applicable.

Consultation undertaken: Not applicable.

Resource implications: The Corporate Green Working Party is comprised of staff members across EFDC. There are no resource implications as it is only time allocated to the group.

Budget provision: None.

Personnel: Internally resourced.

Land: N/A

Community Plan/BVPP reference: N/A

Relevant statutory powers: N/A

Background papers: Previous Neighbourhoods Select Committee reports, November 2015.

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

Key Decision reference: (if required) N/A



SCRUTINY



Report to Neighbourhoods Select Committee

Date of meeting: 27 June 2017

Subject: Environmental Charter Updates

Officer contact for further information: Liz Ainslie (01992 564235)

Committee Secretary: Vivienne Messenger (01992 564243)

Recommendations/Decisions Required:

That the Select Committee receive an update on progress of the Environmental Charter every six months.

Report:

1. The Corporate Green Working Party (CGWP) was asked to develop an environmental charter and action plan to replace the Council's Climate Change Policy from 2009. The CGWP agreed that this should be modelled on the Climate Local methodology. This is a Local Government Association and Environment Agency initiative to support local authorities to look at climate change and take action.
2. The CGWP took the Climate Local Environmental Charter template and adapted it to EFDC's needs. The group also created a commitments and actions spreadsheet, modelled on the Climate Local system. The commitments and actions are broken down into three main areas (climate change, greenhouse gases and sustainability) with some overarching goals. This was to replace the group's Work Plan, which was very ad hoc.
3. The Environmental Charter, with commitment and action plan, was put forward to the Management Board in June, 2016, for comments and basic agreement to continue. Management Board made a few changes and it then was sent to the Neighbourhoods Select Committee for scrutiny in June, 2016. Again, a few comments were taken into consideration and incorporated into the document. Finally, the Charter was endorsed by the Cabinet in September, 2016.
4. The Charter was signed by the Leader of the Council and the Chief Executive in October. A copy has been placed on our website, and a press release sent out.
5. The commitments and action plan is to be reviewed at the CGWP meeting every six months. In reality the upcoming actions are checked at each quarterly CGWP meeting, with an overall review of actions twice annually.
6. Further information on the commitments and actions plan is included in the CGWP updates.

Reason for decision: Not applicable.

Options considered and rejected: Not applicable.

Consultation undertaken: Not applicable.

Resource implications: None as currently part of Environmental Coordinator job specification.

Budget provision: None.

Personnel: Internally resourced.

Land: N/A

Community Plan/BVPP reference: N/A

Relevant statutory powers: N/A

Background papers: Previous Neighbourhoods Select Committee reports, June 2016.

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

Key Decision reference: (if required) N/A

**NOTES OF THE
BOBBINGWORTH NATURE RESERVE (FORMER LANDFILL SITE)
LOCAL LIAISON GROUP
31 August 2016 on site - 3.0pm**

Present:

Cllr T Boyce, Moreton & Fyfield PC	(TB)
Cllr W Breare-Hall, Environment Portfolio Holder (Chair)	(WBH)
Colin Thompson, Moreton Bobbingworth & the Lavers PC	(CT)
Susan Stranders, Drainage Manager, Neighbourhoods	(SS)
Abigail Oldham, Country care (CC), Neighbourhoods	(AO)

Notes: Susan Stranders

		Action
1.	Apologies Qasim Durrani	
2.	Draft Notes of the last meeting 2nd September 2015 Agreed (NB meeting scheduled March 2016 was cancelled)	
3.	Matters arising Veolia still to carry out assessment of pumping regime re contingency plan. CT contacted publisher of Essex Wildlife Trust – they would not include BBW in the publication. CT to see if there is any opportunity locally. Notices/articles etc. to be placed in boards and local magazine re who won what re area labelling. CT explained some history to the site – it was thought a nice idea to try and gather historical information and update notice boards in due course.	<p>Veolia</p> <p>CT</p> <p>CT/AO</p> <p>CT</p>
4.	Update from Officers Operation & Maintenance 7 year Aftercare Plan with Veolia expires March 2017. All present wished for it to be noted that they would want to see the Aftercare remain with Veolia for the near future given current challenges on site. New drainage/pipe works are required as the existing soakaway backed up in heavy rainfall and blew the LTP pumps. Some further preventive works carried out in SE corner to prevent leachate getting into the watercourse. Rabbits are causing damage to the path. Estimates were sought re a new more robust path but the cost at £25-29k was considered prohibitive. We will carry on doing patch repairs when required but need to ensure disabled access is not compromised.	SS/Lee Savill
5.	Budget CSB in budget – subject to unforeseen/emergency works. The cost of the new drainage system pre the soakaway can be met from existing Capital budget allocation. Landscaping and maintenance - Ecological & wildlife Thistle on mound and edges of path requires spraying. LS to ask Veolia to do in the spring. General grass cutting can be left until late August – the public should understand that grass finish is not meant to be cut like a park. Trees will be coppiced and the stakes used for fencing. Overall the planting has	LS/AO

	<p>been very successful as it is common to loose at least 40%. CT raised the matter of the proposed grass path around the bottom of the site. SS explained that the Council's Grounds Maintenance is now using the 'in house' tractor to cut the edges of the main path on a monthly basis (May to Oct) and they should be cutting the back of the site at the same time which should over time create a natural walk way. Elm tree appears to be growing well.</p> <p>Ongar Wildlife Society visited site and identified Quaking grass which is uncommon in Essex. They were impressed with the range of grasses growing on site. Kevin did a guided walk around site as part of Life Walks. Stock Dove eggs were found in the barn owl boxes. However, no barn owls and no sign of bats. CT counted 10 buzzards overhead. Bee Orchids have been found on site again this year.</p> <p>CT asked whether the growth over the footpath and hedge from the Moreton entrance could be controlled. AO to look into trees in front of the M's property. They should be thinned rather than cut.</p> <p>Rabbit control Still a problem as now damage to the path – but no real damage to trees etc. CT had read about areas where pairs of Pole cats were introduced – but this was not thought sensible for the site/environment.</p> <p>CC/Volunteer activities Four volunteer days on site. Pruned roses, mulching, removed grass/weed growth on areas of the path and backfilled, goats rue tackled. 4 Buckthorns have been planted as part of CC wildlife programme. These should encourage butterflies. Butterfly survey has been carried out – numbers are not as good as last year but this is consistent across the region.</p> <p>AOB</p> <p>6. Specimen plant labels – these have now been completed. The request from the Parish to grow and crop Christmas tress on site was not consider prudent and Veolia/Officers did not support the proposal, as well as the proposal to install children's play equipment on site. The Council could not fund the equipment and there were ongoing H & S issues to consider. CT asked whether a letter had been received from the Clerk stating that although he is no longer a Parish Councillor he has been voted to represent the Parish as an elected member. SS confirm she had.</p> <p>CT Mr M has said that the lock at the car park end is defective and needs replacement.</p> <p>7. It was agreed that only one yearly meeting is considered necessary and this is best kept to the September meeting on site and that the meeting held earlier on in the year (March) could be cancelled but that an update will be required. The Terms of Reference should be amended to reflect this.</p> <p>Date and place of next meeting</p> <p>8. TBC – but around September 2017 – on site.</p>	<p>AO/LS</p> <p>AO</p> <p>LS</p> <p>SS</p>
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**Bobbingworth Nature Reserve (Former Landfill Site)
Local Liaison Group**



Terms of Reference

1. Membership

Chairperson - Environment Port Folio Holder
Neighbourhoods - Assistant Director (Technical)
Neighbourhoods - Drainage Manager (Technical)
One officer from County care
Two representatives from Moreton, Bobbingworth and the Lavers Parish Council
The Moreton and Fyfield Ward Member
One member from Ongar Town Council from Shelley Parish.

2. Decision making process

At all times due regard must be given to the land's former use as a landfill site and the engineering solutions and remediation techniques that have been employed and that indefinitely rest with the site.

Members can put forward an opinion but final decision rests with the Environment Port Folio Holder post discussion with the Director of Neighbourhoods.

3. Restoration Plan requirements

Reference to:

- Veolia Report: Bobbingworth Landfill Site- Restoration Master Plan:
- Veolia Drawings: Bobbingworth Landfill Site- Restoration Master Plan PRO/BOB/210 - 258 - 300 - 303.

4. Operation and Maintenance requirements

Reference to:

Veolia Report Bobbingworth Landfill Site e.g. leachate treatment plant, surface water wetland and field pumping system etc.

5. Permit to Work

To be authorised by responsible officers at EFDC.

6. Frequency of meetings

The Local Liaison Group shall meet once a year and an update given by the relevant officers to the Membership, 6 months post the meeting.

June 2017

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