

**EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF NEIGHBOURHOODS SELECT COMMITTEE
HELD ON TUESDAY, 20 MARCH 2018
IN COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING
AT 7.30 - 9.45 PM**

Members Present:	N Bedford (Chairman), H Brady (Vice-Chairman), N Avey, R Baldwin, L Hughes, J Jennings, R Morgan, C P Pond, M Sartin and J H Whitehouse
Other members present:	A Grigg, H Kane, S Kane and J Philip
Apologies for Absence:	S Neville, A Patel, B Rolfe, E Webster and W Breare-Hall (Environment Portfolio Holder)
Officers Present	D Macnab (Acting Chief Executive), D Bailey (Head of Transformation), K Durrani (Assistant Director (Technical Services)), R Gardiner (Environment and Neighbourhoods Manager) and V Messenger (Democratic Services Officer)

44. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

There were no substitute members for the meeting.

45. NOTES OF PREVIOUS MEETING

RESOLVED:

That the notes of the last meeting of the Neighbourhoods Select Committee held on 30 January 2018 be agreed.

46. DECLARATIONS OF INTEREST

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

47. TERMS OF REFERENCE AND WORK PROGRAMME

(1) Terms of Reference

These were noted by members.

(2) Work Programme

Item (15) Emergency planning – the Acting Chief Executive reported that the Council had made a key appointment. L Liscombe would be starting at the Civic Offices shortly and would also co-ordinate all health and safety issues. Business continuity had been successfully tested with the recent snowy weather. A report on the Council's emergency planning procedures would be going to next Neighbourhoods SC meeting on 26 June 2018.

48. NEIGHBOURHOODS DIRECTORATE BUSINESS PLAN 2018/19

The Acting Chief Executive introduced the presentations that the Portfolio Holders (PFHs) would be making to the Neighbourhoods SC. There had been positive feedback from last year's PFH presentations. The PFHs would present this year's highlights followed by questions from members. The presentations had been prepared on the Council's existing corporate structure under the remit of the Neighbourhoods Directorate. The three main areas and Assistant Directors were: Neighbourhood Services, J Nolan; Technical Services, K Durrani; and Forward Planning and Economic Development, A Blom-Cooper (Interim AD). The gross budget comprised some £18.6 million (M), of which income was £8.9M. The Council's commercial estate was valued at over £7.5M. The Waste Management and Leisure Management contracts, which were monitored against key performance indicators (KPIs), also came under the responsibility of this SC. The aim was to generate sufficient income to offset the reduction in government funding. The equivalent of 110 full time staff were employed within Neighbourhoods. Lastly, the Local Plan (LP) was moving towards the completion phase.

(1) Councillor J Philip – Planning and Governance PFH

The LP, a key part of this portfolio, was moving forward and during the public examination by the Inspector it would be important that the Council could show that it would be able to meet the numbers for housing. An Implementation Team had been set up to support the delivery of the LP. The Team would implement arrangements to ensure information was available to assess LP policies. The Council would be looking at Planning Performance Agreements, which would enable it to maintain a timescale for delivering housing through masterplanning schemes. All the LP documentation to date could be viewed on the Council's website. The reports were backed up by evidence and policies. On neighbourhood planning, the Council would provide advice to local councils. The Rural Community Council of Essex (RCCE) could also provide additional assistance to facilitate this and ensure that the neighbourhood plans did not conflict with the LP. The Council would be providing input into the Harlow and Gilston Garden Town project and three other project sites, the sustainable transport corridors around Harlow that came under the Sustainable Development Board. The Council was well prepared to take the LP through the public examination process.

Councillor M Sartin asked about the input that local / ward councillors would have in the masterplanning areas around Harlow. The PFH said that residents, local ward members and local councils could all become involved, especially on the larger sites. The developers would present their masterplans to local councils for smaller developments, while larger masterplanning sites would require larger consultations.

(2) Councillor A Grigg – Asset Management and Economic Development PFH

The St John's Road Development had been ongoing for a number of years. The development would retain and respect the historic character of the area and comprise a cinema, shops and a restaurant. The final version of the tripartite agreement was with all parties and awaiting completion. Letting of units at the Epping Forest Shopping Park was ongoing. Several had already been let and discussions were continuing on the remaining units. The Council could expect £2.5M revenue a year once all were let. The retail park would also increase employment opportunities in the area. The Council was finalising the letting of retail units at Landmark, Debden, where there would be a Co-op Local, restaurant and coffee shop. This had been a change from the original agreement and would provide the Council with an annual

rental income of around £250,000 to £280,000. The Pyrles Lane Nursery site was being marketed for sale and the income could then be used to buy back some of the affordable housing from the developer.

The Economic Development Team was developing an Economic Development Strategy in line with the LP. Officers envisaged that the strategy would raise awareness of economic development within the Council and help to understand why start-up businesses were failing. North Weald Airfield was a site that had a potential for businesses to provide income and job opportunities.

Councillor N Avey commented that the planned cinema in the St John's Development would draw in restaurants and coffee shops. He still felt this was a good project to undertake even though it had taken a very long time, and the housing units would be close to the area.

Councillor J H Whitehouse asked if the Economic Development Team could address the Neighbourhoods SC. The Acting Chief Executive replied that progress on the St John's Development was regularly reported in the agendas / minutes of the Asset Management and Economic Development Cabinet Committee. He encouraged members to attend this Cabinet Committee's meetings.

Councillor J Jennings asked if there were tenants for the remaining units on the retail park and the Landmark development. The Acting Chief Executive replied that there was a prospective tenant, a coffee shop chain, who was very keen but had not signed the lease yet for a Landmark unit. Eight units on the retail park had been let and the retailers were trading. Of the remaining two units, about four or five companies were interested in the premises.

(3) Councillor H Kane – Leisure and Community Services PFH

Ongar Leisure Centre (LC) was launched in September 2017 and had been very well received. Memberships were up, especially the fitness classes for senior citizens. The investment of less than £300,000 had been well worth it. At Epping Sports Centre phase 1 had been completed by the conversion of the bar area into a new group cycling studio, including a virtual crèche and staff accommodation. Also two squash courts had been converted into a purpose built studio. These new facilities had opened on 1 January 2018. Phase 2 would include reconfiguration of the reception area, an extended gym and refurbishment of the changing rooms, which was due for completion by late April. The PFH had opened the new gym on 24 February 2018 and memberships had increased. The two remaining squash courts were operating well since a reduced session time had been introduced. Redevelopment of Loughton LC with the reduction in the size of the gym started at the beginning of January 2018. Major improvement works to the changing village would begin in April for completion by late summer, which should see a huge change but be of great benefit to members. The PFH had visited the new Waltham Abbey LC on 28 February 2018 to see how construction was progressing. The facility would comprise an 80-station gym, work out studios, a 25-metre / 6-lane main pool and teaching pool, sauna and steam room, community room, café and pool viewing facility. It was likely that there would be a new LC in the north of the district towards North Weald. The Council had requested Places for People (PfP), the leisure management contract holder, to assist the Council in evaluation and feasibility of future LC projects in the District and this would be discussed further at the next Leisure Management Contract Partnership Board meeting in September 2018.

Councillor M Sartin asked about the timescale for the completion of the new Waltham Abbey LC, to which the PFH replied by November / December 2018.

Councillor H Brady asked when the current Waltham Abbey swimming pool would be closed, to which the PFH replied when the new LC was up and running.

(4) Councillor S Kane – Safer, Greener and Transport PFH

Phase 1 of the Loughton Broadway Parking Review had been implemented and had settled down. On phase 2, the Council had listened to ward members, but the road was not just for residents, it was for business users too. The option of a third phase was currently being discussed with Technical Services.

Councillor N Bedford remarked that parking in general was a key issue. The roads were for everyone and that people squeezed in spaces, to park everywhere. The Council should look at the different revenue streams. Perhaps shops could sell parking tickets to ease parking, to which the PFH replied that better parking would help the business area.

(5) Councillor W Breare-Hall – Environment PFH

In the absence of the PFH, the Acting Chief Executive, Derek Macnab, addressed the Committee. The Council in partnership with Biffa had an Innovation Forum where the contractor could bring forward ideas and the PFH could trigger reviews on service areas and other aspects of the contract. Hence the current service review of dry recycling. Currently dry recycling was collected on the doorstep in clear plastic sacks, provided by the Council, and picked up by Biffa to be recycled at its Edmonton depot. Despite the Council's endeavours, demand for recycling sacks continually increased and had reached nine million sacks, costing £300,000 per annum. The Assistant Director (Technical Services) had corresponded on this with the outlets. Also Biffa usually issued an annual quantity of recycling sacks to residents, but this had been suspended this year. Other authorities had found that a third wheeled bin drove up the recycling rate. However, as this Council had an urban / rural mix a third wheeled bin could be provided to residents on an opt out basis. When modelling of the third wheeled bin option had been completed it did not seem that advantageous, as there were capital costs and additional collection rounds to be factored in. A report would be going to Cabinet on 10 April 2018 on the recycling issue with China. The severe restrictions that China had put on imported recycled waste at the end of 2017, meant that only recycled waste with a contamination of under half a per cent was allowed to be imported. Biffa could meet this target but would need to employ more staff to sort the recycling and this was therefore a significant issue.

On the enhancement of the Fleet Operations Service, which operated out of the Oakwood Hill depot in Loughton, a review of the service had been undertaken. This had identified ways to improve commercialism. By moving towards digital payment methods and facilitating online MOT bookings, income could be increased.

The implementation of Sustainable Drainage Systems (SuDS) to align with the green infrastructure elements of the LP would come under the remit of the Implementation Team. Flood reduction around new buildings, houses and sites of development schemes needed to be reviewed further, and guides produced for housebuilders / developers.

The Council was also required to implement private water supply regulations. It had a duty to risk assess, sample water quality and enforcement powers to ensure private

water supplies were safe for human consumption, without risk to human health. This covered any water supply which did not come from a utility company water and included water extracted from boreholes, known private water suppliers, of which half had been inspected, and there might be other unknown water supplies. There were a number of sites in the District not linked to mains water, especially those serving the horticultural areas. Historically within the horticultural industry there was a lot of non-compliance, and criticism by the Drinking Water Inspectorate, which considered these sites were the most high risk in the UK.

Councillor M Sartin was not in favour of a third wheeled bin being mandatory and could residents opt out, to which the Acting Chief Executive replied residents would be able to opt out.

Councillor H Brady asked if the Council could return to delivering recycling sacks to residents if there were too many being used. The Acting Chief Executive replied that delivery was not always possible where there were blocks of residential flats. The ability of residents to collect sacks was a better option. However, if sacks were limited then the amount recycled would go down.

Councillor N Bedford asked about the MOT service provided to the Council's vans / fleet and to private individuals. Would the Council be able to take on two or three apprentices on the Epping Forest College mechanics course. Apprentices could work after one year's training at the College and the scheme could be run as a competitive exercise.

(6) Resources

The Acting Chief Executive reported that the Council would pursue further external funding for the implementation of the LP, for example a Planning Delivery Grant. The Council had set targets to gain further income through the:

- Reduction in dry recycling sacks (£70,000)
- Sale of the Pyrlles Lane site (£3.5M)
- Additional income form Landmark (£250,000)
- Additional income from Epping Forest Retail park (£2.5M)
- Leisure Management Contract – fee (£600,000)

49. LEISURE MANAGEMENT CONTRACT

Members agreed to bring forward item 12 – Leisure Management Contract.

The Partnership Board had met on 5 March 2018. The minutes had been published. The review of the performance of Places for People (PfP) had been monitored which covered participation, uptake and financial performance. There had been an uplift in most areas with the exception of a couple of dips because of refurbishment works. On the future of the Leisure Centre Liaison Groups, PfP had explained that if there was anything contentious then a crowd of people would usually attend these meetings otherwise they were poorly attended on the whole. PfP was promoting quarterly 'meet the manager' sessions and encouraging customer feedback. The Partnership Board had agreed that at Epping and Ongar there would be an annual customer forum, but at Loughton LC there would be three Liaison Group meetings a year. Also the Epping Forest Swimming Club had asked for a phased price increase. The previous contractor had offered some concessions. PfP thought its rate was reasonable, was within the business model and supported the Club. As the

Partnership Board was a non-executive board and the fees and charges had been approved by Full Council, members had agreed to keep this under review.

The PFH advised that the crèche at Ongar was under review as it was not very well attended. She asked if local members could help publicise the crèche to local residents as the Epping crèche was working very well. Councillor N Bedford said that he would bring this to the attention of the North Weald Residents Association when he attended the next meeting.

50. ENVIRONMENTAL ENFORCEMENT ACTIVITY - ANNUAL REPORT

Members agreed to bring forward item 13, Environmental Enforcement Activity Annual Report 2017/18.

The Environment and Neighbourhoods Manager, R Gardiner, presented the annual report for the period 2017/18, which summarised enforcement activity that had been carried out by the Council's Environment and Neighbourhoods (EN) Team. Fly-tipping incidents currently took up the majority of the EN Team's time and such incidents were on the increase, as detailed in this report. Much of the waste fly-tipped was commercial in origin, and there were areas across the District consistently being targeted, one of which was Stapleford Abbots. Appendix A of the report listed fly-tipping / waste prosecutions between 1 April 2017 to 5 March 2018. From April 2018 legislation would also allow the Council to prosecute the registered keeper of a vehicle seen disposing of litter from that vehicle. Penalty charge notices (PCNs) could be issued and the fee would be rising from £75 to £100. The Council had run campaigns with the Cleaner Essex Group to push owners into disposing of their rubbish correctly. Promotion of the current campaign 'Your Rubbish, Your Responsibility' was ongoing and there was a short video on YouTube to view. Many rogue traders offered to dispose of people's waste, but it was important for residents to check that the waste carrier was legitimate. The 'Crime Not To Care' campaign specifically highlighted the dangers when this was not undertaken and that people would be prosecuted by the Council if their waste was subsequently fly-tipped. Essex County Council audited waste carriers so it was safe to use this list. The Council was just starting to do this and was working with one company with a view to expanding on this. It had also begun to carry out spot checks on vehicles and could 'stop' any suspect vehicles in the District.

Noise complaints were the second most frequent problems the EN Team would investigate. This was not an easy subject for officers to handle. The Council's role in resolving noise nuisance was difficult but could make a significant difference to the neighbour who being subjected to unreasonable noise. Catching noise nuisance in operation was the challenge and officers were on call to deal with complaints when they were reported. The EN Team would provide advice and try to resolve most noise complaints informally. Noise abatement notices could and had been served on noisy premises and cases escalated to a formal caution when required. EN officers were also involved in other neighbour nuisance issues, such as smoke, dust, odour, dog fouling, litter and light nuisance. The EN Team was also involved in licensing issues. Such work could involve the monitoring of taxi drivers' licences to ensure these were all in order, and to help eliminate unlicensed taxi drivers, as much as possible.

Unauthorised encampments (UE) generated much concern to residents nearby and when they were reported, the EN Team gave them priority. All UE that were on Council owned land were visited by the EN Team on the first day of their occupation. This enabled the process of eviction to be started as soon as possible. Officers

normally took the paperwork down to the Courts themselves to get the proceedings started without delay. The Council did liaise with Essex Police but usually they would not use legislation at their disposal immediately, as the UE would be more likely to move onto another site. However, if anti-social behaviour or evidence of fly-tipping by the UE was reported, the police would use s61 powers to evict the travellers, who would face prosecution if they returned.

Councillor N Bedford asked about the use of fixed penalty notices (FPNs) and that the Council had set the fine at £200 but the maximum levied could be up to £400, so could this be revised. The EN Manager said that a FPN was normally issued for a small infringement, i.e. two to three bags of rubbish. The risk was that if this was increased to £400 then it would be make it more difficult for individuals to pay as they might not be able to afford a higher fine. A FPN was issued so the Council could deal with the problem / infraction quickly. Councillor N Bedford said that some people could be fly-tipping in different areas several times a day so he thought the FPN should be increased to £300. The EN Manager replied that he could look into increasing the fine and report back to the Neighbourhoods SC, which was agreed.

Councillor R Morgan said that fly-tipping was worse in rural areas with incidences happening every week. Officers were very good at investigating and if the perpetrators were caught then the courts were taking the issue seriously.

Councillor J H Whitehouse commented that many noise problems were because houses were not insulated properly and were these problems mostly reported for council properties or private ones. The EN Manager replied that it was mostly for council properties, especially blocks of residential flats, but some new builds, which had met the regulations by using thick carpet. If the flooring was then changed to a wooden floor, more noise would be generated. Poor insulation could also be a problem. Noise nuisances created tensions between neighbours, but there were neighbours that were unreasonable.

Councillor J H Whitehouse asked if fly-tipping was increasing because of the Essex Recycling Centres having tighter procedures in place. The EN Manager said that London boroughs also had stricter regulations and that statistically this was hard to prove. People needed to take responsibility for their own waste and carry out checks on any waste carrier they were considering using to minimise hiring rouge traders who might then fly-tip their waste.

Councillor M Sartin asked if the Council dealt with all fly-tips in the District. The EN Manager confirmed this was the case, except those reported to the Council that were on land owned by the City of London Corporation.

Councillor M Sartin asked if the Council received intelligence on UE, to which the EN Manager replied that colleagues in other authorities would pass on information and there was also the Farmers Action Panel, which helped to warn people.

Councillor H Brady thanked the EN officers for their work but that they were not able to overcome the fly-tipping problem. Local residents would be pleased that cameras were being used where fly-tipping was prevalent but the fly-tippers were still not being caught enough. The EN Manger said that it was evident that some of the fly-tippers were organised criminals because of the extremes they went to, to avoid detection / prosecution.

Councillor J Jennings asked if the Council had more success with intelligence-led investigations, to which the EN Manager replied that officers did gather evidence from fly-tips and they had managed to track waste back to where it had originated.

Councillor N Bedford asked for an update on the formal caution the Council had issued in relation to the breach of an abatement notice when the duty EN officer had witnessed a loud party in the early hours of the morning but complaints persisted. The EN Manager said that options would include instigating court proceedings, and if a council tenant then possible eviction.

Councillor M Sartin asked how many officers were in the EN Team. There were seven officers, which included the EN Manager and the Neighbourhood Response Officer. The District was divided into three geographical areas and comprised three area officers.

Agreed:

The Assistant Director (Technical Services) to liaise with the EN Manager and report on the impact of raising the FPN charge from £200 to £300.

51. KEY PERFORMANCE INDICATORS 2017/18 - QUARTER 3 PERFORMANCE

There were twelve key performance indicators (KPIs) that fell with this SC's areas of responsibility. Of these, 9 (75%) had achieved target and 3 (25%) had not achieved target, although 2 (17% of these KPIs had performed within the agreed tolerance for the indicator. It was noted that 9 (75%) of indicators were anticipated to achieve year-end target.

NE1013 (What percentage of all household waste was sent to be recycled or reuse?)

Councillor N Bedford remarked that throughout 2017/18 the values achieved for quarters 1 (23.75%) , 2 (23.74%) and 3 (23.38%) were all under the target of 26%.

The Assistant Director (Technical Services) K Durrani said that recycling would be arbitrarily split into two categories to show what the Council was doing well then make a meaningful target for the end of year.

Councillor J H Whitehouse asked if this was for waste through the Council or did the values include waste for Epping Forest ReUse and other organisations. The Assistant Director (Technical Services) replied that if he had the tonnage figures from other organisations e.g. Epping Forest ReUse then these would be included.

Councillor N Bedford asked if it was necessary to produce so much analysis of the KPIs performance in this report which was supported by other members who preferred the tables to the charts and graphs section of the report. The Acting Chief Executive agreed to liaise with the Transformation Team to see if the statistical data could be reduced.

RESOLVED:

That the Select Committee reviewed and noted the KPIs for 2017/18 Quarter 3 Performance in relation to the key performance indicators within its area of responsibility.

52. CORPORATE PLAN KEY ACTION PLAN 2017/18 - QUARTER 3 POSITION

The Corporate Plan was the Council's key strategic planning document that set out its priorities or corporate aims over a five-year period from 2015/16 to 2019/20. The Corporate Plan Key Action Plan for 2017/18 was adopted by Council in September 2016. In relation to the fifty individual actions of the Key Action Plan for 2017/18, ten actions fell under the responsibility of the Neighbourhoods SC. At the end of Quarter 3 the progress made was as given below:

- 9 (90%) of these actions have been 'Achieved' or are 'On-Target'
- 0 (0%) of these actions are 'Under Control'
- 1 (10%) of these actions are 'Behind Schedule'
- 0 (0%) of these actions are 'Pending'

The only action behind schedule for this SC was (11) Develop the St John's Road site, to deliver local jobs and economic development. At Quarter 3, the Tripartite Agreement was with all parties for signing and it was hoped that this would be completed soon.

RESOLVED:

That the Select Committee reviewed and noted the progress of the Corporate Plan Key Action Plan for 2017/18 Quarter 3 Position in relation to its areas of responsibility.

53. LOCAL PLAN UPDATE

The Planning and Governance PFH Councillor J Philip reported that all the documents / appendices for the LP were on the website and a LP briefing had been held last week. During the six-week consultation on the submission version of the LP (Regulation 19), the Council had received over 1,000 responses and all these responses had been logged for submission to the Inspector. Names and addresses had been redacted from the responses before being published on the Council's website, but the Inspector would see all these personal details.

Moving to plan implementation two developer forums that had been set up, one to deal with the strategic sites in and around Harlow, the Garden Town Forum, and the remaining sites in the corridors around Harlow. There would be an Implementation Team, staffed by a panel of specialists that would bring forward the masterplan sites. The team was looking at developing planning performance agreements with developers to help them bring forward their plans. A Quality Review Panel had been set up and had appointed a pool of some sixteen external professionals. It was an independent advisory panel that would draw on their expertise, and advice would be sought from the Panel to ensure schemes submitted would be of the highest quality. Thus the Council should be in a strong position to meet the five-year housing supply given in the submission version of the LP.

The Brownfield Register had been published and could be viewed on the website at: <http://www.efdclocalplan.org/planning-policy/brownfield-land-register/>

54. CORPORATE PLAN 2018-2023 - PROGRESS REPORTING AND PERFORMANCE INDICATOR SET

The Corporate Plan (CP) 2018/23 was the authority's key strategic planning document to transform the Council to be 'Ready for the Future'. The CP linked the key external drivers influencing Council services, with a set of aims and objectives, grouped under three corporate ambitions – stronger communities, stronger place and stronger council. Each ambition had a set of corporate aims, which in turn were detailed by one or more corporate objective, as detailed in Appendix 1 of this report.

An annual 'Corporate Specification' (previously the Key Action Plan) would detail how the CP was being delivered through operational objectives, which in turn would link to the annual Services business plans. The CP would be assessed through the achievement of a set of benefits, to focus on what the Council had achieved for customers. Those benefits in turn would be evidenced through a set of performance measures, as detailed in Appendix 2 of this report.

This report outlining the draft benefits maps was being scrutinised by the four SCs and would go to the Overview and Scrutiny (O&S) Committee on 17 April 2018. Final definitions for the new key benefits and performance indicator set would then be agreed by the Finance and Performance Management Cabinet Committee on 21 June 2018 in consultation with the Head of Transformation. Ideally this would then help the SCs undertake effective scrutiny of the Council's performance.

The Head of Transformation asked members for feedback on the proposed format for reporting the performance of the indicator set and the progress of the CP 2018/23. An alternative option was that members could focus on the essential parts relevant to this SC to cut down on the paperwork / duplication if that would help.

Members made the following comments:

- The majority of members found the proposed / draft formats confusing.
- Plan (page 78) – keep.
- Aim 10 a draft format to present information in tables / charts (pages 81-82) – only scrutinise those relevant to the Neighbourhoods SC.
- How would it be possible to scrutinise effectively if the SC never saw the others, as members needed to see what was being achieved.
- Formats all seemed very busy, were difficult to follow and it was not easy to extract information.
- Formats needed to be less complicated and more simplified.
- Reports were far too wordy with repetitive phraseology and often stated the obvious about the Council.
- If only looking at the customers, how could the O&S committees effectively scrutinise the Council's work.
- The draft Performance Indicator Profiles (Appendix 3, page 83) – would these be added to the existing ones and in what context would the new Indicator set be used.

The Acting Chief Executive stressed there was a need to increase transparency for members and their comments would be taken into consideration. The O&S Committee in April would have the final decision on whether to accept these new formats. The Head of Transformation would welcome any additional feedback brought to his attention by members. Councillor M Sartin suggested there might need

to be a workshop to apprise members on how to understand / scrutinise effectively the new reports when a format had been agreed.

55. TRANSFORMATION PROGRAMME - PROJECT DOSSIER

The O&S Committee at its meeting on 27 February 2018 had requested the progress of projects and programmes within the Transformation Programme, known as the 'Project Dossier' to be reported on a regular basis that were under the remit of the Neighbourhoods SC. The Appendix (page 138) detailed the workstreams the projects came under, the current project lifecycle stages, start and forecasted finish dates, Risk Potential Assessment (RPA), current project status (red, amber or green), select committee to scrutinise, sponsor and manager details.

The only project with a 'red' status was for project code P134, Licensing Self-Service Applications, which had achieved 83% progress but was behind schedule as it had been due for completion in December 2017. The Head of Transformation, David Bailey, had been advised by the Licensing Manager that the project had now been completed and a report would be submitted to this SC for scrutiny. Also for project code P140, District Emergency Control Centre Plan, a new Emergency Planning Office had recently been appointed. It was noted that a number of projects were due for completion in March / April 2018, as shown in this report.

56. BOBBINGWORTH NATURE RESERVE (FORMER LANDFILL SITE) LOCAL LIAISON GROUP

The Notes of the Bobbingworth Nature Reserve (former landfill site) Local Liaison Group meeting held on 22 August 2017 were noted.

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

The Acting Chief Executive reported that Essex County Councillor and Cabinet Member for Education, R Gooding, had accepted an invitation to attend the Overview and Scrutiny (O&S) Committee in June 2018. The O&S Chairman would be interested in hearing about areas to scrutinise and that if questions were submitted by members in advance then this would be of benefit to the Council. It was noted that this had already be publicised in the Council Bulletin.

58. FUTURE MEETINGS

It was noted that the meetings in the next municipal year 2018/19 for the Neighbourhoods Select Committee would be held on:

- 26 June 2018
- 20 September 2018
- 20 November 2018
- 29 January 2019
- 19 March 2019