

Select Committee Agenda



Neighbourhoods Select Committee Tuesday, 26th June, 2018

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

**Council Chamber, Civic Offices, High Street, Epping
on Tuesday, 26th June, 2018
at 7.30 pm .**

**Derek Macnab
Acting Chief Executive**

**Democratic Services
Officer**

V. Messenger
Tel: (01992) 564243 Email:
democraticservices@eppingforestdc.gov.uk

Members:

Councillors N Bedford (Chairman), H Brady (Vice-Chairman), A Beales, P Bolton, R Brookes, K Chana, I Hadley, S Heather, L Hughes, L Mead, S Neville, A Patel, M Sartin, D Stocker and J H Whitehouse

SUBSTITUTE NOMINATION DEADLINE:

6.30 pm

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

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

3. NOTES OF PREVIOUS MEETING (Pages 5 - 16)

To agree the notes of the meeting of the Select Committee held on 20 March 2018.

4. DECLARATIONS OF INTEREST

(Chairman) 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. AIR QUALITY

(Chairman) To receive a presentation on air quality across the District from J Nolan, Assistant Director (Environment and Neighbourhoods).

6. PUBLIC HEALTH

(Chairman) To receive a presentation regarding the work of the Council's Public Health Team from J Nolan, Assistant Director (Environment and Neighbourhoods).

7. TERMS OF REFERENCE AND WORK PROGRAMME (Pages 17 - 22)

(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.

8. KEY PERFORMANCE INDICATORS 2017/18 - QUARTER 4 (OUTTURN) PERFORMANCE (Pages 23 - 34)

To consider the attached report.

9. CORPORATE PLAN KEY ACTION PLAN 2017/18 - QUARTER 4 (OUTTURN) PERFORMANCE (Pages 35 - 44)

To consider the attached report.

10. TRANSFORMATION PROGRAMME - PROJECT CLOSURES (Pages 45 - 62)

To consider the attached reports.

11. TRANSFORMATION PROGRAMME - PROJECT DOSSIER (Pages 63 - 68)

To consider the attached report.

12. LOCAL PLAN UPDATE (Pages 69 - 84)

To consider the attached report that went to the Local Plan Cabinet Committee on 14 May 2018.

13. HARLOW COUNCIL - LOCAL PLAN REGULATION 19 CONSULTATION (Pages 85 - 94)

To consider the Council's response to Harlow Council's Local Plan Regulation 19 consultation (report attached).

14. CORPORATE GREEN WORKING PARTY (Pages 95 - 114)

To consider the attached reports of the Corporate Green Working Party following its meetings on 6 March and 5 June 2018.

15. ENVIRONMENTAL CHARTER (Pages 115 - 116)

To consider the report attached which provides an update on the Council's Environmental Charter.

16. ANNUAL REPORT FOR OFF STREET PARKING 2017 - 2018 - OFF STREET OPERATIONAL REPORT (Pages 117 - 122)

To review the annual report for the off-street parking service up to 31 March 2018 (report attached).

17. 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.

18. FUTURE MEETING

(Chairman) To note the next meeting date of this Committee will be held on 20 September 2018 at 7.30pm.

This page is intentionally left blank

**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 Pyrles 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 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 rogue 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 Manager 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

This page is intentionally left blank

NEIGHBOURHOODS SELECT COMMITTEE

TERMS OF REFERENCE 2018/19

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 Directorate;
2. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee;
3. To keep under review:
 - (a) environmental enforcement activities;
 - (b) waste management activities;
 - (c) leisure Management; and
 - (d) the development of the Local Plan;
4. To consider the effect of Government actions or initiatives on the services and functions of the Neighbourhoods Directorate and any implications for the Council's residents, service users and others, and to respond to consultation activities as appropriate;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To undertake pre-scrutiny through the review of specific proposals of the Council and its partner organisations or other local service providers, insofar as they relate to the services and functions of the Governance Directorate, to help develop appropriate policy;
7. To identify any matters within the services and functions of the Governance Directorate that require in-depth scrutiny, for referral to the Overview and Scrutiny Committee;
8. To recommend the establishment of task and finish panels to the Overview and Scrutiny Committee as necessary, in order to undertake any activity within these terms of reference;

Performance Monitoring

9. 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

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

Leisure

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

Transformation Programme

13. To review relevant projects and associated closure and benefits reports arising from initiatives undertaken as part of the Council's Transformation Programme.

Chairman: To be appointed

**Neighbourhoods Select Committee (Chairman – Councillor N Bedford)
Work Programme 2018/19**

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) KPIs 2017/18 – Outturn Review	First meeting of each municipal year	Outturn KPI performance report for 2017/18	26 June 2018 20 September 2018 20 November 2018 29 January 2019 19 March 2019
(2) KPIs 2018/19 - Quarterly Review	Quarterly	Review of quarterly performance: Q1 in September 2018 Q2 in November 2018 Q3 in January 2019 KPI targets for 2019/20 in March 2019 (report req'd)	
(3) Corporate Plan Key Action Plan 2017/18 – Outturn Review	First meeting of each municipal year	Outturn Key Action Plan 2017/18 performance.	
(4) Corporate Plan Key Action Plan 2018/19 – Quarterly Review	Quarterly	Review of quarterly performance: Q1 September 2018 Q2 November 2018 Q3 January 2019	
(5) Directorate Business Plan 2019/20	19 March 2019	All relevant Portfolio Holders to present highlights of the priorities and service challenges from the business plan for their portfolio for the next year, to the final meeting of the select committee in each municipal year.	
(6) Transformation Projects – relevant to this Committee.	As appropriate.	Details of relevant new transformation projects to be submitted to the relevant SC for scrutiny.	
(7) Transformation Projects – closure and benefits reports	As appropriate.	That any Directorate appropriate project closure and benefits realisation reports be submitted to this SC for information.	

Neighbourhoods Select Committee (Chairman – Councillor N Bedford)

Work Programme 2018/19

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(8) Local Plan – to receive regular updates on the current position	Update to go to each meeting	Committee to keep a watch in brief on the position of the District's Local Plan.	
(9) Environmental Enforcement Activity	March 2019	(a) Annual report to Committee.	
(10) Corporate Green Working Party – to receive progress report	As appropriate: June 2019	(a) To monitor and keep under review the Council's progress towards the development and adoption of a corporate environmental policy / energy strategy. (b) To receive Officer full progress report (<u>not</u> Minutes). Next <u>full</u> report due of 5 March 2018 meeting.	
(11) Environmental Charter – to receive an annual update	June 2018	At their meeting on 28 June 2016 the Committee agreed to receive an annual update of the Council's Environmental Charter	
(12) Licenced Taxi Drivers – review of arrangements	September 2018	Item from the O&S Co-ordinating Group	
(13) Off-Street Parking Service – yearly review	June 2018	To review on an annual basis the off-street parking service upto 31 March 2018. The contract with NSL started April 2017.	
(14) Leisure Management Contract	As appropriate: November 2018	To review the Council's leisure contract with Places for People Leisure (PfP). The contract started April 2017. Next meeting to be held on 27 September 2018.	

Neighbourhoods Select Committee (Chairman – Councillor N Bedford)
Work Programme 2018/19

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(15) Emergency planning – to report on the Council's emergency response systems and emergency housing arrangements	September 2018	(a) Following the Grenfell Tower Fire – to consider our procedures. (b) To receive a Fire Risk Assessment report for the Townmead Depot, Waltham Abbey. (c) To receive a report on the Council's emergency planning procedures	
(16) Air Quality Officer	June 2018	Invitation to attend.	
(17) Public Health Officer	June 2018	Invitation to attend – to report on: (a) How the team works and which departments come under Public Health; (b) How to raise the profile; (c) Trends; and (d) Identification of hazards.	
(18) Health and Safety Policies	September 2018	To review any aspect of the Council's Health and Safety Policies (if appropriate).	

This page is intentionally left blank



SCRUTINY



Epping Forest District Council

Report to: Neighbourhoods Select Committee

Date of meeting: 26 June 2018

Portfolio: Environment (Councillor N Avey)

Subject: Key Performance Indicators 2017/18 – Q4 (Outturn) Performance

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

Democratic Services Officer: Vivienne Messenger (01992 564265)

Recommendations/Decisions Required:

That the Select Committee reviews performance against the Key Performance Indicators within its areas of responsibility for 2017/18.

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 (KPIs) 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-two (32) Key Performance Indicators (KPIs) for 2017/18 was adopted by the Finance and Performance Management Cabinet Committee in March 2017. 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 2017/18, is attached as Appendix 1 to this report together with details of the specific twelve-month performance for each indicator.

Key Performance Indicators 2017/18 – Quarter 4 Performance

4. **All indicators** - The overall position for all 32 KPIs at the end of the year was as follows:
 - (a) 21 (66%) indicators achieved the cumulative end of year target;
 - (b) 11 (34%) indicators did not achieve the cumulative end of year target, although;
 - (c) 5 (16%) of these KPIs performed within its tolerated amber margin.
5. **Neighbourhoods Select Committee indicators** – Twelve (12) 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 (75%) indicators achieved target;
 - (b) 3 (25%) 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 March 2017.
7. The Select Committee is requested to review performance at the end of the year in relation to the KPIs for 2017/18 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.

Key Performance Indicators 2017/18 – Quarter 4 Performance Report

Appendix A

Quarterly Indicators		Q1 2017/18			Q2 2017/18			Q3 2017/18			Q4 2017/18			Is year-end target likely to be achieved?
		Target	Value	Status	Target	Value	Status	Target	Value	Status	Target	Value	Status	
NEI001	How much non-recycled waste was collected for every household in the district?	95kg	105kg		196kg	205kg		296kg	305kg		400kg	409kg		No
NEI003	What percentage of our district had unacceptable levels of litter?	8%	10.96%		8%	6%		8%	5.02%		8%	4.33%		Yes
NEI004	What percentage of our district had unacceptable levels of detritus (dust, mud, stones, rotted leaves, glass, plastic etc.)?	10%	4.83%		10%	5.1%		10%	3.72%		10%	1.73%		Yes
NEI005	What percentage of the issues and complaints received by the Environment & Neighbourhoods Team received an initial response within 3 days?	95.5%	98.19%		95.5%	97.77%		95.5%	97.65%		95.5%	97.89%		Yes
NEI006	What percentage of the recorded incidences of fly-tipping are investigated within 3 working days of being recorded?	90%	98.72%		90%	98.5%		90%	96.89%		90%	96.05%		Yes
NEI007	What percentage of recorded incidences of fly-tipping (contract cleared) are removed within 5 working days of being recorded?	90%	92.77%		90%	93.99%		90%	93.09%		90%	93.01%		Yes

Key Performance Indicators 2017/18 – Quarter 4 Performance Report

Appendix A

Quarterly Indicators	Q1 2017/18			Q2 2017/18			Q3 2017/18			Q4 2017/18			Is year-end target likely to be achieved?
	Target	Value	Status										
NEI008 What percentage of the recorded incidences of fly-tipping (variation order/non contract) are removed within 10 working days of being recorded?	90%	94.74%	✓	90%	93.76%	✓	90%	92.49%	✓	90%	92.54%	✓	Yes
NEI009 What percentage of out of hours (OOH) noise complaints are responded to within 15 minutes?	90%	90.4%	✓	90%	92.28%	✓	90%	91.8%	✓	90%	90.6%	✓	Yes
NEI011 What percentage of the rent we were due to be paid for our commercial premises was not paid?	2%	1.51%	✓	2%	1.31%	✓	2%	1.82%	✓	2%	1.91%	✓	Yes
NEI012 What percentage of our commercial premises were let to tenants?	98%	98.9%	✓	98%	98.9%	✓	98%	97.45%	⚠	98%	97.29%	⚠	No
NEI013 What percentage of all household waste was sent to be recycled or reuse?	26%	23.75%	✗	26%	23.74%	✗	26%	23.38%	✗	26%	27.09%	✓	Yes
NEI014 What percentage of all household waste was sent to be composted or anerobic digestion.?	33%	35.81%	✓	33%	36.12%	✓	33%	34.39%	✓	33%	30.33%	✗	No

Key Performance Indicators 2017/18 Quarter 4 Performance

Report Author: Monika Chwiedz (Senior Project Improvement Officer)

Reflecting on our performance:

There are 32 KPIs for this year

21(66%) achieved target and 6 (19%) missed target and 5 (15%) performed within their amber tolerance.

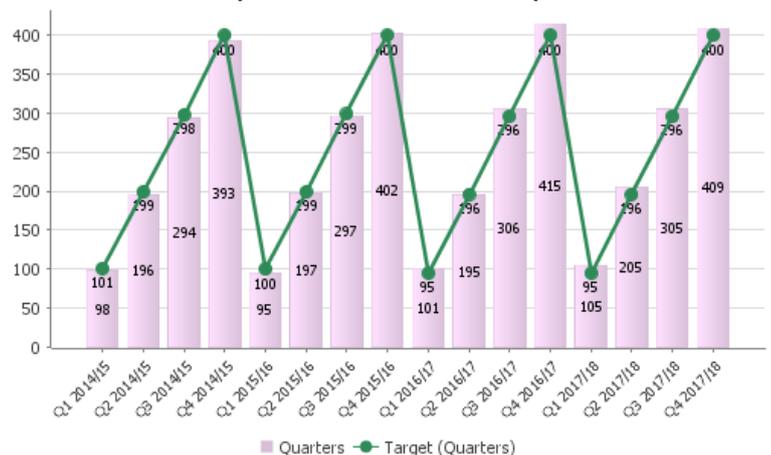
Twelve (12) of the Key Performance Indicators fall within the Neighbourhoods

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

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.



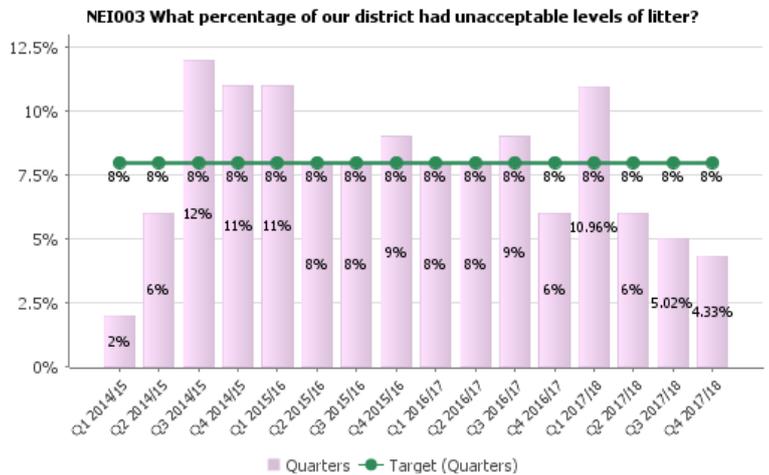
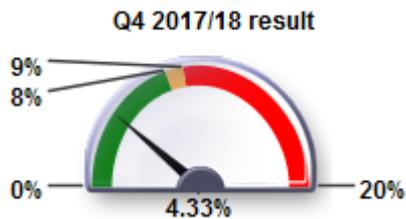
NEI001 How much non-recycled waste was collected for every household in the district?



Comment on current performance: This trend of increased HH weight over the last few years has continued this year

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

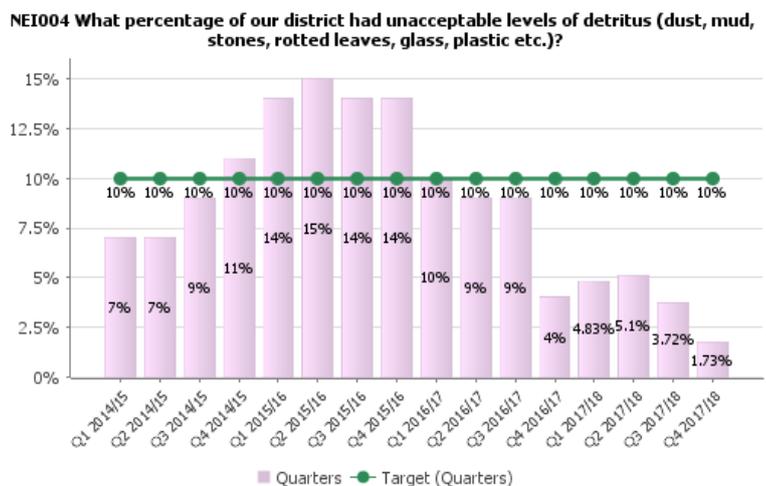
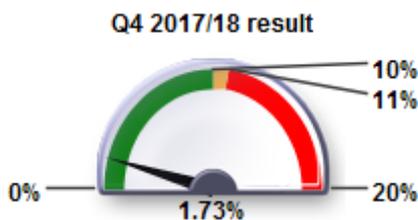
This indicator seeks to reduce unacceptable levels of litter. Performance is based on surveys of prescribed sites carried out over four quarterly periods each year, and represents the percentage of relevant land with deposits of litter which exceed the acceptable level.



Comment on current performance: Target met

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

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.

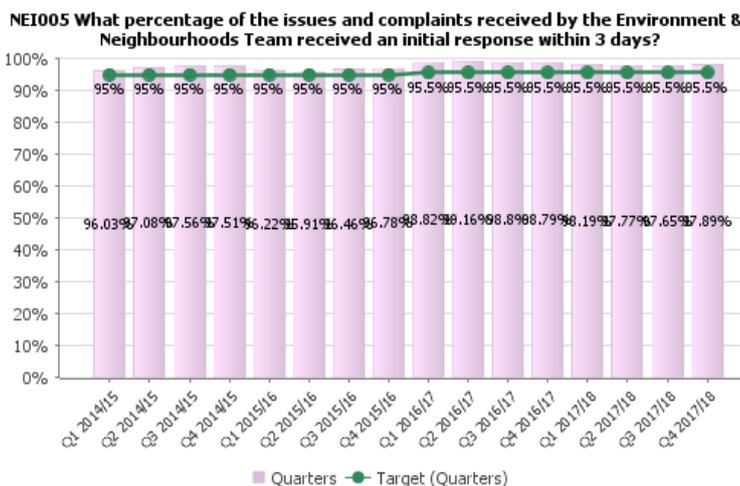
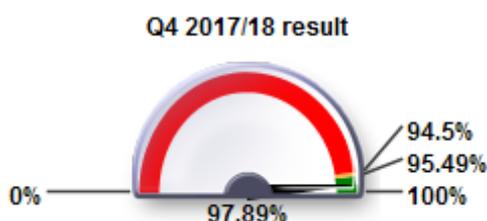


Comment on current performance: – this quarter the weather has aided us in clearance because of the level of rain/snow etc.

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



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.

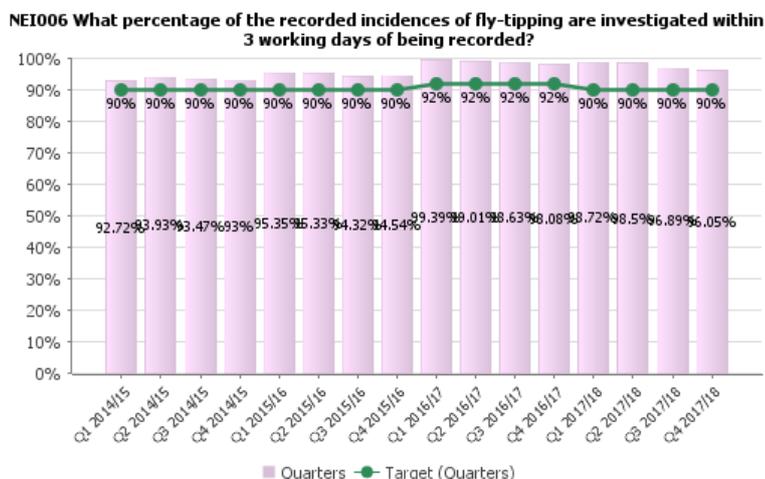
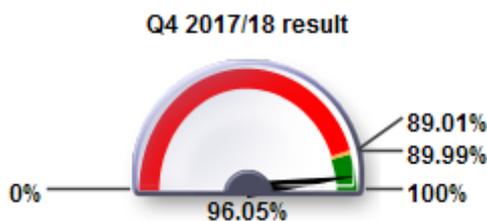


Comment on current performance: 4880 out of 4985 issues and complaints received a response within 3 working days = 97.89%

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



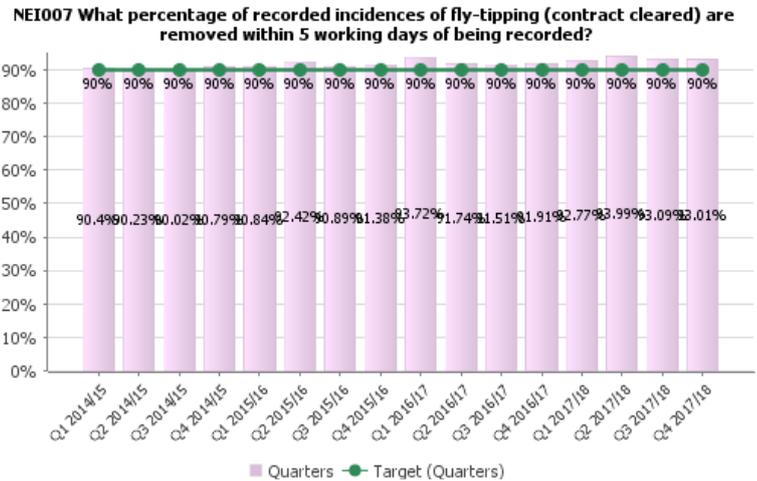
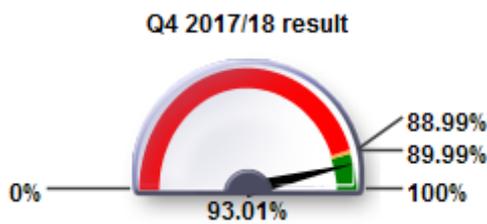
The Team register all fly-tipping incidents reported or found on public and private land in the district. Incidents that may have evidence that can lead to the source of the waste are investigated, subject to resources and priorities at that time. Clearance is delayed until investigated (unless there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



Comment on current performance: 243 incidents out of 253 investigations were instigated in 3 working days = 96.05%

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

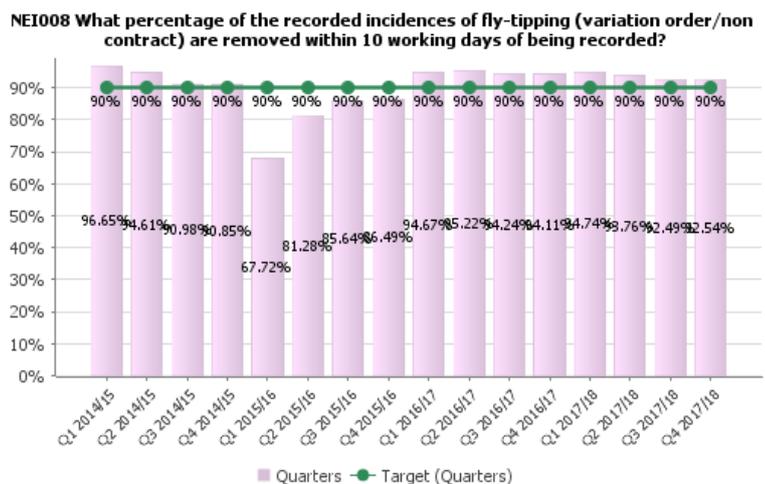
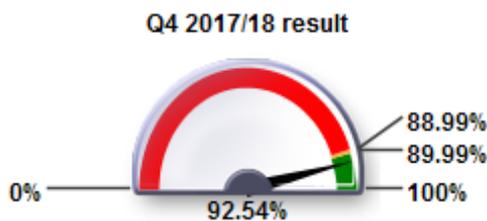
This indicator specifically considers fly-tip incidents which occur on land which the council is responsible for clearing and which can be cleared under the existing waste contract.



Comment on current performance: 971 of 1044 incidents were removed within 5 working days = 93.01%

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

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.



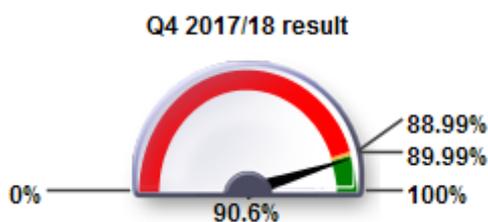
Comment on current performance: 955 of 1032 incidents were removed within 10 working days.

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

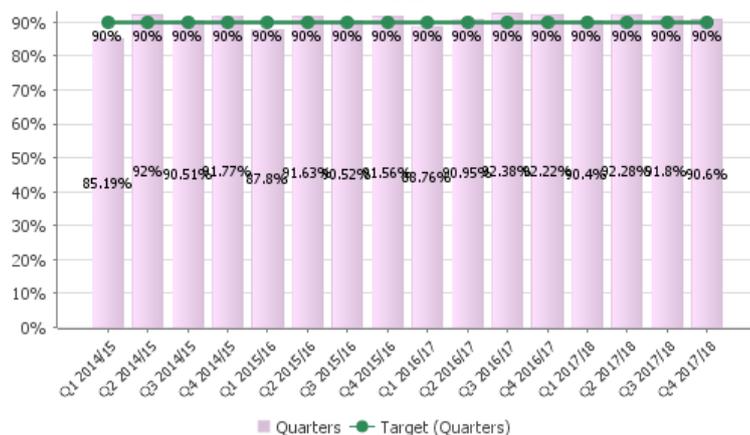


NEI009

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.



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



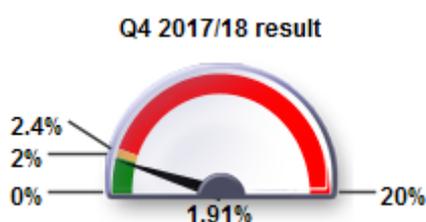
Comment on current performance: 347 out of 383 noise complaints received a response within 15 minutes = 90.60%

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

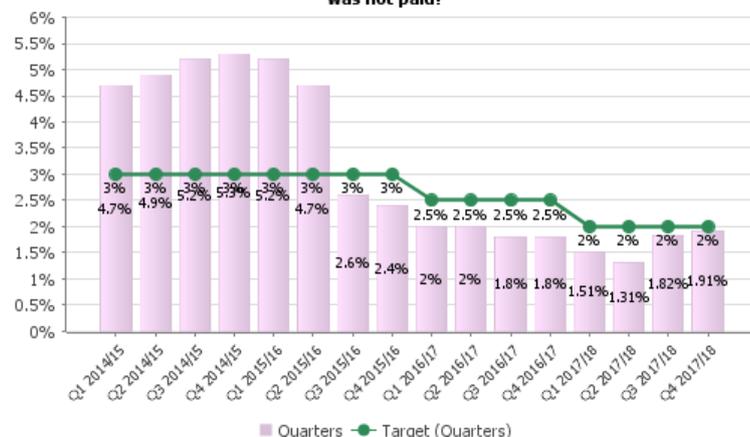


NEI011

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.



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

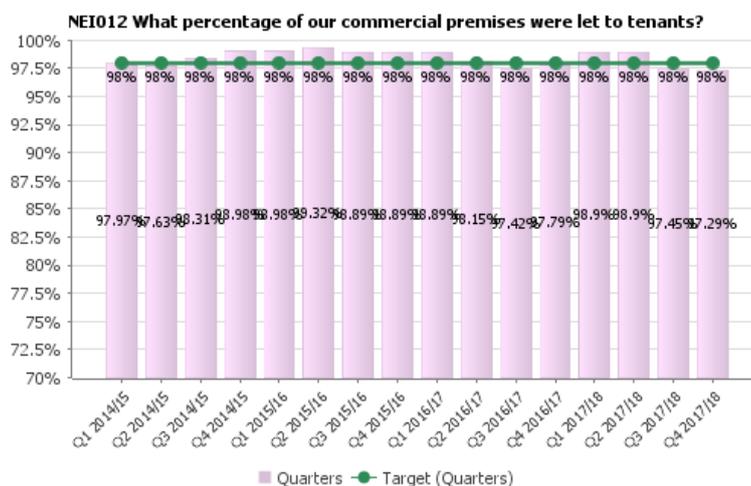
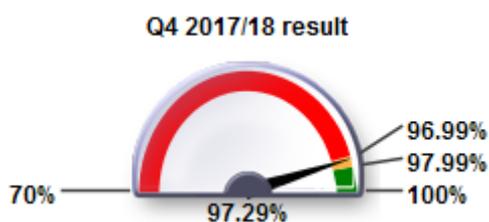


Comment on current performance: Whilst the overall level of arrears may have increased, the annual rent

demand has increased due to new lettings at EFSP. Frequent arrears meetings and strategies to reduce persistent non-payment are currently in the process of being implemented.

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

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.



Comment on current performance: Performance similar to last quarter.

At EFSP 9 of the 12 units have now been let and the remaining 3 units are under offer to Mountain Warehouse (in solicitors hands), Home Bargains (in solicitors hands) and Boots (finalising fit-out plans in order to agree heads of terms). The team is working with the agents and solicitors to move these transactions towards completion.

With regard to the Landmark, Debden, the leaseback document (required to enable EFDC to move forward with the ground floor commercial lettings) has finally been agreed with completion expected by end of April 2018. Terms have been agreed on all 4 units and they are currently under offer awaiting the outcome of legal formalities.

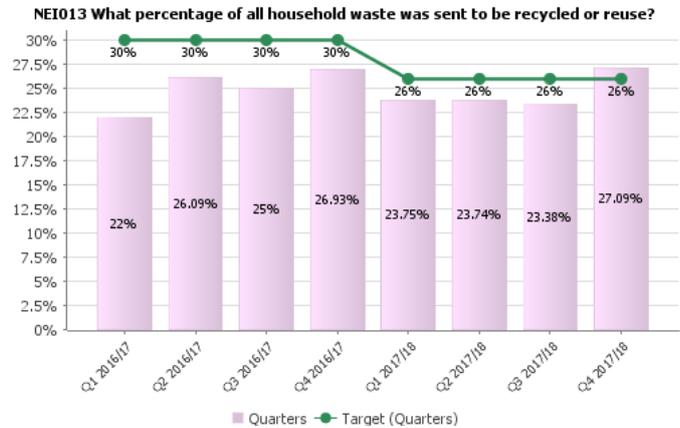
62 Borders Lane – discussions are on-going with an interested party with a view to agreeing heads of terms.

25 The Broadway, Loughton became available during the quarter and is already under offer (with planning for change of use granted) and progressing with legal formalities.

Corrective action proposed: continue to progress lettings at EFSP, The Landmark Debden and with the proposed tenants at 62 Borders Lane and 25 The Broadway

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

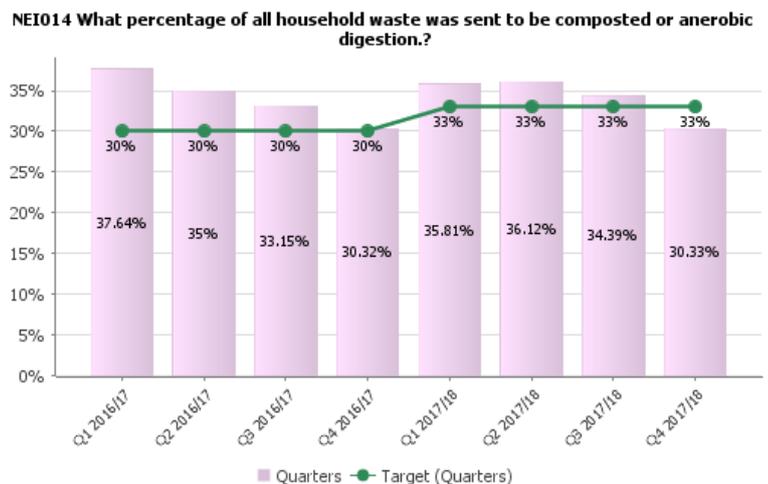
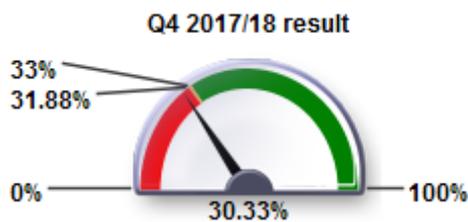
This indicator supports year on year reductions in the amount of residual waste collected, and measures the percentage of household waste arisings sent for recycling or reuse.



Comment on current performance – These figures are estimated as the verification by the WDA has not been completed.

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

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.



Comment on current performance – These figures are estimated as we are waiting for the WDA to complete verification

This page is intentionally left blank



SCRUTINY



Epping Forest District Council

Report to: Neighbourhoods Select Committee

Date of meeting: 26 June 2018

Portfolio: Leader (Councillor C. Whitbread)

Subject: Corporate Plan Key Action Plan 2017/18 – Quarter 4 (Outturn) position

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

Democratic Services Officer: Vivienne Messenger (01992 564265)

Recommendations/Decisions Required:

- (1) That the Committee review the outturn position of the Corporate Plan Key Action Plan for 2017/18 in relation to its areas of responsibility; and**
- (2) That the Committee identifies any actions arising from the Corporate Plan Key Action Plan for 2017/18 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 and 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 2017/18 was adopted by Council at its meeting on 27 September 2016. 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.

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 2017/18 for actions most appropriately considered by the Neighbourhoods Select Committee at the end of the year (31 March 2018).

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 2017/18 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2017/18. 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. At the Overview and Scrutiny Committee held on 4 June 2018, it was decided that status action 2.c.3 'Develop a new leisure Centre in Waltham Abbey, to deliver savings and improved facilities', be changed from 'achieved ' to 'on target' in order to highlight its target date.
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 2017/18 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;

On-Target (Green) - specific deliverables or actions will be completed or achieved in accordance with in-year targets;

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 50 actions in the Key Action Plan 2017/18. At the end of the year:

• Achieved or On Target:	28 (56%)
• Under Control:	15 (30%)
• Behind Schedule:	6 (12%)
• Pending:	<u>1 (2%)</u>
	Total 50 (100%)

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

- 6 (60%) of these actions have been achieved at year end or are on target; and
- 2 (20%) of these actions are 'Under Control'
- 2 (20%) of these actions are 'Behind Schedule'
- 0 (0%) of these actions are 'Pending'

5. The Committee is requested to review the outturn position of the Corporate Plan Key Action Plan for 2017/18 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 14 June 2018 and the Overview and Scrutiny Committee on 4 June 2018.

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.

This page is intentionally left blank

Aim 1. 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

Objective 1.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

Action	Lead Directorate	Target Date	.	Status	Progress notes
Page 39 10. Open the Epping Forest Shopping Park, to deliver local jobs and economic development	Neighbourhoods	30-Sep-2017		Achieved	Q4 - One of the remaining three vacant units has now been let to outdoor equipment/clothing retailer Mountain Warehouse. The remaining two are at Heads of Terms negotiation. The 278 Highways Works are complete.
					Q3 – The three remaining units of the total of eleven are all subject to ongoing negotiation with prospective tenants. The stores that have already opened to include the anchor stores of Next and Aldi report good trading. The S278 Highway Works are 99% complete with only some minor surfacing, road marking and additional barrier installation outstanding.
					Q2 – Practical Completion achieved by June 2017 and shop-fitting commenced. Four stores now trading as part of a soft-opening. Shopping Park now 85% let and final units in negotiation. S278 works now due to complete by end of October 2017. Official Park Opening planned mid-December
					Q1 - Council received the building after practical completion in mid-June 2017. Tenants now fitting out with opening scheduled for late September 2017. Highways Section 278 Works to be completed by end of August 2017.
11. Develop the St John's Road site, to deliver local jobs and economic development	Neighbourhoods	31-Mar-2018		Under Control	Q4 - Agreement now reached with all parties, pending conclusion of consideration at specification for replacement Town Council Offices and Community Space. Final draft with lawyers. Completion anticipated by end of May 2018.
					Q3 – As per Q2 update. It is hoped to complete in early January 2018.
					Q2 – Completion still to be achieved on the signing of the Tripartite Agreement. Delay largely due to negotiation of the final terms sought by Epping Town Council.
					Q1 - Negotiations completed on Tri-Partite Agreement with Town Council and Frontier Estates. In hands of Legal Representatives for final sign off end July 2017.

Page 40	7. Sell the Council-owned nursery site at Pyrles Lane, Loughton, to deliver a capital receipt	Neighbourhoods	31-Dec-2017		Under Control	<p>Q4 - Original intention was to bring the site to market via auction by the end of January 2018. As the result of further advice from marketing agents, a private treaty open advert methodology is now being undertaken with the site being marketed in mid-May.</p> <p>Q3 – Marketing Agents have been appointed to bring the Pyrles Lane Nursery Site to the market by the end of January 2018. Consultants have been appointed to advise on the price that the District Council would pay to buy back the affordable housing element of the scheme. Work continues on relocation options for the nursery service at Townmead.</p> <p>Q2 – Marketing Agents appointed for Nursery Site. Hope to complete sale early in 2018. Further feasibility work commenced at Townmead with respect to building condition, flood risk and contamination to support planning application for new accommodation for relocated Nursery Service.</p> <p>Q1 - Report on the value and marketing strategy for Pyrles Lane Nursery now agreed by Cabinet, to include provision for affordable housing and a financial contribution to the redevelopment at Town Mead Depot to accommodate the Council's nursery service, which no longer can be accommodated at the new Oakwood Hill Depot.</p>
	9. Deliver an approach to North Weald Airfield with an agreed operating partner, to maximise the use of the facilities	Neighbourhoods	31-Mar-2018		Achieved	<p>Q4 As per Q3, the Asset Management Cabinet Committee received an update on a number of new potential lettings and events at their meeting in April.</p> <p>Q3 – The Council agreed the Submission Version of the Local Plan in December 2017. Within the plan there is an allocation of 10ha of employment land and a requirement to prepare a Masterplan to be approved by the Local Planning Authority for the future of the Airfield. The Masterplan will dictate the scale and type of development most appropriate for the site and address considerations such as the feasibility of a new Leisure Centre at the Airfield. Asset Management Cabinet Committee to receive an initial scoping paper in January 2018.</p> <p>Q2 – Employment Land allocation due to be considered as part of Regulation 19 Submission at Full Council in December 2017.</p> <p>Q1 - Awaiting results of the Local Plan Employment Land Review which will give direction to the scale and type of future uses that the Airfield could accommodate.</p>

Objective 1.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 Directorate	Target Date	.	Status	Progress notes
4. Complete a new off-street parking contract to manage the Council's car parks with an alternative provider to increase efficiency and reduce costs	Neighbourhoods	02-Apr-2017		Achieved	Q4 Off Street Parking Contract now well established. Reviews of tariffs due to commence in new municipal year.
					Q3 – NSL still successfully delivering new off-street parking arrangements. As reported at the initial meeting of the Off-Street Parking Partnership, NSL are willing to enter into discussion around any extension of public realm/street scene enforcement that the Council may require in future.
					Q2 – NSL still successfully delivering new off-street parking arrangements.
					Q1 - New Off-Street Contract successfully let to NSL who started their management responsibilities from 1 April 2017. Increased level of enforcement activity, particularly at weekends has been achieved.

Aim 2. To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery

Objective 2.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 Directorate	Target Date	.	Status	Progress notes
2. Complete the new Local Plan in accordance with the National Planning Policy Framework and in the timescales outlined in the adopted Local Development Scheme (LDS)	Neighbourhoods	31-Mar-2018		Behind Schedule	Q4 - As a result of the Judicial Review proceedings, the Court instructed the Council not to submit by the 31 March 2018. Review Hearing set for 23/24 May.
					Q3 – The Council at an Extraordinary Meeting on the 14 December 2017, agreed the Submission Version of the Local Plan 2017. On the 18 December the formal representation period opened, with the Submission Version published on the Council's Website and copies sent to all statutory consultees, Town and Parish Councils etc. Closing date end of January 2018. Submission to planning inspectorate to be achieved before the 31 March 2018.
					Q2 – Updated Local Development Scheme agreed October Cabinet. Regulation 19 Submission now scheduled for submission by the 31 March 2018, to take advantage of transitional arrangements arising from the DCLG consultation on standardised methodology for assessing housing need.
					Q1 - Results of the Regulation 18 Consultation reported to Cabinet. Key issues identified to include an analysis of Settlement Level. Local Development Scheme to be updated in October 2017.

Objective 2.b. To increase opportunities for sustainable economic development within the District, in order to increase local employment opportunities for residents

Action	Lead Directorate	Target Date	.	Status	Progress notes
1. Adoption and publication of the Local Plan Regulation 26, including site allocations for employment land and policies maps	Neighbourhoods	30-Oct-2018		Behind Schedule	Q4 - Submission delayed due to Judicial Review. All work was completed by the original submission date.
					Q3 – Site allocations and policies included in Submissions Version. All outstanding evidence base work commissioned. Due to the accelerated LDS Timetable some studies will not be complete until early 2018. However, all work should be available for inclusion by submission date before end of March.
					Q2 – Work ongoing on evidence base to include the site assessment. Open Space Playing pitches and Indoor Sports Facilities completed. Transport modelling ongoing. Work commissioned on visitor study to Epping Forest by the Corporation to inform the Air Quality Action Plan.
					Q1 - Work to prepare evidence base ongoing. Workshops held with Members on Infrastructure Delivery Plan. Open Space, Playing Pitches and Indoor Sports Study commenced. Site Assessment work has started on the 160 new/amended sites arising as a result of the Regulation 18 Consultations.
3. Lead the development of Harlow and Gilston Garden Town in partnership with East Herts and Harlow Councils, to delivery housing and economic development across west Essex	Neighbourhoods	31-Mar-2018		Achieved	Q4 - Garden Town Director in post and has reviewed the implementation programme. Further external funding success has been achieved.
					Q3 – Work continues to be co-ordinated through the Duty to Co-operate Board arrangements. Garden Town Project Director successfully appointed and due to commence early February 2018. Other external funding bids are being prepared to assist in the sustainability of the project.
					Q2 – Further tranche of funding from DCLG of £175k successfully bid for and awarded. External Consultants appointed for feasibility work in relation to the North/South and East/West Sustainable Transport corridors through Harlow. Advert placed for the appointment of Project Director for the Garden Town. Joint Member Board meeting regularly.
					Q1 - Duty to Co-operate activities ongoing. Garden City Project proceeding with the commissioning of two pieces of external consultancy in relation to "Visionary" and "Governance". Work commenced on mitigation plan for the Air Quality MOU to reduce potential impacts on Epping Forest.

Objective 2.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

Action	Lead Directorate	Target Date	.	Status	Progress notes
2. Deliver the transition of the Council's leisure facilities to a new partner through contract management	Neighbourhoods	01-Apr-2017	✓	Achieved	Q4 - Epping Sports Centre refurbishment now complete. Start made on Loughton extension which is currently on programme. Opportunity being taken to refurbish wet side changing rooms as part of the project.
					Q3 – Work has commenced on the upgrading to Epping Sports Centre, with the new movement studio and virtual cycling studio complete. Rest of project on target. Work to commence early January at Loughton for the fitness extension and changing room refurbishment.
					Q2 – Places for People have completed their investment of £270K in the refurbishment of the Health and Fitness Facilities at Ongar Leisure Centre. Work due to commence in October at both Epping Sports and Loughton Leisure Centres on the planned improvements to the facilities.
					Q1 - Contract with PfP successfully mobilised and management transferred to new contractor from the 1 April 2017. All staff successfully transferred under TUPE and service improvements have commenced to include major extension to Loughton Leisure Centre and reconfiguration of Health and Fitness facilities at Epping Sports Centre.
3. Develop a new leisure centre in Waltham Abbey, to deliver savings and improved facilities	Neighbourhoods	30-Nov-2018	✓	On target	Q4 - Programme still on target and no major cost variations. Practical completion still anticipated in November 2018.
					Q3 – Main frame of new Leisure Centre complete with the pool tanks formed and being tested in December. The overall programme is on target with no material cost variations identified at this stage. Still due for practical completion and opening to the public in November 2018.
					Q2 – Work commenced in September 2017 with site fully mobilised. Ground breaking Ceremony held in mid-October. Main pool and learner pool tanks formed. Construction on programme.
					Q1 - Detailed planning provision granted by District Development Management Committee and contractor mobilised on site to demolish existing community building. Main construction works for new Leisure Centre due to commence in September 2017 with practical completion targeted at November 2018.

This page is intentionally left blank

Report to Neighbourhoods Select Committee



Date of meeting: 26 June 2018

Portfolio: Leader of the Council

Subject: Transformation Programme – Project Closures

Officer contact for further information: David Bailey, Head of Transformation (01992 564105)

Democratic Services Officer: Vivienne Messenger (01992 564265)

Recommendations/Decisions Required:

(1) That the attached Project Closure report(s) from the Transformation Programme be noted.

Reason for decision:

The Overview and Scrutiny Committee requested that Project Closure report(s) from the Transformation Programme are submitted to the relevant select committee for their information, or in the case of those being managed by the Chief Executive to the Overview and Scrutiny Committee.

Options considered and rejected:

None.

Report

Introduction:

1. The Corporate Plan provides a framework to demonstrate how the work of the Council fits together at a strategic level. It provides a focus to establish a set of corporate priorities, describing how the organisation will deliver positive change.

2. An annual Corporate Specification details how the Corporate Plan will be delivered through a set of operational objectives for that year. Operational objectives can concern Business As Usual (BAU) or business transformation.

3. Business transformation is delivered through change projects and programmes. A project is a temporary activity to create something unique – a thing, a service or a product – that:

- Leads to change;
- Has a defined start and end;
- Has limited resources;
- Has specific objectives; and
- Enables benefits to be realised.

5. Here is a simple example which illustrates the difference between Business As Usual and business transformation.

If you build a car in your garage – it's a project. Whereas if you are a car manufacturer, building hundreds of cars a day, it's a production line and simply business as usual, i.e. it isn't unique. However, parts of a larger process can be considered projects, e.g. designing the car. So by their very nature, the delivery of any change involves project management.

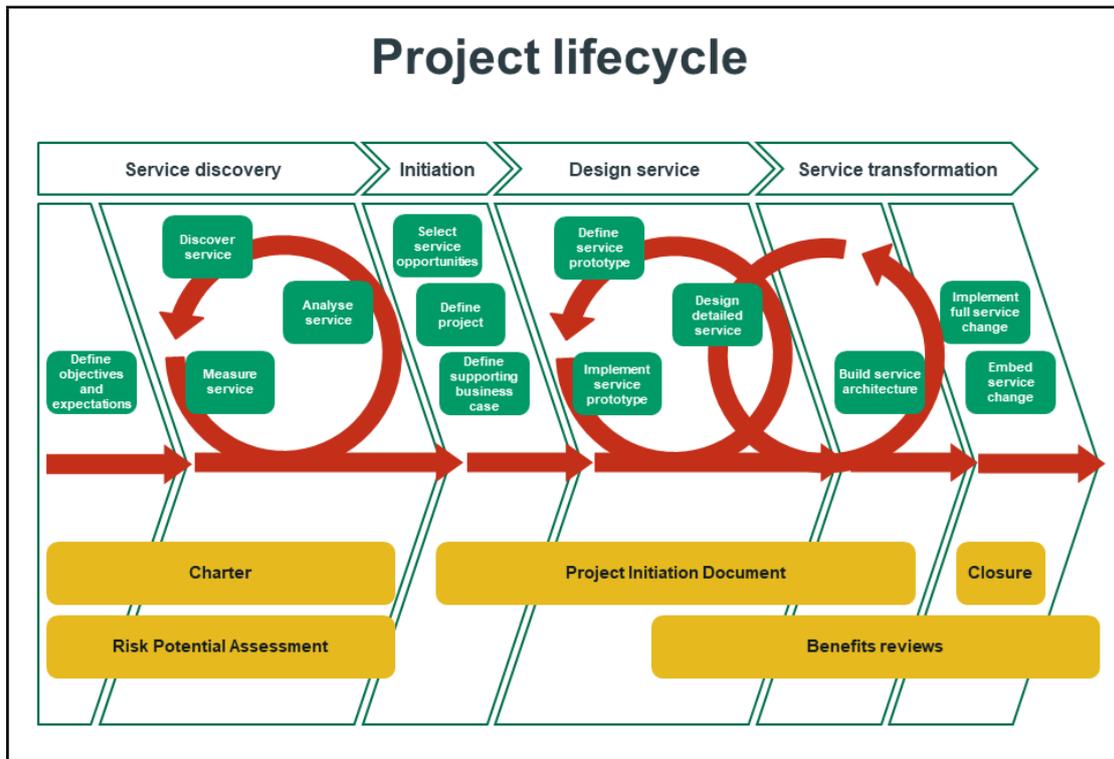
6. The Council established its Transformation Programme in early 2016, grouping change projects from the Corporate Plan into four workstreams:

- Customer Experience;
- Business Culture;
- Resources, Accommodation and Technology; and
- Major Projects.

7. A corporate methodology for managing projects was established in June 2016. All projects are registered with the Programme Management Office (PMO), overseen by the Head of Transformation. Projects are managed differently, depending on an assessment of their scale or complexity. This assessment is completed using the Risk Potential Assessment tool (RPA).

<i>RPA</i>	<i>Qualities</i>	<i>Project management</i>	<i>Processes</i>	<i>PMO support</i>
High	Transformative project – requires authority wide co-ordination	Overseen by the Transformation Programme Board	Charter, initiation document and evaluation are required and approved by TPB. Other documents may be required	PMO actively engaged in supporting the project
Medium	Project management best practice	Managed within a single directorate	Charter, PID and evaluation are required and logged with PMO	Support provided by PMO
Low	Minimal need for project management	Managed within a single service area	Charter, PID and evaluation are encouraged	Support available from PMO on request

8. High and Medium complexity projects follow a project life cycle (see diagram below).



Project Closures:

9. When a High or Medium complexity project comes to an end, the project is evaluated by the Project Sponsor and Project Manager, with input from the Project Team. This process is facilitated by the link officer assigned to the project from the Transformation Programme Management Office.

10. The request to close the project then progresses through the Programme Management Office (PMO), where once agreed formally recommend closure to the Transformation Programme Board.

11. The Committee are asked to consider the attached project closure report(s) in the Appendix.

Resource Implications:

None.

Legal and Governance Implications:

There are no governance implications from this report.

Safer, Cleaner and Greener Implications:

There are no Safer, Cleaner or Greener implications.

Consultation Undertaken:

No formal consultation was undertaken in the preparation of this report.

Background Papers:

Regular Transformation Programme Highlight Reports to the Cabinet.

Risk Management:

There are no Risk Management implications.

Equality:

There are no Equality Impact implications.

Equality analysis report

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Transformation Programme - Project Closures
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Report is for consideration
Relationship with other policies / projects:	Transformation Programme
Name of senior manager for the policy / project:	Derek Macnab, Acting Chief Executive
Name of policy / project manager:	David Bailey, Head of Transformation

Step 2. Decide if the policy, service change or withdrawal is equality relevant

Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.	If yes, state which protected groups:
If no, state your reasons for this decision. Go to step 7.	If no, state reasons for your decision:
<i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	No. Any equalities impact assessment for individual projects or programmes will be detailed in the respective reports.

Name and job title of officer completing this analysis:	David Bailey, Head of Transformation
Date of completion:	12.06.2018
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	David Bailey, Head of Transformation
Date of authorisation:	12.06.2018
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	12.06.2018

Appendix - Project Closures Neighbourhoods Directorate

Key:

Risk Potential Assessment (RPA), i.e. Medium or High complexity.

Select Committee for scrutiny, i.e. O&S – Overview & Scrutiny, CSC – Communities, GSC – Governance, NSC – Neighbourhoods, RSC – Resources.

Generated on: 12 June 2018

<i>Workstream</i>	<i>Project</i>	<i>RPA</i>	<i>Scrutiny</i>	<i>Sponsor</i>	<i>Manager</i>
Workstream 1 Customer Experience	P138 Waltham Abbey Wayfinding	Medium	NSC	Derek Macnab, Acting Chief Executive	Michael Warr, Economic Development Officer (NED03)
Workstream 1 Customer Experience	P139 Pandemic Flu Plan	Medium	NSC	Derek Macnab, Acting Chief Executive	Peter Charman, Emergency Planning Officer (NEP01)
Workstream 4 Major Projects	P112 Operating Partner for North Weald Airfield	High	NSC	Derek Macnab, Acting Chief Executive	Jim Nolan, Assistant Director - Environment & Neighbourhoods (NNS01)
Workstream 4 Major Projects	P113 Epping Forest Shopping Park	High	NSC	Derek Macnab, Acting Chief Executive	Derek Macnab, Acting Chief Executive .

PMO Project Closure Report

Generated on: 12 Mar 18

1. Project title	Waltham Abbey Wayfinding	5. Reference	P138
2. Managed By	Michael Warr, Economic Development Officer (NED03)	6. Creation Date	28-Mar-2017
3. Sponsored By	Derek Macnab, Director of Neighbourhoods (NDR01)	7. Last Modified Date	09-Feb-2018
4. Corporate Plan link	<p>2.c.2016</p> <p>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</p>		
8.		Baseline	Actual
Start Dates		28-Sep-2016	28-Sep-2016
End Dates		31-Aug-2017	09-Feb-2018
Budget		£60,000	£31,508
9. Timeline			
11-Nov-2016	Published ITT on Contracts Finder 10 Nov and publicised to identified potential suppliers 11 Nov		
15-Nov-2016	Charter agreed by Transformation Programme Board		
29-Nov-2016	Collate and assess all submitted tenders. Closing date for submission 29 Nov		
30-Nov-2016	Agreed content and format of project tender document with procurement and legal teams		
30-Nov-2016	Identified potential date and venue for one-stop engagement event for local stakeholders to engage with preferred supplier once appointed. Proposed meeting agreed with Waltham Abbey Town partnership as hosts		
07-Dec-2016	PID agreed by Transformation Programme Board		
12-Dec-2016	Bid received within the project budget limits that meets quality expectations of ITT, follows design guidance given and reflects heritage and conservation needs of area, plus indicates that key funding milestones can be met.		
31-Dec-2016	Assess and identify impact on key funding timetable i.e. CIF funding, as a result of received bids. Escalate any critical impact to Project Sponsor and CIF coordinator to confirm way forward		
31-Dec-2016	Finalise date and timings for engagement event through Waltham Abbey Town Partnership		
31-Jan-2017	Clarify Essex County Council CiF team views on continued availability of funding reduced cost of project		
31-Jan-2017	Liaise with Mödel over outcomes of stakeholder meeting		
31-Jan-2017	Conclude contact signature procedures with EFDC legal and Mödel		
31-Jan-2017	Arrange for Mödel to attend stakeholder engagement event with Waltham Abbey Town Partnership on 10 Jan		
31-Jan-2017	Deliver Wayfinding master Plan		
31-Jan-2017	Deliver final strategy, artwork and master plan for review and approval by WATP / EFDC		
14-Feb-2017	WATP meeting 14th Feb to receive presentation of proposed scheme and design. Final tweaks and adjustments to be discussed ahead of sign-off of final design for scheme		
28-Feb-2017	Project Board meeting to discuss finalised report and proposed designs to allow time for adjustment and refinements before WATP meeting		
28-Feb-2017	Final discussions over artwork and proposed scheme to be held by project board, minor revisions agreed as appropriate and final sign-off of strategy, artwork and master plan to be actioned		
28-Feb-2017	Market place preparations be made for receipt and payment of 1st stage Mödel invoice for design element		

28-Feb-2017	Invoice to Waltham Abbey Town Partnership to be raised in order that on payment of Mödel by EFDC they can claim CIF funding from ECC and repay EFDC upon receipt
03-Mar-2017	Final strategy, artwork and master plan to be submitted for approval
03-Mar-2017	Final discussions over artwork and proposed scheme to be held by project board, minor revisions agreed as appropriate and final sign-off of strategy, artwork and master plan to be actioned
14-Mar-2017	Design completed to the satisfaction of Senior User and local stakeholders within timescales for CIF funding and submission of invoice to enable funding to be claimed.
14-Mar-2017	Final agreed scheme to be presented back to the WATP at 14th March meeting
31-Mar-2017	Raise order on sign-off of final costs. Market place preparations be made for receipt and payment of 1st stage Mödel invoice for design element. Final cost not yet finalised so no order raised for project. Awaiting final agreement on scope and design at which point Change Request for increased cost and scope will be sought from Project Board
31-Mar-2017	Raise invoice on sign-off of final costs - Invoice to Waltham Abbey Town Partnership to be raised in order that on payment of Mödel by EFDC they can claim CIF funding from ECC and repay EFDC upon receipt. See above re finalising cost before raising order. Raising invoice also dependent on change request
31-Mar-2017	Seek CIF input regarding potential missing of the 31st march deadline for claiming the CIF monies, due to high levels of stakeholder comment and need for revisions to be agreed
31-Mar-2017	Update Risk log to recognise potential risk to CIF funding due to potential missed deadlines
30-Apr-2017	Ground and location survey to be undertaken by Mödel to assess suitability of proposed fingerpost locations. Meeting planned for 25/3/17 but follow-ups may be required
30-Apr-2017	Key stakeholder liaison to ensure interested parties are present during ground survey to enable issues to be raised before planning / permit applications. To invite town and district council representatives as appropriate plus market rep and possibly Lee Valley Park. Survey date has been identified to coincide with Tuesday market
03-May-2017	3rd March meeting of the Project Board to discuss all stakeholder feedback. Intention is to reach final agreement of design and increased cost, locations of posts and fingerpost destinations to be included in scheme
12-May-2017	Agree sign locations with EFDC car park and street furniture teams.
12-May-2017	Agree use of border of Lidl property at Cartersfield Road for sign location with leaseholders and retail operator. EFDC Estates to assist
14-Jun-2017	EFDC invoice to Waltham Abbey Town Partnership raised for design stage in order that payment to Mödel by EFDC can be claimed from CIF funding team at ECC. EFDC to be repaid upon receipt. Invoice issued 17/3 to facilitate claim, claim received by CIF 22/3 with payment due within four weeks. Follow-up receipt of funds by WATP from CIF. Payment then to be received by EFDC from WATP
14-Jun-2017	Agree exact locations for fingerposts ahead of submission of planning and permit applications
14-Jun-2017	Follow-up payment of CIF funds across to EFDC
25-Aug-2017	Sign-off full set of agreed locations, artworks, and directional placements of fingers for Mödel to submit planning and highways permit applications.
18-Sep-2017	Submitted applications to be shared with key stakeholders to allow comment as part of permit process
18-Oct-2017	Highways and planning applications to be prepared by Mödel for submission and valid applications submitted.
21-Nov-2017	Obtain installation plan from contractors
21-Nov-2017	Agree storage point for old signage
30-Nov-2017	Permissions granted for works
01-Dec-2017	Actions to be agreed for snagging
19-Jan-2018	Quality issue with misalignment of lettering on signs to be addressed, signs to be replaced by supplier
26-Jan-2018	Wayfinding system installed and in accordance with all quality criteria including highways

	requirements, street furniture requirements, customer expectations of design delivery and remedy of all snagging issues.
26-Jan-2018	Create and circulate press release for project
31-Jan-2018	Conduct local business survey on completion of wayfinding installation
31-Jan-2018	Complete end of project report

10. Executive Summary	11. Recommendations
------------------------------	----------------------------

<p>What was the project? Waltham Abbey Wayfinding: This was a project to design and install a fingerpost wayfinding scheme in Waltham Abbey that enabled efficient navigation around the town and its attractions, encouraging visitors to spend longer in the town and explore more of what it had to offer.</p> <p>What did you do? A wayfinding consultant was procured to design, manufacture and install these system. As project manager for EFDC this process was managed on behalf of the client Waltham Abbey Town Partnership (WATP) including management of funding for the project.</p> <p>Why was it established? There was a long standing belief amongst the WATP partners that the signage in the town was inadequate and a detailed survey and examination of the town's signage had been undertaken which reinforced this view. As well as encouraging longer dwell time it was intended to lift the overall state of the town's street furniture and to raise the aspirations of the local town centre businesses to invest in the town for the future.</p>	<p>Formally close the project</p>
---	-----------------------------------

12. Benefits

<p>Benefit - The local resident community develop higher levels of civic pride as the installation presents 'their' town in a better light and they will enjoy the enhanced ability to access local attractions Measure - Post project local stakeholder survey of residents (completed by town partnership)</p> <p>Benefit - There will be an improved overall quality of street realm Measure - Post project consultation with local authority representatives and street furniture specialists (completed by town partnership)</p> <p>Benefit - The scheme will generate increased confidence among the local business community and encourage them to invest in the fabric of their outlets Measure - Post project local stakeholder survey of businesses (completed by town partnership)</p> <p>Benefit - Greater amount and quality of exposure for the local tourist attraction community, both historical and cultural, leading to an improved experience for their visitors and increased likelihood of repeat custom Measure - Post project local stakeholder survey of local tourist attraction visitors (completed by town partnership)</p>

13. Projects and/or programmes of work that are affected by this project

Unfortunately direct impact is going to be difficult to evidence as, due to the tight funding deadlines imposed, there was not time before the project began to survey local stakeholders, businesses, residents etc. to establish a baseline of approval levels for existing signage. It is planned to undertake some form of post-project survey however, this will be left in the hands of the town partnership to undertake and will be dependent on capacity.

14. What went well?	15. Areas to be improved?
----------------------------	----------------------------------

<p>The project client to supplier relationship was very well managed maintaining string levels of control and input over the design and installation stages to ensure the end product met the brief, the client's expectations and the PM's expectations of quality.</p>	<p><u>Product specification</u> - there was some initial confusion amongst the project board as to the kind of system that had been procured and this was perhaps a result of no filed visits being undertaken with the board to look at existing examples. This was however quickly overcome in</p>
--	--

<p>There was strong stakeholder engagement and communication once the project was underway ensuring that WATP felt, through its project representatives on the project board, fully involved at each stage and able to influence some of the key decisions to be made. Further stakeholder engagement and relationship building was undertaken throughout the project to bring key partners closer to the project and ensure buy-in to the finished product. This also included considerable internal engagement and communication amongst EFDC departments to ensure key issues around conservation, planning, street furniture and finance were properly considered.</p> <p>Implementation of PRINCE 2 methodology from the outset enabled the PM to establish authority amongst the project board and instil confidence that the project would be well run and delivered. This also enabled the PM to establish credibility with the supplier's design and project management teams to ensure our views were properly and sought throughout.</p>	<p>the pre-inception meeting and once consensus and understanding had been reached this made for a strong vision for the finished product.</p> <p>Planning - everything took longer than the ideal situation envisaged for the project plan and timescales. An awareness and understanding of this, which is developed with increasing experience, would drive me to not put things off or delay starting parts of project where other workload pressures could take priority.</p> <p>An earlier start would have been preferable as this would have relieved some of the spending pressures brought on by the timing deadlines imposed by key funders of the project.</p> <p>Has an earlier start been made, earlier and more widespread stakeholder engagement might have been possible before the procurement stage of the project was undertaken. This may have overcome some of the early resistance encountered from key stakeholders when the outcome of the procurement exercise was announced and the project begun. That said, given the timings, the shortened pre-procurement consultation enabled the project meet the funding deadlines and get underway with resistance then be managed and overcome through further and deeper engagement as the project proceeded. Awareness of impact of planning regs, highways processes, land ownership implications. Deeper understanding of how the statutory approvals required fitted with the project would have both shortened the planned timescales of the project and enabled the project team and contractor to stay on top of the status of particular highways approvals as they worked through the system. There was delay built in simply from the contractor not understanding how the highways procedures worked locally.</p> <p>Issues faced with land ownership and access to particular pieces of land could also have been dealt with more quickly through the use of deadlines for response when sending out requests for assistance. This was useful learning.</p>
---	---

16. Findings

Nothing to add

17. Data

The initial budget for the project was £60,000. This was comprised of £40,000 Section 106 monies and £20,000 funding received from Essex CC Community Initiatives Fund (this is the funding that imposed the tight spending deadlines on the project).

The winning tender bid was £28,448.17.

The total cost of the project upon completion was £31,508.28, a saving of £28,491.62. The savings will be held over for a further phase of work undertaken by the town partnership.

Reports reporting on progress of the project were brought to the Asset Management & Economic Development Cabinet Committee throughout the project from securing the initial funding (AMED FEB 16) to the design and installation phased of the project (AMED Jan, Apr & Jul 2017 and Jan 2018)

18. Project Members

EFDC01 - All internal staff, Derek Macnab, Acting Chief Executive; Michael Warr, Safer Communities Manager, Economic Development Officer

19. Workstream

WS1 Workstream 1 - Customer Experience

PMO Project Closure Report

Generated on: 12 Jun 18

1. Project title	Pandemic Flu Plan		5. Reference	P139
2. Managed By	Peter Charman, Emergency Planning Officer (NEP01)		6. Creation Date	30-Mar-2017
3. Sponsored By	Derek Macnab, Acting Chief Executive		7. Last Modified Date	23-Nov-2017
4. Corporate Plan link	3.b.2016 To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access			
8.		Baseline	Actual	
Start Dates		27-Sep-2016	27-Sep-2016	
End Dates		31-Jul-2017	31-Oct-2017	
Budget		Nil	Nil	
9. Timeline				
31-Oct-2016	Charter Approval			
31-Oct-2016	Establishment of a small working group to develop the Pandemic Flu Plan			
30-Jun-2017	Delivery of a Pandemic Flu Plan			
30-Jun-2017	Submit the Pandemic Flu Plan to the Home Office			
31-Oct-2017	Awareness raising programme to be developed in draft.			
10. Executive Summary			11. Recommendations	
What was the project? Completion of statutory Pandemic Flu plan. What did you do? Following a period of research and consultation with various internal and external partners, the Pandemic Flu plan was completed. Why was it established? Statutory requirement under the Civil Contingencies Act 2004. It is to ensure long term/significant staff absence is managed and critical service delivery maintained in the event of pandemic flu. The overview plan will be published on the intranet following approval from the Home Office.			Formally close the project	
12. Benefits				
<input type="checkbox"/> Meet the requirements of the Civil Contingencies Act 2004 <input type="checkbox"/> Provide assurance to the public, staff, Members and partners that critical services will continue to operate				
13. Projects and/or programmes of work that are affected by this project				
Pandemic flu plan is a statutory requirement of Civil Contingencies Act 2004.				
14. What went well?			15. Areas to be improved?	
Availability of guidance material from central and tier 1 local authorities was available easily.			There was insufficient internal resource available to complete the work within the original timeframe. Internal consultees were approached however most were overstretched and therefore had limited time available to assist.	
16. Findings				

Subject to approval from the Home/Cabinet Office Civil Contingencies Secretariat, the Pandemic Flu plan will be published internally.

17. Data

Pandemic Flu Plan submitted to Home Office

18. Project Members

EFDC01 - All internal staff

19. Workstream

WS7 Closed Projects and Programmes

PMO Project Closure Report

Generated on: 12 Jun 18

1. Project title	Operating Partner for North Weald Airfield	5. Reference	P112
2. Managed By	Jim Nolan, Assistant Director - Environment & Neighbourhoods (NNS01)	6. Creation Date	30-Mar-2017
3. Sponsored By	Derek Macnab, Acting Chief Executive	7. Last Modified Date	16-Apr-2018
4. Corporate Plan link	1.b.6.2016 Following the response to the “Expressions of Interest” for North Weald Airfield marketing exercise, evaluate the submissions received...		
8.		Baseline	Actual
Start Dates		01-Jan-2013	01-Jan-2013
End Dates		30-Jun-2017	18-Dec-2017
Budget		£156,753.00	£156,753.00
9. Timeline			
31-Jul-2013	Deloitte were commissioned to write a Study and the conclusions were considered by the Cabinet		
31-Jul-2014	Savills had been commissioned by the Council to undertake an Expressions of Interest soft marketing operation at North Weald Airfield		
31-Jul-2016	Procurement of operating partner, as a result of changes to EU rules on contract procurement		
27-Jun-2017	Work on Employment Study proceeding		
29-Jun-2017	Continue developing specification		
29-Jun-2017	Report to Asset Management Cabinet Committee		
29-Sep-2017	Project on hold due to the Local Plan Programme (employment study element).		
10-Nov-2017	Project close and evaluation to be completed.		
10. Executive Summary		11. Recommendations	
<p>What was the project? The project was to increase aviation use and income of North Weald Airfield.</p> <p>What did you do? This was achieved through meeting with potential lease holders. This was originally to be with a partner but a suitable partner was not forthcoming. The original aim was not met which meant there was a change of focus part way through the project resulting in leasing out the airfield to:</p> <ul style="list-style-type: none"> • National Police Air Service • Essex Air Ambulance Service • An Air Flight training organisation <p>Why was it established? Cabinet concluded that aviation should be retained at North Weald Airfield and that the residual of the site should be promoted for mixed use development.</p>		<p>To formally close the project.</p> <p>To negotiate a lease for an Air Flight training school as part of Estates business as usual.</p>	
12. Benefits			

- Seek to maximise aviation activity at North Weald Airfield.
- Generate income through use of the Airfield.

13. Projects and/or programmes of work that are affected by this project

- Day to day management by the North Weald Airfield Operations team

14. What went well?	15. Areas to be improved?
----------------------------	----------------------------------

- | | |
|--|--|
| <ul style="list-style-type: none"> • Early evaluation of the project came to the conclusion that it was unfeasible in the format detailed (seeking a partner). Therefore alternative approaches were developed which proved to be successful. This was accomplished as agile working via problem solving sessions • Good problem solving was utilised to come up with alternative solutions once it was apparent that the original specification was not fit for purpose • Increased income and increase in aviation use was achieved through the project • Project manager increased personal knowledge base of the area that the project is addressing (aviation), to make sure the project met its requirements | <ul style="list-style-type: none"> • Dedicated resource to manage the project could have resulted in a faster completion. • The project paused after unsuccessful market testing exercise. In future, it would be beneficial to close the project at this stage and develop a new project to take this initiative forward. • Improved financial management of the project would support knowledge of how much was spent at any given time and accurate figures used for review purposes (incorrect costs were given at the review stage). |
|--|--|

16. Findings

- Project costs were from from multiple years; £131,000 in 2013/14 for research and a report from Deloitte and £25,753 in 2015/16 for research and a report from Savills. Total = £156,753
- There have potentially been other reports written as far back as 1999 (including the Drivers and Jonas report in 1999) and beyond - a decision was made to only refer to project costs from 2013/14 to present.

17. Data

- Cabinet report 07 Sept 2017 (C-011-2017/18) re: National Police Air Service – Potential Relocation to North Weald Airfield
- Drivers and Jonas Report 1999
- Deloitte Report 2013
- Savills Report on Soft Marketing January 2014
- Asset Management and Economic Development Cabinet Committee, report: AMED-007-2015/16.
- Cabinet report 3rd December 2015

18. Project Members

EFDC01 - All internal staff; Derek Macnab, Acting Chief Executive; Gareth Nicholas, Senior Project Improvement Officer (GPI01); Jim Nolan, Assistant Director - Environment & Neighbourhoods (NNS01)

19. Workstream

WS4 Workstream 4 - Major Projects

PMO Project Closure Report

Generated on: 12 Jun 18

1. Project title	Epping Forest Shopping Park	5. Reference	P113
2. Managed By	Derek Macnab, Acting Chief Executive; Chris Pasterfield, Asset Management Development Consultant	6. Creation Date	30-Mar-2017
3. Sponsored By	Derek Macnab, Acting Chief Executive	7. Last Modified Date	23-Apr-2018
4. Corporate Plan link	1.b.2016 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...		
8.		Baseline	Actual
Start Dates		01-Jan-2006	01-Jan-2006
End Dates		31-Aug-2017	31-Dec-2017
Budget		£24,100,000.00	£25,900,000.00
9. Timeline			
31-Dec-2006	T11 site sold		
31-Dec-2010	Discussion and exploration of retail park idea Approached Cabinet to investigate ideas Consultants approached Consultants employed (value and cost)		
30-Jun-2016	Colliers International progressed marketing / leasing units reported to Asset Management and Economic Development Cabinet Committee		
30-Jun-2016	Main build tender process undertaken. Main build contract awarded to McLaughlin & Harvey		
21-Jul-2016	Award of main construction contract agreed by Cabinet 21 July		
05-Sep-2016	Main contractor takes possession of site, week commencing 5 September		
30-Sep-2016	Works commenced in levelling site and demolition of existing buildings		
30-Sep-2016	Completion of demolition, hoarding of site and preparation of site for construction		
31-Oct-2016	The contract has now been signed by McLaughlin & Harvey who were previously working under a Letter of Intent A detailed programme has been issued with practical completion of main contract scheduled for 19 Jun 2017. Tenants detailed shop fitting works are being fed into the main contract where possible to ensure minimum disruption to the main contract and cost to the Council		
30-Nov-2016	Piling commenced on 22 Oct and will carry on through Nov and ordering and provision of services such as gas and electric is being progressed. Work is also starting on the rear service road retaining wall		
23-Dec-2016	Structural steel work to commence on 28 Nov and aim to be completed by 23 Dec		
31-Dec-2016	Base coat of tar to be applied to car park area. Drainage, ducting, kerbing to be ongoing		
28-Feb-2017	Internal walls to retail units installed. Service road under construction. Tenant fit-out requirements being incorporated		
31-Mar-2017	Progress is now being made with the concreting of the rear service road and fireproofing the steel frame		
23-Jun-2017	EFDC works for tenants such as Aldi, Next and TK Maxx are being finalised and fed into the main contract programme as quickly as possible		
12-Jul-2017	Soft Opening of Shopping Park		
31-Dec-2017	Highways contractor starts on site, week commencing 12 September		
31-Dec-2017	Opening of Shopping Park / closure of project		

10. Executive Summary	11. Recommendations
<p>What was the project? To develop a shopping park to provide a revenue stream to the Council, create employment (approx. 220 jobs) and retain spending within the district</p> <p>What did you do?</p> <ul style="list-style-type: none"> • Bought out development partner to allow acquisition of the site • Obtained planning permissions • Tendered the main contract and section 278 works • Constructed a shopping park • Appointed lettings consultants and let units to tenants <p>Why was it established? For maximisation of the benefit of the Council's assets in accordance with the Council's policy to invest capital to generate ongoing revenue returns</p>	<p>Formally close the project</p> <p>Note and agree additional completed actions entered in to BAU for the project</p>
12. Benefits	
<ul style="list-style-type: none"> • To develop a long term asset and establish an annual revenue return. • Economic development (creation of 200 local jobs). 	
13. Projects and/or programmes of work that are affected by this project	
<ul style="list-style-type: none"> • Relocation of existing users of the Council's depot at Langston Road • Construction of Oakwood Hill depot (P118) • Procurement of new waste and recycling contract (required bidders are to provide their own depot) • Asset Management strategy 	
14. What went well?	15. Areas to be improved?
<ul style="list-style-type: none"> • Main construction contract on time and in budget • Good tenant line-up with strength of covenant • Good rate of return regarding yield of rents • No major disturbance of local highway network - reduction in congestion now that the scheme is completed • Benefits set for the project have been met • 8.4% return on investment per year (see section '17. Data' for more information) 	<ul style="list-style-type: none"> • Earlier and better engagement by Essex County Council in the Highways procurement process - the arrangements in place led to a cost increase for associated roadworks • Original timeline had a full opening of the Shopping Park scheduled for Easter/Summer 2017; this was changed to a 'soft opening' (majority of units open with some units not yet leased) representing a 4 month delay to the end of this project
16. Findings	
<ul style="list-style-type: none"> • If partnering with other developers, the Council should be clear about their desired outcomes before committing finances to develop a Special Purpose Vehicle (e.g. the wants of this project did not match up between EFDC and the initial partner) 	
17. Data	
<ul style="list-style-type: none"> • Capital Programme monitoring reports • Construction costs came in on budget (£10.4 million), Purchase development partners interest costs came in on budget (£11.4 million) • Section 278 works over budget (£4.1 million, original budget was £2.3 million) • Professional consultant design fees - contained within budget 	

- External supplier list contained in appendix 1
- Issues Log to recommend items to enter in to BAU contained in appendix 2
- Estimated revenue return = £2.7 million per year (in line with the original development proposal). Total investment was approx. £32 million resulting in 8.4% return on investment per year
- Asset valued at £42 million
- Impact of 3 outstanding units to be let is a difference of £2.5 million from £2.7 million for 2018/19. The £2.7 million income will be achieved as of 2019/20 (the remaining 3 units are to be leased by end of September 2018 with a 6 month rent free period).

18. Project Members

EFDC01 - All internal staff; Teresa Brown, Principal Accountant P/T (RAC04); Qasim Durrani, Assistant Director - Technical (NTS01); Philip Hawkins, General Manager (NGM01); Derek Macnab, Acting Chief Executive; Alison Mitchell, Assistant Director - Legal Services (GLG01); Chris Pasterfield, Asset Management Development Consultant; Ruth Rose, Senior Lawyer (GLG02); Fareeza Sheikh, Senior Legal Officer (GLG05)

19. Workstream

WS4 Workstream 4 - Major Projects

This page is intentionally left blank

Report to Neighbourhoods Select Committee

Date of meeting: 26 June 2018



Portfolio: Leader of the Council

Subject: Transformation Programme – Project Dossier –
Neighbourhoods Directorate

Officer contact for further information: David Bailey, Head of Transformation
(01992 564105)

Democratic Services Officer: Vivienne Messenger (01992 564265)

Recommendations/Decisions Required:

(1) That the Committee reviews the updated Project Dossier for the Transformation Programme – Neighbourhoods Directorate.

Reason for decision:

The Overview and Scrutiny Committee requested the progress of projects and programmes within the Transformation Programme – known as the Project Dossier – be reported to regular meetings of the Committee for review.

Options considered and rejected:

None.

Report:

Introduction:

1. The Corporate Plan provides a framework to demonstrate how the work of the Council fits together at a strategic level. It provides a focus to establish a set of corporate priorities, describing how the organisation will deliver positive change.

2. An annual Corporate Specification details how the Corporate Plan will be delivered through a set of operational objectives for that year. Operational objectives can concern Business As Usual (BAU) or business transformation.

3. Business transformation is delivered through change projects and programmes. A project is a temporary activity to create something unique – a thing, a service or a product – that:

- Leads to change;
- Has a defined start and end;
- Has limited resources;
- Has specific objectives; and
- Enables benefits to be realised.

5. Here is a simple example which illustrates the difference between Business As Usual and business transformation.

If you build a car in your garage – it's a project. Whereas if you are a car manufacturer, building hundreds of cars a day, it's a production line and simply business as usual, i.e. it isn't unique. However, parts of a larger process can be considered projects, e.g. designing the car. So by their very nature, the delivery of any change involves project management.

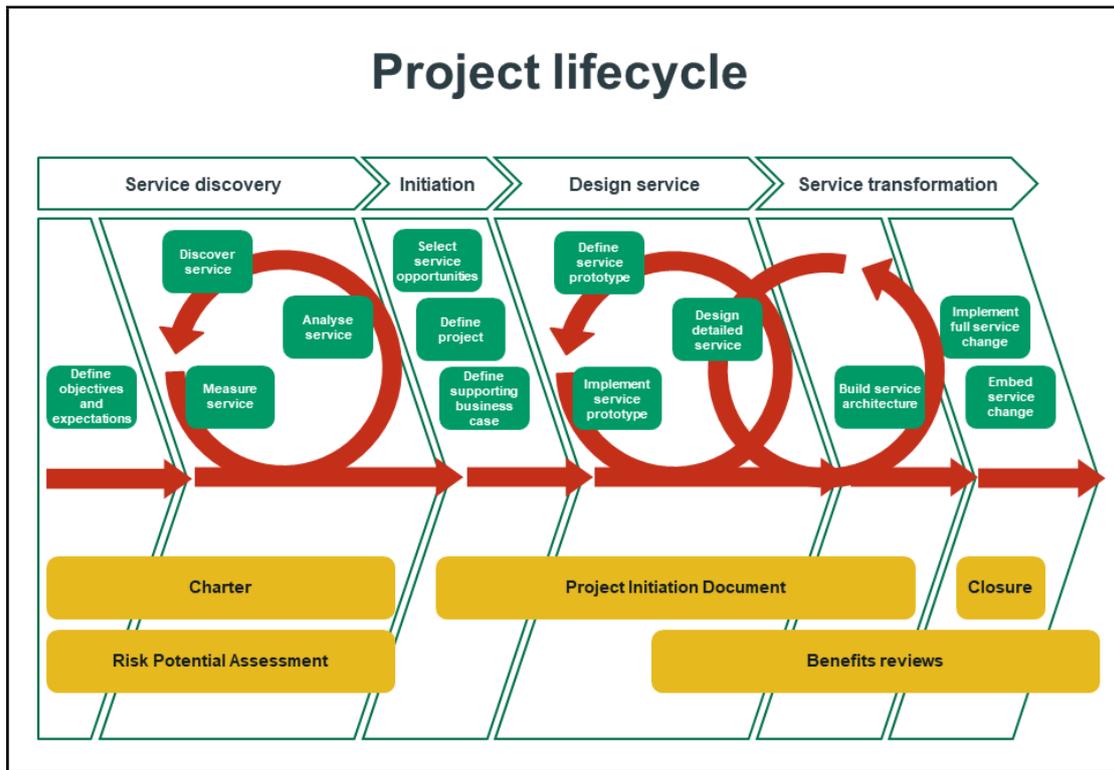
6. The Council established its Transformation Programme in early 2016, grouping change projects from the Corporate Plan into four workstreams:

- Customer Experience;
- Business Culture;
- Resources, Accommodation and Technology; and
- Major Projects.

7. A corporate methodology for managing projects was established in June 2016. All projects are registered with the Programme Management Office (PMO), overseen by the Head of Transformation. Projects are managed differently, depending on an assessment of their scale or complexity. This assessment is completed using the Risk Potential Assessment tool (RPA).

<i>RPA</i>	<i>Qualities</i>	<i>Project management</i>	<i>Processes</i>	<i>PMO support</i>
High	Transformative project – requires authority wide co-ordination	Overseen by the Transformation Programme Board	Charter, initiation document and evaluation are required and approved by TPB. Other documents may be required	PMO actively engaged in supporting the project
Medium	Project management best practice	Managed within a single directorate	Charter, PID and evaluation are required and logged with PMO	Support provided by PMO
Low	Minimal need for project management	Managed within a single service area	Charter, PID and evaluation are encouraged	Support available from PMO on request

8. High and Medium complexity projects follow a project life cycle (see diagram below).



Project Dossier:

9. The Committee are asked to consider and review the list of active High and Medium complexity projects, known formally as the Project Dossier. This is given in the Appendix. The information, structured by Workstream, includes:

- Workstream;
- Project reference number and title;
- Current project lifecycle stage, i.e.
 - Discovery (chartered),
 - Initiation (Project Initiation Document, PID / Programme Definition Document, PDD),
 - Prototype (design service),
 - Implementation (transformation),
 - Closure;
- Risk Potential Assessment (RPA), i.e.
 - Medium or
 - High complexity;
- Start and due dates;
- RAG = Current project status as Red, Amber, Green (RAG);
- Select Committee for scrutiny, i.e.
 - O&S – Overview & Scrutiny,
 - CSC – Communities,
 - GSC – Governance,
 - NSC – Neighbourhoods,
 - RSC – Resources,
- Level of completion (as percentage); and
- Project Sponsor and Project Manager.

Resource Implications:

None.

Legal and Governance Implications:

There are no governance implications from this report.

Safer, Cleaner and Greener Implications:

There are no Safer, Cleaner or Greener implications.

Consultation Undertaken:

No formal consultation was undertaken in the preparation of this report.

Background Papers:

Regular Transformation Programme Highlight Reports to the Cabinet.

Risk Management:

There are no Risk Management implications.

Equality:

There are no Equality Impact implications.

Appendix - Project Dossier Neighbourhoods Directorate

Key:

Current project lifecycle stage, i.e. Discovery (chartered), Initiation (Project Initiation Document, PID / Programme Definition Document, PDD), Prototype (design service), Implementation (transformation), Closure.

Risk Potential Assessment (RPA), i.e. Medium or High complexity.

RAG = Current project status as Red, Amber, Green (RAG).

Select Committee for scrutiny, i.e. O&S – Overview & Scrutiny, CSC – Communities, GSC – Governance, NSC – Neighbourhoods, RSC – Resources.

Generated on: 13 June 2018

Workstream 2 Business Culture

Code & Title	Stage	RPA	Start date	Due date	RAG	Progress	Scrutiny	Manager	Latest note
P107 Estates Service Review	Implement	Medium	05-Apr-2015	31-Jul-2018		79%	NSC	Chief Estates Officer (NEV01)	

Workstream 3 Resources, Accommodation and Technology

Code & Title	Stage	RPA	Start date	Due date	RAG	Progress	Scrutiny	Manager	Latest note
P162 Staff Transport Plan	Discovery	High	04-Oct-2017	31-Mar-2023		6%	NSC	Assistant Director - Technical (NTS01)	
P166 Relocate Pyrles Lane Nursery	Implement	High	11-May-2017	30-Jan-2019		70%	NSC	Assistant Director - Technical (NTS01)	
P165 Major Tree Works Procurement	Implement	High	24-Jul-2017	01-Aug-2018		98%	NSC	Assistant Director - Technical (NTS01)	

Workstream 4 Major Projects

Code & Title	Stage	RPA	Start date	Due date	RAG	Progress	Scrutiny	Manager	Latest note
P114 St John's Road Development	Implement	High	20-May-2015	31-Mar-2018		90%	NSC	Acting Chief Executive	Project manager to provided update on final actions.

<i>Code & Title</i>	<i>Stage</i>	<i>RPA</i>	<i>Start date</i>	<i>Due date</i>	<i>RAG</i>	<i>Progress</i>	<i>Scrutiny</i>	<i>Manager</i>	<i>Latest note</i>
P115 Local Plan Programme	Implement	High	17-May-2016	01-Apr-2019		41%	NSC	Interim Assistant Director (NFP502) .	
P135 New Leisure Management Contract Programme	Implement	High	20-May-2015	31-Mar-2023		22%	NSC	Emergency Planning Officer (NEP01)	

Report to the Local Plan Cabinet Committee



**Epping Forest
District Council**

Report reference: **LPC-002-2018/19**

Date of meeting: **14 May 2018**

Portfolio: **Planning and Governance**

Subject: **Epping Forest District Local Plan Update**

Responsible Officer: **Alison Blom-Cooper (01992 564066)**

Democratic Services: **Gary Woodhall (01992 564470)**

Recommendations/Decisions Required:

- (1) That the update provided in relation to progress on the Local Plan be noted.

Executive Summary:

This report seeks:

- a) To update members on the work being undertaken to support the progression and implementation of the Local Plan.
- b) To update members on Neighbourhood Planning in the District.

Reasons for Proposed Decision:

To provide members with an update on work being undertaken to support the progression and implementation of the Local Plan.

Other Options for Action:

Not to advise members of the work being undertaken to support the progression and implementation of the Local Plan.

Introduction:

1. This report has been produced to update Members on the work being undertaken to support the progression and implementation of the Local Plan. The Local Plan Submission Version (LPSV) establishes the policies and allocations that will be subject to independent examination. However, plan-making is an ongoing and iterative process, and work continues to develop the evidence base to support the Plan, and to develop the implementation strategy.

2. This report provides a short summary of ongoing work and includes anticipated dates for the publication of further reports and information which will need to be taken into account during the Independent Examination process following the submission of the Plan. Updates are also provided on several areas of work being undertaken across local authority boundaries and work to implement the Local Plan and ensure the timely delivery of the housing and infrastructure planned. It should therefore be read in conjunction with the existing evidence base, particularly the Duty to Cooperate Compliance Statement (EB119)

and the Housing Implementation Strategy (EB410).

3. A summary update on the progression of Neighbourhood Plans in the District is also provided.

Report:

4. The following provides an update on the key areas of work in progress to support the Local Plan.

Managing the Impacts of Growth across the West Essex and East Hertfordshire Housing Market Area (HMA) on Epping Forest Special Area of Conservation. Progress to develop a mitigation strategy following the signing of a Memorandum of Understanding (MoU) in February 2017 (EB1200)

5. Of particular importance within the HMA is the potential impact of growth on the Epping Forest Special Area of Conservation (SAC) as a result of increased pressure from visitors and air quality effects as a result of increases in traffic. The MoU, which has been agreed by the four authorities as well as Hertfordshire and Essex County Councils, Natural England and the City of London Corporation (Conservators of Epping Forest) requires the authorities to monitor any impact on the environmental quality of the Forest, and to introduce mitigation measures where these are necessary.

6. The governance arrangements for implementing the actions set out in the MoU have been established. It has been agreed that the Mitigation Strategy will comprise two strands covering the management of visitor pressure and the management of air quality. A visitor survey has been undertaken to update previous surveys using a more robust methodology that has been informed by best practice and surveys undertaken in other parts of the country. Revisions are currently being undertaken to the draft report and it is anticipated that the report will be 'signed off' by the relevant authorities by the end of April 2018. The report includes the identification of the Zones of Influence which will be used to clarify the extent to which contributions will be sought for the management of visitor pressures. The level of contributions will be determined by schemes that can be delivered by the Conservators of Epping Forest. It is anticipated that an interim visitor strategy, which comprises schemes which can be delivered in the short term, will be in place by June 2018). A longer term strategy will be developed over the Summer/Autumn 2018 period. This will be informed by the current review of the Epping Forest Management Plan being undertaken by the Conservators(a separate report from the Conservators is on the agenda for this meeting with progress in this area).

Transport Assessment Work

7. Further transport assessment work is currently being undertaken. This includes:

- developing in more detail a number of highway mitigation schemes, with a particular focus on junctions within the Epping Forest SAC area; and
- refining the transport modelling undertaken in support of the preparation of the Submission Local Plan Highway Assessment Report (EB502) (which identified that there was a need to refine a number of assumptions) and testing the more detailed highway scheme design.

8. The output of the work will be used to inform both a revised Transport Assessment Report and further air quality modelling. Both the transport and the air quality modelling will be run with and without highway mitigation schemes within the Epping Forest SAC area, but

will include the consideration of modal shift to be achieved through the implementation of sustainable transport schemes (as set out in Policy T 1 Sustainable Transport Choices) which forms part of the approach to mitigating the effects of development on air quality. Both strands of work are due for completion in May 2018.

9. In addition to the above, work is commencing on a 9 month programme of air quality monitoring to assess current air quality within the Forest. This will be used to provide a baseline to inform a longer term programme of air quality monitoring to be funded from developments over a certain size (as set out in Policy DM 22). It will also provide the opportunity to compare the predicted future air quality within the Forest derived from the modelling outputs referred to above with future data collected 'on the ground'. The approach to air quality monitoring has been supported by the relevant 'MoU authorities', as well as Natural England and the Conservators. It is anticipated that the modelling/monitoring work, together with Policies T 1 and DM 22 in particular, will form the basis of the air quality element of the Mitigation Strategy. It is the intention that the Mitigation Strategy will be in place by the end of 2018 and on-going outputs will be monitored through the Authority Monitoring report.

Proposed Memorandum of Understanding on the Distribution of Economic Need across the West Essex and East Hertfordshire Functional Economic Market Area

10. In 2017 Epping Forest District Council, Harlow Council, East Herts District Council and Uttlesford District Council commissioned Hardisty Jones Associates to produce an up to date Assessment of Employment Needs for the West Essex and East Herts Functional Economic Market Area (FEMA) (EB610). Following the completion of the study, the authorities have been working to produce a Memorandum of Understanding (MoU) that reflects the findings of the Assessment, and demonstrates an agreed approach to meeting future employment needs across the FEMA through emerging Local Plans. The MoU has been drafted and is to be considered by the Cooperation for Sustainable Development Member Board (which oversees cross boundary planning matters and ensures that Duty to Cooperate obligations are discharged across the HMA and FEMA area (and where appropriate beyond)).

Relocation/redevelopment of Princess Alexandra Hospital

11. The Cooperation for Sustainable Development Board (including Epping Forest District Council) continues to engage with senior representatives from the Princess Alexandra Hospital in Harlow. The Hospital, which is located on a highly constrained site near the town centre, faces a number of challenges in continuing to serve the needs of its catchment – the building needs major capital investment and there is no room to expand its services.

12. The preferred option is to relocate to a new site – two potential broad locations have been identified around Harlow: one within Epping Forest District (within the East of Harlow allocation – SP 5.3) and one in East Herts District (Gilston). The respective Local Plans for the two local planning authorities are currently showing potential provision for a hospital on these sites. In addition, the redevelopment/refurbishment of the Hospital at its current location is a further option which was identified in the Hospital Trust's 2017 Strategic Outline Case (SOC). Consequently, both relocation and development in situ options are being considered further as part of the Trust's current Outline Business Case (OBC) process.

13. Policy SP 5 of the Epping Forest District Local Plan Submission Version (LPSV) identifies that the East of Harlow allocation should include the provision of appropriate community and health facilities including approximately 14 hectares of land for a health and well-being hospital campus. Paragraph 2.131 of the LPSV also acknowledges that the site provides an opportunity to accommodate the relocation of the Hospital, subject to the

completion of further technical assessment work.

14. The Hospital Trust is currently preparing an OBC in order to apply for the necessary funding from Government. Planning consultants and transport consultants have been appointed by the hospital to assist with the work required to determine the preferred location for the new hospital campus and the preparation of the OBC. The Hospital Trust anticipates that a preferred site will be formally identified by July 2018.

15. The Council considers that the East of Harlow allocation can physically accommodate the relocation of the Hospital if required, and continues to work closely with representatives of the Hospital as work continues to select a preferred option. In the meantime, the process of producing a Strategic Masterplan for the East of Harlow site has commenced, and is considering how and where the hospital campus should be located on the site, subject to the outcome of the technical work being undertaken by the hospital and site promoter. The Hospital Trust intends to work closely with the Council and the site promoter in producing the Strategic Masterplan for the site. A meeting with the hospital and their consultants took place on 30 April 2018.

Harlow and Gilston Garden Town

16. Significant progress continues to be made in relation to the Harlow and Gilston Garden Town. A Project Director started in post in February 2018, and a Quality Review Panel has now been established. Work continues to finalise the Spatial Vision and Design Charter, and the Sustainable Transport Corridor Studies. It is anticipated that both studies will be considered by the Garden Town Board following consideration by the Quality Review Panel and developer/community engagement, and will directly inform Strategic Masterplans being produced for the Garden Town Communities in Epping Forest District.

17. Work is continuing with site promoters, Essex County Council and Harlow Council to put in place Planning Performance Agreements (PPAs) which will provide an agreed framework and project plan for the production of Strategic Masterplans for the Garden Communities. The PPAs and Strategic Masterplans will ensure that planning proposals for the sites will be 'front-loaded' and coordinated, whilst also ensuring the timely progression of planning applications and delivery. Further details in relation to implementation and delivery are set out below.

Local Plan Implementation and Delivery

18. The Council is making good progress in facilitating the timely delivery of housing and associated infrastructure in the District in accordance with the Housing Implementation Strategy (EB410). The Council is working with landowners and promoters of sites within 'Masterplan Areas' to develop Strategic Masterplans / Concept Frameworks in accordance with policy requirements. The Council fully recognises the importance of working proactively to deliver a significant step-change in the level of housing delivery in the District to meet objectively assessed needs over the Plan period, and to ensure that a five year supply of deliverable housing sites will be maintained, as illustrated by the Housing Implementation Strategy (EB410) and relevant Cabinet Reports (for example, EB107). An update on progress will be provided to the District Development Management Committee on 6 June 2018.

19. The Council established a Developer Forum in early 2017 (see EB1104 for the Terms of Reference) in order to provide a basis for the delivery of growth and infrastructure requirements identified within the Local Plan. The Developer Forum is split into two groups: the Garden Town Developer Forum; and the Developer Forum for other sites across the rest of Epping Forest District. The Developer Forum meets quarterly, and provides a basis for

ongoing discussions with relevant landowners, site promoters and stakeholders. It also helps to ensure that a joined up and 'frontloaded' approach is taken to the masterplanning, design, phasing and delivery of development of sites allocated within the Local Plan.

20. In June 2017 the Council agreed a Framework to guide the production of Strategic Masterplans (EB1106) and a Framework for Planning Performance Agreements (PPAs) (EB1105). In December 2017 the Cabinet considered the resources that would be required to implement the Local Plan and ensure the timely delivery of housing and infrastructure planned (EB113). Funding was agreed for the establishment of an Implementation Team to provide the necessary skills and resources to deliver the Strategic Masterplans, Concept Frameworks and Planning Performance Agreements associated with Local Plan allocations. A recruitment campaign has commenced to fill new posts created within the Implementation Team, and in the meantime, interim arrangements are in place to progress the work required.

21. Work to develop Strategic Masterplans / Concept Frameworks has commenced, and the Council is currently in discussions with a number of land owners / site promoters of allocated sites in relation to putting in place PPAs. Where appropriate, inputs from Essex County Council and Harlow Council will also be included within the PPAs in order to promote joined up and timely delivery.

22. The Council has established a Quality Review Panel. The first meeting of the Panel took place on 26 April 2018 to consider the pre-application proposal for Quinton Hill Farm – a site proposed for allocation in the LPSV (WAL.E8). The production of Strategic Masterplans, Concept Frameworks, Design Codes, and where appropriate, other planning proposals will be considered and informed through review at key stages by the Council's Quality Review Panel. In general, the Council will expect schemes of more than 50 homes or 5,000 square metres of commercial/other floorspace to be informed by review. Other smaller schemes which are complex or contentious may also be appropriate for review.

23. Following the submission of the Local Plan for independent examination, the Council will commence discussions with relevant landowners/site promoters through the Developer Forum to agree Statements of Common Ground in relation to the delivery requirements for key site allocations included within the Local Plan.

24. In March 2018 the Council published an updated Planning Policy Briefing Note (http://www.efdclocalplan.org/wp-content/uploads/2018/03/Planning-Policy-Briefing-Note_Mar-2018.pdf). The Briefing note is intended to inform the development management process and ensure that the Council takes a consistent approach to determining planning applications following the publication (and submission) of the Local Plan Submission Version 2017.

Infrastructure Planning and Delivery

25. Building on the Infrastructure Delivery Plan (IDP) Parts A and B (EB1101A and EB1101B), a technical paper on infrastructure delivery is being produced. The purpose of the technical paper is to provide more information and certainty on infrastructure delivery, as well as a more general update on the work undertaken since the IDP was published. Discussions are ongoing with infrastructure providers, and particularly Essex County Council, in order to provide greater clarity on future infrastructure requirements, and to respond to representations received as part of the Regulation 19 Publication period.

26. The technical paper will include a high level framework for apportionment and pooling arrangements to be taken forward for key infrastructure (highways, public transport, education, health (GP surgeries), and open space, sports, green infrastructure and community facilities). The paper will provide more information on those external funding

sources outlined in the IDP, including: which ones are being considered; work currently ongoing to progress/secure funding; and any risks of funding not being in place and contingency measures for this. The paper will also cover the potential contribution of the Community Infrastructure Levy (CIL) in funding infrastructure delivery.

Strategic Flood Risk Assessment

27. In 2017 the Council commissioned AECOM to provide further site specific analysis of flood risk (EB918) to supplement the Level 1 Strategic Flood Risk Assessment produced in 2015 to inform the Local Plan (EB909). The report has subsequently been finalised and will be submitted alongside the submission of the Local Plan.

28. As part of the Council's site selection process to identify future development sites for allocation in the Local Plan, the Council has taken a sequential approach to selecting sites, so that prioritisation has been given to those sites in Flood Zone 1. For a small number of sites, part of the site boundary is located in Flood Zones 2 and/or 3. However, for these sites, the indicative development capacity and the policy requirements associated with the site in the Local Plan make clear that development proposals should be located within Flood Zone 1.

29. The latest report assesses the flood risk posed to each of the development sites, based on available information and datasets. The report identifies which sites require the Exception Test and recommendations have been provided regarding the issues that will need to be addressed as part of a site specific Flood Risk Assessment (FRA) at the planning application stage.

Neighbourhood Planning

30. There are currently ten designated neighbourhood plan areas in the District, meaning that 10 parish councils have started to prepare their own Neighbourhood Plans. Moreton, Bobbingworth and the Lavers Neighbourhood Plan is the most advanced in terms of its stage in preparation. The Plan was examined in 2016 but the independent examiner concluded that Plan did not meet all of the Basic Conditions, meaning that it could not proceed to referendum and the Council making the plan. The Parish is currently preparing to finalise and submit a revised Plan.

31. The Chigwell Neighbourhood Plan has recently been submitted to the Council for (Regulation 16) publication. Preparations are being made for the Plan to be published after the local elections in May 2018 for a period of 6 weeks. The Council has formally consulted Natural England in accordance with the Conservation of Habitats and Species Regulations 2017 in order to inform our appropriate assessment of the implications for the Epping Forest SAC of the Chigwell Neighbourhood Plan. The response will be placed on the council's website. Following the Publication of the Plan, the Council must arrange for an independent examiner to undertake an examination of the Plan against the Basic Conditions. Subject to the outcome of the examination, the Plan would then proceed to a local referendum. If the referendum result is positive the Council will then need to determine whether the Plan meets the basic conditions and determine whether to make the plan.

32. All other neighbourhood plans in progress including those for Buckhurst Hill, Epping Town, Epping Upland, Loughton Town, North Weald Bassett, Ongar, Theydon Bois and Waltham Abbey, are in their early stages of preparation. Amongst these parishes, Ongar, North Weald Bassett and Epping Town are currently the most active and are planning to undertake public engagement exercises over the coming months.

33. The Planning Policy Team, together with the Rural Community Council for Essex

continues to provide support to Parish and Town Councils wherever possible.

Resource Implications:

The budget for the publication of the Local Plan Submission Version was approved as part of the Local Plan budget in December 2017. The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 2 to the report”.

Legal and Governance Implications:

The Council is required by national legislation to prepare and maintain an up to date Local Plan to set out the strategic priorities for the area and the policies that address these.

Safer, Cleaner and Greener Implications:

The delivery of a Local Plan, informed by a robust evidence base, will contribute to safer, cleaner, greener objectives by planning for sustainable development.

Consultation Undertaken:

All stakeholders including residents, local groups or businesses, statutory consultees and landowners were given the opportunity to make representations on whether the Local Plan Submission Version is legally compliant, sound and/or meets the Duty to Cooperate, in accordance with Regulation 19 of the Local Plan Regulations 2012 and in accordance with the Council’s Statement of Community Involvement.

Background Papers:

All relevant Submission documents, including the evidence base, are available to view from the EFDC Local Plan website at <http://www.efdclocalplan.org/>

Risk Management:

The Council needs to be seen to make timely progress on the preparation of a Local Plan to avoid the risk of intervention by the Secretary of State. In order to prepare statements of common ground further work is being undertaken by the team and discussions with key stakeholders. Work is also ongoing with the implementation of the local plan in order to provide evidence at the examination that the plan is deliverable and the Council can meet its five year land supply.

This page is intentionally left blank

Section 1: Identifying details

Your function, service area and team: Planning Policy, Neighbourhoods

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/A

Title of policy or decision: Epping Forest District Local Plan Update

Officer completing the EqIA: Tel: Alison Blom-Cooper Email: ablomcooper@eppingforestdc.gov.uk

Date of completing the assessment: May 2018

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Change to existing project
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To update members on the work being undertaken to support the progression and implementation of the Local Plan and Neighbourhood Planning.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>Members will have been provided an update on work being undertaken to support the Local Plan.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p>The Local Plan will have an impact on all residents, in the District as it will set out the proposals for growth to meet the objectively assessed housing and economic needs identified and the associated infrastructure.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Yes – it will help to update them on work being undertaken and evidence being produced.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>Yes</p>

2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>The Local Plan is one of three objectives in the corporate plan – the Local Plan will seek to meet the vision set out in the corporate plan to make best use of existing infrastructure to meet the district's need for development in the most sustainable locations with the least possible impact on our natural and historic environment.</p>
-----	---

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified?</p> <p>The identified need for economic and housing growth over the Plan period takes account of population growth and demographic changes and profile in the District and associated population projects.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>The Draft Local Plan was subject to consultation between 31 October and 12 December 2016. Leaflets were distributed to all households in the District. The comments were received have been analysed and reported to Cabinet and were used to inform the preparation of the Local Plan Submission Version (LPSV). The LPSV was published under Regulation 19 for a period of six weeks from 18 December 2017 to 29 January 2018. The comments received have been reviewed and collated ready for submission and have been available on the Council's website since 21 March 2018.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p>

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive – the evidence outlines the needs for housing provision for all age groups including the ageing population	Low
Disability	Positive - Housing standards to be applied will be in line with the lifetime homes standards which cater for ageing population, mobility needs and other disabilities. Where there is evidence pointing to other housing and employment needs these will be provided through the Plan.	Low
Gender	Neutral - The Plan will not be applying policies that are bias to any groups in terms of the provision of housing and job projection needs.	Low
Gender reassignment	Neutral - The Plan will not be applying policies that are bias to any groups in terms of the provision of housing and job projection needs.	Low
Marriage/civil partnership	Neutral - Population projection information based on census provides this information pointing toward changing household trends and future provision needs for existing families and new family unit trends.	Low
Pregnancy/maternity	Neutral - Population projection information based on census will provide this information pointing toward changing household trends and future provision needs. Need for clinics and specialist facilities are also in the scope of the plan and being addressed.	Low
Race	Neutral - Information collated through previous monitoring, population projection trends and consultation feedback will have provided some information. The need for community centres, places of worship and provision will be made accordingly. The Plan will not be applying policies that show bias to any group.	Low
Religion/belief	Neutral - Information collated through previous monitoring, population projection trends and consultation feedback will have provided some information. The need for community centres, places of worship and provision will be made accordingly. The Plan will not be applying policies that show bias to any group.	Low
Sexual orientation	Neutral - Information collated through previous monitoring, may have provided some information. The Local Plan will not be applying policies that are bias to any groups. If we have received and will receive information to support the need for development associated with specific groups we will address as part of the Plan, although policies and development proposals in the plan will not be sex orientation related/dependant.	Low

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	✓ No <input type="checkbox"/> Yes <input type="checkbox"/>	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

No actual or likely adverse impacts have come to light, just needs based assessments guiding the Planning Policy team to ensure that demands of the people working, living and visiting the district are met over the Plan period to 2033. The Local Plan must plan positively for future needs around housing and employment and is required to meet the needs that have been identified in the evidence base, including the consultations.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service:

Date:

Signature of person completing the EqIA: Alison Blom-Cooper

Date: 1 May 2018

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

This page is intentionally left blank

Report to Neighbourhood Select Committee

Date of meeting: 26 June 2018

Subject: Response to Harlow Local Plan Pre-Submission Publication

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

Committee Secretary: V Messenger (01992 564265)



Recommendations/Decisions Required:

To agree Epping Forest District Council's (EFDC) response to Harlow District Council's Regulation 19 Local Development Plan Pre-Submission Publication May 2018.

Executive Summary

- Harlow District Council published the Harlow Local Development Plan on Thursday 24 May 2018, inviting representations prior to submission of the Plan for examination for a six-week period until Friday 6 July 2018 in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
- Officers have included in this report matters for consideration on the Pre-Submission Local Development Plan based on key cross-boundary issues that have been identified.
- It is recommended that EFDC respond to the publication period welcoming the Pre-Submission Plan while providing comments and/or recommendations on key policies (as set out below) and reserving the Council's right to appear at Independent Examination.

The Harlow Local Development Plan Pre-Submission Publication May 2018

1. Harlow District Council (HDC) published the Harlow Local Development Plan under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) on Thursday 24 May 2018, inviting representations for a six-week period until Friday 6 July 2018 prior to submission for Independent Examination. Epping Forest District Council (EFDC) as a neighbouring authority and Duty to Co-operate partner has been invited to make comments on the Pre-Submission Plan. As members are aware the purpose of this stage of the plan-making process is to enable any person to make representations (known as Regulation 20 representations). Representations may be made about any aspect of the Local Plan and every duly made representation has to be submitted to the Secretary of State with the Local Plan and must be considered by the Local Plan Inspector appointed to carry out the examination. Reflecting the purpose of the examination, the focus of Regulation 20 representations should be whether the plan has been prepared in accordance with the Duty to Co-operate under section 33A of the 2004 Act, whether it complies with relevant legal (procedural) requirements, and whether it is sound.
2. HDC previously consulted under Regulation 18 in April 2014 on their 'Emerging Strategy' document, which presented five examples of how the District could meet its housing and employment needs including options which identified sites within Epping Forest District. This Council responded to the consultation advocating the need for jointly prepared evidence on housing and employment needs, which has since been

carried out in the form of the Strategic Housing Market Assessment (SHMA) (2015); two updates to the SHMA on Objectively Assessed Housing Need (2017) and Affordable Housing (2017); and the West Essex and East Hertfordshire Assessment of Employment Needs (2017). The Pre-Submission Plan is the first published Local Development Plan document and provides the chosen strategy for delivering growth for Harlow District covering the period up to 2033.

3. EFDC has been working closely with HDC on key cross-boundary matters including the Harlow and Gilston Garden Town. The Co-operation for Sustainable Development Board was set up in October 2014 to support Local Plan making and delivery for communities in West Essex, East Hertfordshire and adjoining London Boroughs, and has provided the framework for the discussion of cross-boundary spatial planning issues between the neighbouring authorities. HDC is a core member of the Cooperation for Sustainable Development Board and the West Essex/East Hertfordshire Housing Market Area. The Board has agreed Memorandum of Understanding (MoU) following discussion at the Board. The signed MoU's relate to: Managing the Impacts of Growth within the West Essex/East Hertfordshire HMA on Epping Forest Special Area of Conservation (SAC); Highways and Transportation Infrastructure for the West Essex/East Hertfordshire Housing Market Area and Distribution of Objectively Assessed Employment Need across the West Essex/East Hertfordshire Housing Market Area. A draft MoU on Understanding the Distribution of Objectively Assessed Employment Need across the West Essex/East Hertfordshire Functional Economic Market Area has also been agreed and is expected to be signed in June 2018.
4. The Harlow Local Development Plan Pre-Submission Publication May 2018 ("the Plan") reflects the progress made through the cross boundary working that has taken place since HDC consulted under Regulation 18. It is recommended that EFDC respond to the publication period welcoming the Pre-Submission Plan while providing officer comments and/or recommendations on key policies (as set out below) and reserving the Council's right to appear at Independent Examination.

Proposed response to the Harlow Local Development Plan Pre-Submission Publication May 2018

Provision of Housing

5. The Plan provides for 9,200 dwellings over the plan period with 30% affordable housing equating to 3,400 affordable homes. This is in line with the figures included in the signed MoU on Establishing the OAHN of the Housing Market Area. EFDC therefore welcome the commitment in the Pre-Submission Plan to meet the identified level of housing for Harlow in the Local Plan.

Employment floorspace

6. The Pre-Submission Plan provides for 18-20 hectares of additional employment floorspace as recommended in the HMA Assessment of Employment Needs (2017) evidence base document. This provision is supported by EFDC. EFDC is pleased to note the inclusion of developing a visitor economy as set out in Policy ED4 and expresses support for this not only at the District scale but also recognising the strategic opportunity for the visitor economy, such as through the London Stanstead Cambridge Corridor Core Area. HDC may want to further stress the strategic scale visitor economy in Policy ED4.

Duty to Cooperate mechanisms

7. EFDC are pleased to note the Plan's reference to the Duty to Cooperate and to the agreed MoUs to which EFDC is a signatory. Further detail could be given on the Duty to Cooperate working that has taken place such as through the Cooperation for Sustainable Development Board. This would further emphasise the productive and collaborative working between the Essex, Hertfordshire and Greater London

authorities that has taken place since the creation of the Board in 2014.

Garden Town Communities

8. Policy HGT1 covers the development and delivery of the Garden Town Communities. EFDC strongly support the identification of Latton Priory, Water Lane Area and East of Harlow sites within Epping Forest District as Garden Town Communities. However, it is suggested that it would be more appropriate to refer to sites that are not within the Harlow District boundary in the supporting text of the policy and therefore focus the policy on the approach to the development and delivery of the Garden Town Communities and sites within Harlow District. Policy HGT1 provides a commitment for Strategic Masterplans to become Supplementary Planning Documents (SPDs). EFDC note that the Epping Forest District Local Plan Submission Version 2017 only requires Strategic Masterplans to be capable of adoption as SPDs in order to ensure flexibility when implementing the most sustainable strategy for the Garden Town Communities in Epping Forest District. It is also suggested that, in the interests of effectiveness, the Plan makes it clear that, notwithstanding the fact that the East of Harlow site as a whole lies within two local authority areas, a single Masterplan (to be agreed by both local authorities) should be produced to ensure the site in its entirety is developed as one community. This would help to ensure that a fully integrated community is delivered. This comment is also relevant to the comments made below on Policy HS3. EFDC welcome reference to the Garden Town Spatial Vision and Design Charter and the independent Quality Review Panel in the policy. EFDC fully supports the ambition of achieving 60% modal shift and the inclusion of subsection k) of Policy HGT1 with regard to the development of specific parking standards and that paragraph 17.5 identifies that parking provision may be reduced in sustainable locations.

Princess Alexandra Hospital

9. It is noted that the existing Princess Alexandra Hospital (PAH) site has been allocated for housing within Policy HS2 and would make a significant contribution to the delivery of the Local Plan's Housing target. EFDC has sought to support the relocation of the Hospital by way of Policy SP 5 of its Local Plan Submission Version which provides for the potential relocation of PAH within that part of the East of Harlow site within Epping Forest District. However, EFDC has some concerns regarding the deliverability for housing of the existing site within the period of the Local Plan bearing in mind work is still on-going with regard to finalising where or whether PAH would be relocated or indeed refurbished on the current site. It is not clear what the 'fallback' situation would be should the site, or the quantum of development indicated, not be delivered within the period of the Local Plan period.

Strategic Housing Site East of Harlow

10. Policy HS3 covers the Strategic Housing Site East of Harlow as providing 2,600 dwellings and associated infrastructure. EFDC is pleased to note that the number of dwellings accords with our understanding of the overall capacity for the East of Harlow site as 3,350 dwellings with 750 dwellings located within Epping Forest District. The policy would benefit from a clear reference to the location of the East of Harlow site as between the administrative boundaries of Epping Forest District and Harlow District, and therefore requiring close joint-working between the two authorities to ensure the coordinated delivery of sustainable development. EFDC would also welcome clarity in the Plan as to how Policy HS3 and Policy HGT1 align, especially with regard to the production of a Strategic Masterplan for the whole East of Harlow site. With regard to infrastructure provision on the East of Harlow site, Paragraph 5.27 of the Plan sets out the key infrastructure required to support housing on the site. EFDC note that it would be useful to include definition on how the need for such infrastructure has been calculated based on both Harlow District and Epping Forest District needs. EFDC look forward to further discussing such matters in partnership with Harlow Council through the Harlow and Gilston Garden Town Infrastructure Delivery Plan.

The Role of Green Wedges and Fingers

11. Policy WE2 on the Role of Green Wedges and Fingers provides a strong commitment to the provision of high quality open spaces in Harlow. EFDC note that for the purposes of clarity it would be useful to align this policy's approach with the aspirations to introduce new varied uses to these as part of the Sustainable Transport Corridors associated with the Garden Town Communities. Policy PL4 permits small-scale development on Green Wedges and Fingers while ensuring that the roles and functions of the Green Wedges and Fingers and wider landscape setting are preserved. It would therefore be beneficial for the Plan to provide further clarification on how these policy requirements align, particularly in the context of Sustainable Transport Corridors.

The Epping Forest Special Area of Conservation (SAC)

12. Paragraph 1.31 makes reference to the MoU with respect to the management of growth from development on the Epping Forest SAC. It would be helpful, for the sake of completeness, to provide further commentary which explains that this is in relation to the potential effects of recreational pressure and air pollution on the integrity of the SAC.
13. EFDC recognises that there are no European designated nature conservation sites within the Harlow District Council administrative area. However, it is suggested that again, for completeness, and in order to reflect the MoU, that reference is made to the Epping Forest SAC site (and it is suggested the Lee Valley SPA/Ramsar site) as being located to the south and south east of Harlow within the supporting text to Policy WE3 Biodiversity and Geodiversity, particularly bearing in mind the statutory 'in combination' test applicable under Habitats Regulations. It would also be helpful to include the Plan's Habitats Regulations Assessment (HRA) findings with regard to these two European sites and in particular to those findings in relation to the Epping Forest SAC.
14. It is noted that the HRA concludes at Paragraph 5.17 that '... the recreational pressure impact pathway can be screened out in isolation and in combination, firstly because available data suggests that Harlow is likely to lie on the fringes of the core catchment of the SAC and secondly because there is a framework in place via both the MoU and a Local Plan commitment to manage the effects of growth on Epping Forest SAC collaboratively with the other MoU authorities.
15. Whilst the MoU is referred to in Paragraph 1.31, there appears to be no explicit reference within the Plan setting out HDC's commitment to working with the other MoU authorities, or EFDC in particular (in its role as one of the competent authorities), on the development of the Mitigation Strategy that is currently being prepared. EFDC would therefore request that this matter is explicitly covered within the Plan. In addition, there is a need to recognise that further Visitor Surveys are likely to be undertaken over the period of HDC's Local Plan and any future surveys may result in a change in the 'Zone of Influence' with respect to location of visitors. Taking such an approach would help to 'future-proof' HDC's Local Plan.
16. The HRA, at Paragraph 6.11 sets out that '*... the authorities (highway authorities, Natural England and City of London Corporation, the HMA authorities including Harlow) recognised the uncertainties in any forecasting, the absence of ammonia forecasts from the 2016 work (not a standard component of road traffic impact assessment, but specifically requested in this case) and the inability at the time the 2016 modelling was undertaken to factor in the effect of queuing traffic at Wake Arms Roundabout. They also recognised that the air quality on many links was still forecast to be higher than the critical level and critical load even allowing for the improvement attributable to changes in vehicle emissions. The authorities thus considered that it was appropriate for them to take active steps to minimise the increase in traffic flows and improve air quality, rather than rely entirely on the (inter) national initiatives such as improvements in emission factors.*' The first sentence of Paragraph 6.12 then sets

out that 'As a result of that modelling and broader discussion with Natural England and City of London Corporation, the HMA authorities (including Harlow) agreed that a mitigation strategy be devised....'. Paragraph 6.16 then goes on to recommend that

'In addition to the reference in the text of the plan, it is recommended that the Local Plan also provide explicit policy reference to the strategic framework in place to address air quality at Epping Forest, including specific reference to a multi-authority mitigation strategy and a timetable for the production of that strategy (e.g. prior to adoption). This will enable the Council to make contributions to the strategic mitigation that is proportionate to the Plans atmospheric pollution contributions.'

17. Recognising that both housing and employment developments within HDC are likely to continue to generate traffic that use roads which run through the Epping Forest SAC we would strongly request that HDC's Local Plan be amended to reflect this recommendation and the commitment that HDC made within the MoU referred to above to ensure the effectiveness of the Mitigation Strategy once finalised. This request is made having considered the responses submitted by both Natural England and the Conservators of Epping Forest to this Council's Local Plan Submission Version 2017.

Epping Forest 'District'

18. Lastly, there are references to Epping Forest District as 'Epping Forest' in the Pre-Submission Plan. EFDC kindly ask that all references to the District use 'Epping Forest District' so as to differentiate between the District and the Epping Forest SAC and avoid confusion.

Reason for decision: to respond to Harlow District Council on matters of importance to Epping Forest District Council seeking appropriate changes to the plan, reserving the Council's right to participate in the Independent Examination of Harlow District Council's Local Development Plan.

Options considered and rejected: to decline to respond with the consequence that the Council would lose its right to appear and be heard at the Independent Examination of Harlow District Council's Local Development Plan. Whilst the Council would lose its right to appear, the Inspector is not precluded from inviting anyone to appear and be heard where s/he thinks that person is needed to enable the soundness of the plan to be determined

Consultation undertaken: not applicable.

Resource implications: the preparation of the response and ongoing work has used existing Planning Policy staff as per the Local Plan budget reported to Cabinet on 12 October 2017.

Budget provision: Local Plan Budget
Personnel: Planning Policy Team
Land: N/A

Community Plan/BVPP reference: NA
Relevant statutory powers: NA

Background papers: not applicable

Environmental/Human Rights Act/Crime and Disorder Act Implications: The Local Plan has been subject to Sustainability Appraisal and Equalities Impact Assessment and Habitats Regulation Assessment.

Key Decision reference: (if required)

This page is intentionally left blank

Equality Impact Assessment

Section 1: Identifying details

Your function, service area and team: Interim Assistant Director, Planning Policy

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: n/a

Title of policy or decision: **Epping Forest District Council response to Harlow Local Development Plan Pre-Submission Publication May 2018**

Officer completing the EqIA: Alison Blom-Cooper Tel: 01992 564066
Email: ablomcooper@eppingforestdc.gov.uk

Date of completing the assessment: 13 June 2018

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Yes
2.2	Describe the main aims, objectives and purpose of the policy (or decision): The Pre-Submission Plan is the first published Local Development Plan document and provides the chosen strategy for delivering growth for Harlow covering the period up to 2033. The Council has been invited to comment as a neighbouring authority and Duty to Cooperate body. The Harlow Local Development Plan has key cross-boundary significance on certain issues such as the Harlow and Gilston Garden Town. What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? An agreed Council response to the Harlow Pre-Submission Plan.
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p>It will affect the Epping Forest District communities closest to Harlow. These communities are able to make comments on the Local Development Plan Pre-Submission Publication as the publication period allows members of the public to make representations on the soundness and legal compliance of the Plan.</p> <p>Will the policy or decision influence how organisations operate? No</p>
2.4	Will the policy or decision involve substantial changes in resources? No

2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? N/A
-----	---

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified?
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>The publication of the Harlow Local Development Plan Pre-Submission Publication 2017 allows members of the public to make representations on the soundness and legal compliance of the Plan. Any representations made must be submitted to the Secretary of State with the plan and must be considered by the Inspector appointed to carry out the examination.</p>

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Neutral – no impact	
Disability	Neutral – no impact	
Gender	Neutral – no impact	
Gender reassignment	Neutral – no impact	
Marriage/civil partnership	Neutral – no impact	
Pregnancy/maternity	Neutral – no impact	
Race	Neutral – no impact	
Religion/belief	Neutral – no impact	
Sexual orientation	Neutral – no impact	

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If 'YES', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
n/a	n/a	n/a

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service:	Date:
Signature of person completing the EqIA: Alison Blom-Cooper	Date: 13 June 2018

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.



SCRUTINY



Report to Neighbourhoods Select Committee

Date of meeting: 26 June 2018

Subject: Corporate Green Working Party Updates

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

Committee Secretary: Vivienne Messenger (01992 564265)

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 (CGWP) 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 and 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. The CGWP met on 6 March 2018. Unfortunately there were a number of officers unable to attend this meeting.

3. The group discussed the commitments and actions plan. The aim of the commitments and actions spreadsheet is to both keep track of what we are doing throughout EFDC as well as highlight what we would like to do in the group. The plan has been updated to focus on a few key actions right now, with the other actions to review/complete as the key actions are completed. The plan was updated and is attached.

4. Several new updates and initiatives are:

- There is a new electronic elections system, allowing those who work in elections to update their information and apply for roles online. This saves paper and also means that a person only has to update their information once instead of several times.
- The scanning group continue to make good progress and electronic forms are progressing. This will cut down on the amount of paper being used as well as the amount of paper moving in the building.

5. The next meeting of the CGWP will be held on 5 June 2018.

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, January 2018.

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

Key Decision reference: (if required) N/A

Agreed Priority Commitments and Actions March 2017

At the meeting of the Corporate Green Working Party on 5 December, 2017, the group agreed to prioritise the following actions from the larger list.

The other actions are held on the tab marked 'Holding' as they may be referred to at a later date, or brought forward as a priority.

The tab marked 'Ongoing' are items which are annual activities required of EFDC, such as Carbon Reporting.

Key: C = Climate Adaptation actions: Ensure the Council's assets /operations are resilient to predicted climate change impacts ; assist in the work to prepare the District for the new climate.

G = Tackling Greenhouse Gas Emissions actions: Reduce the amount of CO2 and other greenhouse gases we emit in the District.

S = Sustainability: Influence & use our power when possible to minimise the environmental impact of our actions/decisions. Assist residents to be sustainable through advice/policies.

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
C.04	Ensure policies are joined up within other EFDC plans and policies.						
Medium	Where policies or plans being developed or reviewed, discuss ways to link to Charter or Action Plan, neighbourhood plans, etc.			Jun-18			LA to speak to Transformation to see if we can add into projet charters/PIDs for any new project.
G.02	Develop a carbon management plan for the Council for next 5 and 10 years. Establish targets and report annually.						
Medium	Look at the Corporate and Local plans to see where the CGWP should be focussing.		Corporate Plan being worked on at the moment.	Jun-18			LA to look at more indepth.
Low	Establish targets of cuts and measures of progress for Council.						
Low	Report annually.						
G.04	Review the Energy Efficiency Housing Services Strategy annually						
Page 97 HIG 97	Review Hayden's strategy action plan on an annual basis.	Housing Assets Mgr/Housing Contracts Officer	Complete work to 11 properties in 2015/16	31/03/2018	In place	Being Reviewed	Done in all but a few properties now.

G.05	Review the council's renewable energy potential in its properties.						
	Solar panels at Civic						Robin Ray stated that these are on Condor building which may go in an accom review; need to keep an eye on this.
G.07	Provide support for community carbon reduction projects (funding or information).						
Medium	Participate with ECC in 'energy switching' auctions for the benefit of EFDC residents	Private Housing Mgr	To assist with further auction	Ongoing	Minimal and in place	None	Ongoing; Robin Ray asked ECC if a Green Tariff can be included.
Medium	Investigate electric vehicle charging points in the District	Env Health, Env Co	Look at installing points in EFDC car parks.	May-18	Minimal.	Will require money but can also get part grant funding.	Claire Jaggard (Env Health) pushing for trial charge point here at Civic. Some meetings have taken place with Kim Durrani's team. This has been handed over to the parking team.
G.08	Ensure a policy for the council's vehicle fleet.						

Medium	Investigate our policies and help shape new/updated policy.	Env Coord; Env Health	Investigate policy in other Councils. Investigate any Government incentives to have 'green' fleet.	Dec-17			Claire Jaggard looking into what policies exist.
Medium	Investigate a 'No Idle' policy	Env Health	As there is legislation, need to develop a policy for the area and communicate.				Claire Jaggard to look at.
Medium							
S.01	Hold sustainability awareness campaigns/training (staff, members, others).						
Medium	Articles in internal magazines/intranet						GWO wrote article for Members about using electronic devices instead of printing. Feb 2017
S.03	Inform/educate general public about what EFDC is doing to increase our sustainability.						
Medium	After annual reporting done, send press release / put on website.		Waiting 6 months for data.	Dec-17			GHG info is on website. Will do a press release once waste and recycling figures ready.
S.04	Inform/educate general public about increasing energy efficiency and funding.						
Low	Coordinate when visits taking place to residents to distribute information.						
Low	Create a checklist for those visiting to take with them, e.g. about energy use, health, etc.						
Medium	Information on website for residents.		Put information on the EFDC website and update as needed.				Information on energy efficiency in homes on website, July 2016.
S.05	Utilizing our procurement strategy to integrate sustainability/environmental criteria where possible.						
Low	Encourage those procuring to include something in the Quality section about sustainability.						
Low	Investigate top Marketplace purchases to see if we can purchase more sustainable options.		Investigate stationary and catering single use plastic purchases to see if can make more 'green'.	Jun-18			LA has purchasing information and is looking at what we could change. Will send list to GWP with ideas for discussion.
S.10	Use our influence with transport companies to ensure sustainable travel options.						

Holding: Items to be brought forward as priority as required at a later date.

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
C.01	Inform the public and local stakeholders of our commitment to tackling climate change.						
Medium	Investigate adding EFDC to the Climate Local website (i.e. 'sign up' on their website).	EA	From LGA: we need to send them a copy of our commitments signed by a senior politician, usually the Leader.	Dec-17			Hilary Tanner at LGA is the contact now; if we want to go ahead go back to her. (4/9/17)
C.03	Encourage stakeholders and community groups to develop climate change plans.						
Medium	Compile list of groups in area (e.g tenant associations, town councils, town centre partnerships)		Could cooperate with Chris Neilan's Green Infrastructure group to liaise with lists and communications.	Mar-18	in place	none	Working with CN to gain list and see how we can help.
Medium	Send information on what EFDC is doing (e.g. send annual report, press release) to encourage participation.						
Low	Speak to local groups where desired.						
G.01	Monitor and measure our energy use.						
	Review our printed materials to councillors and delivery.	EA	Review miles travelled to deliver printed materials to councillors.	01/12/2017	In place	None	Couriers deliver reports twice weekly to coucillors. Can we investigate number of miles travlled and other ways to get information to them? Or alternatives such as an electric car delivery materials? EA to meet with Sharon Lekha and can get miles to review.
G.06	Work with local businesses to help them reduce their emissions.						

Medium	Promote LOCASE funding.	Economic Development	Promote LOCASE funding for putting energy efficient measures				Review with Development Team May 2017
G.09	Reduce amount of waste, increase the amount of recycling from ALL council offices.						
Medium	Increase use of electronic forms to reduce paper waste		Across various departments. Olivia Shaw heading up and will keep in touch as forms go online.				Janet Twinn is trialing some forms for use in Autumn, 17.
G10	Communicate with residents to increase recycling and reuse, working with outside organisations when possible.						

S.02	Engage with residents to seek their views on what they would like to see for EFDC.						
Medium	Conduct an online survey with some targeted questions. Could be combined with other resident surveys from Council.						
S.06	Using the LEP, ensure low carbon growth of area businesses is central.						
Low	SEE G.06 FOR THIS ITEM. Help promote LOCASE funding where possible.		Ask Economic Development to report on how it is going in our District.	Sep-17			
S.07	Work with the Local Food plan to ensure the area's food supply is sustainable.						
Low	Put together information for residents about locally grown food or outlets.						EA to investigate.

Medium	Work with Food Board to list where local food places are and how to promote.	EA	Liz to look into with Food Board and report back. May tie into new Tourism website.	Dec-17			Report due out late September on state of the local food production; then can focus on outlets.
S.09	Remind residents of opportunities for utilising the natural space in EFDC, promoting the area's biodiversity.						
Medium	Promote activities Council staff are involved in and encourage residents.						Tree Planting on 11 January, to do press release about it. Abi will inform us as and when there are opportunities.
Medium	Find ways to help Countrycare, etc, promote natural spaces.	EA	Speak to Abigail Oldham to see what they do for next meeting.	Ongoing			
S.11	Try to reduce the single use plastics at EFDC, replacing them with more sustainable items.						
Medium	Suggestion from Cllr Neville to see if we can remove our single use plastic items from the council offices.	EA	Liz looking into what we use where and the reasons behind them.				EA met with Cllr Neville in July. Need to do more research (w/Sharon Lekha) on what SUOPs we use and how to substitute.

Ongoing

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
Medium	GWP Progress Report to Management Board	AD (Private Sector and Communities Resources)	Next annual report	Mar-17	In place	None required	
Medium	GWP Environmental Charter Progress Report to Neighbourhoods Select Committee		Twice Annually	TBD	In place	None required	
Medium	Review GWP ToR	GWP	Next annual report	Mar-19	In place	None required	
Medium	Review GWP Work Plan	GWP	At alternate meetings and ad hoc as required	ongoing	In place	None required	

C.02	Produce an annual report of progress on climate change targets and actions.						
Medium	Annual GHG report compiled annually.	EA	Report compiled for end July annually Consider if need to change report for this year.	July each year	In place	None	To do annually. Done - 2017
Medium	Inform CGWP when update our GHG report.	EA	Send link to CGWP when report on EFDC website (annually)	July each year	In place	None	To do annually. Done - 2017
G.01	Monitor and measure our energy use.						
Medium	Complete HECA Return and submit to DECC	All/Env Co	Compile information Complete and submit	Ongoing 31/03/2019	In place In place	None None	Done for 2017; next one due 2019. Report on website.
G.09	Reduce amount of waste, increase the amount of recycling from ALL council offices.						
Medium	Increase recycling in Civic Offices.	FM/Env Co	Appoint new waste contractor Purchase new recycling bins for offices Train staff on what we can recycle in offices. Monitor and feed back to areas not doing well. Roll out to external offices in future.	July 2016 Sept 2016 Sept/Oct 16 Quarterly	In place	Finance required for purchase of new bins; much will come from cost savings with the new contract.	All bins in place at Civic and Oakwood. Reports have come in from waste compnay but numbers do not make sense. LA to continue monitoring and report at next meeting Dec 17.

COMPLETED ACTIONS

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
C.01	Inform the public and local stakeholders of our commitment to tackling climate change.						
HIGH	Add Charter to the EFDC website.	EA	Send to PR team to place on website in appropriate location.	Dec-16	In place	None	with PR - 6/12/16; chased 3/3/17; on website 8/3/17 COMPLETE.
HIGH	Promote Charter via press release	EA	Write press release for PR team to review. PR team to send via appropriate channels.	Dec-16	In place	None	with PR - 6/12/16 COMPLETE.
C.02	Produce an annual report of progress on climate change targets and actions.						
HIGH	Annual GHG report compiled annually.	EA	Report compiled for end July Consider if need to change report for this year.	Jul-17	In place	None	Completed for 2017, next one 2019. Requirements different this year so report very dif to last.
HIGH	Look at ideas of how an EFDC annual climate change report could be done.	EA	Consider ways to compile, review and report on EFDC's climate targets and actions. Look at other LA's to see what they do.	Mar-17	In place	None	Most LAs very similar, some have a graph showing multiple years but very similar.
G.04	Review the Energy Efficiency Housing Services Strategy annually						
HIGH	Increase the use of LED lighting in the Council's operations in order reduce electricity use.	Facilities Manager	Conder building and rear extension Main building Council's car parks	31/03/17 Completed as fail Sept 17	In place	QD driving; getting approval for trial of 3 car parks.	Most all complete. Replacing as old fixtures fail. No plans to do any further until accommodation review has taken place.

This page is intentionally left blank

Report to Neighbourhoods Select Committee

Date of meeting: 26 June 2018

Subject: Corporate Green Working Party Updates

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

Committee Secretary: Vivienne Messenger (01992 564265)



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 (CGWP) 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 and 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. The CGWP met on 29 May 2018.

3. The group discussed the commitments and actions plan. The aim of the commitments and actions spreadsheet is to both keep track of what we are doing throughout EFDC as well as highlight what we would like to do in the group. The plan has been updated to focus on a few key actions right now, with the other actions to review/complete as the key actions are completed. Some key updates are:

- The scanning group has made good progress. The group will be disbanded and the works will be incorporated into the Business Support Team.
- Accountancy are now fully on-line, meaning much less paper is being used.
- The annual Greenhouse Gas report will be due in July.
- The group has looked at electric vehicle charge points for both the Civic staff car park and local public car parks; this information is with the Parking Team.
- A 'no idle' policy has been put into place by the Air Quality Officer.
- The group will ensure that any commitments and actions are in line with the Corporate Plan, due out in June.

4. The group discussed the future structure. Liz Ainslie will be finishing her contract at the end of June and her role will not be replaced until after the Director-level structures have been put into place. The group thought that due to the restructures it would be a good idea to put the group on hold until later in the year when the overall EFDC structure was known. As Councillor S Kane was unable to attend, LA would ask if this was agreeable. If so, Robin Ray would take this to the Management Committee. Councillor Kane agreed that this was sensible; therefore, the group will meet next in December when the new EFDC structure will be in place.

5. The next meeting of the CGWP will be held in December 2018.

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, January 2018.

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

Key Decision reference: (if required) N/A

Agreed Priority Commitments and Actions May 2018

At the meeting of the Corporate Green Working Party on 5 December, 2017, the group agreed to prioritise the following actions from the larger list.

The other actions are held on the tab marked 'Holding' as they may be referred to at a later date, or brought forward as a priority.

The tab marked 'Ongoing' are items which are annual activities required of EFDC, such as Carbon Reporting.

Key: C = Climate Adaptation actions: Ensure the Council's assets /operations are resilient to predicted climate change impacts ; assist in the work to prepare the District for the new climate.

G = Tackling Greenhouse Gas Emissions actions: Reduce the amount of CO2 and other greenhouse gases we emit in the District.

S = Sustainability: Influence & use our power when possible to minimise the environmental impact of our actions/decisions. Assist residents to be sustainable through advice/policies.

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
C.04	Ensure policies are joined up within other EFDC plans and policies.						
Medium	Where policies or plans being developed or reviewed, discuss ways to link to Charter or Action Plan, neighbourhood plans, etc.			Jun-18			LA to speak to Transformation to see if we can add into projet charters/PIDs for any new project.
G.02	Develop a carbon management plan for the Council for next 5 and 10 years. Establish targets and report annually.						
Medium	Look at the Corporate and Local plans to see where the CGWP should be focussing.		Corporate Plan being worked on at the moment.	Dec-18			Out June 2018; look at more indepth later in 2018.
Low	Establish targets of cuts and measures of progress for Council.						
Low	Report annually.						
G.04	Review the Energy Efficiency Housing Services Strategy annually						
Page 107 HIGH	Review Hayden's strategy action plan on an annual basis.	Housing Assets Mgr/Housing Contracts Officer	Complete work to 11 properties in 2015/16	31/03/2018	In place	Being Reviewed	Done in all but a few properties now.

G.05	Review the council's renewable energy potential in its properties.						
	Solar panels at Civic						Robin Ray stated that these are on Condor building which may go in an accom review; need to keep an eye on this.
G.07	Provide support for community carbon reduction projects (funding or information).						
Medium	Participate with ECC in 'energy switching' auctions for the benefit of EFDC residents	Private Housing Mgr	To assist with further auction	Ongoing	Minimal and in place	None	Ongoing; Robin Ray asked ECC if a Green Tariff can be included.
G.08	Ensure a policy for the council's vehicle fleet.						
Medium	Investigate our policies and help shape new/updated policy.	Env Coord; Env Health	Investigate policy in other Councils. Investigate any Government incentives to have 'green' fleet.	Dec-17			Claire Jaggard looking into what policies exist.
Medium	Investigate a 'No Idle' policy	Env Health	As there is legislation, need to develop a policy for the area and communicate.				Claire Jaggard to look at.
Medium							

S.01	Hold sustainability awareness campaigns/training (staff, members, others).						
Medium	Articles in internal magazines/intranet						GWo wrote article for Members about using electronic devices instead of printing. Feb 2017
S.03	Inform/educate general public about what EFDC is doing to increase our sustainability.						
Medium	After annual reporting done, send press release / put on website.		Waiting 6 months for data.		Dec-17		GHG info is on website. Will do a press release once waste and recycling figures ready.
S.04	Inform/educate general public about increasing energy efficiency and funding.						
Low	Coordinate when visits taking place to residents to distribute information.						
Low	Create a checklist for those visiting to take with them, e.g. about energy use, health, etc.						
Medium	Information on website for residents.		Put information on the EFDC website and update as needed.				Information on energy efficiency in homes on website, July 2016.
S.05	Utilizing our procurement strategy to integrate sustainability/environmental criteria where possible.						
Low	Encourage those procuring to include something in the Quality section about sustainability.						
Low	Investigate top Marketplace purchases to see if we can purchase more sustainable options.		Investigate stationary and catering single use plastic purchases to see if can make more 'green'.		2019		LA has purchasing information and is looking at what we could change. Will send list to GWP with ideas for discussion.
S.10	Use our influence with transport companies to ensure sustainable travel options.						

Holding: Items to be brought forward as priority as required at a later date.

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
C.01	Inform the public and local stakeholders of our commitment to tackling climate change.						
Medium	Investigate adding EFDC to the Climate Local website (i.e. 'sign up' on their website).	EA	From LGA: we need to send them a copy of our commitments signed by a senior politician, usually the Leader.	Dec-17			Hilary Tanner at LGA is the contact now; if we want to go ahead go back to her. (4/9/17)
C.03	Encourage stakeholders and community groups to develop climate change plans.						
Medium	Compile list of groups in area (e.g tenant associations, town councils, town centre partnerships)		Could cooperate with Chris Neilan's Green Infrastructure group to liaise with lists and communications.	Mar-18	in place	none	Working with CN to gain list and see how we can help.
Medium	Send information on what EFDC is doing (e.g. send annual report, press release) to encourage participation.						
Low	Speak to local groups where desired.						
G.01	Monitor and measure our energy use.						
	Review our printed materials to councillors and delivery.	EA	Review miles travelled to deliver printed materials to councillors.	01/12/2017	In place	None	Couriers deliver reports twice weekly to coucillors. Can we investigate number of miles travlled and other ways to get information to them? Or alternatives such as an electric car delivery materials? EA to meet with Sharon Lekha and can get miles to review.
G.06	Work with local businesses to help them reduce their emissions.						
Medium	Promote LOCASE funding.	Economic Development	putting energy efficient measures into SME's.				Review with Development Team May 2017
G.07	Provide support for community carbon reduction projects (funding or information).						

Medium	Investigate electric vehicle charging points in the District	Env Health, Env Co	Look at installing points in EFDC car parks.	May-18	Minimal.	Will require money but can also get part grant funding.	Claire Jaggard (Env Health) pushing for trial charge point here at Civic. Some meetings have taken place with Kim Durrani's team. This has been handed over to the parking team.
G.09	Reduce amount of waste, increase the amount of recycling from ALL council offices.						
Medium	Increase use of electronic forms to reduce paper waste		Across various departments. Olivia Shaw heading up and will keep in touch as forms go online.				Janet Twinn is trialing some forms for use in Autumn, 17.
G10	Communicate with residents to increase recycling and reuse, working with outside organisations when possible.						
S.02	Engage with residents to seek their views on what they would like to see for EFDC.						
Medium	Conduct an online survey with some targeted questions. Could be combined with other resident surveys from Council.						
S.06	Using the LEP, ensure low carbon growth of area businesses is central.						
Low	SEE G.06 FOR THIS ITEM. Help promote LOCASE funding where possible.		Ask Economic Development to report on how it is going in our District.	Sep-17			
S.07	Work with the Local Food plan to ensure the area's food supply is sustainable.						
Low	Put together information for residents about locally grown food or outlets.						EA to investigate.
Medium	Work with Food Board to list where local food places are and how to promote.	EA	Liz to look into with Food Board and report back. May tie into new Tourism website.	Dec-17			Report due out late September on state of the local food production; then can focus on outlets.

S.09	Remind residents of opportunities for utilising the natural space in EFDC, promoting the area's biodiversity.						
Medium	Promote activities Council staff are involved in and encourage residents.						Tree Planting on 11 January, to do press release about it. Abi will inform us as and when there are opportunities.
Medium	Find ways to help Countrycare, etc, promote natural spaces.	EA	Speak to Abigail Oldham to see what they do for next meeting.	Ongoing			
S.11	Try to reduce the single use plastics at EFDC, replacing them with more sustainable items.						
Medium	Suggestion from Cllr Neville to see if we can remove our single use plastic items from the council offices.	EA	Liz looking into what we use where and the reasons behind them.				EA met with Cllr Neville in July. Need to do more research (w/Sharon Lekha) on what SUOPs we use and how to substitute.

Ongoing

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
Medium	GWP Progress Report to Management Board	AD (Private Sector and Communities Resources)	Next annual report	Mar-17	In place	None required	
Medium	GWP Environmental Charter Progress Report to Neighbourhoods Select Committee		Twice Annually	TBD	In place	None required	
Medium	Review GWP ToR	GWP	Next annual report	Mar-19	In place	None required	
Medium	Review GWP Work Plan	GWP	At alternate meetings and ad hoc as required	ongoing	In place	None required	

C.02	Produce an annual report of progress on climate change targets and actions.						
Medium	Annual GHG report compiled annually.	EA	Report compiled for end July annually Consider if need to change report for this year.	July each year	In place	None	To do annually. Done - 2017
Medium	Inform CGWP when update our GHG report.	EA	Send link to CGWP when report on EFDC website (annually)	July each year	In place	None	To do annually. Done - 2017
G.01	Monitor and measure our energy use.						
Medium	Complete HECA Return and submit to DECC	All/Env Co	Compile information Complete and submit	Ongoing 31/03/2019	In place In place	None None	Done for 2017; next one due 2019. Report on website.
G.09	Reduce amount of waste, increase the amount of recycling from ALL council offices.						
Medium	Increase recycling in Civic Offices.	FM/Env Co	Appoint new waste contractor Purchase new recycling bins for offices Train staff on what we can recycle in offices. Monitor and feed back to areas not doing well. Roll out to external offices in future.	July 2016 Sept 2016 Sept/Oct 16 Quarterly	In place	Finance required for purchase of new bins; much will come from cost savings with the new contract.	All bins in place at Civic and Oakwood. Reports have come in from waste company but numbers do not make sense. LA to continue monitoring and report at next meeting Dec 17.

COMPLETED ACTIONS

	Theme	Owner	Target/Action	Date(s)	Staff Resources	£ Resources	Progress/Comments
C.01	Inform the public and local stakeholders of our commitment to tackling climate change.						
HIGH	Add Charter to the EFDC website.	EA	Send to PR team to place on website in appropriate location.	Dec-16	In place	None	with PR - 6/12/16; chased 3/3/17; on website 8/3/17 COMPLETE.
HIGH	Promote Charter via press release	EA	Write press release for PR team to review. PR team to send via appropriate channels.	Dec-16	In place	None	with PR - 6/12/16 COMPLETE.
C.02	Produce an annual report of progress on climate change targets and actions.						
HIGH	Annual GHG report compiled annually.	EA	Report compiled for end July Consider if need to change report for this year.	Jul-17	In place	None	Completed for 2017, next one 2019. Requirements different this year so report very dif to last.
HIGH	Look at ideas of how an EFDC annual climate change report could be done.	EA	Consider ways to compile, review and report on EFDC's climate targets and actions. Look at other LA's to see what they do.	Mar-17	In place	None	Most LAs very similar, some have a graph showing multiple years but very similar.
G.04	Review the Energy Efficiency Housing Services Strategy annually						
HIGH	Increase the use of LED lighting in the Council's operations in order reduce electricity use.	Facilities Manager	Conder building and rear extension Main building Council's car parks	31/03/17 Completed as fail Sept 17	In place	QD driving; getting approval for trial of 3 car parks.	Most all complete. Replacing as old fixtures fail. No plans to do any further until accommodation review has taken place.

This page is intentionally left blank



Report to Neighbourhoods Select Committee

Date of meeting: 26 June 2018

Subject: Environmental Charter Updates

SCRUTINY



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

Committee Secretary: Vivienne Messenger (01992 564265)

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. Following the group's loss of our portfolio holder, Councillor G Waller, the group was pleased to welcome Councillor S Kane in September 2017. The Commitments/Actions list was quite lengthy, so Councillor Kane suggested we have Priority Actions to focus on now. Therefore, the report is now divided into Priority Actions that members of the group are working on, Holding Actions (for future), and Ongoing Actions (e.g. Greenhouse Gas Reporting to be done annually).

7. Since the 2017 report, the CGWP have undertaken the following:

- Discussions have taken place with many groups to ensure that the CGWP actions are in line with Corporate and other plans.

- EFDC have participated in 'energy switch' auctions, and have lobbied for a 'green tariff' option in future.
- A 'no idle' policy has been implemented by Environmental Health.
- Electric Vehicle charge points have been investigated for both the Civic staff car park and the public car parks.
- The offices and car parks have LED lighting installed wherever possible.
- The group is looking at our purchases to see if there are 'green' alternatives which could be used.

8. Further information on the commitments and actions plan is included in the CGWP updates. A copy of the updated plan is attached.

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



SCRUTINY



Report to: Neighbourhoods Select Committee

Date of meeting: 26 June 2018

**Subject: Annual Report for Off Street Parking 2018 - 2018
– Off Street operational report**

Officer contact for further information: Amanda Hoadley, Car Park and Street Furniture Manager (01992 564252)

Committee Secretary: Vivienne Messenger (01992 564265)

This paper gives Members an update of operation progress since NSL Ltd were awarded the contract to carry out the enforcement of the off street car parks owned by Epping Forest District Council.

Background

Since 2012, EFDC car parks were managed by the North Essex Parking Partnership (NEPP) who carried out the enforcement for on and off street parking across six districts, Colchester, Tending, Uttlesford, Braintree, Harlow and Epping. In 2016 notice was given to NEPP informing them that we were taking back enforcement of our car parks.

Following a successful procurement exercise, the Council entered into a 5-year Contract with NSL to carry out the enforcement in all 18 Council owned off street car parks.

The North Essex Parking Partnership still carry out the enforcement for on street operations and are also responsible for implementing new restrictions across the Epping Forest District in conjunction with Epping Forest District Council

Off Street Operational Update

This report gives an overview of the first year of the operations.

The Contract commenced with NSL on the 1st April 2017 and the data migration from The North Essex Parking Partnership took place over that weekend and was completed successfully with just a few minor hiccups where season ticket holders had to change their MiPermit details.

NSL deployed a staffing compliment fairly quickly. This included part time Civil Enforcement Officers and a Supervisor employed on a shift pattern basis, which means that the weekends are now also fully enforced. There is no travelling back to a base for lunch or breaks so cuts down on travelling time.

There are two vehicles - one covering the south of the district and the other covering the north. The vehicles are parked at night - one in our Oakwood Hill Depot and the other one in Civic Offices.

The Civil Enforcement Officers (CEO) wear body worn cameras and so can work alone and some have also been trained in machine maintenance, which cuts down on a lot machine downtime.

Since August 2016, the Council added the ability to accept chip and pin payments at the pay and display machines. One machine in each car park has a chip and pin device enabling multiple methods of payment.

Issues Encountered

Since the commencement of the contract the one main issue that caused a problem was obtaining the agreement from DVLA for the purpose of obtaining Keeper Details, this took a couple of months to obtain which held up the process of sending out the Statutory Documents. This now resolved we are back on track with the processes and we have recently received a green light for our DVLA audit from DVLA..

Issues were also uncovered with the permit/season ticket purchase following the migration from NEPP. It appeared that there were paper permits that NEPP were still renewing and also issuing season tickets at the incorrect prices all of which we have now stopped.

There were also issues with staffing from an NSL point of view and we have had a quick turnover of staff (Civil Enforcement Officers) but we are now fully staffed.

We also experienced a spate of vandalism to the pay and display machines where the monetary loss was not large as the vandals found it very difficult to locate where the vault actually was and were not easily broken into but it meant the loss of a machine whilst repairs were made and we ultimately then fixed plates around the machines which made access to the vault even harder. During this time collections were made more frequent in the busier car parks.

Resources:

The income stream consists of: cash and card payments to pay and display machines, virtual parking payments through MiPermit system, Season Tickets for those who pay in advance and any Penalty Charges collected from contravening motorists.

Number of Penalty Charge Notices Issued:

Month	1 April 2016 to 31 March 2017	1 April 2017 to 31 March 2018
April	432	697
May	520	696
June	450	524
July	463	660
August	371	430
September	354	420
October	505	443
November	564	438
December	219	283
January	363	360
February	327	392
March	308	434
Total	4876	5777

As you can see from the above the number of penalty charge notices issued has increased by nearly 900 which is partly due to enforcement being carried out 7 days a week.

Income Streams 2016/2017:

2016/2017	Mi Permit	Pay & Display	Chip & Pin	Season Ticket
April	£18,482.60	£91,183.19	0.00	£9,958.87
May	£17,716.60	£83,406.30	0.00	£3,835.00
June	£19,077.50	£88,549.60	0.00	£3,008.24
July	£16,868.90	£86,231.10	0.00	£13,246.74
August	£16,471.40	£83,474.15	0.00	£6,005.58
September	£19,325.10	£85,895.60	£277.30	£11,315.66
October	£18,823.80	£85,071.00	£581.10	£28,052.50
November	£22,155.80	£86,420.20	£644.20	£6,631.16
December	£16,872.60	£77,553.45	£451.10	£11,197.04
January	£21,289.10	£76,597.55	£988.10	£16,066.24
February	£22,054.90	£72,591.05	£1,277.60	£2,102.44
March	£26,905.80	£88,486.35	£1,605.90	£2,532.34

Sub Total £236,044.10 £1,005,459.50 £5,825.30 £113,951.81

Total for Year £1,361,288.70

The income from Penalty Charge Notices is another £126,646.70

Income Streams 2017/2018:

2017 to 2018	Mi Permit	Pay & Display	Chip & Pin	Season Ticket
April	£17,622.10	£75,936.15	£1,104.20	£3,985.00
May	£21,835.40	£81,194.25	£1,451.70	£3,479.00
June	£23,976.30	£79,482.80	£2,159.70	£2,903.00
July	£22,927.80	£81,526.75	£1,807.10	£6,222.46
August	£19,746.30	£80,780.55	£2,597.60	£9,009.80
September	£23,734.50	£81,946.70	£2,521.40	£21,585.00
October	£27,377.50	£75,244.50	£2,299.80	£5,267.00
November	£30,795.90	£75,375.80	£2,810.60	£16,915.00
December	£25,041.80	£64,995.65	£1,937.50	£8,542.00
January	£28,113.20	£75,278.10	£2,201.00	£7,933.00
February	£29,646.60	£72,484.40	£2,052.50	£11,170.00
March	£33,283.90	£77,249.30	£2,215.70	£3,150.00

Sub Total £304,101.30 £921,454.95 £25,158.80 £100,161.26

Total for year £135,0876.60

Penalty Charge Notice income is another £119,354.00

Future Works

We are currently in the process of applying for planning permission to demolish the existing garages in Vere Road to create more parking spaces (approx. 23) and to also turn an existing space into a car park by demolishing a brick wall and creating parking spaces (approx. 10) which the Loughton Broadway is in need of. With the addition of these spaces we will be adding some disabled bays and the possibility of an electric car charging point.

Civic Offices is possibly the subject of a trial for an electric car charging station so that we can gauge the use and demand and then possibly rolling out installations in more of our car parks across the district..

Park Mark Award

On the 11th/12th April a member of the parking team accompanied the Park Mark Safety Officer as our Park Mark Award was up for renewal for all our car parks across the Epping Forest District.

The Park Mark Safer Parking Scheme is a Police Crime Prevention Initiative and is aimed at reducing crime and the fear of crime in parking facilities. This award is awarded to parking facilities that have met the requirements of a risk assessment conducted by the police. We are delighted to announce that we have secured the Park Mark Award for a further 2 years and it was also noted that the assessor said that these car parks were some of the cleanest he had visited.

Audit

The DVLA have carried out our first audit since we took back the off street parking enforcement in March 2018 and we achieved a green light.

This page is intentionally left blank