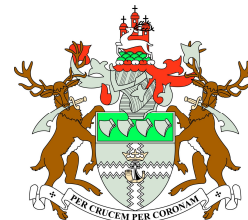


# Supplementary Council Agenda



## Epping Forest District Council

### **Council Tuesday, 30th July, 2013**

**Place:** Civic Offices, High Street, Epping  
**Room:** Council Chamber  
**Time:** 7.30 pm  
**Committee Secretary:** Council Secretary: Ian Willett  
Tel: 01992 564243 Email:  
democraticservices@eppingforestdc.gov.uk

---

#### **7. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 3 - 8)**

To receive reports from the Leader and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader;
- (b) Report of the Asset Management and Economic Development Portfolio Holder;
- (c) Report of the Environment Portfolio Holder;
- (d) Report of the Finance and Technology Portfolio Holder;
- (e) Report of the Housing Portfolio Holder;
- (f) Report of the Leisure and Wellbeing Portfolio Holder;
- (g) Report of the Planning Portfolio Holder - attached;
- (h) Report of the Safer, Greener and Highways Portfolio Holder;
- (i) Report of the Support Services Portfolio Holder.

#### **11A REPORT OF THE CABINET – SUPPLEMENTARY DISTRICT DEVELOPMENT FUND(DDF) ESTIMATES – LOCAL PLAN AND MATERNITY COVER (Pages 9 - 14)**

To consider the attached report.

In accordance with Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules, the Chairman has agreed to this report being considered at this meeting as an item of urgent business as it is necessary to ensure continued progress on the Local Plan preparation.

#### **17. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS (Pages 15 - 16)**

- (a) To receive the attached report from the Council representative on the Royal Gunpowder Mills Ltd, Waltham Abbey and to receive answers to any

questions on that body which may be put without notice; and

- (b) To request written reports from representatives on joint arrangements and external organisations for future meetings.

## ***Report to the Council***

**Subject:** Planning Portfolio

**Portfolio Holder:** Councillor Richard Bassett

**Date:** 30 July 2013

---

**Recommending:**

**That the report of the Planning Portfolio Holder be noted.**

---

### **Local Plan**

Over the last few months we have all seen the issues various councils have been having with their local plan. This was reinforced recently when I attended the Royal Town and Planning Institute Conference for councillors. All of the councillors there agreed that it has proved very difficult to complete Local Plan process because of a range of issues. These range from difficulties setting population numbers to “duty to cooperate” as quite often it means duty to “agree”.

As previously stated a recent report by Daniel Lichfield only 15 out of 55 Local Plans had made it through the inspection and several of those are subject to early review. EFDC Forward Planning has been looking at why so many were failing and where things had gone wrong. EFDC want to get it right first time, because if we fail we would have to start again with all the costs involved. As above the areas of most concern to EFDC are population and duty to cooperate.

On demographics the Office for National Statistics (ONS) had published statistics that suggested high numbers of internal migration from London. We engaged Edge Analytics to look at the demographic figures, specifically for Epping Forest district using the latest figures released by ONS in April 2013. We asked them to produce a specific population and household forecast for EFDC. As part of this we were required to do some extra work on the economic trend led forecasts as those from ONS were very extreme and out of line with other trend led forecasts. For this we used a model based on past trend with an allowance against possible economic developments in the district which should make the numbers more reliable.

The Edge Analytics report is scheduled for completion at the end of July. It should be remembered that these forecasts will be without any mitigation of the numbers and also without any discussions on duty to cooperate which as you are aware is an area of concern. I will provide some more information once we have the report.

From this report we are planning a members Demographics workshop (most probable date 28<sup>th</sup> September). This workshop will include a detailed presentation from Edge Analytics plus details of the outcome of the SHMA (Strategic Housing Assessment) and a section where we will explain the requirement to meet objectively assessed housing need set out in the NPPF and why it is important. Hopefully we will have an update on the Gypsy and Traveller Accommodation Assessment (GTAA)

which is being undertaken by Essex. We also will get Alan Hall to present on the Housing Action Plan for the district which will look at housing policies and actions to meet the community needs for affordable housing

The last Local Development Scheme, (Local Plan Timetable), was formerly adopted by the Council in June 2012 and we have a new updated one being published at the July Cabinet. This set out the proposed programme for the preparation of the Epping Forest Local Plan which provides the framework for the future development of the district and includes strategic vision and policies for the period up to 2031.

At the Cabinet on 22 July we updated the Local Development Scheme (LDS) which was last done in June 2012. Since June 2012 the Council consulted on the issues and options 'community choices' consultation between July and October 2012. And have gained lots of information on what we need to do on "Duty to Cooperate", demographics plus many other issues, including staff changes and the fact we have three senior members of forward planning soon to go on maternity leave. As such the Forward planning team were targeted at a very detailed review of the LDS to ensure we totally understand what is outstanding and what resources are needed.

As such we have looked at detailed tasks, resources, skills and external pieces of evidence we require to complete our work, such as Transport Assessments. If anybody is interested I can provide them with a 7mb Excel spreadsheet to help with any insomnia!

Also we have lots of work involved on-going under the Duty to Cooperate and this all has taken time. There are ten other authorities that we border and as examples we are presently talking to Enfield/Broxbourne on Productive Landscapes, Harlow about developments around joint borders, Waltham Forest and Redbridge on Crossrail 2 consultations. We have recently received a Duty to Cooperate request from Brentwood where they are saying:-

*"Brentwood Borough Council considers that development need which cannot be accommodated within the Borough boundary could be sustainably located within neighbouring local authorities. It is the intention of this letter to request Epping Forest District Council to consider the extent to which they are able to meet Brentwood Borough Councils unmet housing need, and to establish other potential issues where the 'Duty to Co-operate' may apply."*

This is similar to the negotiations we need to have with Harlow and the other surrounding districts so as you can imagine we need to be strong in our position as we are a green belt district and already have identified we need to produce evidence that argues against some of the previous ONS projections.

We also will need to do further work and gain evidence in some areas and, as with the Transport Assessments, this is done by outside groups where we need timescales from them. It should also be noted that the National Planning Policy Framework has now gone past its initial transition period and it was noticed that there was not a large increase in developers trying to promote their schemes in our district. It is also a requirement that developers themselves are obliged under the "Duty to Cooperate" to work with residents and authorities.

As stated previously as well as a workshop on demographics we will be holding a workshop for members on the preferred options and again I will make sure group is well informed prior to those workshops.

From all this we have created a simplified timetable which meant that, with council sign off procedures we should be in a position to go to Preferred Options in late April 2014 timeframe. Therefore we are now looking to release the consultation in May 2014.

Following the comments on the timescales for the Issues and Options consultation we have allowed 14 weeks for the consultation and with this, and gauging a similar level of response to the Preferred Options, we estimate we should be in a position to submit pre-submission representations in April/May 2015 with a full submission in Oct/Nov 2015.

In saying this we will be working to get the Preferred Option documentation ready as soon as possible and if it does look like we have the opportunity to complete the preferred options consultation earlier we will discuss the matter further.

In parallel with we produced revised Budgets for the whole of the Local Plan process at the July Cabinet meeting. The last update on the Local Plan budget was presented to Local Plan Cabinet Committee in February 2013 and it is now possible to provide a further update for the entire 2012/13 financial year as we now have done the detailed project timetable and have details of all requirements. A total of £303,033 was spent from the budget during 2012/13, compared to the total amount available within the DDF of £610,000 for the financial year. However detailed budget analysis following the work on the detailed project review indicates that we need to revised the budgets for this year.

Some of the reasons for this are; the additional work has been commissioned on population and household forecasting. We also need to ensure funds are allocated for a number of studies and other work including:

- Level 2 Strategic Flood Risk Assessment;
- Strategic Housing Market Assessment update;
- Sustainability Appraisal support;
- Habitat Regulations Assessment work;
- District wide Transport Assessment (partial funding available);

Added to this will be an extension to the amount available for project management support, and extensions to temporary staff contracts. These amounts to an additional DDF bid for the project of £331,933.

A summary table is:

	2012/13	2013/14	2014/15	2015/16	2016/17	Total
Required budget (July 2013)	£303,033 (spent)	£416,768	£303,861	£331,771	£30,500	£1,385,933
Available budget (June 2012)	£620,000	£282,000	£152,000	-	-	£1,054,000
Existing budget re-profiled	£303,033 (spent)	£416,768	£303,861	£30,338	-	£1,054,000
<b>Additional funds required</b>	-	-	-	<b>£301,433</b>	<b>£30,500</b>	<b><u>£331,933</u></b>

There is also the need to provide cover whilst the three post holders are on maternity leave through 2013/14 and 2014/15. An additional amount of up to £51,937 could be required to allow for appropriate cover, should each of the post holders take a full year as maternity leave. This would be used alongside

the existing Directorate salary budget. However I am pleased to report that we have recruited a very experienced person to cover for Kassandra, Anna Cronnin. Anna is a very experienced Planner who has worked at very senior levels in several authorities. She also has the benefit of taking two LDF/Local Plans through to successful examination.

As you can appreciate this is a very complex and constantly changing project where we are trying to understand government/inspector requirements and also work with our neighbours to ensure we build a plan which is defensible and also protects this district and our residents. We do need to make hard decisions but we will make those decisions with the best information available. We need your support and if anyone has any questions or needs some more information either ring or email me and I will get back to you as soon as I can.

### **Royal Town and Planning Institute Annual Conference for Councillors - 4 July**

As mentioned above, I attended the RTPi Annual Conference for Councillors where I met with many councillors from districts in the East of England. We shared our issues with the NPPF and the problems with creating Local Plans. We received several excellent presentations and discussions on area which concerned us all.

These included:

- ***Planning Overview and Changes***
- ***Implementing the Community Infrastructure Levy***
- ***Helping the Public Understand Planning and Neighbourhood Planning***
- ***Overview of Planning Law Changes and the Duty to Co-operate for Local Authorities***
- ***A Neighbourhood Plan in Action – The Gain and Pain***

I am waiting for detailed write ups to be available but if any member has any questions please contact me.

### **Neighbourhood Plans**

The Government introduced Neighbourhood Planning as part of the Localism Act 2011, in order to enable town parish councils and neighbourhoods to actively participate in plan making. A Neighbourhood Development Plan (NDP), once it has passed a referendum, will be part of the statutory development plan and will need to be taken into account in the determination of planning applications. It can include housing and employment land allocations, policies and design statements and can be as simple or as complicated as the town/parish council chooses.

The NDP must meet certain conditions including compliance with the NPPF, the Council's Local Plan and therefore be thoroughly evidenced, as well as meet all the criteria set out in the relevant regulations. One of the duties the Council is obligated to pursue is the designation of a Neighbourhood Area, which includes seeking representations, once a town/parish Council submits a formal request for designation. The Neighbourhood Area boundary will cover the remit of the Neighbourhood Development Plan.

Under the Town and Country Planning Act 1990 (as amended), the Council has a statutory duty to advise and assist communities in the preparation of Neighbourhood Development Plans and orders and to take plans through a process of examination and referendum.

There is currently one Neighbourhood Area recommended for designation from Moreton, Bobbingworth and the Lavers, which will be discussed at the Cabinet meeting on 29 July. An officer in Forward Planning has been allocated the task of producing further guidance/signposting to existing guidance on Neighbourhood Planning for town and parish councils to be made available on the Council's website, and leading on Neighbourhood Planning as per our obligations outlined above. It needs to be noted however that should additional town/parish councils come forward with proposals to designate, additional officer resource will be sought so as to not undermine the delivery of the Council's Local Plan.

At the Local Councils' Liaison Meeting I did speak on the subject and pointed out the possible large costs involved to the local town and parish councils. Whilst EFDC is legally obliged to help with the process it was pointed out that it may be a better solution to look towards a "village design statement" or similar alternative. However with the timing of the Local Plan it is advisable for town and parishes to engage in the LP process and workshops to ensure their opinions are heard as any Neighbourhood Plan would need to have compliance with the NPPF and the Council's Local Plan.

This page is intentionally left blank



## ***Report to the Council***

**Committee: Cabinet**

**Date: 30 July 2013**

**Portfolio Holder: Councillor Richard Bassett**

---

### **SUPPLEMENTARY DISTRICT DEVELOPMENT FUND (DDF) ESTIMATES – LOCAL PLAN AND MATERNITY COVER**

#### **Recommending:**

- (1) That a supplementary District Development Fund estimate in the sum of £331,933 be approved for the Local Plan budget to cover:**
  - (a) further evidence base work;**
  - (b) extension of existing temporary staff contracts within the Forward Planning team; and**
  - (c) additional project management support;**
  
- (2) That a supplementary District Development Fund estimate in the sum of £51,937 be approved to allow for appropriate maternity cover for the three posts connected to the delivery of the Local Plan.**

---

#### **Introduction**

1. We are seeking additional DDF to secure continued progress on the Local Plan preparation process, and to ensure that sound and robust evidence is obtained to support the emerging document.

#### **2012/13 Financial Year – Total Spend**

2. A total of £303,033 was spent from the Local Plan budget during 2012/13, compared to the total amount available within the District Development Fund (DDF) of £620,000 for the financial year. To reflect the revised timescale for the preparation of the Local Plan the associated budget has been re-profiled.

#### **2013/14 Financial Year – Spend to 31 May 2013, Known Commitments and Additional Funds**

3. In the first two months of this financial year, £14,976 has been spent.
  
4. Existing commitments are in place, or funds are allocated for a number of studies and other work including:
  - (a) Level 2 Strategic Flood Risk Assessment;
  - (b) Strategic Housing Market Assessment update;
  - (c) Sustainability Appraisal support;

- (d) Habitat Regulations Assessment work; and
- (e) District wide Transport Assessment (partial funding available).

5. Due to additional pieces of evidence base work being required, it is necessary to seek an addition to the Local Plan DDF to ensure sufficient funds are available for these.

6. Population and household demographic information has been delivered by Edge Analytics, and was completed on an Essex-wide basis and also included a number of adjoining authorities from the surrounding counties. This has provided useful information, but concerns have been raised around the seemingly inflated projections for the district described in the 2010 sub-national population projections (particularly with regard to net internal migration). We also have concerns over the number of Local Plans which are failing at Examination in Public stage, due to challenges over population and growth figures. The Council must establish a position on population growth and housing which is defensible at Examination in Public, both against a higher target than is reasonable (which could damage environmental and other aspects of the district's character) and a lower target than is reasonable (which would risk the Plan being found unsound through non-compliance with the NPPF). We believe it is necessary, therefore, to obtain the most up to date assessment of future population growth in the district, which can then be balanced against other pertinent issues such as planning constraints and land availability.

7. Edge Analytics has been commissioned to prepare an additional set of population forecasts, and related household and housing forecasts, using detailed 2011 Census results, and newly released data comprising revised mid-year population estimates for the period 2001 to 2011 (ONS) and a new set of household projections (Department of Communities and Local Government (CLG)). Some of this work will look at population and housing changes at ward level between the two most recent Censuses as well. This additional work was not anticipated at the time the budget was last fully reviewed (June 2012), and we are requesting that a supplementary amount £46,400 added to the Local Plan DDF to allow for this work, and further forecasting work that may be needed.

8. The Strategic Land Availability Assessment (SLAA) was undertaken during 2012 but as a result of the Issues & Options consultation exercise, further sites and additional information have come forward which now need to be included within this study. We propose that consultants (Nathaniel Lichfield & Partners) undertake this work on behalf of the Council, and we are seeking a further £10,280 to cover this additional update.

9. We have established that further funding is also required for several other projects. The Gypsy and Traveller Accommodation Assessment needs to be updated to reflect new guidance published alongside the National Planning Policy Framework, to ensure that any new policies are drafted on the basis of the best available information. This project is being conducted across Essex, and is being led by Uttlesford District Council. The Essex Planning Officers' Association (EPOA) and the Essex Housing Officers' Group (EHOG) are to pay for the majority of this work from existing pooled funds, but a small additional contribution per local authority will be required. The entire cost of the project is £64,000, with £50,000 coming from EPOA/EHOG funds. The Council's contribution at this stage is £1,000, but further work by, and/or in support of, the consultants may be needed as Local Plan preparation progresses. We anticipated that this will not be more than an additional £4,000 (i.e. £5,000 in total).

10. Further work may be required to consider whether suitable sites may exist for additional glasshouse development across the District. An additional amount to commission consultants could be needed and we are seeking an additional sum of £10,000 for this work.

11. A consultant is currently working within Economic Development/Forward Planning to provide updated and detailed economic information for the District. Additional work will be needed to supplement this, and further input to an Economic Development Strategy will also be required. It is not clear whether the current consultant will undertake this work, and this decision is linked to the need for maternity cover for the Economic Development Officer detailed below. We estimate the cost of this further support to be £10,000.

12. The initial stage of Transport Assessment is currently underway. It has proven necessary to test a larger number of potential sites at this stage than originally anticipated, and therefore the cost of work at this point is greater. An initial estimate of £35,000 was set aside for this work. Essex County Council's costed brief now indicates this work will cost £59,000 for this stage alone. Some funding may become available from the County to contribute to the cost, but it is not yet clear how much this may amount to, although it has been made clear that most of the cost will fall to funding from EFDC. We are therefore seeking an additional £50,000 to cover this area of evidence work. In a similar vein, the Strategic Flood Risk Assessment (Level 2) has already been commissioned, but given the larger number of sites than originally anticipated, we are seeking an additional £3,500.

13. In recognition of some of the issues faced during the last round of consultation around design and distribution of information leaflets, we are of the opinion that any leaflets used for subsequent consultation exercises will need to be larger, and more detailed methods of distribution may need to be considered. As such we are seeking an additional £7,000 for each of the next two consultation periods (i.e. a total of £14,000). The number of public drop-in sessions held during the Community Choices consultation was doubled over that originally allowed for. Accordingly, an additional £1,500 is requested to ensure that sufficient funds are available for venue hire etc (i.e. an additional £3,000). An additional £25,000 per consultation period (a total of £50,000) is requested to allow external data entry to take place, in order that consultation responses can be processed and analysed quickly and efficiently. Taking account of all of the above, a further £67,000 is required across both forthcoming consultation periods to ensure appropriate resources are available for public engagement.

14. In recognition of the proposed extended timetable for the Local Plan we believe that the three temporary posts within the Forward Planning team need to be extended to 31 December 2015 to ensure the necessary staff resources are in place to deliver this new timetable. We are seeking an amount of £99,740 to cover the additional costs.

15. Fortismere Associates are currently working with the Forward Planning team to provide essential project management support. The existing contract extends to September 2013, and allows for a total spend of £72,000. As of the end of May 2013, only £4,861 remains available within the current contract. The committed funding has been used earlier than anticipated as Fortismere Associates have been required to provide additional support beyond their original brief. We are seeking an additional £20,000 to fulfil the last four months of the existing contract.

16. We are also requesting that funds be made available to extend the contract with Fortismere Associates to September 2014, to ensure their continued support in the delivery of the Local Plan. It is suggested that this is capped at a maximum of £5,000 per calendar month. Accordingly, an additional £60,000 is required.

17. In summary, the total amount required as a supplementary District Development Fund for the Local Plan budget at this stage is:

<b>Item</b>	<b>Amount</b>
Population/Household forecasting work	£46,400
Strategic Land Availability Assessment update	£10,280

Contribution to Gypsy & Traveller Accommodation Assessment	£5,000
Consideration of land for the Glasshouse Industry	£10,000
Economic Development support	£10,000
Transport Assessment	£50,000
Additional Strategic Flood Risk Assessment work	£3,500
Consultation arrangements and data entry	£67,000
Extension of contracts for temporary posts	£99,740
Fortismere Associates (existing contract to Sept 2013)	£20,000
Fortismere Associates (extend contract to Sept 2014)	£60,000
<b>Amount required</b>	<b>£381,920</b>
<b>Surplus amounts identified from agreed budget June 2012</b>	<b>-£49,987</b>
<b>TOTAL REQUIRED</b>	<b>£331,933</b>

18. As indicated earlier in this report it has been necessary to re-profile the Local Plan to indicate likely expenditure over the coming financial years. At this point in time based on the best available information we envisage the position as follows;

	2012/13	2013/14	2014/15	2015/16	2016/17	Total
Required budget (July 2013)	£303,033 (spent)	£416,768	£303,861	£331,771	£30,500	£1,385,933
Available budget (June 2012)	£620,000	£282,000	£152,000	-	-	£1,054,000
Existing budget re-profiled	£303,033 (spent)	£416,768	£303,861	£30,338	-	£1,054,000
<b>Additional funds required</b>	-	-	-	<b>£301,433</b>	<b>£30,500</b>	<b>£331,933</b>

### Maternity Cover Arrangements

19. It will be necessary to cover three posts within the Policy and Conservation section of Planning during 2013/14 - 2014/15, whilst the post holders take maternity leave. These posts are PPC01 (Assistant Director (Policy and Conservation)), PPC03 (Principal Planning Officer) and PPC07 (Economic Development Officer).

20. It is considered that the most appropriate option for PPC01 is to employ an Interim Assistant Director to undertake management of the Forward Planning functions, and preparation of the Local Plan from July 2013. The cost for this arrangement is estimated to be £97,200 for up to 12 months cover, on the basis of 3 days per week. The existing unused salary available can be put towards this amount (£51,473), and using £21,000 from other savings within the Directorate, this leaves £24,727 to be further agreed. The Interim Assistant Director will not perform a management role for the Conservation Team and the Trees and Landscape Team, and this role will be undertaken by the Assistant Director (Development Control). An honorarium payment of £5,000 per annum for the current post holder, paid monthly, is therefore requested for these additional responsibilities whilst they last.

21. The Principal Planning Officer (PPC03) is not due to commence maternity leave until late October/early November 2013, and the possible opportunities for filling this role during her absence have not yet been fully explored. Costs for external cover of this post are currently estimated on the basis of a 6 month initial fixed term contract at current salary rates (including on costs), with a rolling monthly contract thereafter for up to a further 6 months.

This would cost £21,965 for the initial 6 months, and £3,660 per month thereafter. The total cost of 1 year cover would therefore be £43,930. Existing salary available is £37,000, leaving a requirement for an additional £6,930.

22. The Economic Development Officer (PPC07) has commenced maternity leave. Arranging cover on the basis of the approach suggested above for the Principal Planning Officer, would result in costs of £19,140 for the initial 6 full time month fixed term contract, with an additional monthly amount of £3,190 being required. The total cost of 1 year cover for this post is £38,280. The current salary available for this post is £23,000 (reflecting the part time working arrangements of the existing post holder), resulting in an additional £15,280 being required to fill the post on a full time basis.

23. Some savings from the overall salary budget have been identified, and the table below summarises the position and the additional short term growth to the Continuing Services Budget (CSB) salary budget.

Item	Amount
<b>Budget cost</b>	
Assistant Director (Policy & Conservation) (PPC01) – maternity cover for up to 1 year from July 2013	£97,200
Principal Planning Officer (PPC03) – maternity cover for up to 1 year from November 2013	£43,930
Economic Development Officer (PPC07) – maternity cover for up to 1 year from June 2013	£38,280
Honorarium payment – Assistant Director (Development Control) (PDC01) for up to 1 year	£5,000
<b>Total costs</b>	<b>£184,410</b>
<b>Identified budget savings</b>	
Assistant Director (Policy & Conservation) (PPC01) – existing salary available	£51,473
Principal Planning Officer (PPC03) – existing salary available	£37,000
Economic Development Officer (PPC07) – existing salary available	£23,000
Identified savings from retirement of holder of post PBC/01	£21,000
<b>Total savings</b>	<b>£132,473</b>
<b>TOTAL DDF required for maternity cover (salary budget) required</b>	<b>£51,937</b>

### Summary

24. Preparation of the Local Plan is the key priority for the Council, and it is therefore important that sufficient resources are devoted to the process.

25. We recommend therefore that supplementary District Development Fund estimates in the sums of £331,933 for the Local Plan budget and £51,937 addition to the Planning Salary budget be approved.

This page is intentionally left blank

## **Waltham Abbey Royal Gunpowder Mills Company**

### **Report of Councillor Helen Kane**

As the council's appointed representative I attended a meeting on 20 July 2013 in the Walton House meeting room, Waltham Abbey at 9.30am which commenced at 9.30am.

There was a proposal for a new Trustee:

Mr Tony Crosby - Specialist in Industrial Archaeology and Heritage.

At 10.20am, the AGM took place in order to elect a new Chairman and Vice Chairman:

Mr John Bowles was re-elected as the Chairman

Mr Richard Wallace was re-elected as the Vice Chairman.

Under the articles of the Association the following Directors due to retire, being eligible to offer themselves for re-election were re-elected:

T. Goodwin

F Maclaine

T Miles.

The Chief Executive, Mr Andrew Coates, gave a full report, referring to the educational visits, which the Company hope to increase, although because of transport costs parents do not want to meet the travel fees and children are missing out on visits.

The bad weather has affected the area, this year, and the attendance has been poor but the Company is confident that this will improve. In his financial report, he showed that income had improved considering low visitor numbers and despite poor weather.

The café in the premises is very popular with all visitors, although the retail shop with souvenirs needs either re-location or new stock to improve sales.

The Chief Executive also referred to the number and the importance of volunteers working on the site.

The deer population has caused a lot of problems to the site – so a Deer Management Plan has been put in place.

The Trustees commented that the new signage is very informative and clear especially from the exit of the M25 junction to the site itself. It was decided to use the Olympic Games legacy and utilise the banner posts left behind for further marketing.

In general, the Waltham Abbey Royal Gunpowder Mills Company is a very popular and important heritage site, relying on volunteer activity and commitment, and is very well managed.

The date of the next meeting is Saturday 16 November 2013 at 11.00am in order to give plenty of travel time to people who do not live in the area and have to commute.

This page is intentionally left blank