

Supplementary Committee Agenda



**Epping Forest
District Council**

Cabinet Monday, 10th December, 2018

Place: Council Chamber - Civic Offices

Time: 7.00 pm

Democratic Services: A. Hendry (Democratic Services)
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12. CAPITAL REVIEW 2018/19-2022/23 (Pages 3 - 32)

To consider the attached report (C-027-2018/19). An incorrect version of the Capital Review report was published within the agenda for the meeting of the Cabinet. The correct version of the report is attached.

15. ANY OTHER BUSINESS (Pages 33 - 38)

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 24 of the Council Procedure Rules contained in the Constitution requires that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

(a) Local Plan Cabinet Committee

(Planning Services Portfolio Holder) To consider the minutes of the meeting of the Local Plan Cabinet Committee held on 22 November 2018 and any recommendations arising therefrom.

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Report to the Cabinet

Report reference: C-027-2018/19

Date of meeting: 10 December
2018



**Epping Forest
District Council**

Portfolio: Business Support Services (Councillor G. Mohindra)

Subject: Capital Review 2018/19-2022/23

Responsible Officer: J. Whittaker (01992 564603)

Democratic Services: A. Hendry (01992 564246)

Recommendations/Decisions Required:

- (1) That the latest five-year forecast of capital receipts be noted;**
- (2) That the forecast application of usable capital receipts shown in the report, be approved;**
- (3) That borrowing of an estimated £8,227,000, necessary to support the General Fund Capital Programme, be noted;**
- (4) That the following amendments to the Capital Programme be recommended to Council to approve:**
 - (a) supplementary capital estimates of £56,000 for works to investment properties and £23,000 for the Shopping Park letting fees in 2018/19;**
 - (b) the inclusion of a supplementary capital estimate of £140,000 for works to let the units at the Landmark Building in 2018/19 and £70,000 for the installation of a new sub-station at North Weald Airfield, pending Cabinet report submission and approval;**
 - (c) additional allocations of £603,000 relating to the updated five-year planned facility management programme in 2021/22;**
 - (d) the inclusion of Capital allocations of £1,706,000, including recommendation (b), and £323,000 into 2018/19 and 2019/20 respectively as approved by appropriate delegations;**
 - (e) savings and reductions totalling £53,000 in 2018/19 and £10,000 in 2019/20 for General Fund projects as identified in the report;**
 - (f) virements relating to the Accommodation Project, pending approval, of £25,000 in 2018/19 and £400,000 in 2019/20 to be taken from on-hold planned maintenance budgets;**
 - (g) further virements in 2018/19 of £25,000 and £206,000 in 2019/20 within the General Fund and a transfer of a £33,000 potential saving within the car parking schemes;**
 - (h) additional allocations, savings, reductions and virements in respect of the Council's housebuilding programme and other HRA capital schemes as identified in the report; and**

- (i) carry forwards totalling £2,294,000 and £7,473,000 from 2018/19 to future years for General Fund and HRA capital schemes respectively, as outlined in the report and Resources Implications table.

Executive Summary:

This report sets out the Council's Capital Programme for the five-year period 2018/19 to 2022/23. It includes the forecast capital investment in Council owned assets; estimates of capital loans to be made for private housing initiatives; and projected levels of revenue expenditure funded from capital under statute. The Capital Programme has been prepared by updating the programme approved in February 2018, amended for any slippage and re-phasing approved in June 2018, as well as new schemes and allocations proposed by Cabinet since then. The allocations included in 2018/19 and 2019/20 represent proposed sums for capital schemes which the Council is committed to deliver. Allocations given for the years 2020/21 to 2022/23 represent forecast sums as a guide to future capital investment and the schemes to which they relate will require Cabinet approval before going ahead. The projects already approved within the Capital Programme have been reviewed and spending control officers have reassessed estimated final costs and the phasing of expenditure profiles for each scheme as part of the Capital Review. Recommendations have been made to make amendments as appropriate.

The Council's overall programme of capital expenditure is summarised for each new Directorate based on the current management structure implemented by the Council in September 2018. The summary in Appendix 1 shows forecast investments of £95,432,000 in Council-owned assets over the five-year period under consideration. Details of individual schemes or groups of projects are shown at Appendix 2 for the General Fund Capital Programme and an analysis of works into specific categories is shown at Appendix 3 for the Housing Revenue Account (HRA) Capital Programme. Appendix 1 also shows the Council's forecast to finance capital loans of £690,000 and planned expenditure of £1,032,000 which is classified as revenue expenditure but which can be financed from capital resources, over the five-year period. Analyses of these figures are given in Appendices 4 and 5 respectively.

With regard to funding the Capital Programme, the report sets out proposed sources of finance over the five-year period from 2018/19 to 2022/23 in the lower section of Appendix 1, based on maximising the funding available to finance each scheme. The report identifies estimated external funding from grants and private sources of £480,000, and it proposes that capital receipts of an estimated £18,661,000 and direct revenue funding of an estimated £69,786,000 be applied to finance the Capital Programme over the next five years. It is forecast that borrowing of an estimated £8,227,000 will be necessary to support the Council's investments in new developments within the General Fund. The estimated level of capital resources available now and in the future, are given in Appendix 6. In summary, the balance of capital receipts is expected to increase from zero as at 1 April 2018 to £3,949,000 by 31 March 2023 and the balance on the Major Repairs Fund is expected to decrease from £11,693,000 as at 1 April 2018 to £558,000 by 31 March 2023.

Reasons for Proposed Decision:

The Capital Programme presented in the appendices is based on decisions already proposed by the Cabinet. The expenditure profiles suggested are based on Member agreed timescales and practical considerations. The decisions proposed are intended to make the best use of the capital resources currently available and forecast to become available for capital schemes to 2022/23.

Other Options for Action:

Revenue balances will be used to support the Capital Programme initially and current forecasts suggests that in 2019/20 external borrowing will be required. The revenue consequence of reducing the level of capital and revenue balances over the next five years is to reduce investment income. At the same time external borrowing would result in increased

revenue costs in the form of interest charges and minimum revenue provision charges. Members may choose to reduce the General Fund and/or Housing Revenue Account Capital Programmes by re-considering the inclusion of some new schemes or re-assess the inclusion of some existing schemes.

With regard to financing the General Fund and HRA Capital Programmes, there are a number of options available. The proposal put forward sets the level of direct revenue funding at high levels in order to reduce the need for external borrowing. However, these contributions could be reduced by increasing the levels of external borrowing. This option has been rejected because the revenue contributions suggested in this report are affordable within the General Fund and HRA, according to current predictions, and the cost of increased borrowing would ultimately result in higher revenue costs.

Report:

On the 10th September 2018 the Council adopted a new management structure to reflect the Common Operating Model; subsequently the previous four directorates have been split across eight new service groupings. The Capital Review 2018/19 to 2022/23 is the first report within the Capital Programme that reflects this new structure.

Business Support Services

1. The ICT schemes have now been split between general ICT schemes and schemes specific to the ICT strategy implementation. The general ICT projects category is used to maintain current infrastructure, improve business continuity within the Council and allow staff to fully utilise the benefits available from the ICT systems. This section will be completed by the end of 2018/19, with the only remaining scheme, relating to the upgrade of the Northgate Aspire Mobile Working, being implemented by March 31st 2019. This upgrade will help support the delivery of efficient and effective services including the ability to process live food hygiene reports around the District's restaurants.

2. The schemes within the ICT strategy, which represent the Council's vision of transformation and home working solutions, have continued to progress throughout the year but many schemes have faced delays and questions over their viability. The rollout of new laptops is almost complete with 399 of 408 laptops purchased, and a further 10 high specification laptops currently being ordered. A cost within this project amounting to £21,000 to extend warranty of the equipment does not meet the criteria to be recognised as capital expenditure; this cost has therefore been transferred to the appropriate revenue accounts. The replacement of the current sundry debtors system has been delayed due to the uncertainty surrounding the restructure, whilst the schemes to upgrade the uninterrupted power supply and the procurement of desktop equipment at Oakwood Hill depot to accommodate the Housing Assets team, will not now be completed until 2019/20 after the move was delayed. The accommodation review has had implications for the rollout of ICT projects previously planned in the ICT Strategy. In order to be prudent and avoid expenditure which in the long term may not be necessary, some projects anticipated to take place during this financial year, have been deferred to 2019/20, pending a review. Many of those schemes may still be deemed necessary, but their feasibility will depend on other projects coming to fruition and the details of the accommodation review. In financial terms, it will be recommended that Members approve a carry forward of £139,000 into the next financial year in order to assess whether these projects are still necessary or viable; whilst a further £81,000 will be carried forward due to various delays detailed above. ICT team will submit a report in February 2019 detailing their findings after analysing the viability of the schemes identified above.

3. In summary, it is requested that Members note a reduction of £21,000 from the Capital Programme, which will subsequently need to be reclassified as revenue expenditure. Members are also requested to approve a carry forward amounting to £220,000 into the 2019/20 financial year; £139,000 of this carry forward is pending a viability review.

4. The construction of the Shopping Park was completed in June 2017. Since the beginning of the financial year, the three remaining units have been let to Mountain Warehouse, Boots and Home Bargains. Boots were the last of the twelve units to become operational when they opened to the public on the 31st October 2018. The 2018/19 allocation agreed by Members relates to outstanding costs including letting agents' fees, legal costs for the production of heads of terms, capital payments to tenants and variations in the final account, some of which have already been paid. There have been additional costs to install an attenuation tank close to the units after it was discovered that some of the drains were blocked or had collapsed, in addition to repairs to the roof of the amenity block and other necessary remedial works which will continue to progress throughout the defect period; most of these additional costs are likely to be recovered from the retention. Overall, it is anticipated that the budget will be overspent by about £23,000, mostly due to professional fees relating to letting the remaining three units.

5. The existing Waltham Abbey Swimming Pool (WASP) will close in November 2018 when the new Waltham Abbey Leisure Centre opens in Hill House. As freeholders of the land at the Roundhills site, the Council is currently considering the future use of the site including a proposal for residential accommodation. Whilst the Council is conducting consultations to remove the Leisure Centre trust status of the land, the existing swimming pool needs to be demolished in order to make way for the new development and reduce holding costs in the meantime. The Asset Management and Economic Development Portfolio submitted a report to Cabinet in October requesting a supplementary capital estimate in the sum of £275,000 for the preparation of the outline planning application and the demolition of the swimming pool. This request is now included within the Capital Programme. Essex Housing has been instructed to be on site in mid-November to put in place hoarding and security, whilst the demolition works are expected to start towards the end of November with an eight-week lead time.

6. The Council entered into a 153-year lease with a private developer, Higgins, to provide a mixed-use development of retail and food and drink units on the ground floor with sixty-four residential units over the six floors above on the former Sir Winston Churchill Public House site, referred to in this report as the Landmark Building site. The five investment units on the ground floor have now been handed over and the Council is incurring costs to modify the units and let them to potential tenants. Currently, one unit has been let with another being close to signing. Expenditure of £56,000 has been incurred at the time this report was submitted primarily relating to legal fees for tenant leases, surveying works and building separation walls between the units; however, it is estimated that the costs to let the remaining units, in addition to the creation of a bin store and building pillars for the unit entrances will mean the schemes costs will rise to around £140,000. A report seeking the necessary additional budget is included on this agenda and is included within the Capital Programme.

7. After planning permission was refused for the extension of the North Weald 240 Building to accommodate a vehicle compound, it has been proposed that this money is used for the installation of an automated gate at the Airfield after safety concerns were expressed. This installation will cost around £16,000, with the deficit in the budget of £4,000 being funded from a revenue contribution; it will provide a more effective deterrent to trespassing after staff discovered unauthorised access by children; the gate will be in place by the end of the financial year.

8. In summary, Members are requested to approve the increase of £23,000 relating to the additional costs of letting the remaining units at the Retail Park and, pending the approval of additional costs at the Landmark Building, note the supplementary expenditure of £419,000 for schemes previously approved within this category.

Community and Partnership Services

9. Progress has been made on three CCTV schemes planned for implementation within the financial year. After facing lengthy delays due to the complexity of the designs, planning permission was granted in August for the replacement and extension of the current nine

camera system along Epping High Street which will provide an additional twenty-one cameras to previously unseen zones. The invitation to tender is scheduled for November and incorporates a strategy to decrease the current street furniture by amalgamating the CCTV columns with road signs. Although preliminary works will be completed by the end of the year, the commissioning date for this system is likely to slip into the 2019/20 financial year along with the majority of the scheme's budget, totalling £35,000. A contingency budget is held for cameras that are replaced during the year due to cameras being damaged or failing. These 'ad hoc' replacements have reduced in the year and have led to an underspend of £10,000 on the full year budget; it is recommended that £10,000 of this underspend is carried forward to fund cameras that fail in the next financial year. A supplementary allocation of £14,000 was agreed in October as part of the Leisure Management Contract Finance to install a new CCTV system to cover the Hill House Leisure Centre and car parking area. Works along the Hill House shopping parade and estate will commence now the Leisure Centre is completed and are scheduled to be commissioned by the end of the financial year; approximately a third of the CCTV cameras will cover the local housing estate and will be charged to the HRA. The remaining allocation for the current CCTV strategy ends in 2019/20; therefore, the Community and Partnership Service team are currently looking to produce a new strategy to manage the increasing demand for CCTV coverage across the District.

10. The installation of CCTV cameras around the Council's car parks is currently running simultaneously with the LED lighting scheme (see Contract and Technical Services). The new system at Quaker Lane car park was commissioned in August at a final cost of £13,600. However, the remaining three systems within the original car park specification at High Beach, Smarts Lane and The Drive have been delayed due to the procurement difficulties with the installation the LED lighting and are likely to be carried forward into the next financial year. A report was submitted to Cabinet from the Safer, Greener and Transport portfolio in November identifying a further five car parks for new or replacement systems which is likely to cost in the region of £23,000 and has been phased to coincide with planned works within the 2018/19 (£10,000) and 2019/20 (£13,000) budget.

11. In summary, Members are requested to approve a combined carry forward of £77,000 into the 2019/20 financial year to undertake the installations of CCTV systems around the District and to the Council's car parks. In addition to this Members are requested to note the inclusion of £24,000 in the 2018/19 financial year and £13,000 in the 2019/20 financial year relating to previously proposed bids to the Leisure Centre and Council's additional car park installations.

Contract and Technical Services

12. In December 2014, the Council adopted a new Leisure and Cultural Strategy, which identified future need and the role that the District Council should play in the provision of opportunities for people to lead healthier lives, contribute to community wellbeing and provide social cohesion. At that time, leisure provision by the District Council primarily focused on four Sports/Leisure Centres at Ongar, Epping, Waltham Abbey and Loughton. The Council decided to replace the Waltham Abbey swimming pool, which had exceeded its design life. A project team involving representatives from the District Council, Essex County Council and NHS England developed designs for a new community hub, comprising of a new leisure centre, health centre and independent living scheme for the elderly at Hill House. The facility specification included eighty-station gym area & work out studios, a six-lane x 25m main pool and teaching pool and a community room (including a café and pooling viewing area). The contract commencement date was 17th July 2017 with a contract period of seventy weeks. The building works at the new centre is on schedule to open on the 20th November 2018, despite lost days due to severe winter weather, utility supplier issues and changes to the original specifications. The additional works and changes to the specification, including the construction of a steam room and sauna, improvement works in the public realm, electric vehicle charging points, digital marketing screens and enhanced CCTV coverage (see Community and Partnership Services), has caused costs to increase. Whilst part of the costs have been covered by compensatory savings, Members agreed at Cabinet in October the need for a supplementary estimate of £148,000 to cover these changes and other unforeseen expenses; this sum has been included within the Capital Programme revised figures for

2018/19 split between Community and Partnership Services (£14,000) and Contract and Technical Services (£134,000). The development of the old Waltham Abbey Swimming Pool is reported in the Commercial and Regulatory Services section.

13. As part of the new Leisure and Cultural Strategy, improvement works to Epping Sports Centre (ESC), Ongar and Loughton Leisure Centres (LLC) were also approved by Members. Improvement works to the LLC commenced on 19th January 2018 and included developing a brand new two-storey, 150-station gym area; renovating the changing village; demolishing the crèche area “Octagon” building; re-designing the original gym into two studios, and re-designing the reception and customer viewing areas. Works commenced on 12th February 2018 with the demolition of the “Octagon” building. The refurbishment to the changing village started on 23rd April and took approximately sixteen weeks to complete. The scope of the work to the changing village included more family changing cubicles, new lockers, better disabled facilities, new LED lighting and a new-and-improved shower area. Although minor snagging issues are currently being rectified, the refurbished centre re-opened to the public on the 16th August 2018. The planned works within the original scope at LLC progressed according to schedule and are expected to ultimately show a saving of £125,000 on the contract, however additional costs from works outside the original specification amounting to £53,000 arose, including additional security measures to combat a rise in criminal incidents and an air conditioning upgrade. Members agreed to a report from the Leisure and Community Services Portfolio submitted to Cabinet detailing these costs with a recommendation that the net effect of this (£72,000) is reduced from the current budget at LLC and transferred to cover the additional costs relating to ESC as indicated later in this section.

14. The works to renovate the Epping Sports Centre, including the conversion of two squash courts into a movement studio, the extension of the fitness suite, and the changing room refurbishment is now complete with only minor remedial works outstanding. A survey indicated worse-than-expected deterioration of the sports centre where extra works, outside the original specification of the project, were necessary. This has caused increased costs amounting to £218,000, of which £93,000 has already been agreed by Members to be supplemented from savings at the Ongar Leisure Centre. Members approved the recommendation from the Leisure and Community Services portfolio to cover the outstanding costs amounting to £125,000, supplemented from savings from LLC, whilst a further allocation of £24,000 was approved for works relating to a new fire alarm system and replacement flooring in the sports hall and gym area which was outside the original scope of works. Places for People has reported that Epping Sports Centre has a limited life expectancy with significant cracks in the walls of the sports hall which continue to be a concern with further structural movement and damage likely with heavy winter rainfall; the Council is currently assessing the viability of new Leisure Centre facilities on the site at St John’s Road to combat these issues.

15. Epping Forest District Council purchased the former Junior School site St John’s and assessed the potential sale or redevelopment options for the site in Epping. Despite an extensive period of negotiation, it was not possible to conclude a mutually agreeable sale of the site. In order to mitigate considerable costs in monitoring the security of the vacant site, and on the assumption that the site will still be developed for an alternative scheme, Members agreed to a supplementary capital allocation of £475,000 for hoarding of the site, specialist site investigation surveys, consultancy, planning applications and the demolition of the currently unoccupied buildings. It is expected that a report will be submitted to Cabinet in the New Year which will show estimates of the development of a Leisure Centre site; the Capital Programme will be updated to reflect these figures for presentation at Full Council.

16. In November, Cabinet agreed to invest £240,000 in the Council owned purpose-built gymnastics centre at North Weald Airfield, to cover the costs of essential building works and repairs, and the purchase of new gymnastics apparatus. This investment was agreed in order to enable the facility to be fully utilised as a beginner through to development level centre of excellence; and was in part needed due to the lack of investment and commitment to developing gymnastics by the current tenant, who has now been given notice to vacate the building when the current lease ends on 31st December 2018. Although it is planned for the

internal and external building repairs to commence as soon as the tenant has vacated the gymnasium, Officers will be seeking a new tenant via expressions of interest, with a view to them taking up a new lease in April 2019, to enable these works to be undertaken. Therefore, purchase and installation of the new apparatus will not happen until the next financial year. Therefore, the approved bid will be phased accordingly into the 2018/19 (£90,000) and 2019/20 (£150,000) financial year.

17. The Council has entered into a Section 106 agreement to provide compensatory facilities as the development of the new Leisure Centre and Independent Living Scheme at Hill House will mean a loss of sports pitches within the area. The preliminary strategy has identified the improvement of pitches at Town Mead as a suitable option meeting statutory requirements and it is hoped that the works will take place in the current financial year. Members should be aware that an error to the budget has come to light and, to rectify this, the Capital Programme has been increased by £7,000 to show the approved budget that was agreed.

18. The Grounds Maintenance team have had the delivery of the six-new ride-on mowers to replace an ageing fleet that was traded in for £26,500. The remaining budget has been earmarked to purchase a new truck before the end of the financial year at an anticipated cost of £32,000, whilst the remaining £17,000 budget will be requested to be carried forward into the next financial year. During the previous financial year, the Flood Alleviation team had an additional budget allocation approved after there was an unexpected failure of the main control unit and pumps at Bobbingworth Tip. The labour and equipment costs relating to the rectification works are expected to be covered by the £19,000 budget.

19. Across the District there are twenty Council-owned car parks which are being upgraded to include LED lighting; the scheme is running simultaneously with the CCTV car park scheme (see Community and Partnership Services). Last year Cornmill, Darby Drive and Traps Hill were all completed followed by Quakers Lane car park this financial year. However, the scheme has encountered delays in delivering LED lighting to the remaining car parks as no contractor can be found who will both source and supply the LED equipment and carry out the installations. To rectify the situation, Members approved an additional capital estimate of £100,000 submitted by the Safer, Greener and Transport Portfolio holder in November to appoint a consultant who will see the project through to fruition. Although the allocation was approved, it is expected that the Council's procurement rules will delay the start of the next phase of works and therefore it is requested that the remaining allocation in 2018/19 of £86,000 will be carried forward into the 2019/20 year and combined with the approved allocation. At the Oakwood Hill car park, the land owned by EFDC was identified, fenced off and all works completed. The additional bays that were planned on land deemed not to be owned by the Council have not been constructed and therefore the unspent budget of £33,000 will be available for consideration by Members. Two separate planning applications have been submitted to start works to extend the Vere Road car park by a total of forty-one parking bays. The first application to demolish a small enclosed area of the car park and construct eleven bays has been granted, whilst the second application relating to the remaining thirty spaces is still pending. If approved, twenty-two garages will be demolished in order to construct these bays. Within the original specification only the thirty spaces were identified and therefore the works for the additional eleven bays have not been budgeted for; the need for additional resources here is coupled with the increased costs likely to occur if asbestos is found to be present in the garage buildings. It is requested that the savings identified within the Oakwood Hill car park scheme are transferred to cover any additional costs arising at Vere Road; whilst £63,000 of the combined budget is carried forward into 2018/19 to coincide with the schedule of works. Within the report submitted in November to Cabinet, Members also agreed to capital estimate of £60,000 for the installation of electric charging points around the Council's car parks subject to the outcome of the ongoing feasibility study. This estimate was based on the worst-case scenario that the Council would obtain no grant funding for any installations within the car parks from Essex County Council who are currently leading on a County wide initiative for the installation of charging points; the budget has been placed in the 2019/20 financial year to match a realistic time scale for these works to commence.

20. In summary, Members are asked to approve all recommendations within the Contract and Technical Services including the carry forward of £166,000 into the 2019/20 financial year, and the transfer of £33,000 within the car parking schemes to cover costs outside the original scope at Vere Road. Members should also note the increases relating to approved allocations phasing across 2018/19 (£783,000) and 2019/20 (£310,000).

Governance and Member Services

21. Members approved a small sum to be carried forward from the 2017/18 financial year following a stage two study to complete an Outline Business Case (OBC) of the Civic Offices. The Civic Offices were awarded Grade II Listed Building status on 18 December 2017 and resulted in the need to revise the OBC in order to ensure the adaptations proposed for the building are sensitive, protect the character of the building, and would therefore gain Listed Building Consent from Historic England. Further work is now required to update the OBC. A portfolio holder decision was signed on 8 May 2018 to vary the contract with Pricewaterhouse Coopers at a quoted cost of £72,000. The budget intended, however, has been classified as revenue expenditure and therefore the element of the budget that is present within the Capital Programme (£11,000) should be withdrawn and transferred into the appropriate revenue budget. As no budgets relating to Governance and Member Services are now present within the Capital Programme the section has been removed from the financial appendices.

Housing and Property Services

22. The refurbishment and extension of the Town Mead Depot needs to be fully operational by December 2018 to provide accommodation for staff moving from Pyrles Lane, which is currently being sold for housing development (see Capital Financing section). The scope of the works has changed during the planning of the scheme due to the original plans, of building a shed to store the Nursery equipment, proving too expensive. The depot has also been subject to an internal health and safety audit which has raised a number of issues which require compliance before the premises can be utilised. Although the scheme has faced multiple delays, with the latest being unexpected planning applications needing to be submitted, the most pressing issues raised from the audit, including fencing, CCTV and drainage works, have already been resolved. All remaining issues will be dealt with during the refurbishment of the depot.

23. The improvement works to the investment property at 16 The Broadway, which included putting a waterproof liquid membrane over the existing felt, was completed early in the financial year; whilst the replacement of gutters and drainage to units at Oakwood Hill will commence later in the year. On the 13th November, the Asset Management and Economic Development Portfolio Holder agreed a supplementary allocation of £70,000 to install a new sub-station at North Weald Airfield. This decision was made after a new twenty-five-year lease was signed with the National Police Air Service (NPAS) and Essex & Herts Air Ambulance; the Council are obliged, under the lease, to provide a new sub-station to supply electricity to their premises however, both NPAS and Essex & Herts Air Ambulance have agreed to pay for one-third each of the total costs. The total cost of the sub-station is expected to be £70,000 with the Council expecting to recoup just under £47,000 from the contributions. The remaining budget within this category is a provision for costs where investment properties share common roofing with housing units; these works are carried out by the Housing Assets team and then recharged to the General Fund. It is estimated that the General Fund element of these works will be in region of £81,000 if all planned works progress as anticipated; therefore, Members are asked to supplement the current budget of £25,000 with an additional £56,000 to cover this recharge. It is expected that after the works in 2018/19 are completed, the future year works will be reduced with the rolling allocation of £25,000 being sufficient to cover these recharges. A budget virement of £25,000 for works to replace the gutters and downpipes at units located in Oakwood Hill has been transferred into the works on investment property category with £15,000 of this allocation being requested to be carried forward to coincide with the phasing of the work in next two financial years. A further transfer of £206,000 for roofing works at Limes Farm shops in 2019/20 into this category is requested to add further clarity and performance monitoring for works to the Council's investment properties.

24. There are various schemes for planned maintenance taking place this financial year across the Council's assets that do not fall under the Accommodation Review. The Council has responded to the need for accommodating electric vehicles by installing two charging points in the Civic Office car park. At Homefield House, works to convert the former VAEF location into meeting rooms, training rooms and offices are now finished with the installation of a fire alarm system, rewiring and fibre connections all completed and the property is now operational. Replacement windows at the North Weald Gatehouse have been installed, the project to re-roof and refurbish chimneys and stacks at Waltham Abbey Museum has progressed well despite presenting challenges relating to asbestos and the listing of the property. It is anticipated the works at the Museum will be commissioned in early November with the contract price £21,000 less than forecasted; this amount has been offered as a saving to compensate part of the increased recharge to the works on industrial units. The replacement of distribution boards and part works of the energy efficiency and trend building services have slipped due to a mixture of staff capacity and supplier issues and therefore Members are requested to approve a carry forward of £30,000 into the 2019/20 financial year.

25. Many of the schemes in the planned maintenance programme relating to the Civic Offices have been placed on hold pending the outcome of the Accommodation Review, with expenditure limited to only minor design works. It should be recognised that deferring some of these projects for a long length of time increases the risk of failure. Works to the electrical bypass panels, scheduled for the 2019/20 financial year, has been reclassified as revenue expenditure and therefore the associated budget of £10,000 should be reduced from the Capital Programme and placed within the associated revenue budget. A report within this agenda relating to the Accommodation Project is requesting a virement of £425,000, phased £25,000 in 2018/19 and £400,000 in 2019/20, from the on-hold facilities management budget; this is discussed later within this section of the Capital Review document. For the purposes of the Capital Review, this virement has been included, pending approval from Members, whilst the remaining on-hold schemes in the current financial year, budgeted at £1,171,000 is requested to be carried forward to 2019/20.

26. The last five-year facilities management programme was approved in 2015/16 running until the 2020/21. Although further reports have been submitted to various committees to show the progress and new works needed within the programme, the 2015/16 report has not officially been superseded. As the Accommodation Review is progressing to detailed feasibility stages and decisions over the future accommodation of staff at the Civic Offices are being extensively reviewed, it is requested that the most up-to-date five-year programme, running from 2017/18 to 2021/22, is presented within the Capital Programme. This will allow the Management Board, in conjunction with Members, to have the most accurate data available to them when making the decisions over the Council's short, medium and long-term future. The forecast figures have now been replicated in the Capital Programme and shows the following movements: a carry forward of £50,000 from the on-hold planned maintenance budget from 2020/21 to 2021/22; and an additional allocation of £603,000 has now been included in 2021/22 split £407,000, £171,000 and £25,000 for active maintenance, on-hold maintenance and works on industrial units respectively. The programme for the financial year 2022/23 has not currently been produced and will form part of the next five-year programme.

27. A report has been submitted within this agenda relating to the Accommodation Project. Within this report, Cabinet is requested to approve a mix of alternative uses for the current Civic Offices and to proceed to full design and build specifications for proposed new offices at North Weald. An allocation of £425,000, phased £25,000 within the 2018/19 financial year and £400,000 in 2019/20, has been included within this report, pending Members' approval for professional services and programme resource to deliver year one of the project. This allocation will be met from existing budgets within the on-hold facilities management programme; further costs will be estimated after the consultations have occurred and will form part of the Capital Programme, presented at Full Council in February 2019, if agreed by Members.

28. The off-street parking schemes undertaken on Council-owned land are jointly funded between the HRA and General Fund. The scheme is currently under review pending a viability report; more information is provided within the Garages and Environmental Improvements section in the Housing Revenue Account report. No further works will commence within this financial year and therefore a carry forward amounting to £403,000 into the 2019/20 financial year is requested.

29. In summary, Members are requested to approve the following movements within the Housing and Property Services grouping: 2018/19 - a £50,000 virement within the Service, a net increased supplementary allocation of £105,000 and a carry forward of £1,619,000 into the 2019/20 financial year. 2019/20 – a £606,000 virement within the Service and a reduction of £10,000. 2020/21 – a carry forward of £50,000 into the 2021/22 financial year. 2021/22 - an additional capital estimate of £603,000.

Housing Revenue Account

30. The Council took possession of twenty-three properties across four sites in Waltham Abbey in November 2017; these properties are currently in the defects liability period lasting two years. During the last quarter, the Council received a payment of £66,000 from Broadway Construction's administrators after the company went into liquidation; this income will be used to offset the £34,000 increase in expenditure after being issued with an interim certificate of the final account from P.A Finlay. This gives a total saving on the approved budget of £32,000.

31. Phase 2 of the Housebuilding Programme achieved planning permission in September 2015 for fifty-one new affordable homes at Burton Road Loughton; Mullaney & Co Ltd were awarded the contract and commenced works in July 2016. The contractor forecasted a delay of twenty-three weeks due to ground contamination early in the scheme, with a further twenty-week delay granted in June 2018; Members approved increases to the anticipated outturn to £11,728,000 for these additional works and delays. On the 17th August an equipment failure led to hot tar overheating and catching fire; the fire began on the third-floor roof of the four-story block of nineteen apartments before spreading and was contained in the third and fourth story. The site was still being constructed and none of the units had tenants living in them. The main damage was to the windows and doors of the third and fourth stories, none of the utility installations had any damage to them. The Housebuilding Development team reported to Members that there would be no further delay to the seventeen town houses and the block of fifteen apartments, which should continue to be completed in January 2019. However, the block of nineteen apartments with fire damage will fall behind schedule and is likely to be ready for handover in July 2019. The liability of this damage lies with the contractor and the Council is not expecting any further costs relating to this damage. In financial terms, the phasing of the budget has been adjusted to coincide with the delays listed within the paragraph and require approval to carry forward £323,000 into the 2019/20 financial year in addition of a Capital estimate of £152,000 to be added into 2019/20 to cover costs to the scheme that are currently not approved.

32. Phase 3 of the housebuilding programme has seen progress on all sites although there have been many delays and increased costs. The properties at Bluemans End and London Road were both completed in March 2018 providing five affordable housing units: London Road had increased costs amounting to £17,000 due to the additional works, including additional fencing and landscaping works, and a provision of a photovoltaic system to assist in the heating of water; and the scheme at Bluemans End is expected to exceed the 2018/19 allocation by £52,000. Four properties have been handed over from the site at Parklands, whilst each of the sites at Centre Avenue, Centre Drive and Springfields have had extensions of time certificate granted for their respective works. Queens Road and Stewards Green have both faced ground contamination issues due to asbestos forming part of the hard core in the soil. Although the properties have been completed at Stewards Green Road, the contamination may lead to the landscape surrounding the properties needing to be lifted. The Council assessed the options available to reinstate the ground and finalise the works at Queens Road, which included the possibility of re-tendering or negotiating an increased contract sum with the contractor, however the properties and costs to re-tender were deemed

too high and therefore a compromised sum was agreed with the current contractor at an additional cost to the Council of £125,000. In total Members are requested to approve a total increase to the various schemes within the phase of £560,000 to be phased over 2018/19 and 2019/20 in addition to a carry forward sum of £765,000 for works at Queens Road.

Following the decision to terminate the contract with East Thames after four years as the Council's Development Agent, a new approach has been developed to deliver phases 4 to 6 of the housebuilding programme, which will provide a more efficient service and de-risk some of the aspects of the programme that have so far resulted in additional costs across schemes that are on site. Although pre-construction works will begin before the end of the calendar year, the start on site dates for some schemes are between June and October 2019 with 18 to 24-month construction periods. Although Epping Forest made bids to Homes England for additional HRA borrowing, the Government has subsequently abolished the HRA borrowing cap completely with immediate effect and, following consultation with local authorities and representative bodies, has now issued a determination that has revoked the previous determinations specifying local authority limits on indebtedness. The process of bidding for the extra borrowing was helpful, however, as it allowed officers to re-categorise the schemes based on timing of works rather than geographical location. In addition to this, the phasing of the budget, and the exclusion of twelve sites from the Capital Programme currently without planning permission, has seen significant movements across the financial years. These twelve sites, and the relevant allocations, are requested to be removed from the programme pending the outcome of results from various planning permissions; in the event that the schemes applications are successful, Member's will be informed and further bids will be requested. As part of this phasing, Members are requested to approve a carry forward of £5,124,000 from 2018/19 into future years and a reduction of £2,615,000 throughout the housebuilding programme.

33. On the 18th May 2018, Linden Homes transferred the possession of eight properties at Barnfields to the Council. This scheme faced delays and failed to meet the initial handover date due to various defects and snagging issues; tenants have now been moved into these properties but are still finding issues which are being dealt with by the EFDC repairs team. Linden Homes' low performance in customer care has led to the Council into taking on the defect works and recovering some, but not all, of the costs from the retention held. Members are requested to approve a supplementary allocation of £46,000 to cover these defect works pending the Council's efforts to recover some of the costs through retention payments.

34. Finally, TSG has been selected as the contractor for the installation of the Norway House Pods project and will proceed with all pre-construction works, including ground and drainage works whilst waiting for the delivery of the pods. The majority of the works and installations will be completed by the end of the financial year; however, it is unlikely that all six of the units will be fully operation this financial year. Members are requested to approve a supplementary allocation of £15,000 to reflect more accurate pre-tender estimates.

35. In summary, with regard to phase 1,2,3 and the miscellaneous housebuilding projects, Members are requested to approve a net increased capital allocation of £741,000 phased over the 2018/19 and 2019/20 financial years. Members are also requested to approve a complete rephrasing and re-categorisation of phases 4 to 6 to reflect the Homes England bid, which includes a carry forward of £6,212,000 into future years and a reduction to the current programme of £2,615,000.

36. The rewiring scheme is showing the largest underspend of the heating, rewiring and water tanks category due to the Section 20 notices, advising tenants of the work to be carried out, being sent out later than planned. This delay, coupled with the tenders for an additional rewiring contractor, has seen the scheme fall behind. Gas heating is also showing a large variance even though the large schemes at Hemnall House and Parsonage Court have been completed; the remaining sheltered housing heating installations are expected to be completed by the end of the financial year. Two contracts are currently out to tender which will increase the amount of gas heating works across the Council's properties in 2019/20 and going forward. The Mechanical Ventilation Heat Recover (MVHR) and communal water tanks schemes are both coming to an end, and therefore showing limited spend within the year.

The revised spend in this category is now much less than the current budget and therefore it is recommended that £253,000 is transferred to other categories to fund expected overspends within the Service, whilst a further £344,000 is taken as a saving in the Capital Programme.

37. Roofing works to the Council's HRA properties have seen delays due to discovery of asbestos within the flat block in the Cobdens and issues with the Section 20 notices; the category is now showing a significant underspend at the half year period. An invitation to tender is currently being advertised for two new roofing contractors which should accelerate works. The balcony resurfacing scheme has had a minor delay due to a joint tender with flat roofing currently being prepared for the blocks at Ninefields for later in the year; however, the scheme on the whole is currently on target. The Housing Assets team are also currently evaluating the tenders for a new double-glazing contractor which will be reviewed within the February Cabinet; works will continue to be limited until a contractor is in place. The installation of replacement front doors has been postponed after door manufacturers were suspended following recalls of Manse Masterdor FD30 doors which did not meet the fire or smoke resistance performance in the building regulations guidance. The Council have assessed their properties but currently use Synseal Masterdor which is outside the scope of investigations by the Ministry of Housing. The manufacturing issues have had an impact on the Council's ability to purchase fire doors. Within the windows, doors and roofing category, a saving of £59,000 has been identified, whilst a carry forward of £357,000 is requested by Members due to delays to the schemes.

38. Norway House improvements are ahead of schedule with the installation of a new intruder alarm, bathroom improvements and new CCTV equipment (see Garages & Environment Works). The remaining budget is expected to be used to replace a communal bathroom within the facility and install finger guard production units on all the communal doors. Door entry improvements works at Hill House and Neal Court have been completed; whilst consultation with leaseholders and tenants in two further blocks at Hornbeam Close and Hilltop Court are still progressing. The energy efficiency scheme has seen a decline in expenditure over the past few years due to most of the cavity wall installations completed earlier in the programme, whilst most energy efficient works attracts grant money from the MHCLG and covers most expenditure; therefore, a saving of £5,000 has been identified for this scheme.

39. The Council's amended policy of reverting to the Decent Home standard, opposed to a Modern Home standard, came into effect in April 2017. Within this standard, the Council is not required to replace both the tenant's kitchen and bathroom at the same time if either falls below the standard, which is mandatory in the Modern Home standards. The adoption of this new standard has reduced the expenditure of the kitchens and bathrooms replacement scheme. Although the kitchen replacements are currently on target, a saving of £200,000 has been identified within the bathroom replacements scheme.

40. The off-street parking schemes at Torrington Drive and Paley Gardens are now complete providing a combined total of thirty-three spaces to local residents. However, due to a lack of take up in permits around several street parking sites, the Housing Assets team will submit a viability report to Cabinet detailing whether any more sites should be identified for parking; until a decision has been made, there will be no further works and the current budget of £235,000 is requested to be carried forward with the view to being identified as a saving in 2019/20 if possible. The budget for major repairs to garages has seen a decline in recent years due to the Council's garages across the district being identified for potential housebuilding sites. In 2018/19 there has been limited spend on garage repairs as many of the sites are expected to be demolished and converted into development land; some costs relating to reinforcing walls and garage doors to garages not currently identified in the programme will be spent within the year. All costs relating to demolishing and securing the sites will continue to be charged to the housebuilding schemes. There is an increase in cost relating to estate environmental works due to changes to bin storage requirements which has led to the need to construct new bin stores and modify existing ones with ramps and other features; it is requested that an allocation of £143,000 is vired from the gas heating and rewiring category to cover this additional expenditure. The replacement CCTV system at

Norway House was completed earlier than anticipated with a significant increase in the number of cameras and equipment utilised at the site, amid security concerns. Designs have been completed and are ready to tender for the replacement system at Limes Farm Red Block, whilst the work planned for the three lifts areas at all the Limes Farm sites cannot proceed until the lifts themselves become operational.

41. Feasibility studies were performed on two properties in Waltham Abbey and Loughton which are showing signs of structural movement, whilst a third report has been issued for a property in Waltham Abbey after cracks and structural damage have appeared due to close proximity of trees. Currently expenditure is exceeding the profiled budget for asbestos removal which is linked to the increase in structural repairs and has led to additional costs to remove asbestos when found in Council properties. It is requested that £92,000 is transferred from the gas heating and rewiring category to cover the forecasted increase in costs to this budget in 2018/19.

42. The door replacement programme for leaseholders has been suspended for the same reasons as other door replacement schemes in other categories; a carry forward of the remaining budget amounting to £138,000 is requested into the 2019/20 financial year. After consultation with members of the Oakwood Hill Estate Residents' Association (OHERA), it was agreed that the best use of the £400,000 funding (shared 50/50 by EDFC and ECC) is to repair and resurface the whole footpath on the estate with slurry sealing. Members are requested to approve a transfer of £18,000 from the gas heating and rewiring category to purchase a new cash flow model software package to assist the Housebuilding team with the work taken on when the contract with East Thames ended.

43. Four replacement housing repairs vans are on order to replace their ageing fleet, and are awaiting a delivery date that is expected to be towards the end of this calendar year. There has been limited spend and a subsequent back log of disabled adaptations due to a combination of staffing capacity and tendering for two new contractors to assist with the increasing volume of disabled adaptations and extensions. The Council has now recruited a Disabled Adaptations Officer whilst the tenders for extensions and bathroom adaptations to Council properties have both been received and are awaiting Portfolio Holder approval. These delays have caused a reduction in expenditure for the first half of the year however, once the tendering process has been completed, the scheme is likely to be accelerated through the rest of the year. The Council is also currently awaiting Portfolio Holder approval of a second contractor to assist with the increased structural works to the Council's housing stock. The Council has seen a rise in expenditure over the past three years due to the properties becoming old, issues with subsidence and cracks in plaster and walls becoming an issue. Although the current budget for these works (£1,533,000) seems sufficient, with a 23% buffer showing against the profiled budget at month six, the Housing Assets and Accountancy team will continue to monitor the costs throughout the year. The installation of new lifts at Limes Farm and Copperfield are scheduled for practical completion by March 2019. There are no budget movements identified within these three categories.

44. Capital expenditure work on leaseholder properties is shown as a single credit figure within the HRA Capital Programme; actual costs will be identified to the type of work they relate to once the works are complete. The reduction in the sum shown for 2018/19 has occurred as a result of an adjustment of £224,000 for works originally planned but not completed in 2017/18.

45. The expansion of the depot located at Oakwood Hill to accommodate the Welfare, Works Unit and Grounds Maintenance teams is continuing to progress. The consultants have now completed the concept designs of the Oakwood Hill Depot extension and are now progressing with a cost plan and technical designs for the build. A few variations to the original specification, including a new fence, gates and new electronic barriers, have been adopted within these designs due to multiple break-ins and security issues at the depot. Subject to planning permission being granted the provisional start date for these works will be January 2019, with a lead time of six months. The Council have faced two issues with the planning application that has been submitted for the construction of a new car park to facilitate the increased number of employees at the depot. These issues relate to increased

air pollution and increased footfall to the nature reserve in Oakwood Hill where the car park will be located. The application will be submitted to the Plan South planning committee with works, if approved, not likely to start until after Christmas. Members are requested to approve a carry forward sum of £531,000 into the 2019/20 financial year to reflect the work schedule for both parts of this scheme.

46. In summary, Members are requested to approve the following movements relating to works on the Council's HRA properties and the Oakwood Hill Depot, excluding the housebuilding programme: virements of £253,000 across categories within the Service; net savings of £384,000; and a carry forward of £1,261,000 into the 2019/20 financial year.

Revenue Expenditure Financed from Capital under Statute (REFCuS)

47. The Council entered into a ten-year contract with Biffa in November 2014, which can be extended by another ten years at the end of the term. During the April Cabinet, Members considered a report from the Environment Portfolio setting out the difficulties arising from the Chinese Government's decision to ban the import of paper produced by Material Recycling Facilities (MRF) in the U.K. This decision triggered a rapid drop in price of recycled paper in the UK and international markets. It also meant that only good quality recycled paper, less than 0.5% contamination, could be sold in the market. Biffa have made significant, circa £4.6 million, capital investment in improving their Edmonton MRF where Epping Forest recycling materials are processed as well as making changes to the MRF processes to achieve the required quality; consisting of additional staff and slowing the processing speed. Biffa requested the Council contribute to these costs of £841,000 for the remaining six years of the contract. The Council had the choice to reject all Biffa requests for making contribution towards these costs. However, two risks were identified with this approach; firstly, Biffa may elect to cease processing materials and recycling materials could end up in landfill and secondly this will put further significant financial pressure on the waste management contract. In consultation with WYG Environmental Limited, who supported the Council through the procurement of the waste management contract, the Council agreed a compromised figure of £500,000 consisting of a one-off contribution of £200,000 and six-yearly instalments of £50,000 to ensure stability of the waste management contract and guarantee end use of recycling materials collected in the District. The one-off contribution was paid in November 2018 and, because it relates to Biffa's capital costs, falls under the REFCuS section; no further costs anticipated relating to this matter.

48. The second phase of the Council's parking review scheme will cover the Debden area after the completion of the Loughton area in 2017/18. The consultation and Traffic Road Order (TRO) was conducted by NEPP in October, with an advertising campaign inviting comment within twenty-one days. The time scales for this project will depend on the quantity and severity of objections to the TRO, each of which requires a personalised response and increases the likelihood of works slipping into the next financial year. Members are requested to approve a carry forward of £212,000 into the 2019/20 financial year to coincide with the most probable phasing of the costs for the scheme.

49. In 2013, Members agreed a Section 106 contribution of £225,000 from the redevelopment of St John's School to be used to improve and redevelop sports and leisure facilities at Stonards Recreation ground in Epping. The contribution arose as a result of the development of the new Secondary School in Epping to compensate for the loss of playing fields and would be used to develop new or improved existing facilities within Epping. Improvement works to Jack Silley Pavilion was agreed with extensive works carried out including reroofing, changing room refurbishment and a café extension. Although works were planned, the budget has never been present in the Capital Programme as the date for the works wasn't specified. The contributions phased across the 2017/18 (£23,000) and 2018/19 (£210,000) financial years have amounted to £233,000, an increase of £8,000, due to inflation since the contribution was agreed.

50. In summary, Members are requested to note the inclusion of £210,000 and £200,000 in the Capital Programme for the 2018/19 financial year for the final payment for works at Jack

Silley Pavilion and contribution for Biffa's recycling plants; and approve a carry forward amounting to £212,000 into 2019/20 for the on-going parking review scheme.

Capital Loans

51. The Council offers discretionary loans to provide financial assistance for improving private sector housing stock. After amendments were made to the Housing Assistance Policy, which forms part of the overall Housing Strategy 2017-2022, applications for private sector housing loans have reduced. Up to the end of quarter two, £33,000 has been spent on repayable assistance, with an additional £38,000 of approved cases where works are either on-site or to go on-site and be completed. A saving of £97,000 in 2018/19 and £30,000 in 2019/20 has been identified within the Capital Programme for Members approval.

Capital Financing

52. Appendix 1 shows a summary of the Capital Programme along with the financing profile. The Council has approved estimates of capital expenditure under Prudential Code Indicator P (2) and financing proposals for the years 2018/19 to 2022/23. Appendix 1 has applied the same principles with regard to funding although changes in the expenditure profile have been reflected in the financing requirements in each year.

53. The Council has maintained a consistent policy of prudence in forecasting available capital resources to ensure that any capital project included in the Capital Programme will be fundable. This means that only capital receipts received to date, projected receipts from the sale of council houses, the receipt in respect of the sale of the Pyrles Lane nursery and loan repayments from the Council's waste management and leisure management operators are taken into account. No recognition of other potential receipts is made and, when predicting levels of available capital funding, receipts from future land sales are not taken into account.

54. Similarly, a prudent view is taken of other sources of capital funding including funds receivable from Government Grants and private contributions. The availability of Section 106 monies to fund capital projects is based on payments received to date and not payments anticipated in the future. Those received for the provision of affordable housing are currently used to support the Council's own house-building programme.

55. The position regarding the generation of Right To Buy (RTB) capital receipts improved after the maximum allowable discount was increased significantly on 1 April 2013. In 2013/14 the number of Council House sales was fifty-three, this fell to forty-six in 2014/15 and twenty in 2015/16 but numbers rose again to forty-six in 2016/17 and forty-two in 2017/18. To date there have been fifteen sales in the first six months to 30 September 2018 and it is estimated that a total of twenty-nine dwellings will be sold by the year end. Future projections are notoriously difficult to forecast as there remain many uncertainties in the housing market; for the purposes of this report twenty-five sales have been estimated for 2019/20 and 2020/21, reducing to twenty in the ensuing two years. The situation will continue to be monitored.

56. Appendix 6(a) shows the latest forecast of capital receipt generation, their application and hence the likely level of resources available to fund new projects. Due to the increase in the Council's capital investment programme on General Fund schemes in recent years, there are limited capital receipts available to fund the General Fund Capital Programme this financial year. However, funds are expected to be available in 2018/19, pending the capital receipt for the sale of the Pyrles Lane nursery, and more limited funds are expected from 2019/20 onwards. With regard to funding the new housebuilding programme, maximum use will continue to be made of the retained 1-4-1 capital receipts available for replacement homes in addition to 30% of the Assumed Debt element of the un-pooled RTB receipts. This situation continues to be monitored through the quarterly HRA Financial Plan Review. The remaining un-pooled RTB receipts, up to the Government cap, are utilised to finance General Fund schemes in order to keep borrowing to a minimum. In previous financial years the General Fund has borrowed the excess 1-4-1 RTB receipts not applied to the housebuilding programme at that stage and, in so doing, has managed to avoid external borrowing to date. However, the funding proposals in this programme assume that this policy will not be

extended for the time being, pending a reassessment of the housebuilding programme and the rules relating to the repayment of RTB capital receipts to Central Government. Appendix 6(a) has been prepared using these assumptions and shows a balance of £3,949,000 as at the 31st March 2023.

57. Based on the Capital Programme presented, borrowing is expected to be in the order of £8,227,000 to finance some General Fund projects over the next five years; where the term borrowing refers to either internal or external borrowing. Work is being undertaken to assess when external borrowing will be required, but forecasts currently suggest that it will be in the 2019/20 financial year and that it will fall within the authorised limit approved by Members. With regard to the HRA Capital Programme, it is thought that no increase in external borrowing will be necessary in the next five years. All available balances on the Major Repairs Reserve and the HRA self-financing reserve will initially be diverted to contribute directly to the Capital Programme before borrowing from external sources.

58. Appendix 6(b) shows that the balance on the Major Repairs Reserve will reduce to £558,000. Members are asked to note that the use of direct revenue funding are indicative figures only and will be updated as necessary when the HRA revenue account is revised.

59. Appendix 6(c) shows that the balance on HRA Self Financing Reserve expected to increase from £12,720,000 as at 1 April 2018 to £16,320,000 by 31 March 2023, based on the housebuilding programme presented.

Resource Implications:

The following table lists all sums recommended to be carried forward from 2018/19 to future years; net increases/savings requesting approval within 2018/19; supplementary estimates for 2018/19 and capital estimates for 2019/20 approved by Cabinet since February 2018:

Capital Project	Sum c/f from 2018/19	Supplementary Allocations for 2018/19	Capital Estimates for 2019/20	Net increases/ (savings) 2018/19	Appendix: Paragraph in Report
ICT Strategy Implementation	220,000			(21,000)	2: 2
Epping Forest Retail Park				23,000	2: 4
Waltham Abbey Swimming Pool Development		275,000			2: 5
Landmark Building Development		140,000*			2: 6
NW Airfield Automated Gate		4,000			2: 7
CCTV Systems	45,000	14,000			2: 9
CCTV Car Park Systems	32,000	10,000	13,000		2: 10
Leisure Centres		211,000			2: 12-14
St Johns Development		475,000			2: 15
NW Gymnasium Refurbishment		90,000	150,000		2: 16
Hillhouse Sec 106 Contribution		7,000			2: 17
Grounds Maintenance Plant & Equipment	17,000				2: 18
Car Parking Schemes	149,000		160,000		2: 19
Transformation Projects				(11,000)	2: 21
Works on Investment Properties	15,000	70,000*		56,000	2: 23
Active Planned Maintenance	30,000			(21,000)	2: 24
On-hold Planned Maintenance	1,171,000	(25,000)**	(400,000)**		2: 25
Accommodation Project		25,000**	400,000**		2: 27
Housing Estate Parking (GF)	403,000				2: 28
Biffa Recycling Facility Contribution (REFCuS)		200,000			5: 48
Parking Review Schemes (REFCuS)	212,000				5: 49
Jack Silley Pavilion (REFCuS)		210,000			5: 50
Total General Fund Schemes	2,294,000	1,706,000	323,000	26,000	
New House Building	6,212,000			480,000	3: 30-36
Heating, Rewiring and Water Tanks				(344,000)	3: 37
Windows, Doors and Roofing	357,000			(59,000)	3: 38
Other Planned Maintenance				(5,000)	3: 39
Kitchen and Bathroom Replacements				(200,000)	3: 40
Garages and Environmental Improvements	235,000				3: 41
Capital Service Enhancements	138,000				3: 43
Work on Leasehold Properties				224,000	3: 45
Oakwood Hill Depot	531,000				3: 46
Private Sector Housing Loans				(97,000)	4: 52
Total HRA Schemes	7,473,000	0	0	(1,000)	

*allocations pending approval from Cabinet

** virements pending approval from Cabinet

Legal and Governance Implications:

The legal and governance implications are considered within individual project reports.

Safer, Cleaner and Greener Implications:

In considering individual capital schemes and the programme overall, the Council gives due consideration to safer, cleaner and greener issues.

Consultation Undertaken:

All Directors and spending control officers for individual schemes have been consulted.

Background Papers:

Reference has been made to previous Cabinet reports and minutes. The Local Government Act 2003 (for England and Wales) and the Regulations have also been complied with.

Risk Management:

There is a financial risk involved in reducing the balance of usable capital receipts over the next five years.

**CAPITAL PROGRAMME
2018/19 to 2022/23 FORECAST**

	2018/19 Revised Budget £000	2019/20 Original Budget £000	2020/21 Original Budget £000	2021/22 Original Budget £000	2022/23 Original Budget £000	5 Year Total £000
EXPENDITURE						
Governance & Members Services	0	0	0	0	0	0
Housing & Property Services	558	2,462	280	693	40	4,033
Business Support Services	511	220	0	0	0	731
Commercial & Regulatory Services	913	0	0	0	0	913
Contract & Technical Services	8,753	506	30	30	30	9,348
Community & Partnership Services	65	140	0	0	0	205
Total General Fund	10,800	3,328	310	723	70	15,231
Total HRA	18,065	16,807	18,030	17,481	9,818	80,201
Total Capital Expenditure on Council Assets	28,865	20,135	18,340	18,204	9,888	95,432
Total Capital Loans	120	120	150	150	150	690
Total Revenue Expenditure Financed From Capital under Statute	470	562	0	0	0	1,032
TOTAL CAPITAL PROGRAMME	29,455	20,817	18,490	18,354	10,038	97,154
FUNDING						
Central Government Grant	80	85	90	90	90	435
Private Funding	45	0	0	0	0	45
Total Grants	125	85	90	90	90	480
General Fund	5,960	2,267	0	0	0	8,227
Total Borrowing	5,960	2,267	0	0	0	8,227
General Fund	5,332	1,657	459	873	220	8,541
HRA	2,500	1,951	2,765	2,601	303	10,120
Total Capital Receipts	7,832	3,608	3,224	3,474	523	18,661
Direct GF Revenue Funding	98	86	0	0	0	184
Direct HRA Revenue Funding	4,130	3,500	4,000	3,800	341	15,771
HRA Major Repairs Reserve	11,310	11,271	11,176	10,990	9,084	53,831
Total Revenue Contributions	15,538	14,857	15,176	14,790	9,425	69,786
TOTAL	29,455	20,817	18,490	18,354	10,038	97,154

**CAPITAL PROGRAMME
2018/19 to 2021/22 FORECAST**

	2018/19	2019/20	2020/21	2021/22	2022/23	5 Year
	Revised Budget	Original Budget	Original Budget	Original Budget	Original Budget	Total
	£000	£000	£000	£000	£000	£000
Governance & Members Services						
Transformation Projects	0	0	0	0	0	0
	0	0	0	0	0	0
Housing & Property Services						
Active Planned Maintenance	241	70	125	407	0	843
On-Hold Planned Maintenance	0	884	62	221	0	1,167
Works on Investment Properties	166	260	53	25	0	504
Accommodation Review	25	400	0	0	0	425
Town Mead Depot	107	0	0	0	0	107
Housing Estate Parking	19	848	40	40	40	987
	558	2,462	280	693	40	4,033
Business Support Services						
ICT General Schemes	16	0	0	0	0	16
ICT Strategy Implementation	495	220	0	0	0	715
	511	220	0	0	0	731
Commercial & Regulatory Services						
Epping Forest Shopping Park	482	0	0	0	0	482
Waltham Abbey SP Development	275	0	0	0	0	275
Landmark Building Development	140	0	0	0	0	140
NW Airfield Automated Gate	16	0	0	0	0	16
	913	0	0	0	0	913
Contract & Technical Services						
Leisure Centres	7,803	0	0	0	0	7,803
St Johns Development	475	0	0	0	0	475
NW Gymnasium Refurbishment	90	150	0	0	0	240
Hillhouse Sec 106 Contribution	137	0	0	0	0	137
Car Parking Schemes	35	309	0	0	0	344
Flood Alleviation Schemes	19	0	0	0	0	19
Grounds Maint Plant & Equipment	194	47	30	30	30	330
	8,753	506	30	30	30	9,348
Community & Partnership Services						
CCTV Systems	41	95	0	0	0	136
Car Park CCTV Systems	24	45	0	0	0	69
	65	140	0	0	0	205
TOTAL GENERAL FUND	10,800	3,328	310	723	70	15,231

**CAPITAL PROGRAMME
2018/19 to 2021/22 FORECAST**

	2018/19	2019/20	2020/21	2021/22	2022/23	5 Year
	Revised Budget	Original Budget	Original Budget	Original Budget	Original Budget	Total
	£000	£000	£000	£000	£000	£000
Housing & Property Services						
New House Building	7,612	6,145	8,856	8,307	644	31,564
Housing Conversions	0	0	0	0	0	0
Heating/Rewiring/Water Tanks	1,887	2,455	2,455	2,455	2,455	11,707
Windows/Doors/Roofing	2,305	2,707	2,374	2,374	2,374	12,134
Other Planned Maintenance	135	251	250	250	250	1,136
Structural Schemes	2,475	1,100	1,100	1,100	1,100	6,875
Kitchen & Bathroom Replacements	1,551	2,300	2,300	2,300	2,300	10,751
Garages & Environmental Improvements	532	750	265	265	265	2,077
Disabled Adaptations	487	450	450	450	450	2,287
Other Repairs and Maintenance	315	220	220	220	220	1,195
Capital Service Enhancements	229	138	0	0	0	367
Housing Repairs Vehicles	68	60	60	60	60	308
Oakwood Hill Depot	545	531	0	0	0	1,076
Less Work on Leasehold Properties	(76)	(300)	(300)	(300)	(300)	(1,276)
TOTAL HRA	18,065	16,807	18,030	17,481	9,818	80,201

Appendix 4

**CAPITAL LOANS FOR PRIVATE HOUSING ASSISTANCE
2017/18 to 2021/22 FORECAST**

	2018/19	2019/20	2020/21	2021/22	2021/22	5 Year
	Revised Budget	Original Budget	Original Budget	Original Budget	Original Budget	Total
	£000	£000	£000	£000	£000	£000
Capital Loans						
Private Sector Housing Loans	120	120	150	150	150	690
TOTAL CAPITAL LOANS	120	120	150	150	150	690

Appendix 5

**REVENUE EXPENDITURE FINANCED FROM CAPITAL UNDER STATUTE
2017/18 to 2021/22 FORECAST**

	2018/19	2019/20	2020/21	2021/22	2021/22	5 Year
	Revised Budget	Original Budget	Original Budget	Original Budget	Original Budget	Total
	£000	£000	£000	£000	£000	£000
REFCuS						
Parking Review Schemes	60	212	0	0	0	272
Biffa Recycling Facility Contribution	200	0	0	0	0	200
Superfast Broadband Contribution	0	350	0	0	0	350
Jack Silley Pavillion	210	0	0	0	0	210
TOTAL REFCuS	470	562	0	0	0	1,032

**CAPITAL PROGRAMME
2018/19 to 2022/23 FORECAST**

	2018/19 Revised Estimate £000	2019/20 Original Estimate £000	2020/21 Forecast £000	2021/22 Forecast £000	2022/23 Forecast £000	5 Year Total £000
Receipts Generation						
Housing Revenue Account	5,820	4,343	4,343	3,474	3,474	21,454
General Fund	4,453	871	0	0	0	5,324
Total Receipts	10,273	5,214	4,343	3,474	3,474	26,778
Receipts Analysis						
Usable Receipts	5,549	1,764	889	775	771	9,748
Available for Replacement Homes	3,885	2,614	2,621	1,868	1,874	12,862
Payment to Govt Pool	839	835	833	830	828	4,165
Total Receipts	10,273	5,213	4,343	3,473	3,473	26,775
Usable Capital Receipt Balances						
Opening Balance	0	1,602	2,372	2,659	1,828	0
Usable Receipts Arising	9,434	4,378	3,510	2,643	2,645	22,610
Use of Capital Receipts	(7,832)	(3,608)	(3,224)	(3,474)	(523)	(18,661)
Closing Balance	1,602	2,372	2,659	1,828	3,949	3,949

Appendix 6(b)

**MAJOR REPAIRS RESERVE
2018/19 to 2022/23 FORECAST**

	2018/19 Revised Estimate £000	2019/20 Original Estimate £000	2020/21 Forecast £000	2021/22 Forecast £000	2022/23 Forecast £000	5 Year Total £000
Opening Balance	11,693	8,914	6,193	3,552	1,102	11,693
Major Repairs Allowance	8,531	8,550	8,535	8,540	8,540	42,696
Use of MRR	(11,310)	(11,271)	(11,176)	(10,990)	(9,084)	(53,831)
Closing Balance	8,914	6,193	3,552	1,102	558	558

Appendix 6(c)

**HRA SELF FINANCING RESERVE
2018/19 to 2022/23 FORECAST**

	2018/19 Revised Estimate £000	2019/20 Original Estimate £000	2020/21 Forecast £000	2021/22 Forecast £000	2022/23 Forecast £000	5 Year Total £000
Opening Balance	12,720	12,720	12,720	12,720	12,720	12,720
Contribution from HRA	0	0	0	0	3,600	3,600
Use of Self Financing Reserve	0	0	0	0	0	0
Closing Balance	12,720	12,720	12,720	12,720	16,320	16,320

Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: **Finance**

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: **Capital Review 2018/19 – 2022/23**

Officer completing the EqIA: **Tel: 01992 564603**
Email: jwhittaker@eppingforestdc.gov.uk

Date of completing the assessment: **7th November 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? **No**

2.2 Describe the main aims, objectives and purpose of the policy (or decision):

This report represents a financial summary of the projects within the Capital Outturn for 2018/19

What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?

It aims to provide financial information on the Council's capital investments for noting and to make recommendations to Council to approve amendments as necessary.

2.3 Does or will the policy or decision affect:

- service users
- employees
- the wider community or groups of people, particularly where there are areas of known inequalities?

No

Will the policy or decision influence how organisations operate?

No

2.4 Will the policy or decision involve substantial changes in resources?

The financial impacts are given in detail within the report.

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?

The report summarises decisions previously approved.

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? N/A – this report focuses on financial provision. Any equalities impact assessment for individual projects or programmes is detailed on the respective reports.
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? N/A – see above.
3.3	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: N/A – see above.

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. Any impacts on different age groups have been taken into account when the individual schemes were originally approved. As this report does not represent a formative stage in the approval of capital projects, it does not have any impact.	Low
Disability	Neutral for the reasons given above.	Low
Gender	Neutral for the reasons given above.	Low
Gender reassignment	Neutral for the reasons given above.	Low
Marriage/civil partnership	Neutral for the reasons given above.	Low
Pregnancy/maternity	Neutral for the reasons given above.	Low
Race	Neutral for the reasons given above.	Low
Religion/belief	Neutral for the reasons given above.	Low
Sexual orientation	Neutral for the reasons given above.	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 X	
		Yes	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.

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:

Date:

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.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee:	Local Plan Cabinet Committee	Date:	Thursday, 22 November 2018
Place:	Council Chamber - Civic Offices	Time:	7.35 - 8.00 pm
Members Present:	J Philip (Chairman), A Grigg, A Lion, S Stavrou and C Whitbread		
Other Councillors:	R Brookes, S Heap, H Kauffman, R Morgan, C P Pond, H Whitbread and D Wixley		
Apologies:	None.		
Officers Present:	D Macnab (Acting Chief Executive), G Blakemore (Strategic Director), A Blom-Cooper (Interim Assistant Director (Planning Policy)), N Richardson (Service Director (Planning Services)), V Messenger (Democratic Services Officer) and S Kits (Social Media and Customer Services Officer)		

1. WEBCASTING INTRODUCTION

The Chairman made a short address to remind attendees that the meeting would be broadcast live to the Internet and would be capable of repeated viewing, which could infringe their human and data protection rights.

2. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Member Code of Conduct, Councillor A Lion declared a non-pecuniary interest in agenda item 7a, Epping Forest District Local Plan Update, by virtue of being a member of Chigwell Parish Council and in relation to the Chigwell Neighbourhood Plan. The Councillor had determined that he would remain in the meeting for the consideration of the item.

3. MINUTES

RESOLVED:

That the minutes of the meeting held on 14 May 2018 be taken as read and signed by the Chairman as a correct record.

4. TERMS OF REFERENCE

The Cabinet Committee noted its terms of reference, as amended by the Leader of the Council in June 2012.

5. RECENT GOVERNMENT CONSULTATIONS

The Interim Assistant Director (Planning Policy) presented a report that sought:

(a) Members approval of the proposed response to the MHCLG technical consultation '*Changes to planning policy and guidance including the standard method for assessing local housing need*' which was published on 26 October with comments due by 7 December 2018.

- (b) To note the consultation on proposed planning reforms and increasing the delivery of new homes published on 29 October 2018 with comments due by 14 January 2019.
- (c) To update members on the Government's response to the consultation on supporting housing delivery through developer contributions.
- (a) **MHCLG technical consultation – Changes to planning policy and guidance including the standard method for assessing local housing need**

This technical consultation followed the publication of the revised National Planning Policy Framework (NPPF) in July 2018 and the release of the 2016 based household projection in September 2018. The proposal was to alter the standard methodology for assessing local housing need to ensure it was consistent with increasing the supply of homes. Therefore, local authorities would continue to use the 2014 based household projections when using the standard method to assess the minimum number of homes needed, which meant 923 homes for this Council, rather than using the 2016 based household projections published in September. However, as Local Plans submitted for examination before 24 January 2019 could be based on existing locally assessed housing need, the Local Plan would be examined on the basis of the Strategic Housing Market Assessment figure of 518 homes per annum as set out in the Local Plan Submission Version 2017.

The Government considered the following three changes were the best way to respond to the new ONS 2016 household projections published in September 2018:

- For the short-term, the 2014-based household projection (instead of the recently published 2016-based projection) would be used as a baseline for assessment of local housing need.
- That lower numbers through the 2016-based projections did not qualify as an exceptional circumstance that justified a departure from the standard methodology; and
- In the longer term, the Government would review the formula for assessing local housing need with a view to establishing a new method by the time the next projections were issued.

This would provide stability and certainty for local planning authorities and communities, ensure that planning responded not only to movements in projected household but also to price signals, and also ensure planning policy supported a housing market that worked for everyone.

The consultation document also included a number of proposed clarifications of national planning policy.

The consultation questions and the Council's proposed draft response were detailed in the agenda.

- (b) **Planning reform: Supporting the high street and increasing the delivery of new homes**

The MHCLG consultation, published on 29 October 2018, set out proposals for permitted development rights (PDRs) to support the high street. This included to allow greater flexibility for change of use, to extend buildings upwards to create new

homes, to remove the PDRs for telephone kiosks and associated advertising consent. In addition, there were proposals to increase the height limit for electric vehicle charging points in off street parking spaces to accommodate rapid charging points and to make permanent two time-limited rights to change use from storage or distribution to residential use and for larger home extensions. Views were also invited on the feasibility of a PDR for the redevelopment of a commercial site to create new homes.

The consultation also proposed to extend local authorities' freedoms to dispose of surplus land at less than best consideration without the Secretary of State's consent, invited comments on a draft listed building consent order to allow routine works to the Canal and River Trust's structures without the need for individual applications and on draft guidance on new town development corporations' compulsory purchase powers. The consultation questions were appended to the agenda report and members were asked to submit their comments to these questions. It was proposed that a response would be drafted and agreed with the Portfolio Holder (Planning Services) for submission before the deadline of 14 January 2019.

(c) Government response to the consultation on supporting housing delivery through developer contributions – update

In Spring 2018, the Government published a consultation on a series of proposed reforms to the existing system of developer contributions. The aim of the reform was to ensure that developers knew what contributions they were expected to make, that local communities were clear about the infrastructure and affordable housing they would get, and that local authorities could hold them to account. The Government's response to the consultation and how it intended to take forward the reforms would include:

- To introduce a new tariff (Strategic Infrastructure Tariff) that would allow combined authorities to collect funds from developers towards strategic infrastructure that would benefit multiple areas.
- To remove restrictions on how planning obligations could be used, so that local authorities had greater flexibility to secure the funds needed to deliver infrastructure. These pooling restrictions would be lifted across all areas.
- Measures to make Community Infrastructure Levy (CIL) rates more responsive to changes in the value of development and consult on indexation proposals.
- To increase transparency, by requiring authorities to publish more details on what had been collected and spent, so that local communities could see the value of developer contributions secured.
- To increase certainty for developers on the contributions that they were required to make, by clarifying regulations.

It was noted that legislation would be required to implement the changes set out in the consultation document. Consultation on the draft regulations was expected to take place later this year.

Decision:

- (1) To agree the proposed EFDC response to the MHCLG technical consultation set out in paragraphs 5-10 of this report on '*Changes to planning policy and guidance including the standard method for assessing local housing need*'.
- (2) To note the consultation on proposed planning reforms to support the high street and increasing the delivery of new homes and delegate the Council's response to the Planning Services Director in conjunction with the Portfolio Holder.
- (3) To note the publication of the Government's response to the consultation on '*Supporting housing delivery through developer contributions: Reforming developer contributions to affordable housing infrastructure*'

Reasons for Decision:

This MHCLG technical consultation and the consultation on proposed reforms would inform further updates to national planning policy guidance, which would have a significant bearing on local plan-making as well as decision-making. It was therefore prudent for the Council to provide a formal response to this consultation.

The Government also published its response to a previous consultation on '*Supporting housing delivery through developer contributions: Reforming developer contributions to affordable housing and infrastructure*' (Consultation ran from 5 March to 10 May 2018). In its response the Government proposed a number of potential changes to Community Infrastructure Levy and S106 pooling restrictions. If implemented, these proposed changes could have a significant impact on the way this Council collected developer contributions for infrastructure delivery.

Other Options Considered and Rejected:

Not to update members on the MHCLG consultations and the Government response to the consultation on supporting housing delivery through developer contributions.

6. ANY OTHER BUSINESS

That, as agreed by the Chairman and in accordance with Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules of the Constitution, the following item of urgent business be considered following the publication of the agenda:

- (a) Epping Forest District Local Plan Update

7. EPPING FOREST DISTRICT LOCAL PLAN UPDATE

The Interim Assistant Director (Planning Policy), A Blom-Cooper, presented a report that sought:

- a) To update members on the progress of the preparation of the District Local Plan.
- b) To seek agreement to an updated Local Development Scheme, the high-level project plan for the preparation of the Epping Forest District Local Plan. The proposed new scheme would supersede the earlier Local Development Scheme agreed in October 2017, with the preparation of the single District-

wide Local Plan submitted to the Secretary of State for independent examination in September 2018.

- c) To agree the resources needed to match the revised Local Development Scheme and support the Implementation Team.
- d) To agree that the posts within the Implementation Team should be funded through Continuing Services Budget (CSB).

The Council had been delayed in submitting the Local Plan Submission Version for independent examination following a claim for judicial review in March 2018. When the claimant's application for permission to appeal to the Court of Appeal was refused, the Local Plan Submission Version was submitted to the Secretary of State on 21 September 2018. Louise Phillips MA MSc MRTPI, the Inspector appointed to carry out the independent examination of the Local Plan, was currently appraising it and the representations submitted at the Regulation 19 stage. It was likely that the public hearing sessions would start in February 2019. When confirmed, the hearing dates would be publicised on the Council's website.

The revised Local Development Scheme (appended to the agenda) set out an ambitious target of July 2019 for the receipt of (final) report, Regulation 25, and October 2019 for the expected adoption and publication, Regulation 26.

Resourcing of the Local Plan was previously agreed by Cabinet in October 2017 and a budget agreed to take the Local Plan through adoption, in accordance with the current Local Development Scheme. As a result of the delay in submission, the budget had been re-profiled to take account of the revised Local Development Scheme and identified that the overall Local Plan budget required an additional £25,860 in 2019/20 and £353,000 in 2020/21. This was largely a result of additional spend from the delay and costs incurred by the judicial review, and extra evidence based work such as transport modelling/testing, air quality and updated work for the infrastructure delivery plan (IDP).

The Neighbourhood Planning budget required £11,500 over the grant provided by the Government (to provide advice and assistance to parish councils to develop neighbourhood plans). Support has been provided through a contract with the Rural Community Council of Essex. However, the Council had incurred additional costs as a result of the unsuccessful examination of the Chigwell Neighbourhood Plan which could not be recouped through government grants and an additional £11,500 was required in 2019/20 to continue the support to parish councils who were preparing neighbourhood plans.

The Implementation Team had been created in April 2018 following a Cabinet decision on 7 December 2017 when DDF funding of £284,400 was agreed for 2018/19 and 2019/20 with an agreement to review after one year. The posts and grades within the Implementation Team were detailed, as well as net expenditure of £238,000 in 2018/19 and £178,000 in 2019/20 from DDF. As the team would be required longer term, this needed to be part of the CSB. It was therefore proposed that from 1 April 2018 all posts except the Urban Designer were transferred to the CSB at a projected cost of £203,000 in 2018/19 and £316,880 in 2019/20. These figures included an additional Principal Planning Officer that was not included in the original proposal. The Council had also successfully secured £150,000 to support high quality design in the District in its bid to MHCLG for the Planning Delivery Fund, and this would be used to fund the Urban Design Officer post for the first two years when it would also be transferred to CSB. Furthermore, it was expected that the Implementation Team would become self-financing either from income from Planning

Performance Agreements (PPAs) or income related to the fees for processing planning applications. However, until that point some DDF funding would be required to make up the difference between expenditure and income. This was estimated at £78,000 for 2018/19 and £166,000 for 2019/20, subject to regular review.

Work on the Harlow and Gilston Garden Town project had progressed significantly during 2018. It was essential that a collaborative and co-ordinated approach was taken to development implementation to ensure successful delivery across the partnership. Agreement to establish a wider Garden Town Team and Joint Implementation Team had been reached in principle. In summary, the total EFDC budget proposed to deliver the Garden Town project over the next budget period included the provision of £133,000 for 2019/20 and also £133,000 for 2020/21.

Decision:

- (1) That the update in relation to progress in the production of the Local Plan be noted;
- (2) That the updated Local Development Scheme included as Appendix 1 be agreed and published on the Council's website;
- (3) To note expenditure from the Local Plan to date in 2018/19 financial year, and to agree a bid for an addition to the DDF of £25,860 in 2019/20 and £353,000 2020/21 (£378,860 in total over the two financial years); and agree a DDF budget of £11,500 to support Neighbourhood Planning;
- (4) To transfer the posts within the Implementation Team to CSB from 1 April 2018 (at a cost of £316,880 in a full year) except for the Urban Design Officer post which it is proposed to transfer from 1 April 2020 (at a cost of £51,460). But retain DDF funding of £244,000 to fund the difference between Expenditure and income in 2018/19 and 2019/20.

Reasons for Decisions:

The Council was obliged under the Localism Act 2011 to prepare and publish a Local Development Scheme so that the public and stakeholders were aware of the likely timing of key stages of the plan making process.

The Council must ensure that the Local Plan was sound and deliverable to meet the requirements of legislation and national planning policy, and also to ensure that future development was plan-led, sustainable and of a high quality. To ensure that the Local Plan would be sound and deliverable it was vital that the production and implementation process was adequately resourced.

Other Options Considered and Rejected:

- Not to provide an update on the preparation of the Local Plan.
- Not agree to amend the Local Development Scheme.
- Not to agree the additional funding identified for the Local Plan DDF.

8. EXCLUSION OF PUBLIC AND PRESS

The Cabinet Committee noted that there was no business which necessitated the exclusion of the public and press from the meeting.

CHAIRMAN