

Signed Minutes



**Epping Forest
District Council**

***Cabinet
Monday 10th July 2023***

4. SIGNED MINUTES (Pages 2 - 6)

Agenda Item 4

EPPING FOREST DISTRICT COUNCIL CABINET MEETING MINUTES

Monday 10 July 2023, 7.00 pm - 7.55 pm

Council Chamber, Civic Offices, High Street, Epping

Members Present:	Councillors C Whitbread (Chairman), N Bedford (Vice-Chairman), R Balcombe, S Kane, S Patel and K Williamson
Other Councillors:	Councillors R Brookes, H Kane, L Paine, J Parsons and J M Whitehouse
Apologies:	Councillor(s) J Philip and H Whitbread
Officers In Attendance:	Jennifer Gould (Strategic Director and Chief Operating Officer), Surjit Balu (Interim Director of Housing and Property), Ione Braddick (Garden Town Liaison Lead), Tom Carne (Corporate Communications Team Manager), Natalie Cole (Corporate Communications Officer), Vivienne Messenger (Democratic Services Officer), Nigel Richardson (Service Director (Planning Services)) and James Warwick (Interim Acting Service Director (Contracts))
Officers In Attendance (Virtually):	Gary Woodhall (Team Manager - Democratic & Electoral Services)

[A RECORDING OF THIS MEETING IS AVAILABLE FOR REPEATED VIEWING](#)

14 WEBCASTING INTRODUCTION

The Leader of Council made a short address to remind everyone present 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.

15 DECLARATIONS OF INTEREST

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

16 MINUTES

Decision:

That the minutes of the Cabinet meeting held on 30 May 2023 be taken as read and signed by the Leader as a correct record.

17 REPORTS OF PORTFOLIO HOLDERS

There were no verbal reports made by Members of the Cabinet on current issues affecting their areas of responsibility.

18 PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET

The Cabinet noted that no public questions or requests to address the Cabinet had been received for consideration at the meeting.

19 OVERVIEW AND SCRUTINY

- (a) Overview and Scrutiny Committee – it was noted that there was nothing to report as the first meeting this municipal year would be held on 18 July 2023.
- (b) Place Scrutiny Committee (4 July) – Councillor H Kane reported the Committee had reviewed its Terms of Reference and work programme, subject to final approval by the Overview and Scrutiny Committee on 18 July. A presentation by Qualis had been made on Grounds Maintenance. The Committee had also reviewed the Climate Change Action Plan priorities. It had also agreed with the report recommendations on the future delivery options of the Waste Collection Services before this Cabinet meeting.
- (c) Communities Scrutiny Committee (27 June) – Councillor A Patel had circulated a short summary to members prior to the meeting regarding the scrutiny undertaken of the Residents Involvement Strategy 2022/27. The Committee had recommended that the draft strategy be agreed by Cabinet this evening.

20 ENDORSEMENT OF LATTON PRIORY STRATEGIC MASTERPLAN FRAMEWORK

Place Portfolio Holder, Councillor N Bedford, introduced the report on the development of the Latton Priory Strategic Masterplan Framework (SMF). It responded to EFDC's Adopted Local Plan (March 2023) Policy SP 3 Development & Delivery of Garden Communities in the Harlow and Gilston Garden Town and Policy SP 4 Garden Town Communities, and SP 4.1 Latton Priory Masterplan Area allocation. The Harlow and Gilston Garden Town would aim to coordinate and enable delivery of 16,000 homes by 2033, along with associated infrastructure, in and around Harlow, East Herts and Epping Forest Districts, delivering the Garden Town Vision, principles and guidance that had been agreed by the five partner councils. The provision of 3,900 homes within Epping Forest District made up over a third of the District's allocated housing. The Place Portfolio Holder and I Braddick (Harlow & Gilston Garden Town District Lead EFDC) answered councillors questions.

The report set out the options considered, if any, and the reasons for the recommendation and the decision.

Decision:

- (1) That the Cabinet noted the process undertaken and the outputs from the public consultation on the Draft Latton Priory Strategic Masterplan Framework undertaken between November 2022 and January 2023.
- (2) That the Cabinet agreed that the Latton Priory Strategic Masterplan Framework be formally endorsed in order for it to be taken into account as an important material consideration in the determination of future planning applications, and to inform pre-application advice, assessing planning and any other development management and implementation related purposes relating to the site.
- (3) That the Cabinet agreed that the Planning Services Director, in consultation with the Planning Portfolio Holder, be authorised to make minor amendments to the Latton Priory Strategic Masterplan Framework, including any document accessibility requirements, prior to publication.

21 APPROVAL OF DRAFT EAST OF HARLOW MASTERPLANNING GUIDANCE SPD FOR CONSULTATION

The Place Portfolio Holder introduced the report for East of Harlow which was one of HGGT's strategic sites. Located across the Harlow District (HDC) and Epping Forest District Council (EFDC) border, 2,600 homes were proposed within Harlow and 750 homes within Epping Forest District, as allocated in the adopted EFDC Local Plan (2023). It also included the proposed site for the new Princess Alexandra Hospital and was covered by Essex County Council (ECC) as the Highways Authority. Since the masterplanning of the site had lacked sufficient progress, which could result in a potential impact on delivery timescales for homes and infrastructure on the site, the HGGT Partnership had agreed to produce a document for the East of Harlow site to provide masterplanning principles. The Place Portfolio Holder and I Braddick answered members questions.

The report set out the options considered, if any, and the reasons for the recommendation and the decision.

Decision:

- (1) That the Cabinet approved the draft East of Harlow Masterplanning Guidance SPD (Appendix A) for formal public consultation planned for summer 2023.
- (2) That the Cabinet agreed that the HGGT Director, in consultation with the Chair of HGGT Board be authorised to make minor amendments to the draft East of Harlow Masterplanning Guidance SPD prior to publication for consultation.
- (3) That the Cabinet noted that, following consultation and any subsequent revisions, it was intended that the final East of Harlow Masterplanning Guidance SPD would be considered by Cabinet for adoption as a material planning consideration for assessing planning applications, pre-application advice, and any other development management purposes within the East of Harlow Masterplan Area.

22 APPROVAL OF DRAFT HGGT STEWARDSHIP CHARTER FOR CONSULTATION

Effective stewardship of the four new HGGT communities was critical to the success and delivery of the HGGT Vision. Planning for these stewardship arrangements would ensure that the HGGT had a sustainable and thriving legacy long after the development phase had completed. In June 2022, the HGGT Board recommended the preparation of stewardship guidance to positively influence stewardship proposals across the Garden Town via the development of a draft HGGT Stewardship Charter. On 13 June 2022 the HGGT Board approved the draft HGGT Stewardship Charter for formal public consultation and recommended that each partner council formally agreed to publicly consult on the draft Charter. Details of this were included in the report which was presented by the Place Portfolio Holder.

The report set out the options considered, if any, and the reasons for the recommendation and the decision.

Decision:

- (1) That the Cabinet approved the draft Harlow and Gilston Garden Town (HGGT) Stewardship Charter (Appendix A) for formal public consultation planned for summer 2023.

- (2) That the Cabinet agreed that the HGGT Director, in consultation with the Chair of HGGT Board be authorised to make minor amendments to the HGGT Stewardship Charter prior to publication for consultation.

23 HOUSING RESIDENT INVOLVEMENT STRATEGY

The Regulator of Social Housing (RSH) regulated registered providers of social housing to promote a viable, efficient, and well-governed social housing sector, which was able to deliver homes that met a range of needs. The regulatory framework for social housing in England was based on three economic standards and four consumer standards that all registered social housing providers must adhere to. This included the Tenant Involvement and Empowerment (Consumer) Standard 2017. Meaningful resident involvement was a key part of delivering sustainable communities and helped to improve the quality of life of our residents, as well as giving residents a voice to shape future decisions and improve services. The EFDC Resident Involvement Strategy 2022/27 provided a new framework for resident involvement, which recognised that there was no 'one size fits all'. It set out a wide range of engagement opportunities for residents to 'Get Involved' as much or as little as they might wish, based on their interests, time available and preferred method of communication. The Leader, Councillor C Whitbread, presented the report and answered members questions.

The report set out the options considered, if any, and the reasons for the recommendation and the decision.

Decision:

- (1) That the Cabinet endorsed the Resident Involvement Strategy 2022/27.

24 ANY OTHER BUSINESS

It was noted that there was no other urgent business for consideration by the Cabinet.

25 EXCLUSION OF PUBLIC AND PRESS

It was agreed that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the item of business set out below on grounds that they would involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
14	Waste Collection Services – Future Delivery Options	3

26 WASTE COLLECTION SERVICES – FUTURE DELIVERY OPTIONS

Councillor R Balcombe (Contracts, Service Delivery and Improvement Portfolio Holder) and J Warwick (Contracts Service Director) introduced the report, which was discussed in private session and answered the Committee's questions.

Decision:

- (1) That the Cabinet agreed that the preferred option for the future delivery of Waste Collection Services was to be delivered through a wholly owned Epping Forest District Council (EFDC) subsidiary (option 2 in attached waste options report, Appendix 1).

- (2) That the Cabinet agreed that this programme of work would be sponsored by Epping Forest District Council's Chief Operating Officer and project ownership by Service Director Contracts.
- (3) That the Cabinet agreed to continue to work with OPS Ltd in their role as project management and implementation support.
- (4) That the Cabinet agreed to stop the procurement for a waste contractor and not to proceed with Stage 2 of the procurement process.

Clr Chris Withhead

CHAIRMAN