



***CABINET***  
***Monday, 18th November, 2019***

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

**Council Chamber, Civic Offices, High Street, Epping**  
on **Monday, 18th November, 2019**  
at **7.00 pm** .

**G. Blakemore**  
Chief Executive

**Democratic Services**  
**Officer**

A. Hendry (Democratic Services)  
Tel: (01992) 564246 Email:  
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Members:

Councillors C Whitbread (Leader of the Council, Leader of the Conservative Group)  
(Chairman), S Stavrou (Deputy Leader and Business Support Services Portfolio Holder)  
(Vice-Chairman), N Avey, N Bedford, A Lion, A Patel, J Philip, S Kane and H Whitbread

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**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

**1. WEBCASTING INTRODUCTION**

This meeting is to be webcast and Members are reminded of the need to activate their microphones before speaking.

The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of subsequent repeated viewing, with copies of the recording being made available for those that request it.

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights. If you have any concerns then please speak to the Webcasting Officer.

Please could I also remind Members to activate their microphones before speaking.”

**2. APOLOGIES FOR ABSENCE**

To be announced at the meeting.

**3. DECLARATIONS OF INTEREST**

To declare interests in any item on this agenda.

**4. REPORTS OF PORTFOLIO HOLDERS**

To receive oral reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on this agenda.

**5. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET**

To receive any questions submitted by members of the public and any requests to address the Cabinet.

**(a) Public Questions**

To answer questions asked by members of the public after notice in accordance with the provisions contained within Part 4 of the Constitution (Council Rules, Rule Q3) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

**(b) Requests to Address the Cabinet**

Any member of the public or a representative of another organisation may address the Cabinet on any agenda item (except those dealt with in private session as exempt or confidential business) due to be considered at the meeting, in accordance with the provisions contained within Article 7 of the Constitution (The Executive, Paragraphs 27 and 28).

**6. LGA CORPORATE PEER REVIEW**

Cabinet to receive a presentation from Gary Hughes, Principle Advisor from the Local Government Association (LGA) on what a Corporate Peer Review is, the benefits of the review, who is involved and the process, timings of the review and subsequent report publication. Corporate Peer Reviews are flexible and the overall aim is to challenge and share learning to support EFDC in their improvement journey.

**7. OVERVIEW AND SCRUTINY**

To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function and to identify any matters that the Cabinet would

like the Overview and Scrutiny Committee to examine as part of its work programme.

**8. ASSET MANAGEMENT AND ECONOMIC DEVELOPMENT CABINET COMMITTEE - 10 OCTOBER 2019 (Pages 5 - 8)**

(Commercial and Regulatory Portfolio Holder) To consider the attached minutes from the meeting of the Asset Management and Economic Development Cabinet Committee, held on 10 October 2019, and any recommendations therein.

**9. LOCAL PLAN CABINET COMMITTEE - 17 OCTOBER 2019 (Pages 9 - 14)**

(Planning Services Portfolio Holder) To consider the attached minutes from the meeting of the Local Plan Cabinet Committee, held on 17 October 2019, and any recommendations therein.

**10. STATEMENT OF COMMUNITY INVOLVEMENT (Pages 15 - 54)**

To consider the attached report (C-019-2019-20).

**11. IMPLEMENTATION OF THE LOCAL PLAN - UPDATE ON PROGRESS (Pages 55 - 80)**

To consider the attached report (C-021-2019/20).

**12. CUSTOMER SERVICES STRATEGY (Pages 81 - 92)**

To consider the attached report (C-20-2019/20).

**13. FINANCE REPORT SIX MONTH TO END OF SEPTEMBER 2019 (Pages 93 - 100)**

To consider the attached report (C-022-2019/20).

**14. ANY OTHER BUSINESS**

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.

**15. EXCLUSION OF PUBLIC AND PRESS**

Exclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972,

the public and press should be excluded from the meeting for the items of business set out below on grounds that they will 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
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

#### Background Papers

Article 17 of the Constitution (Access to Information) define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

## EPHING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Asset Management and Economic Development Cabinet Committee      **Date:** Thursday, 10 October 2019

**Place:** Council Chamber - Civic Offices      **Time:** 7.00 - 7.25 pm

**Members Present:** Councillors A Patel (Chairman), N Bedford, S Stavrou and S Kane

**Other Councillors:** Councillors C Whitbread and H Whitbread

**Apologies:** N Avey

**Officers Present:** J Nolan (Service Director (Commercial & Regulatory Services)), J Houston (Strategic Partnership Specialist and Economic Lead), G Woodhall (Senior Democratic Services Officer), D Haslam (Economic Development Assistant) and V Messenger (Democratic Services Officer)

**Also in attendance:** -

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### 9. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet and that the Council had adopted a protocol for the webcasting of its meetings.

### 10. SUBSTITUTE MEMBERS

The Cabinet Committee noted that Councillor S Kane was substituting for Councillor N Avey.

### 11. DECLARATIONS OF INTEREST

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

### 12. MINUTES

**Resolved:**

(1) That the minutes of the meeting held on 27 June 2019 be taken as read and signed by the Chairman as a correct record.

### 13. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT

The Service Director for Commercial & Regulatory Services presented a progress report on a number of major projects that the Council was managing which involved its property assets.

The Service Director highlighted the following points:

- (i) The Epping Forest Shopping Park was now fully let and open for trading, however roof leaks were continuing; the additional Section 278 Highways works had been completed and were awaiting inspection by Essex County Council.
- (ii) Oakwood Hill Industrial Estate was now fully let again, but a structural issue had arisen which was being investigated.
- (iii) Pyrles Lane Nursery was under offer to be sold and an indemnity insurance policy to protect the position over the access road had been procured; the existing Nursery was due to complete its relocation to the Town Mead depot by the end of 2019.
- (iv) Work was progressing with the masterplanning for the St John's Road development in Epping; an Officer Project Group meeting had been held earlier in the day and the scheme was progressing well.
- (v) For North Weald Airfield: the lease with the Government for a potential freight customs area had been completed; the Essex & East Herts Air Ambulance Trust was currently searching for alternative locations due to the ongoing issue of Natural England not determining any planning applications in the District which might impact upon air quality; masterplanning for various parts of the Airfield had commenced in line with the submission version of the Local Plan dated December 2017; and Saunders were due to make a proposal for the Market at the Airfield.
- (vi) For the Landmark Building at The Broadway in Loughton, the leases for 4 of the units had been completed, terms for one of the leases had now been agreed, interest had been shown in another of the leases and little or no interest in the final lease.

In respect of the Epping Forest Shopping Park, the Service Director informed the Cabinet Committee that the full retention was being retained to investigate the roof leaks. The Council wanted an independent, certified Engineer to examine the roof, and it was intended to undertake the repair works on a phased basis in the next few weeks with the aim to cause the minimum disruption to the tenants. There would be a commission to examine the traffic flows for the site, and investigate whether an additional entrance for the site was required. It was a difficult site and some of the problems were caused by the junction at the top of Langston Road. There would be additional Traffic Marshalls on site to manage the traffic flow in the run-up to Christmas, as this had been successful last year. The Council would also lobby Essex County Council to provide public transport links to and from the Shopping Park by way of a new bus route.

The Cabinet Committee was disappointed to learn that the Essex & East Herts Ambulance Trust was looking to move from its current location at North Weald Airfield. The Service Director explained that this was due to the Habitat Regulations in the draft Local Plan and that Natural England were not determining planning applications within the District which might impact upon Air Quality. Officers were frustrated at this situation as well, because it was delaying a number of planning applications and some businesses within the District were starting to suffer. The Cabinet Committee felt that the Council needed to do whatever was necessary to keep the Air Ambulance stationed at North Weald Airfield.

The Leader of Council reassured the Cabinet Committee that the St John's Road development in Epping was making good progress. The recent workshop had been enlightening, and a report on this matter would be considered by the Cabinet at its meeting in November.

**Resolved:**

- (1) That the progress made to date with the Council's Asset Management & Development projects be noted.

**Reasons for Decision:**

To comply with the Cabinet Committee's previous request to monitor the development of the Council's property assets on a regular basis.

**Other Options Considered and Rejected:**

None, as the report is for information only.

**14. ECONOMIC DEVELOPMENT - PROGRESS REPORT**

The Strategic Partner Specialist & Economic Lead presented an update report to the Cabinet Committee on a number of projects and issues being explored by the Economic Development Team.

The Economic Development Officer updated the Cabinet Committee with the latest developments on the Economic Strategy. The discussion paper on developing an economic strategy – 'Nurturing Growth' – was being revised for a further consultation ending in mid-December. A special Stakeholder Conference had been organised for 13 November 2019 at Theydon Bois Village Hall, to give local partners further opportunity to influence the Strategy. The Conference would be workshop based and focused on the themes contained within the Strategy. One-to-one meetings had also been held with the Epping Forest Chamber of Commerce.

The Strategic Partner Specialist informed the Cabinet Committee that the Herts & Essex Digital Innovation Zone (DIZ) had recently approved a number of changes to better enable it to deliver its Work Programme and the development of a delivery plan for the Digital Innovation Strategy. The Programme Manager for the DIZ was continuing to progress the operational issues with the delivery of the Local Full Fibre Network programme, which would deliver enhanced fibre connectivity within the Zone. The DIZ website was due to be upgraded to enable the promotion of upcoming DIZ events, and this would be supported by the concurrent development of a social media presence for the DIZ.

The Strategic Partner Specialist stated that visits to the Tourism website continued to grow. Officers had continued to lead on cross-border collaboration for tourism development with Broxbourne Borough and Harlow, East Herts and Uttlesford District Councils. A major focus of this cross-border work would be the development of a bid for the new Tourism Zones initiative introduced by the Government. This year's Tourism Conference had been scheduled for 5 December 2019, and would once again be hosted and sponsored by the Marriot Hotel in Waltham Abbey. Ministerial departments had been contacted to provide a speaker to update the Conference delegates on the Tourism Sector Deal and the launch of Tourism Zones.

Councillor N Bedford, as Chairman of the Green Arc Project, reminded the Cabinet Committee that the Project aimed to promote and co-ordinate investment in green infrastructure running from the Thames to Barnet. The aim of the Project was to increase and protect tree canopy / coverage, develop corridors to allow residents and visitors to enjoy the green areas, and encourage community involvement in planting

programmes. The ultimate objective of the project was to plant sufficient trees to offset carbon emissions.

The Strategic Partner Specialist responded to questions from the Cabinet Committee by stating that different types of trees varied in the amount of carbon that they absorbed depending on their location, and certain types of trees assisted with flood alleviation as they could soak up more water than others. The project was looking to unlock the potential of residents to help plant the extra trees, and persuade major employers of their corporate and social responsibility to provide funding for the purchase of new trees. Although, it was emphasised that the problem was usually finding sufficient places to plant the additional trees rather the purchase of new trees. It would be necessary to work in collaboration with others to derive real value from this initiative. In terms of the developing Economic Strategy, it was expected that the final version of the Strategy would be submitted to the Cabinet Committee in January 2020.

Councillor N Bedford reiterated that the types of trees and their location was important, with some trees especially suited to being planted in flood zones and that the problem was usually trying to find the land to plant the extra trees. However, the Councillor was hopeful that farmers could be persuaded to diversify and allow more trees to be planted on their land, and that there was also the potential to plant more trees on land owned by the National Health Service and also around Stansted Airport. Councillor Stavrou commented that she was pleased to see a project that was first mooted 20 years ago was now making an impact and producing real results.

**Resolved:**

- (1) That the progress made by the Economic Development Team with their current initiatives be noted.

**Reasons for Decision:**

To appraise the Cabinet Committee on the progress made with Economic Development issues.

**Other Options Considered and Rejected:**

None, as the report is for information only.

**15. ANY OTHER BUSINESS**

The Cabinet Committee noted that there was no other urgent business for consideration.

**16. EXCLUSION OF PUBLIC AND PRESS**

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

**CHAIRMAN**

## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Local Plan Cabinet Committee      **Date:** Thursday, 17 October 2019

**Place:** Council Chamber, Civic Offices, High Street, Epping      **Time:** 7.30 - 8.40 pm

**Members Present:** J Philip (Chairman), A Lion and H Whitbread

**Other Councillors:** P Bolton, R Brookes, S Heap, H Kauffman, C P Pond, C C Pond, J H Whitehouse, J M Whitehouse and D Wixley

**Apologies:** N Bedford, S Stavrou and C Whitbread

**Officers Present:** N Richardson (Service Director (Planning Services)), A Blom-Cooper (Interim Assistant Director (Planning Policy)), V Willis (Team Manager (Local Plan and Planning Policy)), I Braddick (Planning Policy (Implementation - Urban Design)), V Messenger (Democratic Services Officer) and S Mitchell (PR Website Editor)

**Also in attendance:** P Maxwell (Chairman of the Quality Review Panel)

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### 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**

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

### 3. **MINUTES**

#### **RESOLVED:**

That the minutes of the meeting held on 22 November 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. **PRESENTATION - LOCAL PLAN UPDATE**

The Interim Assistant Director (Planning Policy) gave a presentation to members that provided an update on the current status of the Local Plan. The same presentation had also been shown at the Members Briefing prior to this Local Plan Cabinet Committee meeting.

The Local Plan Submission Version (SV) had been submitted for examination in September 2018. A series of public hearings had been held by the Local Plan Inspector from February to June 2019. Appendix 6 had been submitted in addition to the Local Plan SV as part of the LP policy and set out the site specific requirements for each site allocation.

The Inspector's response was received by the Council on 2 August 2019 and had contained a number of actions that the Council needed to take. It set out further work that was required including a number of main modifications. The main modifications included a sustainability appraisal and an updated Habitats Regulations Assessment (HRA) as the Inspector had not been able to prove beyond all reasonable 'scientific' doubt, the robustness of the HRA, which would involve undertaking additional transport modelling and air quality modelling. The Inspector had accepted the proposed housing requirement of 11,400 new dwellings, employment areas and traveller sites for the District. Further discussions with Transport for London (TfL) would be required in connection with the Local Plan sites at Loughton and Debden Station car parks in relation to the limit of the height of the developments, as a greater quantity of development was being proposed by TfL than in the Local Plan. A review of site capacity work in the South Epping masterplan was also required as was the deletion of the proposed allocations at Jessel Green (Loughton) and Limes Farm (Chigwell).

The undertaking of additional scoping work in order to meet the Inspector's concerns had taken longer than Planning Policy had hoped and there would be further sustained appraisal work. Updating and revising the transport and air quality modelling would be necessary for the HRA to understand the vehicle fleet mix for traffic using the Epping Forest Special Area of Conservation (SAC). A meeting had been arranged for early next month with Natural England to update and agree the methodology to be used. This would feed into a final mitigation strategy addressing both the recreational impact on the Forest and the air quality impact across the whole of the District.

In relation to what the Council was doing regarding the current position with planning application permissions, a statement was available on the website. A review of all planning applications was underway to see which ones could be granted, if there would be no increase in average daily travelling. The Council was taking further legal advice in relation to the extent that other planning applications could impact on the SAC and air quality, and a report on this progress would be going to Cabinet in December 2019.

When the additional work had been completed, a formal 6-week public consultation would be required. The Inspector would look at the comments received before sending a final report. Finally, the Local Plan would then go forward to Council for adoption.

Councillor A Lion thanked the Interim Assistant Director (Planning Policy) for this very detailed report and said that a milestone step-by-step plan to show how the Local Plan was progressing would be useful. Also, on the non-allocated sites, would there be supporting information on planning applications that covered any mitigation issues that needed to be put in place, so that those reports would accompany planning applications going to the planning committees? The Interim Assistant Director (Planning Policy) replied that firstly as the current work was planned to last until mid-May 2020, the Council would be sending monthly reports back to the Inspector. The Inspector would guide the Council on what it could put into the public domain and a report giving an update on Local Plan implementation would be going to Cabinet in November 2019 and the Planning Portfolio Holder would be providing a similar report

to Council. Regarding non-allocated sites, the Council would cautiously deal with planning applications for these in accordance with the Council's strategy under policy SP2. It was important because non-allocated sites were over and above the site allocations and not part of the Local Plan and the transport and air quality monitoring.

Councillor C C Pond asked if the officer could confirm for clarity that the modelling of future flows of traffic etc would be made on the basis of the omitted or modified sites as identified by the Inspector being excluded? Could the officer also say when the future of the car park developments in Debden and Loughton would be sure, given that this was dependent on TfL, without any information, to obey the Inspector's injunction in the Inspector's letter of 2 August 2019? The Chairman and Planning Portfolio Holder, Councillor J Philip, replied that the Council clearly had to take full regard of the Inspector's advice in that letter. The nationally defined space standards were important as space was important for people to be able to live properly as was good design. If the Inspector had specifically instructed the Council to take something out or do further work, it would. The Inspector had asked the Council to come to an agreement with TfL on these two station car park sites and a response was expected from TfL at the end of the month. The Council would make it clear that it could move forward on its site proposals for these station sites, or it could remove these two Local Plan sites altogether. The Interim Assistant Director (Planning Policy) said that in paragraph 38 (a) of the Council's response to the Inspector, it was proposing to re-run the traffic and air quality modelling to take account of the main modifications proposed and similarly any deletions or changes in the capacity of sites.

Councillor H Kauffman was concerned about the TfL approach generally as any development of those sites should include an upgrade of the station sites. There was no disabled (DDA) access into Loughton Station and that any benefits from that development were focussed on station improvements so TfL could concentrate on running the trains and make improvements to that service. The Chairman replied that the Council's infrastructure delivery plans were a key section of the Local Plan. Building better places to live not just houses, was central to what the Council wanted, and to make sure the quality of places developed was as good for residents as possible.

Councillor D Wixley asked if the main modifications were taking a number of houses out of the Local Plan and if no new site allocations were needed, would more houses be squeezed on to the remaining sites and how would that work? The Chairman replied that when the Council submitted its Regulation 19 (Local Plan SV responses), it was already providing more than the housing allocation of 11,400 houses. It also knew that some sites looked viable but might not come forward within the timeframe. The Inspector did want the Council to look at its numbers - the minimum numbers rather than target numbers. If developers said that they could make better use of their land, then this would be assessed, especially if this meant the Council could take less Green Belt land.

## **6. PRESENTATION - QUALITY REVIEW PANEL**

The Interim Assistant Director (Planning Policy) outlined the background to the Quality Review Panel (QRP) that started in 1924 at the Royal Fine Arts Commission until 1999. It then came under the Commission for Architecture and the Built Environment (CABE) from 1999 to 2011. Regional panels were set up from 2009 and the Design Council CABE took the lead from 2011. The Government's National Planning Policy Framework (NPPF) of 2012 reviewed the current design quality standards. This was reinforced by the NPPF updated in February 2019 that reinforced design arrangements. QRPs strived to achieve an emphasis on design. Therefore, good design was important and a key aspect of sustainable development.

The Council had set up this process and the QRP was established in April 2018 primarily to try and improve design in the District and the Harlow and Gilston Garden Town developments. There were a number of design policies within the Local Plan. In the Local Plan SV there was provision that all schemes of 50 plus homes, 5000 square metres of commercial floorspace and other floorspace were expected to go to the QRP. This would also include smaller complex schemes or possibly those that were locally significant. The QRP, chaired by P Maxwell, was comprised of eighteen environment and build design experts, and its Terms of Reference were on the website. The Panel acted as a critical frame to ensure the delivery of high quality developments. The Chairman of the Panel and four other members reviewed developments and provided a written report. Reviewing developments was easier to do in the preliminary stages and these reports would be confidential. The reports would be non-confidential when planning applications were submitted to the Local Planning Authority and would be appended to any subsequent planning committee meeting. The Local Plan design policies strengthened policy DM9 (high quality design) and policy SP3 (place shaping).

The Chairman of the Panel, P Maxwell, gave a brief overview of his background as a design director, who had worked in the public sector developer side for fifteen years spanning suburban to infrastructure developments. He was involved with the regeneration of Stratford. This incorporated the design of the Queen Elizabeth Olympic Park, the Chobham Manor neighbourhood for 5,500 homes, and the cost construction risk of the Stratford waterfront development that included the University of East London and the ECL Partnership. The QRP reviews would see projects through the pre-application phase to the final planning application stage with support from the planning and urban design officers of the Council and Garden Town, who would highlight when it was appropriate to go to the Panel. Most Panel members were senior director level in their specialisations.

Nearly every site visited by the Panel so far was remarkable in a different way, but it was often shocking that applicants did not understand. The QRP was there to give critical but helpful advice and challenge the sense of place. It was there to look at inclusivity. Would these homes be open and equitable for all, and suitable for families and old people etc? It would challenge developers on sustainability. If the proposal was for a commercial development, was there a business plan behind the scheme? This was particularly important for the retail sector at the moment, as it was a very tough industry to be in. The development process included quality and functionality, and how infrastructure and roads were laid out. It would also look at how developers intended to engage at appropriate points and proactively engage with the local community.

Looking ahead there was the St John's Road development, which would have a large impact on the high street and the wider area. The Council was taking the lead to deliver a quality development. Other development projects included the Borders Lane playing fields and wellness centre, and North Weald Airfield. As QRP joint chairman for both the Council and Harlow and Gilston Garden Town, the Latton Priory masterplan site had key issues for the Panel to ensure standards set would be being met. Ultimately success was dependent on the achievements of all sites working together.

Councillor A Lion asked about sustainability on two issues, infrastructure and the environment. In respect of integration of a sustainable infrastructure, how was it going to be managed outside developments? For example, on narrow rural roads where would cycle tracks go? Would cycle tracks be laid out across new developments and how would that impact on those sites? In relation to environmental sustainability, how was this being tackled in terms of PVC, heat pumps and insulation

etc. The Panel Chairman replied that the Garden Town was focussing on all four garden town areas individually and collectively. There was a large amount of existing housing and therefore, edge of town developments would not be isolated but linked into other neighbourhoods. The QRP was aware of the differences to metropolitan developments where there was good public transport. The key to sustainability was about behaviour change which had to happen now. On environmental standards, there were aspirations within the design guide for higher standards, but it was not specifically stipulated. The Harlow and Gilston Garden Town was setting a high boundary in modal shift. Therefore, there should be a similar boundary to environmental performance. The Government was looking at building regulations and was consulting on this at the moment. With the Garden Town the QRP was taking a wider view, e.g. on boilers, but it was difficult, particularly for councillors to take proper advice.

Councillor H Whitbread had concerns about aspirational dialogue in relation to future proofing developments. The new towns in the 1950s were aspirational, but 60 years down the line, they were not so good. How could the QRP ensure that current/future developments would be good in the long term? The Panel Chairman replied that the QRP had a number of experts who had been through this process. It was important to make sure that if it was a good design, that this was delivered through the planning conditions officers would write to help future proof design. In terms of functionality, that new homes were laid out properly internally to allow families to grow, and that neighbourhoods were well laid out and well managed. It was better to go for design that lasted over time and that developers were doing enough analysis to overcome this.

Councillor R Brookes remarked that she cycled locally but it was often a terrifying experience on the roads in the District, and not a safe experience. Taking account of her interest in 'leisure' monitoring, the Council would be building a new leisure centre on the St John's Road site and Epping was historically a market town. Many people in the District still drove cars and there was a need to make some new provision for cars at the leisure centre. The Panel Chairman said he would not specifically answer on this development, but for the Harlow and Gilston Garden Town there was an aspiration to make sure of modal shift as developments needed to be future proofed. Provision allowed for those who could not walk etc. It was about being sensible so there was flexibility. Councillor J Philip confirmed that there was no masterplan yet for the St John's Road site.

Councillor C C Pond commented on a car free development in Stratford and whether the Council should be producing no parking developments when they were situated close to public transport. Also, to what extent did planning departments take notice of the Essex Design Guide as it was very influential? The Panel Chairman replied that the Essex Design Guide gave useful advice and was important to developers on how to design but the Panel would not formally say, 'complied with the Essex Design Guide'. Generally the Panel did not support car free developments, but would look at how close a development was to public transport and look at vehicle movements to ensure these were managed properly.

Councillor J M Whitehouse asked for examples of recent developments that supported sense of place and what was the QRP looking for from a developer? The Panel Chairman referred to the recent development in Loughton, near to Sainsbury's, which was authority-led. The majority of developments seen were the standard housebuilder response and thus slightly disheartening. He was referring to what was appropriate from developers regarding the setting. A neo classic design in a rural location would probably be out of character. Also, in Newhall, east of Harlow, some build design elements were good and others not so good.

The Chairman, Councillor J Philip, thanked the Chairman of the QRP for attending this meeting.

**7. ANY OTHER BUSINESS**

The Cabinet Committee noted that there was no other urgent business for consideration at the meeting.

**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**



**Epping Forest  
District Council**

## **Report to the Cabinet**

**Report reference: C-019-2019/20**

**Date of Meeting: 18 November 2019**

**Subject: Statement of Community Involvement**

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

**Democratic Services:** Adrian Hendry (01992 564246)

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### **Recommendations/Decisions Required:**

**That the Statement of Community Involvement attached as Appendix A be approved for adoption**

### **Executive Summary:**

The preparation of an SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017. The legislation requires the Council to prepare a statement setting out how it will notify and consult the community and other stakeholders in the preparation and review of planning policy which includes: the Local Plan; supplementary planning documents; neighbourhood plans; policy such as that contained in master plans; and in the consideration of planning applications. A draft Statement of Community Involvement was considered by Cabinet on 13 June 2019 and it was agreed to publish for a six week period of public consultation. This took place between Monday 1 July 2019 and 13 August 2019. This report sets out the responses to the consultation and proposed final Statement of Community Involvement (SCI) for adoption.

### **Reasons for Proposed Decision:**

To comply with the statutory requirement to review the SCI every five years and to update the SCI to include recent changes in legislation and practice.

### **Other Options for Action:**

Not to adopt a new SCI. This would mean that the Council is not meeting the legislative requirements and is not seeking an up to date, fit for purpose, statement regarding the engagement of stakeholders and the public in the planning service and system.

### **Background:**

1. The Council's Statement of Community Involvement (SCI) explains how it intends to involve the community in the preparation and review of local planning policies and the

consideration of planning proposals. The SCI aims to set out clearly how the Council will engage at each stage of preparation of a Local Plan or other policy document and during the consideration of planning proposals including the pre-application process.

2. The preparation of an SCI is a legal requirement of the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017. The legislation requires the Council to prepare a statement setting out how it will notify and consult the community and other stakeholders in the preparation and review of planning policy which includes: the Local Plan; supplementary planning documents; neighbourhood plans; policy such as that contained in masterplans; and in the consideration of planning applications.

3. In February 2013 the Council adopted a Statement of Community Involvement. Since that time public expectations in respect of engagement in the planning system have risen and many changes have occurred in practice and legislation in the planning system. In addition, the Council increasingly uses electronic communications methods with stakeholders and the general public, and the nature and scale of development in the District is changing with the preparation and examination of the Local Plan Submission Version 2017. For these reasons it is timely to update the Council's SCI.

4. In addition, the national changes to the planning system have been translated in legislation to requirements regarding the content of the SCI. These include:

- a. A statutory requirement to review the SCI every five years.
- b. A requirement that the SCI include the policies of the Council in respect of its duty to give advice and assistance to neighbourhood plan qualifying bodies [Parish and Town Councils] in the preparation and modification of neighbourhood plans.
- c. The introduction of the General Data Protection Regulations (2018) in respect of the handling and storage of data by the Council.

5. This SCI has been written to explain to people who are new to planning what to expect from the Council in their dealings with regard to engaging in planning policy development and the consideration of planning proposals. The front page contains details of how to contact planning officers.

6. The preparation of all planning policy documents that the Council produces must comply with the adopted SCI. For Local Plans this is tested during the Local Plan examination process. It is therefore important that the practices of the Council and the provisions in the SCI reflect each other.

7. The SCI notes the context of the general consultation principles found in the Council's Public Consultation and Engagement Policy and Strategy 2012. It contains sections in respect of Planning Policy, the Harlow and Gilston Garden Town, Neighbourhood Development Plans and Planning Proposals.

8. The Planning Policy section explains with whom the Council is required to engage, the broad stages of plan making and what to expect at each stage. It explains what the Council does with the comments received and issues raised and how the personal details of

those engaging will be kept and handled. The methods of publicity surrounding key stages of plan making are also set out. In addition, the less complex process of production of supplementary planning documents is briefly explained.

9. The Harlow and Gilston Garden Town section is included as it is important to ensure that the public and other stakeholders understand that this is a project resulting from joint local authority working and responsibilities are shared in respect of achieving high quality development on the ground. It sets out the agreed consultation principles with East Herts and Harlow District Councils.

10. The Neighbourhood Development Plan section explains both how the Council will publicise these plans, and the Council commitments to delivering support to Parish and Town Councils in the production of their neighbourhood development plans.

11. The Planning Proposals section encompasses all stages, including the pre application stage of consideration of proposals. It explains the Council's use of masterplans and concept frameworks and importantly, the expectations of the Council in respect of how developers should seek the engagement of communities in the formulation of their proposals on strategic sites as identified in the Local Plan. It notes that Town and Parish Councils will be briefed in this regard prior to the general public engagement that will take place with the neighbouring communities. The role of the Quality Review Panel and its purpose in ensuring development of the highest standard are explained.

12. The full potential process of pre application activity on proposals is set out in the SCI including a brief explanation of the Council's pre application service and the use of planning performance agreements. The role of the Development Management Forum is highlighted whilst the SCI includes signposting to further details in respect of pre application processes.

13. The formal application and post application stages are also explained including how people are notified of applications, determination periods and where decisions are recorded, as well as some detail regarding appeals in respect of decisions. Some detail is also included in a section "Outside the full planning application process" that encompasses prior approvals, permission in principle and the processes associated with Neighbourhood Development Orders and Community Right to Build Orders.

14. As part of the process of production of a Statement of Community Involvement the Council is required to consult stakeholders and the general public on its contents. The Draft Statement of Community Involvement was the subject of public consultation between June and August 2019. Consultation took place by way of notification of all those on the Councils planning policy database, via publicity in social media and through the Councils website. The Council received 26 responses to the consultation document. These are summarised together with the proposed response/alteration to the Statement of Community Involvement in Appendix B. Proposed amendments to the Statement of Community Involvement are shown in italics in Appendix B and as track changes on the SCI document at Appendix A. Cabinet is asked to agree the proposed amendments and incorporate into the proposed Statement of Community Involvement for adoption.

**Resource Implications:**

The activities in relation to the consultation and publication of the SCI are all to be met within the 2019/20 budget.

**Legal and Governance Implications:**

The update of the SCI will bring the approach into line with the statutory requirements.

**Safer, Cleaner, and Greener Implications:**

This relates only in so far as the engagement of stakeholders in the process of planning policy production and planning applications may have positive impacts on these objectives and the consultation will be undertaken on line as far as is possible, saving other resources.

**Consultation Undertaken:**

The SCI has been developed within the Planning Service and discussed at the Local Plan Officer Working Group and with officers from the Garden Town Team and East Herts and Harlow District Councils.

**Background Papers:**

Epping Forest District Council Statement of Community Involvement February 2013

**Risk Management:**

The Council reduces the risk of challenge in respect of the validity of the SCI by updating the document. To avoid the risk of a policy document in production not meeting the requirements of the new SCI the period of consultation and publication have been carefully timed.

## Section 1: Identifying details

Your function, service area and team: Planning Service

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: Approval of Statement of Community Involvement to be published for consultation

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

Date of completing the assessment: 14 October 2019

## Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Change to an existing policy document
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): To explain to all stakeholders and communities the processes of engagement in the production of all forms of planning policy and the determination of planning proposals, including how they will be engaged, how their personal information will be used and what they should expect of the Council in this regard.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Communities that are well informed regarding how to engage with the planning process both plan making and planning applications and ensuring improved levels of engagement.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> <li>• service users - Yes</li> <li>• employees - Yes</li> <li>• the wider community or groups of people, particularly where there are areas of known inequalities? - Yes</li> </ul> <p>Will the policy or decision influence how organisations operate? In respect of their engagement with the Council yes.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources? No, on the whole the Statement of Community Involvement reflects current practice, although there may be an increase in the number of people that engage as a result and therefore some increase in pressure on the service but this would be absorbed in normal budgets for the service.</p>

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? It is associated with corporate policies with respect to positively engaging and consulting the public and supports this outcome.
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### **Section 3: Evidence/data about the user population and consultation<sup>1</sup>**

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? The Statement of Community Involvement applies to every community and individual in the District.
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? Yes – their views are reported in Appendix B to the report which sets out how they were taken into account in the final Statement of Community Involvement
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: Consultation took place for a period of 6 weeks following the June Cabinet decision

## Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive as the SCI encourages the engagement of all	M (this is dependent upon whether individuals engage which could be very positive for the group.
Disability	As above	M
Gender	As above	M
Gender reassignment	As above	M
Marriage/civil partnership	As above	M
Pregnancy/maternity	As above	M
Race	As above	M
Religion/belief	As above	M
Sexual orientation	As above	M

## Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' <b>YES</b> ', use the action plan at <b>Section 6</b> 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: Nigel Richardson

Date: 14.10.19

Signature of person completing the EqIA: Alison Blom-Cooper

Date: 14.10.19

**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**

**Statement of Community Involvement**

**November 2019**

## Introduction

- 1.1 This Statement of Community Involvement (SCI) has been produced by Epping Forest District Council in its role as Local Planning Authority. It explains the processes that the District Council goes through in producing or reviewing planning policy and in determining planning applications.
- 1.2 It sets out how the communities in the District and interested parties can engage in the planning process and make their views known. It explains how their views are taken into account in the planning process and the feedback that those who engage should expect from the Council.
- 1.3 The duties to engage the community in planning matters and to prepare the SCI arise from the Planning and Compulsory Purchase Act 2004 (section 18) as amended by the Planning Act 2008, the Localism Act 2011 and the Neighbourhood Planning Act 2017.

## Contacting us

- 1.4 Should you have any questions about this SCI or wish to be added to the Local Plan consultation database please contact the Planning Policy Team on 01992 564517 or via email to [ldfconsult@eppingforestdc.gov.uk](mailto:ldfconsult@eppingforestdc.gov.uk). You can also contact us via the Main Reception in the Civic Offices, 323, High Street, Epping, Essex CM16 4BZ. You may find the information you are seeking on the Council's website at [www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk). Please contact the Planning Policy Team if you feel that the correct process as set out in this SCI has not been followed.

## Our Communities

- 1.5 Our Communities include all of the individuals, groups and organisations that live, work or operate within the District. Different groups

that make up our communities have different needs and expectations, and their own desires, capabilities and capacity to get involved. The Council seeks to maximise the opportunities for everyone in the communities in the District who want to engage with planning to do so.

## General Consultation Principles

- 1.6 This SCI is produced in the context of the Council's "Public Consultation and Engagement Policy and Strategy" 2012 (<https://rds.eppingforestdc.gov.uk/documents/s4489/Public%20Consultation%20Engagement%20Strategy%20Policy%209821.pdf>) which provides additional detail regarding the Council's approach to public engagement. It includes the commitment that the Council aims to make the most effective use of consultation by:
  - Setting out the Council's commitment to consulting residents and others on issues that affect service provision;
  - Adopting a co-ordinated, strategic approach to consultation that avoids duplication and ensures that results are acted upon wherever possible;
  - Ensuring that engagement is both inclusive and representative;
  - Consulting with our partners where appropriate and taking account of their consultation exercises; and
  - Regularly reviewing our approach to consultation activities so that we learn from and improve them.

## Planning Policy

- 1.7 This section sets out how the Council will engage the public in any review of policies and future policy making. The minimum requirements for public engagement in planning policy making is set out in various legislation and regulations including the Town and Country Planning Act, the Planning and Compulsory Purchase Act, the Environmental Impact Assessment Regulations, the

Conservation of Habitats and Species Regulations, as well as relevant requirements set out under EU Directives. The Council will always meet these requirements and seek to go beyond them where appropriate.

1.8 The Local Plan and any made Neighbourhood Plans form the statutory policy framework within which all decisions on planning applications are made. The Local Plan sets out the principal policies and proposals for land use and development in the District, contains overall vision and objectives, the development strategy for the District, allocates sites for development and presents a suite of policies used in decisions on planning applications. The Local Plan, once adopted must be reviewed to establish whether it requires updating, every five years.

1.9 Supplementary Planning Documents that form guidance based on the Local Plan policies may be produced from time to time.

## Who we will notify, consult and involve in plan making

1.10 In respect of plan making, the Council is required to engage with some groups to meet the regulations. These are set out below:

1.11 **Duty to Co-operate Bodies** - The Localism Act 2011 places a 'duty to co-operate' on local planning authorities and neighbouring authorities and various public bodies for any strategic cross boundary issues. These bodies play a key role in delivering local aspirations, and cooperation between them and local planning authorities is vital in order to make Local Plans as effective as possible. These bodies include:

- The Environment Agency
- Historic England
- Natural England

- Civil Aviation Authority
- Homes England
- Clinical Commissioning Group
- National Health Service
- Office of Rail Regulation
- Highways England
- Adjoining District Councils
- Essex County Council
- South East Local Enterprise Partnership

1.12 **Specific consultation bodies** – are agencies that must be consulted if they are affected by the proposals because they have an interest in the matter. These include organisations such as the Environment Agency and Thames Water.

1.13 **General consultation bodies** – these include town and parish councils, local community or amenity groups, residents' associations, businesses, developers, landowners and other agencies. In particular, the Council will seek to engage with hard-to-reach groups and vulnerable groups.

1.14 **Residents and others with an interest** – those who live, or carry out business in the area.

1.15 The Duty to Co-operate bodies, specific and general consultation bodies are contacted formally by letter or email. Members of the public and/or other interested parties who have registered to be on the Local Plan Consultation database are also notified of any consultation. Members of the public are informed via general publicity in the local newspaper, social media and/or the Council website.

## When and how we will notify, consult and involve people in plan making

- 1.16 Plan making is undertaken in broad stages with the opportunity for the community and relevant stakeholders to engage during the process. This includes the partial update of a plan following the required five yearly review. Whilst the expectation is that engagement is an ongoing process throughout plan making, there are specific periods of consultation that are held.
- 1.17 The Council updates its Local Development Scheme, which is the programme for Local Plan production and review, from time to time. The up to date version of the Local Development Scheme is kept on the Council's website.

### Identifying the content of the Local Plan (or review) evidence gathering and identification of issues:

- The Council researches and gathers evidence to guide the content of the Local Plan. In order to ensure that there is engagement in the preliminary stages of plan making the Council will publicise the start of production of a new Local Plan or the partial update of the current Local Plan in the local press, social media and the Council website. This publicity will invite any interested party to submit their views on the content of the local plan or partial update. The Council will publish these submissions on its website with personal contact details redacted. The Council will publish on its website how it has taken into account these submissions in establishing the content of the new Local Plan or partial update of the existing Local Plan.

- This stage of plan production may involve activities such as the 'Call for Sites' in which interested landowners and their agents are invited to identify their land for future development through publicity in the local press, social media and the Council website. This can occur more than once during the process of production of a plan. Where appropriate individuals and parties on the Council's consultee database will be notified.
- Stakeholder briefings or workshops may be held to ensure that the Council receives the relevant specialist and local opinions at an early stage. Dedicated briefings and workshops may be held for specific evidence base studies. Invitations to attend will depend upon the subject matter and targeted consultation may be undertaken with specific interest groups to sense check the findings, or integrate further information.

- 1.18 The evidence gathering stage is informed by the findings of studies that can give rise to the need for further investigation. When a degree of understanding has been reached regarding the issues that the Local Plan should address the work proceeds to the next stage.

### Production of the Draft Local Plan - considering the policy options available, identifying suitable options and consulting on them.

- The Council develops its ideas and presents a draft plan (or partial review of the plan) for a formal consultation period under Regulation 18 of the Town and County Planning (Local Planning) (England) Regulations 2012. This will last for 6 weeks.
- At this stage the Council will undertake press and social media coverage of the draft plan, publish leaflets and contact those on its database.
- There will be the facility to respond on line, in writing, or by email on the draft proposals. Officers will be available to answer questions face to face. This could be undertaken through public exhibitions, policy 'surgeries' where people can make an appointment to discuss their interests, or by presentations to specific groups.
- The information on the draft plan will be made available in a range of formats including hard copy print and electronic version.

1.19 Following the Regulation 18 consultation period the officers process the representations received. When each consultation response is received, it is logged and the response is given a unique identification number. As part of the process of response to the Regulation 18 Draft plan the respondents will be asked if they agree to their details being saved for the next stage of consultation on the plan and if this is agreed then the contact details will be added to the Local Plan consultation database. The Council's Cabinet will consider a report on the issues raised during the consultation.

1.20 The Council will consider the issues raised, and undertake further work on the plan which may include further evidence gathering before it finalises the Local Plan for the 'publication' stage under Regulation 19.

### Publication of the submission Draft Local Plan for representations

- The Council presents the draft plan (or partial review of the plan) that it intends to submit for examination for a formal representations period under Regulation 19 of the Town and County Planning (Local Planning) (England) Regulations 2012. This will last for 6 weeks.
- This allows respondents to make representations to explain in writing on a specific electronic form (available in a paper format if required) why they consider that the plan meets (or does not meet) the governments requirements for Local Plans and whether they seek to appear at an examination public hearing session. There will be a guidance note to help fill in the form.
- The government requires that the plan (or partial review) will be examined to assess whether it has been prepared in accordance with legal and procedural requirements set down by government and whether it is sound. The tests of soundness that the plan or partial review will be examined against are:
- **Positively prepared** – providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs, and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;

- **Justified** – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- **Effective** – deliverable over the plan period, and based on effective joint working on cross- boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- **Consistent with national policy** – enabling the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework
- The information on the draft plan will be made available in a range of formats including hard copy print and electronic version.

### Examination of the Local Plan

- The Council is required to submit the plan and all of the evidence upon which it is based for examination including the representations to the Regulation 19 Plan. All of this documentation will be included and updated on the Councils website.
- The examination of the plan involves the Inspector considering all of the written material submitted and holding some public hearing sessions.
- The Council will dedicate a section of the website to the Local Plan Examination where all the material and information about the examination will be posted.
- As soon as the Council knows when the public hearing sessions will be held it will publicise these on social media and on the website.
- Those who have indicated a wish to be heard at the public hearing sessions will be contacted by the independent Programme Officer responsible for the administration of the examination.

- 1.21 Any representations made cannot remain confidential as the examination is a public process.
- 1.22 Following the Regulation 19 publication period the officers process the representations received. When each response is received, it is logged, and the response is given a unique identification number. As part of the process of response to the Regulation 19 Draft plan new respondents to the plan will be asked if they agree to their details being saved by the Council and if this is agreed then the contact details will be added to the Local Plan consultation database.
- 1.23 Each response will be posted on the Council’s website with personal contact details redacted. A summary of the main issues raised in the responses, and who was informed, will be submitted to the examiner as part of the process.
- 1.24 The Council will publicise the results of the examination on the website and in the local press and social media.

### Supplementary Planning Documents or Guidance

- 1.25 Supplementary Planning Documents are produced to provide more detail in relation to an adopted local plan policy – they do not set policy. Their production also includes a formal stage of public consultation and the Council must still consider the representations made and summarise the issues raised and how they have been addressed in a public statement. However, these documents do not undergo public examination because they do not set policy.

## Supplementary Planning Documents

- The Council will publicise the production of a new Supplementary Planning Document in the local press, social media and the Council website.
- Depending upon the subject of the Supplementary Planning Document the Council may invite specific groups or organisations with specialist interest in the subject matter to engage in workshops or provide specific evidence to support production of the Supplementary Planning Document or Guidance.
- When the Council has produced its draft Supplementary Planning Document it will undertake press and social media coverage of the draft and contact those on its Local Plan database inviting representations on the draft. There will be a period of 6 weeks to make representations.
- There will be the facility to respond on line to the draft proposals. Officers will be available to answer questions by telephone.
- The representations on the Supplementary Planning Document will all be published on the Council website (with personal contact details redacted).
- A summary of the issues raised and how they are addressed will also be posted on the website.
- The Council will publicise the adoption of the Supplementary Planning Document in the local press, social media and on the Council website. It will inform those who have requested notification of adoption by email or in writing if no email address is available.

1.26 From time to time other guidance may be produced that is agreed by the Council to be a material planning consideration in making decisions on planning proposals or documents. The arrangements for consultation will broadly

follow that for Supplementary Planning Documents but may vary according to the guidance. An example of such guidance is the Spatial Vision

([https://www.eppingforestdc.gov.uk/wp-content/uploads/2019/02/190128\\_Vision-document\\_HIGH-RES.pdf](https://www.eppingforestdc.gov.uk/wp-content/uploads/2019/02/190128_Vision-document_HIGH-RES.pdf)) and Design Guide for the Harlow and Gilston Garden Town ([https://www.eppingforestdc.gov.uk/wp-content/uploads/2019/02/190128\\_Design-Guide-document\\_HIGH-RES.pdf](https://www.eppingforestdc.gov.uk/wp-content/uploads/2019/02/190128_Design-Guide-document_HIGH-RES.pdf)).

## Harlow and Gilston Garden Town

1.27 Harlow and Gilston was designated as a Garden Town in 2017 by the Ministry for Homes, Communities and Local Government. A significant amount of development is proposed in the Garden Town on sites within Epping Forest District, Harlow and East Herts Districts. The allocations are shown in the Local Plan. The three local authorities together with Essex and Hertfordshire County Councils are working together to deliver growth at the Garden Town which reflects local priorities. The individual Councils remain the decision makers for both policy documents and planning applications within their local authority area. The current governance and management arrangements for the Garden Town are available on the website at <http://www.efdclocalplan.org/wp-content/uploads/2019/01/EB1404-Harlow-and-Gilston-Town-Board-Terms-of-Reference-July-2018.pdf>

1.28 The Council has agreed the following consultation principles with Harlow and East Herts Councils which will be taken into account when consulting on policy and other documents and planning applications relating to land and sites which form part of the Garden Town. Further information regarding the details of master plans and the Quality Review Panel is contained in later sections of this Statement of Community Involvement.

## Consultation Principles for the Garden Town

- We will consult statutory consultees, and as appropriate, engage as proactively as possible with relevant local stakeholders and the community (including town and parish councils) in and around the Garden Town, including across District boundaries. The extent of consultation will reflect the scope of a proposal or document.
- We will consult on planning applications for at least the statutory period, but for a longer timescale when appropriate.
- Developer, business or community forums and engagement may be set up/ undertaken to assist the joint working and delivery of the Garden Town.
- Masterplans, design coding and application proposals will be taken to the Garden Town Quality Review Panel (see paragraph 1.32 below)
- Documents relating to the Garden Town area may be endorsed by the Garden Town Board to indicate that they should be taken into account when shaping and informing planning proposals. However, they will need to be approved by the individual local authorities if they are to be material planning considerations in decision making.

## Publicising Neighbourhood Plans

- In line with its statutory duties the Council will publish on its website:
  - The designation of a neighbourhood area including a map showing the extent.
  - Draft proposals produced by the Parish or Town Council provided they comply with the regulatory requirements and representations will be invited including details of how to respond. [Under Regulation 16 of the Neighbourhood Planning (General) Regulations 2012]
  - Details of the examination of the neighbourhood plan.
  - The results of the examination of the neighbourhood plan.
  - Any referendum on a neighbourhood plan and the result.
  - The making of a neighbourhood plan which is the point at which it becomes part of the Development Plan for the District.

## Neighbourhood Development Plans

- 1.29 The production of Neighbourhood Development Plans is the responsibility of the Parish or Town Council in Epping Forest District. However, the District Council has some responsibilities with respect to the process.
- 1.30 Overall the Council has a responsibility to advise and assist groups undertaking all forms of neighbourhood planning. The Councils policy in this respect is set out below:

## Advising and Assisting Neighbourhood Plan Groups

- In line with its statutory duties to advise and assist in neighbourhood planning the Council will either undertake these duties itself, or use the services of another organisation, to:
  - Maintain the neighbourhood planning pages of the District Council website, providing updates on the progress of designated neighbourhood planning areas and the production of any subsequent draft plans or orders;
  - Signpost to useful information and sources of funding provided by other organisations;
  - Share information on planning issues including information and published evidence relating to the Councils Local Plan;
  - Provide advice on key assessments such as the Strategic Environmental Assessment (SEA) and other supporting evidence;
  - Advise on national and local plan policy which any Neighbourhood Development Plan or Order produced would need to have regard to; and
  - Work with Parish and Town Councils through the process, providing advice on the drafting of a project plan in understanding the milestones and work involved.

## Planning Proposals

- 1.31 The engagement of the public and other bodies in the planning process depends upon the size of the proposals, and how controversial and complex the proposals are, (or are likely to be). As a minimum the statutory requirements in force at the time for engaging the public in planning proposals /applications will always be met by the Council. These vary depending upon the stage of the process so for example, whilst pre-application engagement is encouraged it is not a statutory requirement. The following explains the processes undertaken in Epping Forest District including a number of arrangements that occur before a formal application is submitted to the Council for consideration.

## Master Plans and Concept Frameworks

- 1.32 Some developments are complex, and the Council seeks the production and endorsement of a Strategic Masterplan or Concept Framework prior to receiving a formal application for the proposal. These sites are identified in the Local Plan. Master Plans and Concept Frameworks deal with a wide range of matters relating to the development of sites including those that have multiple land owners. They are tools to co-ordinate development and ensure the right infrastructure is provided as well as the design of the development works effectively. Further detailed guidance on these processes is contained in the “Strategic Master Planning Briefing Note” and “Concept Framework Briefing Note” (<https://www.eppingforestdc.gov.uk/planning-and-building/planning-policy/epping-forest-special-area-of-conservation-sac-interim-position-statement-july-2018/>). However, the key principles regarding the expectations of the Council for these engagement activities are set out below:

## Principles of Community and Stakeholder Engagement on Strategic Sites for Developers

- Appropriate effective engagement and consultation will take place with stakeholders and the local community, including Town and Parish Councils, in order to build a sense of community ownership and inform the progress of Strategic Master Plan or Concept Framework;
- The scope, nature and location of consultation and engagement events (including consultation and engagement materials) must be agreed in advance by the Council(s).
- Any consultation and engagement events will be advertised widely to ensure they reach their target audience;
- Any communication or engagement activity will be easily accessible to the community, both through how it's shared and in the way it is written. At each stage it will be made clear whether there is an opportunity to provide comments/ feedback and how these comments will be used or responded to;
- Should engagement be face to face, it will take place within close proximity of the community/stakeholders, such as in a village hall or community centre;
- Timing will be considered to ensure information is supplied with enough notice;
- Communication and engagement will be co-ordinated across Councils (where relevant) and with developers in advance of making arrangements to ensure this can be delivered effectively and does not compete with other planned engagement on the Garden Town or Strategic Masterplanning/ Concept Framework Areas.
- The Council has established a Developer Forum comprising landowners, developers and promoters of sites allocated in the Local Plan for discussion and engagement in relation to policy, guidance and the sharing of information in respect of masterplans and planning applications. A Developer Forum has also been established to cover the Harlow and Gilston Garden Town.

- Town and Parish Councils will be briefed prior to public engagement. Public engagement will occur at two stages of the process:
  - Prior to the finalisation of the Draft Master Plan or Concept Framework through at least one public engagement event or activity e.g. an interactive public exhibition or workshop. In this instance as a minimum the neighbours of the strategic site will be invited to engage.
  - A six-week period of consultation on the Draft Master Plan or Concept Framework that will involve at least a public exhibition and formal methods of collecting views on the Master Plan or Concept Framework through the Councils website. In this instance anyone with an interest in the District will be invited to engage via publicity in the local press, social media and the Councils web site.

## The Quality Review Panel

- 1.33 A Quality Review Panel has been established by Epping Forest, Harlow and East Hertfordshire District Councils to ensure the design and delivery of high quality developments within the Harlow and Gilston Garden Town. The same Quality Review Panel will also review major schemes within Epping Forest District.
- 1.34 The District Council is committed to ensuring that development, including the realisation of strategic, masterplan and major schemes of the highest standard. It is committed to high quality design – in its broadest sense; architectural, urban and landscape design, planning, transport, environment and deliverability will all be essential elements.
- 1.35 The Council will generally expect schemes of more than 50 homes or 5,000 square metres of commercial/ other floorspace to be informed by review which will provide advice and design guidance. Other smaller complex schemes may also be appropriate for review and these include those that have been through Development Management Forum meetings.

The use of the Quality Review Panel is intended to be as early in the design process as possible and therefore early engagement with the panel is advised. The Council may also request a review once an application has been submitted. There are different types of review available. For more information refer “Epping Forest District Quality Review Panel Terms of Reference 2018” and “Harlow and Gilston Garden Town Quality Review Panel Terms of Reference 2018” (<https://www.eppingforestdc.gov.uk/planning-and-building/planning-policy/quality-review-panel/>)

## Other Pre-application matters

### Pre-application stage

- Some proposals involve discussion with the Council officers prior to a formal application being submitted either because the developer wants to understand whether the proposals are likely to receive a positive response from the Council or because they are complex and require a lot of details to be resolved before a formal application can be made. In some instances, as previously noted, a masterplan or concept framework is produced by the developer in discussion with the Council.
- The Pre-application service provided by the Council is subject to a fee. It includes consultation with relevant key consultees. In addition, specialist advice regarding matters including listed buildings, landscape and SuDS is provided. Advice on archaeology, highway access/ traffic issues, on major developments is provided separately by Essex County Council or coordinated through a Planning Performance Agreement – see below. The Environment Agency provides separate advice on flooding related issues.
- There is also the ability for applicants to enter into planning performance agreements in respect of their proposals – agreeing a timetable to the determination of a large and complex application which includes pre-application consultations. These planning performance agreements are expected in masterplan areas and on other strategic sites identified in the Local Plan. (For more information please refer to the most recent Council’s “Development Management Pre-Application Advice Charges” documentation).

- Early public engagement on proposals is encouraged and at pre-application stage this is the responsibility of the developer. However, the Council will assist with practical matters such as making space available for meetings as part of the pre-application service. For this purpose, the Council holds **Development Management Forum** meetings, chaired by a senior officer, to facilitate discussion on large scale or contentious proposals. These are usually held at pre-application stage and engage the elected members of the Council and members of the public in discussion on the planning issues relating to proposals. Developers should liaise with the Council to arrange a forum. It is the responsibility of the developer to arrange for leaflets to be distributed to publicise the timing and location of the pre-application discussions at Development Management Forum meetings.
- Following Development Management Forum meetings, it is the expectation that developers will use the Quality Review Panel prior to making a formal application.

It is important to note that pre-application advice represents officer opinion on the proposed scheme and evidence presented at the time. Any advice at this stage is given without prejudice to the formal consideration of any subsequent planning application.

## The formal Planning Application Stage

- 1.36 The methods that will be used to publicise planning applications once they have been formally submitted to the Council for consideration are as follows.

### The Application Stage

- Advertisements will be posted in local papers in the case of applications for development where the application is accompanied by an environmental statement; listed building consent or affecting the setting of a listed building; conservation area consent or affecting the setting of a conservation area; departures from the Local Plan; major developments and those affecting public rights of way. In addition, site notices will be posted at or close to these sites to inform passers-by.
- All other types of development will be publicised with either a site notice and/or a neighbour notification.
- Neighbours to the development site will be notified by letter including those not living within the District boundary. As a minimum the Council will notify all the properties that share a boundary with the site of the planning application.
- Weekly lists of planning applications submitted will be posted on the Council website and emailed to Town and Parish Councils in the District.

- 1.37 The Council will also notify statutory bodies including Town and Parish Councils and infrastructure providers on certain planning applications.

- 1.38 Planning applications can be viewed at the Council Offices or via the Councils website. Neighbours are given 21 days to comment. Written representations can be made -on the Councils website, and by email or by post addressed to the relevant planning officer at the Civic Offices. They should be accompanied by full contact details.

1.39 Details on how to make comments on applications are included in the publication “Making your Views Known – how to comment on planning applications” and in respect of speaking at committees refer to the publication “Your Voice Your Choice – a guide to the Council’s Planning Committees”. In addition, the Council website contains more details on these matters (<https://www.eppingforestdc.gov.uk/wp-content/uploads/2019/06/Your-Voice-Your-Choice-2019-20.pdf>).

1.40 The decision on a planning application is made either by an Area Committee or by officers under delegated powers. Some applications are decided at District Development Committee when they have been referred by an Area Committee or are considered to be a major development of District or wider importance than the Area committee locality.

1.41 The Council should normally determine applications within 8 weeks of accepting them as valid. For major developments this period is 13 weeks however, if the applicant agrees with the Council in writing this period can be extended. If the Council has failed to determine the application within the relevant timeframe an appeal against non-determination can be submitted to the Planning Inspectorate.

The applicant can appeal the decision. For household applications this has to be within 12 weeks of the decision and for other applications the time limit is 6 months. Third parties do not have the right to appeal.

1.42 The appeal process is undertaken by one of three methods: written representations; a public hearing; or a public inquiry. If an appeal has been lodged anyone who has formally commented on the application will be notified. However, they will only be invited to make further comments in the case of appeals relating to non-householder applications. More information regarding these processes are found on the Planning Portal website. (<https://www.planningportal.co.uk/>).

### The Post Application Stage

- The decisions on applications are recorded in the Committee minutes if determined by committee and published on the Website on the application file.

## Outside the full planning application process

### Prior approvals and permission in principle

- In addition to development that does not require a planning permission some development with respect to change of use is allowed subject to a prior approval process under the Town and Country Planning (General Permitted Development) (England) order (2015).
- The Council will consult adjoining neighbours as required by the regulations for all prior approvals. Up to date guidance on prior approvals can be found on the planning portal website. [www.planningportal.gov.uk](http://www.planningportal.gov.uk)
- The Council is required to prepare and maintain a Brownfield Land Register under The Town and Country Planning (Brownfield Land Register) Regulations (2017) and the Town and Country Planning (Permission in Principle) Order (2017). Sites entered on to Part 2 of the register will be granted permission in principle. This will set the fundamental principles of development (use, location, amount of development) for the brownfield site giving applicants more certainty. A developer cannot proceed with development however, until they have also obtained technical details consent. This assesses the detailed design, ensures appropriate mitigation of impacts and secures any necessary contributions to essential infrastructure. Both the permission in principle and technical details consent stages must be determined in accordance with the development plan and the National Planning Policy Framework and other material considerations. The Council will meet the statutory requirements for consultation including contacting parish and town councils under the Neighbourhood Planning Act (2017) in relation to permission in principle.

## Neighbourhood Development Orders

- 1.43 The production of Neighbourhood Development Orders is the responsibility of the Parish or Town Council in Epping Forest District. However, the District Council has some responsibilities with respect to the process. Overall the Council has a responsibility to advise and assist groups undertaking neighbourhood planning. The Councils policy in this respect is found above under 'Neighbourhood Development Plans '.

### Publicising Neighbourhood Development Orders

- In line with its statutory duties the Council will publish on its website:
  - The designation of the area for neighbourhood development order including a map showing the extent.
  - The draft neighbourhood development order provided by the Parish or Town Council provided it complies with the regulatory requirements will be publicised and representations invited including details of how to respond. [Under Regulation 23 of the Neighbourhood Planning (General) Regulations 2012]
  - Details of the examination of the neighbourhood development order.
  - The results of the examination of the neighbourhood development order.
  - Any referendum on a neighbourhood development order and the result.
  - The making of a neighbourhood development order which is the point at which it grants planning permission for the developments specified.

## Community Right to Build Orders

- 1.44 A community right to build order is a particular type of neighbourhood development order that grants specific development on a specified site.

### Publicising Community Right to Build Orders

- In line with its statutory duties the Council will publish on its website:
  - The draft community right to build order provided by the Parish or Town Council or Community Organisation provided it complies with the regulatory requirements will be publicised and representations invited including details of how to respond. [Under Regulation 23 of the Neighbourhood Planning (General) Regulations 2012]
  - Details of the examination of the community right to build order
  - The results of the examination of the community right to build order.
  - Any referendum on a community right to build order and the result.
  - The making of a community right to build order which is the point at which it grants permission for the development specified.

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Appendix B: Summary of responses received to consultation on the Draft Statement of Community Involvement 2019

Reference	Name/Organisation	Comments	EFDC response and proposed action
1	Ian Cuthbert	<ul style="list-style-type: none"> <li>Asks what additional facilities will be provided for Epping &amp; North Weald?</li> <li>No specific facilities written into Local Plan.</li> <li>Does revised LP include specific facilities?</li> </ul>	This comment is focused on the Local Plan and is not directly related to the draft SCI. No changes proposed. Infrastructure requirements are set out in the LPSV and IDP
2	David Gascoigne	<ul style="list-style-type: none"> <li>The document and language used is too vague and not specific enough</li> <li>Need to make more definitive statements about validity of the officer's role in planning vs members rights.</li> </ul>	This issue is more appropriately addressed in a planning protocol and is not something for the SCI. No changes proposed
3	Planning EE	No comments.	Noted and no action required
4	Tessa Craig – Canal River Trust	<p>Would like to be consulted where development is likely to affect:</p> <ul style="list-style-type: none"> <li>any inland waterway (whether natural or artificial) or reservoir owned or managed by the Canal &amp; River Trust, or</li> <li>any canal feeder channel, watercourse, let off or culvert, which is within an area which has been notified for the purposes of this provision to the local planning authority by the Canal &amp; River Trust.</li> </ul>	<p>The Council could setup a system to 'flag-up' any development proposal which may affect waterways and channels. The best way to achieve this would be for the Trust to provide us with a mapping file which sets out a 'consultation zone' (e.g. 50 metres either way of a waterway)</p> <p>Action: To contact the Canal Trust for further information.</p> <p>No change required to the SCI.</p>
5	Kathryn Oelman (Lawson Planning Partnership Ltd) – Princess Alexandra Hospital Trust	<ul style="list-style-type: none"> <li>PAH supports general principles and provision for engagement in pre-application discussions and the strategic masterplanning process</li> </ul>	Matters raised by LPP relate to the timescale for the delivery of the new Princess Alexandra Hospital. Programme should be set out in an agreed Planning Performance Agreement. This is not a matter for the SCI and no changes are proposed.

Appendix B: Summary of responses received to consultation on the Draft Statement of Community Involvement 2019

		<ul style="list-style-type: none"> <li>PAH therefore invites the Council to agree a specific consultation timescale and programme for the East Harlow allocation which takes account of the timings for the new hospital, and proactively ensures adherence.</li> </ul>	
6	Beverley Rumsey – Epping Town Council	<p>Broadly happy with draft SCI, subject to following comments:</p> <ul style="list-style-type: none"> <li>Weekly lists should continue to be emailed to Town and Parish Councils</li> <li>Epping Town Council's comments should be taken notice of due to considerable local knowledge</li> <li>Once made the Epping NP should be used for consultation.</li> </ul>	<p>Action: Amend the 4<sup>th</sup> bullet in the Application Stage box on page 12 as follows:</p> <p><i>'Weekly lists of planning applications submitted will be posted on the Council Website <u>and emailed to Town and Parish Councils in the District.</u></i> ETC's comments have been, and will continue to be considered on relevant planning applications.</p> <p>In relation to the Epping NP, any 'made' NP will form part of the Council's Statutory Development Plan</p>
7	Network Rail	No comments.	Noted but no action required
8	David Linnell – Loughton Residents Association Plans Group	<p>Generally happy with the revised statement.</p> <ul style="list-style-type: none"> <li>Suggest an addition to the text of the first bullet point on page 11 relating to pre-app discussions.</li> <li>Important for Council to state specifically that any statements made by Officers do not bind the Council at application stage and that a different outcome may result.</li> </ul>	<p>Action: Add a new bullet point at the end of the Pre-application stage box on page 12 as follow:</p> <p><i><u>'It is important to note that pre-application advice represents officer opinion on the proposed scheme and evidence presented at the time. Any advice at this stage is given without prejudice to the formal consideration of any subsequent planning application.'</u></i></p>

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9	Jane Gray	<ul style="list-style-type: none"> <li>• Will the document actually make the much needed change(s) to consultation with promoters of sites on the Local Plan</li> <li>• Fears document is a tick-box exercise</li> </ul>	Noted but no changes proposed
10	S.N. Wilkinson – The Roydon Society	<ul style="list-style-type: none"> <li>• Remove references to planning reception.</li> <li>• Avoid holding stakeholder briefings/workshops in peak times (i.e. summer holidays and Christmas time).</li> <li>• EFDC need to maintain accurate contact details to ensure that all community groups/parish councils have been consulted sufficiently</li> <li>• For Garden Town matters would like EFDC to provide contact details to East Herts/Harlow</li> <li>• More care is required surrounding Neighbour consultation</li> </ul>	<p>Action: Amend para 1.4 as follow:</p> <p><i>'...You can also contact us via <u>the Main Planning Reception in the Civic Offices...</u> is staffed between 9am and 4pm Monday to Friday'</i></p> <p>While the Council normally seeks to avoid holding stakeholder briefings/workshops in peak times, this may not be possible in all cases and it is right to maintain flexibility in the SCI. No change to the SCI is proposed.</p> <p>Action: to maintain accurate contact lists</p> <p>The first bullet point on page 8 states that <i>'We will consult statutory consultees, and as appropriate, engage as proactively as possible with relevant local stakeholders and the community in and around the Garden Town, including across District boundaries.'</i> This includes town and parish councils in neighbouring districts.</p>
11	Gemma Nicholson – Chelmsford City Council	<ul style="list-style-type: none"> <li>• CCC considers that the draft SCI is generally clear and comprehensive.</li> <li>• CCC notes the recognition that as part of the statutory Duty to Cooperate,</li> </ul>	Noted but no changes proposed

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		neighbouring councils and other relevant organisations must work together on strategic cross boundary issues.	
12	Debra Paris – Loughton TC	<ul style="list-style-type: none"> <li>Nothing to add to revised statement, aside from bringing to the attention of EFDC that the contact hours in para 1.4 are incorrect.</li> </ul>	See amendments proposed to para 1.4 above.
13	Catherine Williams (Savills) – on behalf of Redrow Homes	<ul style="list-style-type: none"> <li>Not advised directly of this consultation despite being on the consultation register</li> <li>SCI fails to set out a series of improvements to the consultation process which are necessary to make the consultation for each stage of the Plan meaningful and effective.</li> <li>Must notify interested parties at stage 1</li> <li>Improvement of Reg 18 consultation through more effective workshops and ensuring that the evidence base is published at the same time as the Reg 19 draft Local Plan</li> </ul>	<p>The SCI consultation was sent on 28 June 2019 to Savills and there was no indication that the email had failed to deliver. The consultee database now works on a 'opt-in' basis and contacts for Redrow were removed from the consultee database as they did not respond to the Council's email in October 2018 (as part of the GDPR data cleansing exercise) which sought to confirm whether individuals / organisations would like to remain in the database.</p> <p>Action: At the end of the 2<sup>nd</sup> bullet point in the green box on page 4, add the following:</p> <p><u><i>'...Where appropriate individuals and parties on the Council's consultee database will be notified.'</i></u></p> <p>The Council considers that the current level of detail in the SCI for Reg 18 consultation and Reg 19 publication is sufficiently robust for the purpose of the SCI. No change is proposed</p>
14	Aderopo Aderin-Lawson – HNL Sustainable Places	No specific comments	Noted but no action required
15	Lee Stiles - LVGA	<ul style="list-style-type: none"> <li>LVGA Response to the Local Plan 2012 Issues and Options (17/09/12) highlighted</li> </ul>	Noted but no changes proposed

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		<p>the Councils lack of consultation and failure to comply with their own policy (10.104L) and consult the Lea Valley Growers Association and seek other expert advice</p> <ul style="list-style-type: none"> <li>Limited confidence in SCI based on historical behaviours of the Council</li> </ul>	
16	Andy Butcher (Strutt and Parker) – on behalf of Countryside properties	<p>Areas of concern include:</p> <ul style="list-style-type: none"> <li>increased clarity on Developer Forums.</li> <li>the heading <i>pre-application – strategic masterplans and concept frameworks for strategic sites</i> is misleading and should be deleted as the requirements relate solely to masterplans and concept frameworks.</li> <li>Statement that public engagement will occur at two stages of the process is over prescriptive and may not be necessary in all circumstances</li> </ul>	<p>Comment noted with regard to Developer Forum but the current level of detail in the SCI is considered to be appropriate.</p> <p>Action: Remove the heading ‘Pre-application - Strategic Master Plans and Concept Frameworks for strategic sites’ on page 10</p> <p>The Council does not consider reference to a two-stage process as overly prescriptive and this approach has previously been agreed by Cabinet.</p>
17	Richard Carr - TFL	No specific comments	Noted but no action required
18	Kayley Smith – Highways England	No specific comments	Noted but no action required
19	Mark Hickey	<p>Issues raised:</p> <ul style="list-style-type: none"> <li>Consultations over last four years have been largely ignored</li> <li>Expert and professional opinion from many respected organisations was side stepped or disregarded</li> </ul>	<p>Noted but no changes proposed</p> <p>The comments relate to the Local Plan process and are not relevant to the SCI.</p>

Appendix B: Summary of responses received to consultation on the Draft Statement of Community Involvement 2019

		<ul style="list-style-type: none"> <li>• Certain site allocations have not considered both NPPF and local policies</li> <li>• Evidence used was selective</li> <li>• External consultants have been too heavily relied upon</li> </ul>	
20	Tasha Hurley (Savills) – Thames Water	<ul style="list-style-type: none"> <li>• Thames Water would welcome inclusion of text in the section of pre-application advice to advise developers to liaise with Thames Water to discuss wastewater infrastructure requirements ahead of the submission of any app.</li> <li>• Suggestion to include the link to encourage developer use of Thames Water pre-app service: <a href="https://www.thameswater.co.uk/preplanning">https://www.thameswater.co.uk/preplanning</a></li> </ul>	Noted but no changes proposed
21	Sarah Shirley – Theydon Bois Parish Council	<ul style="list-style-type: none"> <li>• Information indicated section 1.4 regarding the planning reception is not current.</li> <li>• Appears to be no publicly-accessible forum for discussion on the drafting of policies with the DC. Would be helpful to have opportunities to comment/ provide observations on some of these policies at a formative stage.</li> <li>• Under the section entitled <b>Who we will notify, consult and involve in plan making</b>, we note that under <b>section 1.13:</b></li> </ul>	<p>See proposed amendment to paragraph 1.4 above</p> <p>Town and parish council are provided with opportunities to comment on emerging policies through the formal consultation process.</p> <p>Action: Amend para.1.13 as follow:</p>

		<p><b>General consultation bodies</b>, Parish, and Town, Councils are not mentioned. Request reference to these be included under this section.</p> <ul style="list-style-type: none"> <li>Parish Council would like to be formally notified, and actively involved, if any further initiatives/workshops are put forward in regard to Green Infrastructure.</li> <li>Under the Section entitled '<b>Production of the Draft Local Plan</b>', <b>bullet 3</b> (p.5): the facility to respond online, in writing, or by email was provided, but the public exhibitions and officer contact were only made available in the larger settlements, and there is no recollection of the provision of policy 'surgeries'. Going forward, however, these methods of contact may prove constructive, but would need to be advertised well in advance if they are to be utilised by local councillors or residents.</li> <li>Under the Section entitled '<b>Publication of the Submission Draft Local Plan for representations</b>': The fourth bullet, '<b>Positively prepared</b>' (p.5) is then split into the second column on page 6, but would more logically be sited above '<b>Justified</b>', '<b>Effective</b>', '<b>Consistent with national policy</b>' within the same highlighted box.</li> <li>Under the Section entitled '<b>Supplementary Planning Documents</b>', <b>bullet 2</b> (p.7) -</li> </ul>	<p><i>'General consultation bodies – these include <u>town and parish councils</u>, local community or amenity groups, residents' associations, businesses, developers, landowners and other agencies.'</i></p> <p>Action: noted</p> <p>Noted: No changes proposed</p>
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		<p>Workshops, which took place from time-to-time, prior to the publication of the 'Submission Version of the New Local Plan (2017)', were scheduled intermittently. No information relating to these workshops was placed directly in the public domain and it is not known how many were undertaken.</p> <ul style="list-style-type: none"> <li>• Under the section '<b>Consultation Principles for the Garden Town</b>' (p.8): Although reference is made to consultation with statutory consultees, no reference is made in relation to consultation with local parish and Town Councils.</li> <li>• Under the Section entitled '<b>Planning Proposals</b>' (p.9): Generally, it would be helpful if procedures and protocols for 'pre-application engagement' could be formulated in more detail. Perhaps these could be set out in a further document, to be included on the Council's website.</li> <li>• In the interest of transparency, more details of the Developer Forum would also be useful.</li> <li>• Under the Section '<b>The formal Planning Application Stage</b>' (p.12) - <b>The Application Stage - bullet 4</b>: Notification should also be made to local Town, and Parish, Councils. Since this is usually achieved by emailing a copy of the 'Weekly List' to them, it would be helpful to specify this, perhaps as follows:</li> </ul>	<p>Action: move this section so that it follows on from the bottom of page 5</p> <p>The Council has not consulted on any Supplementary Planning Documents – no change proposed</p> <p>Action: Amend 1<sup>st</sup> bullet point on page 8 as follow</p> <p><i>'We will consult statutory consultees, and as appropriate, engage as proactively as possible with relevant local stakeholders and the community (including town and parish councils) in and around the Garden Town, including across District boundaries. The extent of consultation will reflect the scope of a proposal or document.'</i></p> <p>Developer Forum terms of reference and minutes are available on the Council's website</p>
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		<p><i>“Weekly Lists of planning applications submitted will be posted on the Council website, and forwarded by email to Town, and Parish, Councils”.</i></p> <ul style="list-style-type: none"> <li>Given present changes to the reception area, information should be given as to how planning applications may be viewed at the Council’s Offices.</li> </ul>	<p><a href="https://www.eppingforestdc.gov.uk/planning-and-building/planning-policy/developer-forum/">https://www.eppingforestdc.gov.uk/planning-and-building/planning-policy/developer-forum/</a></p> <p>See changes proposed in earlier comments</p>
22	Karen Hingley (Framptons) – on behalf of Barwood Land	<ul style="list-style-type: none"> <li>Provisions of SCI are reasonably onerous, will have the potential to negatively impact on timescales for the preparation and submission of planning applications and could consequently impact on the timely delivery of housing.</li> <li>Concerns that pre-app discussions will inevitably increase the timescales for submitting an app, potentially beyond that which could be considered reasonable.</li> </ul>	Noted but no changes proposed
23	Elizabeth Burn	<ul style="list-style-type: none"> <li>Recommendation that, going forward, more is done to involve the respective communities.</li> <li>Must be appreciative of, and recognise the sensitivity of open green space.</li> </ul>	Noted but no changes proposed

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24	Mary Dadd - ONPCG	<ul style="list-style-type: none"> <li>• Specific comments have been added to SCI (See PDF attached in email).</li> <li>• Should be more opportunity for communities to be listened to and participate at an early stage in the spirit of the Localism Act and the Neighbourhood Planning.</li> <li>• The Developers Forum looks after the developers' interests at early stages, but local communities have no input until after considerable planning expense has been involved.</li> <li>• Involvement for bodies (who ultimately make legally binding Planning Policies, and Development Orders) surrounding Neighbourhood Plans is 'light'.</li> </ul>	<p>Action: Amend para.1.15 as follow:  <i>'...Members of the public are informed via general publicity in the local newspaper, social media <u>and/or</u> the Council website.'</i></p> <p>Action: 3<sup>rd</sup> bullet in the text box on page 4 as follow:  <i>'...to ensure that the Council receives the relevant specialist <u>and local</u> opinions at an early Stage...'</i></p> <p>Action: Amend 1<sup>st</sup> bullet in the text box on page 7 as follow:  <i>'The Council will publicise the production of a new Supplementary Planning Document <del>or</del> in the local press, social media and the Council website.'</i></p> <p>Action: Amend 2<sup>nd</sup> bullet in the Application Stage text box on page 12 as follow:  <i>'All other types of development will be publicised with either a site notice <u>and/or</u> a neighbour notification.'</i></p>
25	Carina Powney	<ul style="list-style-type: none"> <li>• SCI seems to be the bare minimum and consultation with the public is inadequate.</li> </ul>	Noted but no action required

		<ul style="list-style-type: none"> <li>District is facing extreme pressures on the environment and wildlife due to the demand to develop on the Green Belt. The public are not aware of the long-term implications of this.</li> </ul>	
26	Liam Lakes	<ul style="list-style-type: none"> <li>SCI layout and ease of use of the document must be improved.</li> <li>Full legal review of document is required.</li> <li>Current process of engagement does not sufficiently take account of the needs of vulnerable groups.</li> <li>Consultation schedule is unrealistic and flawed.</li> <li>Draft SCI indicates that consultation is not mandatory. This is not strictly correct and in some cases, there are statutory requirements applicable.</li> <li>SCI document must include an outline of the steps that can be taken if someone feels that the correct process has not been followed.</li> <li>Reference to “learn from and improve consultation activities”. This is currently apparent from the way EFDC have and are handling planning decisions.</li> </ul>	<p>Action: Amend para 1.7 as follow:</p> <p><i>‘...The minimum requirements for public engagement in planning policy making is set out in <u>various legislation and regulations including the Town and Country Planning Act, the Planning and Compulsory Purchase Act, the Environmental Impact Assessment Regulations, the Conservation of Habitats and Species Regulations, as well as relevant requirements set out under EU Directives.</u></i></p> <p>Action: Amend para.1.13 as follow:</p> <p><i>‘General consultation bodies – these include local community or amenity groups, residents’ associations, businesses, developers, landowners and other agencies. <u>In particular, the Council will seek to engage with hard-to-reach groups and vulnerable groups.</u></i></p> <p>Action: Add an additional sentence at the end of para.1.4 as follow:</p>

Appendix B: Summary of responses received to consultation on the Draft Statement of Community Involvement 2019

			<p><u>'...Please contact the Planning Policy Team if you feel that the correct process as set out in this SCI has not been followed.'</u></p>
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## **Report to the Cabinet**

**Report reference: C-021-2019/20**

**Date of Meeting: 18 November 2019**

**Subject: Implementation of the Local Plan: Update on progress**

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

**Democratic Services:** Adrian Hendry (01992 564246)



**Epping Forest  
District Council**

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### **Recommendations/Decisions Required:**

**That the progress of Masterplans and Concept Frameworks, including the use of Planning Performance Agreements and the progress of other proposals at pre-application and application stage be noted (see Appendices A- D);**

### **Executive Summary**

Following the October 2018 Cabinet meeting which agreed the governance arrangements for the implementation of the Local Plan, the Implementation Team made a commitment to provide members with regular updates on the progress of Masterplans and Concept Frameworks within Epping Forest District to ensure that members are kept fully up to date.

This report therefore provides members with an update on the progress of Strategic Masterplans, Concept Frameworks and Planning Performance Agreements within the District.

As part of the Independent Examination of the Local Plan, the Council have agreed and signed Statements of Common Ground with all the site promoters of the following strategic sites: North Weald Bassett, Waltham Abbey North, South Epping, West Ongar and South Nazeing. In relation to the Garden Town allocations, which consists of Latton Priory, Water Lane and East of Harlow, the Council were able to sign Statements of Common Ground with all of the principle site promoters.

The strategic sites are progressing well and are all on track to meet the delivery of housing noted within the Housing Implementation Strategy Update 2019 (see [EB410A](#) and [EB410B](#)).

### **Reasons for Proposed Decision**

- To ensure that members are kept fully up to date on the progress of Masterplans and Concept Frameworks and other major proposals being promoted within the District.

### **Other Options for Action:**

Not to update members on the progress on the above issues would be contrary to the commitment made by the Implementation Team as noted in the 18 October 2018 Cabinet Report.

## **Report:**

### **Strategic Masterplans, Concept Frameworks and other allocated sites**

1. [The Local Plan Submission Version 2017](#) (LPSV) promotes a joined up, collaborative and proactive approach to the planning and implementation of key strategic sites across Epping Forest District. The production of Masterplans and Concept Frameworks will ensure that development proposals are brought forward in accordance with the Council's priorities and policies and facilitate the delivery of necessary infrastructure. Such an approach is an important step towards boosting the timely delivery of high quality development and infrastructure within the District.

2. Strategic Masterplans and Concept Frameworks provide an overarching framework to ensure that development is brought forward in a coordinated and coherent way in accordance with high quality place making principles. The planning applications which follow must demonstrate general conformity with an endorsed Masterplan or Concept Framework. As set out in the [18 October 2018 Cabinet Report](#), the Council's Local Plan Cabinet Committee (LPCC) has the authority to approve Draft Strategic Masterplans and Concept Frameworks for consultation. Following the six-week consultation period, Strategic Masterplans will then be taken to Cabinet for formal endorsement as a material planning consideration. The process for Concept Frameworks is broadly similar, however owing to their smaller scale, these will only be taken to LPCC once for formal endorsement.

3. As set out in paragraph 15 of the report to Cabinet on 18 October 2018 a commitment was made to provide members with regular updates on the progress of masterplans and concept frameworks within Epping Forest District to ensure that members are kept fully informed of the progression of each plan.

4. The LPSV has identified site allocations which should be subject to the Strategic Masterplanning approach (see LPSV para 2.90 and 2.91). These include the following masterplans:

- Latton Priory
- Water Lane
- East of Harlow
- North Weald Bassett
- North Weald Airfield
- South Epping
- Waltham Abbey North

And Concept Frameworks (see LPSV paras 2.99 and 2.100) for sites in:

- West Ongar
- South Nazeing.

## **Inspector's advice following examination hearings**

5. Following the hearing sessions for the Independent Examination the Local Plan, the Inspector released her Advice after hearings to the Council on 2 August 2019 ([ED98](#)). Within her advice the Inspector has set out a number of changes to the Plan which are required to remedy issues of soundness in the form of Main Modifications. These include Action 22 to delete proposed allocation LOU.R5 (Jessel Green) and Action 25 to delete the proposed allocation of CHIG.R6 (Limes Farm Masterplan Area).

6. These and the other Actions identified within the advice are being progressed and the Council has responded to the Inspector with the programme of work to establish the precise form of MMs that are required ([ED100](#)).

7. The main area of work which has required careful consideration is the most efficient and expedient way to progress the actions in relation to the Habitats Regulations Assessment taking on board the issues raised with respect to the need for modelling to take account of tall forest vegetation; to look again the causal link between the mitigation measures proposed and the modelling effects shown in the HRA 2019; and to provide evidence to demonstrate the effects on the Forest would not be significant.

8. In parallel the Council has issued an updated position statement ([EB129](#)) to provide information about the Epping Forest Special Area of Conservation and the present position with respect to the granting of planning permission for new development that may adversely affect Epping Forest. The Council is continuing to work actively to resolve the current situation that has restricted housing and economic development coming forward in the District since 2018. Working with Natural England the Council is striving to identify potential opportunities to address the backlog of underdetermined applications and is seeking legal advice as to the extent to which permissions can be issued. A further report will be brought to Cabinet at the December meeting.

## **Current progress on the masterplans**

9. Work on the masterplans for the Garden Town sites has continued with EFDC officers liaising with key stakeholders across the 5 Garden Town authorities and relevant site promoters. Stakeholder workshops facilitated by CEG were held in September on behalf of the Latton Priory site promoters. Discussions have also been taking place between EFDC and Essex County Council (Highways) regarding the provision of the access road and sustainable transport corridor to Latton Priory. There have been a series of meetings held between EFDC and the main site promoters at Water Lane to discuss key technical matters. Smaller site promoters have also started to engage in this process. At East Harlow communication is continuing with the main site promoters regarding the response to the Local Plan Inspector's interim advice and the process for undertaking the masterplanning work.

10. The Implementation Team has been proactively engaging with relevant site promoters to progress the other Strategic Masterplan and Concept Frameworks in the District. Some strategic sites are more advanced than others, but good progress has been made. Now that the local plan hearing sessions have been completed there will be a need to progress these in order to ensure that each of the sites will meet their projected delivery of housing, in accordance with the stepped trajectory as set out in the [Housing Implementation Strategy Update 2019](#).

11. For the North Weald Bassett Masterplan area there have been stakeholder engagement workshops held with the Neighbourhood Plan Steering Group. Project meetings on green infrastructure/SANGS and open space have also been held with the group of site promoters. Initial internal meetings on North Weald Airfield have been undertaken and the contract for masterplanning has now been let based on the project brief agreed at April's Cabinet meeting.

12. EFDC officers have met with the site promoters for the South Epping masterplan area to discuss the Inspector's concerns regarding the proposed level of housing on the site and sought to agree a way forward in order to demonstrate certainty over delivery.

13. At Waltham Abbey North the site promoters are preparing technical evidence to support the preparation of the masterplan. Discussions on the two Concept Frameworks are still at an early stage in the masterplan process.

#### **Other allocated sites**

14. Alongside the Strategic Masterplan and Concept Framework sites, the Implementation and Development Management Teams have been progressing some of the smaller sites proposed for allocation within the LPSV. As with the strategic sites, some of these proposed allocations are further advanced than others, but officers are encouraged by the progress which has been made to date and work continues to progress their delivery in accordance with the Housing Trajectory.

15. The development proposals at St John's site for a mixture of commercial and residential uses, including a leisure centre, are at an advanced stage and were reviewed by the Council's Quality Review Panel in October. It is envisaged that options will be presented to Members at December's Cabinet. The Roundhill residential development proposals were reviewed by the Quality Review Panel in July and officers continue to discuss refinements to the proposals. A revised planning application has been submitted for the Next development proposals at land at Dowding Way. Although the new application represents an amendment to the previous scheme, it has been subject to detailed design discussion with EFDC officers and sent for review to the Quality Design Panel.

16. Appendix A provides an update on the progress of the Masterplans and Concept Frameworks; Appendix B provides an update on the progress of each of the strategic and other allocated sites and Appendix C provides information on other proposals on non allocated sites over 0.2hectares in size or more than 6 dwellings. Appendix D provides information on the schemes reviewed by the Quality Review Panel.

**Resource Implications:**

As set out in the 18 October 2018 Cabinet Report, the successful delivery of the Garden Town and the other strategic sites within Epping Forest District will require considerable commitment of officer time from EFDC. The noting of the contents of this report do not give rise to additional resource implications.

**Legal and Governance Implications:**

The work on the Strategic Masterplans and Concept Frameworks has been developed in accordance with Government policy (NPPF) and Planning Law.

**Safer, Cleaner, and Greener Implications:**

The Local Plan contains a policy designed to promote the notion of making good places to live, work and visit. This will include safer by design principles, sustainable development, the provision of alternatives to the car, energy efficiency and environmental considerations as well as sustainable drainage systems and quality green infrastructure. Strategic Masterplans and Concept Frameworks will be the mechanism for these place-making measures to be delivered in identified Masterplan Areas.

**Consultation Undertaken:**

Some of the Strategic sites have been the subject of informal public consultation and engagement. However as set out in the Councils Masterplan and Concept Framework Plan Briefing note, these sites will be subject to public consultation in accordance with an endorsed Statement of Community Involvement.

**Background Papers:**

C-015-2018/19: Governance arrangements for Local Plan Implementation, 18 October 2018

Habitat Regulations Assessment 2019

**Risk Management:**

If the Council was not to take a pro-active stance on the delivery of Masterplans and major applications arising from the Local Plan, there is a real risk of or development occurring of a type that does not extract maximum value for the provision of social infrastructure and poor quality development may occur.

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<b>Section 1: Identifying details</b>
Your function, service area and team: Planning Directorate
If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: <i>N/A</i>
Title of policy or decision: Update on the progress of strategic masterplans, concept frameworks, planning performance agreements, the Quality Review Panel and contributions from developers towards infrastructure
Officer completing the EqIA: Tel: Alison Blom-Cooper Email: <a href="mailto:ablomcooper@eppingforestdc.gov.uk">ablomcooper@eppingforestdc.gov.uk</a>
Date of completing the assessment: 16 October 2019

<b>Section 2: Policy to be analysed</b>	
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):  <i>The report is to update members on the production of Strategic planning issues.</i>  What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?  <i>To ensure members are fully briefed on the progress made on strategic planning issues.</i>
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>• service users</li> <li>• employees</li> <li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li> </ul> <i>No</i>
2.4	Will the policy or decision involve substantial changes in resources?  <i>No – the report is for information only.</i>
2.5	Is this policy or decision associated with any of the Council's Corporate Outcomes and how, if applicable, does the proposed policy support corporate outcomes?



<p><i>It fulfils a commitment made by the Implementation Team at the October 2018 cabinet to keep members updated on the progress of masterplans and strategic frameworks.</i></p>
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### Section 3: Evidence/data about the user population and consultation<sup>1</sup>

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

3.1	<p>What does the information tell you about those groups identified?</p> <p><i>This is not applicable – the report is for noting only.</i></p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p><i>N/A – as above</i></p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p><i>N/A for reason noted in 3.1</i></p>

## Section 4: Impact of policy or decision

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

<b>Description of impact</b>	<b>Nature of impact</b> Positive, neutral, adverse (explain why)	<b>Extent of impact</b> Low, medium, high (use L, M or H)
Age	None	N/A
Disability	None	N/A
Gender	None	N/A
Gender reassignment	None	N/A
Marriage/civil partnership	None	N/A
Pregnancy/maternity	None	N/A
Race	None	N/A
Religion/belief	None	N/A
Sexual orientation	None	N/A

## Section 5: Conclusion

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

No actual or likely adverse impacts have come to light.

## 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: Alison Blom-Cooper

Date: 16 October 2019

Signature of person completing the EqlA: Lydia Grainger

Date: 15 October 2019

**Advice**

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqlA you undertake to the director responsible for the service area. Retain a copy of this EqlA for your records. If this EqlA 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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**Appendix A - Masterplan and Concept Frameworks**

Masterplan Area / Concept Framework Area	Local Plan policy and site reference	Description of proposed allocation	PPA status	Delivery due to commence (Housing Implementation Strategy 2019)	QRP	Timescales / progress update	Proposal stage	Section 106	Case officer
Latton Priory	Policy SP 4 & SP 5: SP 5.1	New Garden Town Community consisting of approximately 1,050 homes, 2 hectares of employment land, up to 5 traveller pitches, a new primary and secondary school and a local centre.	Signed - August 2018	2022/23	11/10/2018 and 05/04/2019	Series of masterplanning meetings have been held and are ongoing between key stakeholders including EFDC, the main site promoters (Commercial Estates Projects Ltd and Hallam Land), ECC (Highway and Education), and HDC. Stakeholder Workshops have taken place. First round of public consultation and engagement took place in October 2019.	Masterplan	Not commenced	Graham Courtney
Water Lane	Policy SP 4 & SP 5: SP 5.2	New Garden Town Community consisting of approximately 2,100 homes, up to 5 traveller pitches, a new primary school and a local centre.	West Sumners signed - July 2018 West Katherines signed - May 2019	2022/23	28/03/2019 - joint 06/09/2019 - West Sumners	Series of masterplanning meetings have been held and are ongoing between key stakeholders including EFDC, the main site promoters (a consortium of housebuilders including Persimmon, Taylor Wimpey and Martin Grant Homes - West Katherines, and Manor Oak Homes - West Sumners), ECC (Highway), and HDC. Representatives of the smaller sites contained within Tylers Cross have recently begun to engage in the Masterplanning process and engagement has begun with representatives of Redwings. West Sumners seeking to go out to informal public engagement early 2020.	Masterplan	Not commenced	Graham Courtney
East of Harlow	Policy SP 4 & SP 5: SP 5.3	New Garden Town Community consisting of approximately 750 homes, up to 5 traveller pitches, a new primary school, a local centre, and a potential new secondary school and potential relocation of PAH.	Advanced stage of discussion	2023/24	N/A	Meetings have been held between key stakeholders including EFDC, the main site promoters (Miller Homes), ECC, HDC and PAH NHS Trust. Draft PPA with site promoters. Awaiting response from Miller Homes as to whether they will commence Masterplanning ahead of the final report from the Local Plan Inspector. Communication has taken place with three smaller land promoters within the masterplan area about bringing their sites forward as part of the new development.	Masterplan	Not commenced	Graham Courtney
North Weald Bassett	Policy P 6: NWB.R1, NWB.T1, NWB.R2, NWB.R3, NWB.R4 and NWB.R5	Provision of approximately 1,050 homes and 5 traveller pitches, a new local centre including retail, community and health facilities and the erection of a new primary school.	advanced stage of discussion	2022/23	14/06/2019	Draft PPA with site promoters. Workshops on Green Infrastructure, open space and SANGS held with the site promoters and Neighbourhood Plan Steering group.	Masterplan	Not commenced	James Rogers
North Weald Airfield	Policy P 6: NWB.E4	Provision of new B1/B2/B8 employment uses on NWB.E4 and retention and expansion of aviation uses to the west of the main runway.	Not commenced	2022/23	N/A	Masterplanners have been appointed to work with the Council to bring the site forward as set out in the Inspector's advice on 02/08/2019. The masterplan will need to coordinate with the village masterplan. Project brief was agreed by Cabinet on 11/04/2019 - the brief is currently out to tender to recruit Masterplanners to bring the site forward. The masterplan will need to coordinate with the village masterplan.	Masterplan	Not commenced	James Rogers
South Epping	Policy P 1: EPP.R1 and EPP.R2	Provision of approximately 950 homes, a new neighbourhood centre to include community facilities, employment, health facilities and retail uses as well as a new primary school and early years childcare provision.	Advanced stage of discussion	2023/24	N/A	Discussions between EFDC officers and site promoters are ongoing following the receipt of the Inspector's advice asking the council to reconsider the appropriate quantum of development for the two sites.	Masterplan	Not commenced	James Rogers
Waltham Abbey North	Policy P 3: WAL.R1, WAL. T1, WAL.R2 and WAL.R3	Provision of approximately 740 homes and 5 traveller pitches as well as a new local and community centre.	Advanced stage of discussion	2022/23	N/A	Site promoters are currently producing technical work to progress the Masterplan.	Masterplan	Not commenced	James Rogers
Jessel Green	Policy P 2: LOU.R5	Provision of approximately 154 homes.	Not commenced	2028/29	N/A	Following the advice received from the Local Plan Inspector, the proposed allocation is to be deleted from the plan via Main Modification.	Not commenced	Not commenced	N/A
Limes Farm	Policy P 7: CHIG.R6	Regeneration led development to provide an additional 100 homes on the site as well as new community and local service facilities.	Not commenced	2028/29	N/A	Following the advice received from the Local Plan Inspector, the proposed allocation is to be deleted from the plan via Main Modification.	Not commenced	Not commenced	N/A
West Ongar Concept Framework Area	Policy P 4: ONG.R1 and ONG.R2	Provision of approximately 234 homes	Initial discussions	2022/23	N/A	Discussions regarding a PPA and a project plan are at an early stage	Concept Framework	Not commenced	James Rogers
South Nazeing Concept Framework Area	Policy P 10: NAZE.R1, NAZE.R3 and NAZE.R4	Provision of approximately 93 homes.	Initial discussions	2021/22	N/A	Discussions regarding a PPA and a project plan are at an early stage	Concept Framework	Not commenced	Graham Courtney
St John's Road	EPP.R4	Comprehensive redevelopment of the site.	Advanced stage of discussion - not yet signed	2028/29	04/10/2019	Meetings have been held and are ongoing between key stakeholders. Member workshop has taken place. Draft proposals presented to the Council's QRP in October 2019.	Masterplan	Not commenced	Graham Courtney

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**Appendix B - Allocated Sites**

Site	Local Plan site Reference	Description of proposal	PPA status	Delivery due to commence (Housing Implementation Strategy 2019)	Application Stage	Local Plan Officer Working Group	Development Management Forum	Quality Review Panel	Timescales / progress update	Section 106 status	Case officer	Team responsible
<b>Pre application proposals</b>												
Nazeing Glassworks	NAZE.E3	Redevelopment of the site to provide approximately 5,000sqm of employment space and 230 residential dwellings.	Payment received	Not an allocated site for housing	Pre application ref: EF\2018\ENQ\00219	May-18	TBC	16-Aug-18	Meetings held between EFDC and site promoters and detailed advice provided. Considered at the QRP.	Not commenced	Graham Courtney	Implementation
Land to the North of Chelmsford Road	ONG.R4	Erection of 163 homes comprising of 1, 2, 3 and 4 bedroom houses and apartments.	N/A	2022/23	EIA Screening Opinion	Jun-19	N/A	N/A	Site promoters have requested an Environmental Impact Assessment Screening Opinion.	Not commenced	Alex Taylor	Development Management
Epping Forest College, Playing fields, Borders Lane	LOU.R4	290 Dwellings in a mix of 2, 3, 4 and 5 storey blocks together with sports and recreation space.	Prepared but yet to be agreed/signed	2022/23	Pre application ref - EF\2019\ENQ\06881	Jun-19	TBC	09-Aug-19	Discussions ongoing regarding revisions following QRP. Public consultation carried out by the Site Promoters.	Under preparation	Michael Johnson	Development Management
Former Waltham Abbey Swimming Pool, Roundhills, Waltham Abbey	WAL.R6	Redevelopment of the site to provide residential development.	N/A	2028/29	Pre application ref: EF\2018\ENQ\01422	Jul-19	TBC	12-Jul-19	Discussions ongoing regarding revisions following QRP. Public consultation carried out by the Site Promoters in September 2019.	Under preparation	Michael Johnson	Development Management
Epping Forest College, Borders Lane, Loughton	LOU.R9	Erection of 143 mixed tenure units ranging from 3 to 5 storeys.	Prepared but yet to be agreed/signed	2023/24	Pre application ref: EF\2018\ENQ\00051	Jun-19	TBC	09-Aug-19	Ongoing discussions and meetings, with four pre-application meetings held to date (June - October 2019). Public engagement undertaken in September 2019.	Not commenced	Marie Claire Tovey	Development Management
Land at Forest Drive, Theydon Bois	THYB.R1	Mixed development up 39 dwellings.	N/A	2021/22	Pre application ref: EF\2018\ENQ\00400	Jun-19	N/A	N/A	Under consideration.	Not commenced	Marie Claire Tovey	Development Management
Oak Hill Green, Oak Hill Road, Stapleford Abbots	STAP.R1	Residential development around 40 units and community facilities.	Discussions ongoing	2021/22	Pre-app ref EF\2018\ENQ\00275	May-18	N/A	Second review 17-May-19	Further post-QRP pre-application meeting held in August 2019 with planning and design officers.	Not commenced	Ian Ansell	Development Management
Grange Court, 72 High Road, Chigwell	CHIG.R9	Conversion of Listed building into 8 dwellings and extensions to create a further six dwellings.	N/A	Planning Permission granted - EPF/3264/17	Pre application ref: EF\2019\ENQ\00330	No	N/A	N/A	Ongoing discussion.	Not commenced	Ian Ansell	Development Management
Greensted Croft, Greensted Road, Ongar	ONG.R5	Erection of up to 115 residential units.	Agreed and signed	2022/23	Pre application ref: EF\2018\ENQ\01132	Nov-18	TBC	28-Mar-19	Ongoing pre-application discussions for site-wide masterplan. Further meeting held in July 2019, upcoming meeting scheduled for November 2019.	Not commenced	Ian Ansell	Development Management
Chigwell Convent	CHIG.R7	Redevelopment of site for various residential uses , 3.4 hectares 136 -194 dwellings.	N/A		Pre application ref: EF\2019\ENQ\00562	Jul-19	TBC	TBC	Undertaking work to support the allocation in respect of heritage issues.	Not commenced	James Rogers	Development Management
57a - 57b Fyfield Road, Ongar	ONG.R3	Erection of 20 houses with garages; and construction of an additional car parking area for Ongar medical centre.	N/A		Pre application ref: EF\2017\ENQ\01613	No	TBC	TBC	Pre App.	Not commenced	Sukhi Dhadwar	Development Management
Wain and Green Hedges, Coppice Row, Theydon Bois	THYB.R3	Demolition of existing properties and construction of 9 new apartments with car parking.	N/A		Pre application ref: EF\2019\ENQ\00630	Aug-19	N/A	N/A	Pre application meeting was held on 16th August. Suggested amendments following discussions with the Urban Design Team. Awaiting amendments to be received from applicant.	Not commenced	Honey Koujouri	Development Management
<b>Planning applications submitted awaiting decision</b>												
Land North of Dowding Way	WAL.E8	Hybrid Planning Application: Phase 1 - Erection of large scale distribution warehouse and phase 2 - Outline application for other employment uses.	Agreed but not yet signed	2026/27	EPF/2503/19	Oct-18	15/05/2018	26-Apr-18 Oct-18 and Aug-19 11-09-	Revised planning application received and consultation letters sent on 1st Nov 2019. Due to schedule report to DDMC in January.	Agreed	James Rogers	Implementation
Land west of Froghall Lane, Chigwell	CHIG.R4	Proposed assisted living development to provide apartments and communal and support facilities.	N/A	Site allocated for C2 use	Planning application - EPF/1182/18	Nov-18	?	?	Under consideration.	Not commenced	Jerry Godden	Development Management
Land Corner of Mill Lane / Millfield, High Ongar	HONG.R1	Erection of 8 three bedroom houses including new access from Millfield, provision of parking spaces, amenity space and landscaping.	N/A	2020/21	Planning application - EPF/1718/18	Jul-17	N/A	N/A	Application withdrawn from Area Planning Committee as a result of a potential legal challenge by a neighbour objecting to the site allocation in the LPSV.	Not commenced	Ian Ansell	Development Management
Old Epping Laundry Site, Bower Hill, Epping	EPP.R9	Demolition of existing buildings and erection of 58 new residential dwellings.	N/A	2021/22	Planning application - EPF/3174/18 refused	Yes	?	?	Refused 30/04/2019 under delegated authority on grounds of design, quality of accommodation, impact on neighbours, lack of affordable housing, parking provision and impact on the SAC.	Not commenced	Sukhi Dhadwar	Development Management
Lake View, Moreton	MORE.T1	Application for variation of condition 10 on planning application EPF/1356/98 (allowed on appeal) (Use of land for Showmen's permanent quarters (relocation of existing established overcrowded site) to enable up to 62 caravans to be located within the site).	N/A	Regularisation of existing use	Planning application EPF/0499/18	Jun-18	N/A	N/A	Awaiting further information from applicants.	Existing use	Ian Ansell	Development Management
Gypsy Mead, Ongar Road, Fyfield	FYF.R1	Proposed development of x 24 no. new homes with associated parking facilities, cycle stores and rubbish disposal.	N/A	2022/23	Planning application - EPF/0016/19	Apr-19	Awaiting further information on wider issues	22-Nov-18	Applicant engaging in affordable housing viability discussions with EFDC officers.	Not commenced	Alex Taylor	Development Management
St Thomas More Church, Willingale Road, Loughton	LOU.R16	Demolition of redundant church and associated buildings and erection of 16 house, 10 flats and a new community hall.	N/A	2021/22	Planning application - EPF/0304/19	Nov-18	N/A	N/A	Area Plan South considered application July 2019. Issues relating to SAC still to be resolved.	Not Commenced	Marie Claire Tovey	Development Management
Unit 20, Oakwood Hill Industrial Estate	LOU.E1	Proposed new 5 storey office building with associated parking.	N/A		Planning application - EPF/1908/19	No	N/A	N/A	Planning Application.	Not Commenced	Marie Claire Tovey	Development Management
<b>Applications awaiting S106 to be signed (excluding S106 only relating to the SAC)</b>												
JW Fencing, Pecks Hill, Nazeing	NAZE.R2	Outline planning application for the demolition of all existing buildings on the site and erection of 25 dwellings.	N/A	2022/23	Outline Planning application	Jul-18	No	No	Area Plans West Committee resolved to grant planning permission on 10/04/2019. Issues around SAC still to be resolved. Subject to conditions and a Section 106 legal agreement, may require additional infrastructure contributions.	Awaiting signature	Sukhi Dhadwar	Development Management
<b>Planning applications determined and issued</b>												
256 High Road, Loughton	LOU.R8	Demolition of existing buildings and construction of 29 apartments in a single building of 3, 4 and 5 storeys in height, alongside associated access, amenity space, landscaping and parking.	N/A	2022/23	Planning permission granted	Jan-18	No	No	Development complete.	Complete	James Rogers	Implementation
126 Manor Road, Chigwell	CHIG.R3	To retain the existing dwelling at No. 126 Manor Road and add a new extension to the front and rear; creating 12 x no. residential units in total; with associated parking, cycle storage, refuse store and amenity space.			Planning Application - EPF/3281/16	No			Development complete.		Ian Ansell	Development Management
<b>Proposals at appeal</b>												

13 - 15a Alderton Hill, Loughton	LOU.R14	Demolition of three dwellings and erection of residential development to provide 89 apartments.	N/A	2028/29	Public inquiry appeal: ref APP/11535/W/18/320341 0	Oct-18	No	No	Planning permission refused and appeal dismissed following a public enquiry on grounds of design and impact on Epping Forest SAC.	Not commenced	Sukhi Dhadwar	Development Management
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**Appendix C - Non allocated Sites**

Site	Description of proposal	PPA status	Application Stage	Local Plan Officer Working Group	Development Management Forum	Quality Review Panel	Timescales / progress update	Section 106 status	Case officer	Team responsible
<b>Pre application submissions</b>										
Crown House, 151 High Road, Loughton	Demolish Crown House and the car park and create a new landmark building consisting of Offices, Retail and Residential accommodation.	N/A	Pre application ref - EF\2019\ENQ\00417	Jun-19	?	?	Pre application meeting held. Issues raised over scale of development, number of units and impact on Epping Forest SAC. Revised proposal to be reviewed.	Not commenced	Michael Johnson	Development Management
Upper Clapton Rugby & football club	New all weather pitch, alterations to function hall, improved drainage to pitches, alterations to car park and relocation of floodlights, together with enabling development comprising 9 residential dwellings.	N/A	Pre application ref - EF\2019\ENQ\000352	No	N/A	N/A	Pre application meeting held. Issues raised over impact on green belt, inappropriate development with no very special circumstances demonstrated. Applicant reconsidering position.	Not commenced	Michael Johnson	Development Management
Land North of Pick Hill Waltham Abbey EN9 3LF	123 Dwellings and open space.	TBD	EF\2019\ENQ\00338	May-19	?	?	Pre application meeting carried out. Concerns raised over impact on green belt, flooding, Epping Forest SAC and sustainability.	Not commenced	Sukhi Dhadwar	Development Management
Howards Nursery, Epping Road, Nazeing	Erection of 8 new dwellings.	N/A	EF\2019\ENQ\00511	No	N/A	N/A	Pre application submitted - 7/6/2019.	Not commenced	Caroline Brown	Development Management
Kingsfield Nursery, Sewardstone Road, Waltham Abbey	9 Residential properties, associated access, ancillary development, landscaping and public open space.	N/A	Pre application ref - EF\2019\ENQ\00474	Sep-19	N/A	N/A	Pre application submitted - 29/5/19.	Not commenced	Sukhi Dhadwar	Development Management
11 The Shrubberies, Chigwell	Demolition of existing single dwelling house and erection of new structure housing 9 flats across 3 floors, including dedicated off-street parking.	N/A	Pre-app ref EF\2019\ENQ\00406	Sep-19	N/A	N/A	Revised scheme submitted	Not commenced	Ian Ansell	Development Management
Shernbroke Road Hostel, 1 - 6 Shernbroke Road, Waltham Abbey, Essex, EN9 3JF	Demolition of existing single dwelling house and erection of new structure housing 9 flats across 3 floors, including dedicated off-street parking.	N/A	Pre-application ref EF\2018\ENQ\00959	No	N/A	N/A	Pre application meeting held. Design issues discussed and issues raised. Applicant working up revised proposals.	Not commenced	Michael Johnson	Development Management
Conquest House, Church Street, Waltham Abbey	Change of use of office (B1a) to residential (C3) to provide 49 self-contained 1 bed units.	N/A	Pre application ref EF\2019\ENQ\00609	No	?	?	Pre application submitted - 28/06/2018	Not commenced	Michael Johnson	Development Management
Eastbrook Hall, Broomstick Hall Road, Waltham Abbey	Erection of 3 storey building containing 12 units and the re-development of residential building for more units.	N/A	Pre-application ref EF\2019\ENQ\00605	No	N/A	N/A	Pre application submitted - 27/06/2019.	Not commenced	Sukhi Dhadwar	Development Management
233 - 235 Fencepiece Road, Chigwell	Demolition of two existing semi-detached dwellings and replacement with single structure containing 10 new apartments.	N/A	EF\2019\ENQ\00647	Sep-19	N/A	N/A	Pre application submitted August 2019. Pre app response has been given.	Not commenced	Marie-Claire Tovey	Development Management
Land on the southern side of Honey Lane, Waltham Abbey	Proposed construction of a new 75 bed care home, 5 key worker houses, 8 supported living apartments, 4 affordable houses and 6 market houses. Site area 1.06 hectares, Care Home (GIA) - 4030 sq..	N/A	Pre application ref EF\2019\ENQ\00585	No	?	?	Pre application submitted - 24/06/2019.	Not commenced	Francis Saayeng	Development Management
Loughton Health Centre, the Drive, Loughton	Erection of 14 residential units and rebuild health centre.	N/A	Pre application re EF\2019\ENQ\00600	Aug-19	N/A	N/A	Pre application submitted - August 2019. Pre app response has been given.	Not commenced	Sukhdeep Jhooti	Development Management
Springfield Nursery, Pick Hill, Waltham Abbey	Erection of 50 new dwellings and associated infrastructure.	N/A	Pre application ref EF\2018\ENQ\01076	Aug-19	N/A	N/A	Pre application submitted - 27/09/2018.	Not commenced	Sukhi Dhadwar	Development Management
25 Theydon Park Road, Theydon Bois	Demolition of existing dwellings and replacement with 7 no. new dwellings.	N/A	Pre application ref EF\2019\ENQ\00737	No	N/A	N/A	Pre-app response sent - case closed.	Not commenced	Muhammad Rahman	Development Management
Land adjacent to Epping Road and School Road, Toot Hill, Essex	Erection of five new homes and the provision of public open space.	N/A	Pre application ref EF\2019\ENQ\00616	No	N/A	N/A	Under consideration.	Not commenced	Sukhdeep Jhooti	Development Management
Hornes Farm, Mount Road, Epping, CM16 7PH	Proposed redevelopment to provide six agricultural buildings and nine new dwellings.	N/A	Pre application ref EF\2019\ENQ\00715	Sep-19	N/A	N/A	Pre application meeting held on 27th September 2019. Response to be issued.	Not commenced	Honey Kojouri	Development Management
Land rear of 176 Honey Lane Waltham Abbey EN9 3BA	Proposed construction of x4 no. dwellings.	N/A	Pre application ref EF\2019\ENQ\00648	No	N/A	N/A	Pre application submitted - 09/07/2019.	Not commenced	Caroline Brown	Development Management
Land east of Forest Glade North Weald Essex CM16	Proposed redevelopment to provide 1,548sqm of employment floor space.	N/A	Pre application ref EF\2019\ENQ\00645	Sep-19	N/A	N/A	Pre application meeting held on 27th September 2019. Response to be issued.	Not commenced	Honey Kojouri	Development Management
Paternoster House 69A Paternoster Hill Waltham Abbey EN9 3JY	Two storey block to provide 40 no. additional bedrooms.	N/A	Pre application ref EF\2019\ENQ\00563	Sep-19	N/A	N/A	Pre application submitted - 19/06/2019.	Not commenced	Sukhi Dhadwar	Development Management
<b>Planning applications awaiting decision</b>										
North Weald Park (Quinn)	Erection of up to 690 dwellings, including new access route, vehicle parking, landscaping and associated infrastructure.	Signed 18/05/18	Planning application - EFF/1413/18	Jul-18	08/09/2018	27-Sep-18 and 05-Apr-2019	Application under consideration. Highways England issued holding direction October 2019.	Not commenced	Sukhi Dhadwar	Development Management

Land to the north of the Nags Head Public House, Moreton	Application for Outline Planning Permission for the erection of x 7 no. new homes and provision of associated parking, landscaping and access improvements.	N/A	Planning application - EPF/0496/19	No	N/A	N/A	Under consideration. Need to take into account policies of Moreton, Bobbingworth and the Lavers Neighbourhood Plan.	Not commenced	Sukhi Dhadwar	Development Management
Pickerells Farm, Dunmow Road, Fyfield	Change of use of existing building to form 6 no. dwellings with associated amenity space, parking space bin store, bike store, passing bays and skip enclosure.	N/A	Planning application - EPF/0537/19	No	N/A	N/A	Application registered - 12/04/2019.	Not commenced	Alastair Prince	Development Management
Broadbanks, 23 Ivy Chimneys Rad, Epping	Demolition of all on site stables and hardstanding; the excavation of part of the site to reduce the levels (with the excavated material to be removed); the provision of access road and turning head along with the erection of x 9 no. detached and semi-detached dwellings including ancillary works and landscaping.	N/A	Planning application ref: EPF/0289/19	No	N/A	N/A	Application refused 14/08/2019.	Not commenced	Sukhi Dhadwar	Development Management
Land at Gainsborough House, Sheering Lower Road, Sheering	Change of use of Gainsborough House from offices to residential and erection of a two and a half storey extension to create 14 no. flats and revised parking layout.	N/A	Planning application - EPF/0438/19	No	N/A	N/A	Application registered - 07/05/2019. Negotiations taking place between EFDC and applicant on affordable housing provision.	Not commenced	Alex Taylor	Development Management
Middlebrook Industrial Estate, Hoe Lane, Nazeing	Demolition of existing commercial buildings and erection of 20no. detached/semi-detached dwellings and 13no. 'affordable' houses with associated off-street parking, private gardens and landscaping.	N/A	Planning application - EPF/1201/19	Jul-19	N/A	N/A	Revised plans under consideration.	Not commenced	Sukhi Dhadwar	Development Management
Netherhouse Farm, Sewardstone Road, Waltham Abbey	Change of use of land to a woodland cemetery and crematorium with the erection of a meeting hall and associated buildings. (Variation to previously approved application ref. EPF/0526/17).	N/A	Planning application - EPF/0599/19	No	N/A	N/A	Application registered - 05/04/2019. Negotiation taking place between EFDC and applicant regarding SAC and air quality.	Not commenced	Alex Taylor	Development Management
Low Hill Nursery, Sedge Green, Nazeing	Replacement of existing caravans with permanent building containing accommodation for 10 nursery workers.	N/A	Planning application - EPF/3339/18	No	N/A	N/A	Application registered - 12/02/2019.	Not commenced	Alex Taylor	Development Management
Woodredon House, Woodredon Farm Lane, Waltham Abbey	Conversion and change of use of former care home including the removal of side extensions and replacement with one storey side extension to provide x 10 no. apartments (C3) with cart-lodge style garaging.	N/A	Planning application - EPF/0729/19	No	N/A	N/A	Application registered - 23/05/2019.	Not commenced	Alex Taylor	Development Management
New Barns Farm, Epping Road, Roydon	Conversion of redundant farm buildings to seven residential (C3) units, demolition of sections of buildings and associated works.	N/A	Planning application - EPF/3120/18	No	N/A	N/A	Application registered - 20/03/2019.	Not commenced	Alex Taylor	Development Management
Garages to the rear of nos.13-43, Charles Street, Epping	Demolition of the existing garage buildings and the erection of 9 x 2 bedroom mews houses, with associated landscaping, parking, bike and refuse stores.	N/A	Planning application - EPF/3426/18	No	N/A	N/A	Committee considered. Transport Assessment now submitted relating to Epping Forest SAC.	Not commenced	Sukhi Dhadwar	Development Management
Langley and Mile Nurseries, Crooked Mile, Waltham Abbey	Outline planning application for a residential development comprising up to x 52 no. dwellings (including 40% affordable housing) with vehicular access from Crooked Mile, associated open space, children's play area and ancillary works.	N/A	Planning application - EPF/0695/19	Apr-19	?	?	Application registered - 03/04/2019 - Applicant is commissioning further work on transport and air quality.	Not commenced	Alex Taylor	Development Management
Land at Nine Ashes Road, High Ongar	Erection of 8 affordable dwellings and 3 open market dwellings.	N/A	Planning application - EPF/1137/18	Jun-19	N/A	N/A	Application registered 03/05/2018. Proposals include under provision of affordable housing (contrary to policy). EFDC to proceed to decision unless withdrawn by applicant.	Not commenced	Alex Taylor	Development Management
High House Farm, Stapleford Road, Stapleford Abbots	Construction of 27 new dwellings, including 7 affordable dwellings, with associated infrastructure, parking, public open space and landscaping.	N/A	Planning application EPF/2708/18	Nov-18	N/A	N/A	Application refused by Area Plans East Committee on 12/06/19.	Not commenced	Ian Ansell	Development Management
Chigwell Garden Centre, High Road, Chigwell	Demolition and removal of existing dwelling, storage buildings, associated commercial structures and car park, and the erection of a 100 bedroom high-quality care home with associated access, vehicle parking, hard and soft landscaping, structural landscaping and site infrastructure.	N/A	Planning application EPF/3195/18	Apr-19	N/A	17-May-19	Applicants reviewing options from Local Plan Inspector's report. Policy Team input required on need for specialist housing.	Not commenced	Ian Ansell	Development Management
158 Queens Road, Buckhurst Hill	Erection of a new, part two and part three storey building to the rear of the property containing 7 flats.	N/A	Planning application EPF/0694/19	No	N/A	N/A	Application refused, appeal lodged.	Not commenced	Ian Ansell	Development Management
42 Stradbroke Drive, Chigwell	Demolition of existing house including garage and pool annex and construction of x 10 no. residential units.	N/A	Planning application EPF/0531/19	No	N/A	N/A	Application refused, no further developments.	Not commenced	Ian Ansell	Development Management
Mossford Green Nursery, Abridge Road, Theydon Bois	Demolition of existing buildings, clearance of open storage and dwelling and erection of 19 dwellings (8 x 3 bed, 11 x 4 bed).	N/A	Planning application EPF/3379/18	No	N/A	N/A	Awaiting revised application.	Not commenced	Ian Ansell	Development Management
Site 2, Chigwell Grange, High Road, Chigwell	Redevelopment to provide a new residential building comprising a total of 57 homes with associated amenity space, landscaping, car and cycle parking.	N/A	Planning application EPF/2155/18	Nov-18	?	Intended, current delay at applicants request	Applicants reviewing options following Local Plan Inspector's report.	Not commenced	Ian Ansell	Development Management
1, 3 and 5 Stonards Hill, Epping	Redevelopment to form 28 no. apartments for older people, guest apartment, communal facilities, access, car parking and landscaping (Amended application to EPF/0947/17).	N/A	EPF/0887/19	Sep-19	N/A	N/A	Recommended for refusal.	Not commenced	Sukhi Dhadwar	Development Management
36 Highbridge Street, Waltham Abbey	site redevelopment, comprising retention of the commercial use at ground floor level and conversion of the existing building at partial ground floor and upper levels to provide 6 dwellings, incorporating the removal extensions; the provision of two new build blocks to provide 4 dwellings.	N/A	Planning application - EPF/2841/18	Sep-19	N/A	N/A	Recommended for refusal.	Not commenced	Sukhi Dhadwar	Development Management
38 Honey Lane, Waltham Abbey	Demolition of existing dwelling and erection of residential apartment block to contain 14 dwellings.	N/A	Planning application - EPF/0140/19	No	N/A	N/A	Application refused.	Not commenced	Alastair Prince	Development Management
404 Fencepiece Road, Chigwell	Application for Outline Planning Permission for demolition of existing dwelling & the erection of a building comprising x10 no. self-contained apartments with associated car parking & amenities.	N/A	Planning application - EPF/1051/19	Jul-19	N/A	N/A	Application refused.	Not commenced	Sukhdeep Jhooti	Development Management

Duke of Wellington PH, 36 High Street, Epping	Demolition of existing public house & ancillary outbuildings & erection of three storey building addressing High Street comprising 189 square metres of ground floor flexible retail/financial and professional services/food and drink/drinking establishments/hot food and takeaway (Use Classes A1/A2/A3/A4/A5) with six x two bedroom flats and two x one bedroom flats at first and second floors, one pair of two storey, three bedroom, semi-detached houses addressing Hemnall Street and formation of one altered vehicle accesses onto High Street and one new access onto Half Moon Lane to serve parking and manoeuvring areas.	N/A	Planning application - EPF/1047/19	Jul-19	N/A	N/A	Application refused.	Not commenced	Sukhi Dhadwar	Development Management
113 Church Hill, Loughton	Residential development of x10no. apartments with associated parking and external amenity space. (Revised application to EPF/0610/18).	N/A	Planning application - EPF/1471/19	Sep-19	N/A	N/A	Awaiting committee on Epping Forest SAC issues.	Not commenced	Ian Ansell	Development Management
The Orchard, Fingirth Hall Lane, High Ongar	Demolition of existing house and outbuildings and erection of 9 dwellings.	N/A	Planning application - EPF/1402/19	Aug-19	N/A	N/A	Revised application under consideration for 5 units.	Not commenced	Ian Ansell	Development Management
Station House, 114 High Road, Chigwell, IG7 6NT	Demolition of existing buildings & erection of x6 no. residential units alongside associated access, open space, landscaping and parking.	N/A	Planning application - EPF/1621/19	No	N/A	N/A	Application registered - 11/07/2019.	Not commenced	Marie-Claire Tovey	Development Management
Piggotts Farm, Abridge Road, Theydon Bois, Epping, RM4 1TX	Proposed total of x6 no. residential houses, of x2 no. two-bedroom houses, x2 no. three bedroom houses & x2no. four-bedroom houses to replace the 8 existing barns on site.	N/A	Planning application - EPF/1656/19	Aug-19	N/A	N/A	Under consideration.	Not commenced	Ian Ansell	Development Management
Cock and Magpie Public House, Epping Road, Epping Green, Essex, CM16 6PU	Application for Outline Planning Permission for the demolition of an obsolete former Public House, change of use of land and re-development to provide x 10 no. new dwelling houses, including ancillary works.	N/A	Planning application - EPF/0952/19	Sep-19	N/A	N/A	Recommended for refusal.	Not commenced	Sukhvinder Dhadwar	Development Management
51 High Road, Loughton	Demolition of existing dwelling and erection of 9 new apartments.	N/A	Planning application EPF/1860/19	Sep-19	N/A	N/A	Reported to South Planning Committee 23/10/2019.	Not commenced	Muhammad Rahman	Development Management
Chigwell Primary School, High Road, Chigwell	Construction of new Chigwell Primary Academy school, followed by demolition of existing buildings and creation of new playing field and playground, together with residential development comprising 59 number dwellings, together with car parking, garden spaces, vehicular access from High Road (A113), external landscaping & associated development.	?	Planning application - EPF/1681/19	No	?	?	Application registered, under review.	Not commenced	Ian Ansell	Development Management
Playing Fields Waltham Abbey Leisure Centre & Community Centre Hillhouse Ninefields Waltham Abbey Essex EN9 3EH	Reserved matters application to EPF/2207/16 following outline consent for Health Centre building; 60 Independent Living Older Persons Apartments Building (Use Class C2 - with a minimum of 6 hours care to be provided per week for each apartment) minimum 40% affordable; Leisure Centre and Swimming Pool Building (to include Fitness Suite and Community Hall) ; Open Space including a mini soccer grass pitch for use by under 7/8 year olds and footpaths; Ancillary development including three vehicular accesses off Hillhouse, car parking, and SUDs Infrastructure and demolition of Ninefields Community Centre Building.	N/A	Planning application- EPF/1876/19	No	N/A	N/A	Application registered 14/08/2019.	Not commenced	Sukhi Dhadwar	Development Management
101 Manor Road, Chigwell	Demolition of existing pair of semi-detached dwellings and erection of seven self-contained units part three and part two with roof space storeys (3x three bed and 4x two bed) creating low level 14 car park spaces and 9 cycle park spaces within the low level building.	N/A	Re-submission EPF/2174/19	Sep-19	N/A	N/A	Under consideration.	Not commenced	Sukhdeep Jhooti	Development Management
C W S Nursery Hoe Lane Nazeing Essex EN9 2RJ	Application for Variation of Condition (additional proposed condition) for the erection of glasshouses (6.9ha) together with associated access roads, parking areas and balancing ponds.(Ref: EPF/2555/17).	N/A	Planning application - EPF/2000/19	No	N/A	N/A	Application registered 22/08/2019.	Not commenced	Sophie Ward Bennett	Development Management
North Weald Golf Club Rayley Lane North Weald Epping Essex CM16 6AR	Application for Approval of Details Reserved by Condition 16 "residential travel information pack" for EPF/0183/15. (Replacement of existing buildings with a three storey building to accommodate x 20 no. apartments).	N/A	Planning application - EPF/1948/19	No	N/A	N/A	Application registered 14/08/2019.	Not commenced	Sophie Ward Bennett	Development Management
Land adj. to Ninnings Middle Street Nazeing Essex EN9 2LH	Outline application for erection of up to x 7 no. dwellings with new vehicular access.	N/A	Planning application - EPF/0265/19	No	N/A	N/A	Application registered 30/04/2019.	Not commenced	Caroline Brown	Development Management
160 Manor Road Chigwell Essex IG7 5PX	Application for Variation of Condition 2 'plan numbers' for EPF/3438/17. (Building slightly extended and internal layout changed to allow for x 9 no. flats. Rear extension at basement level. Compliant parking and updated landscape).	N/A	Planning application - EPF/1990/19	No	N/A	N/A	Variation to existing permitted scheme (no increase in unit numbers) - under review.	Not commenced	Ian Ansell	Development Management
Chime Garden Centre Old Nazeing Road Nazeing Essex EN10 6RJ	Application for Variation of Condition 2 -"completed strictly in accordance with the approved drawings" for EPF/1351/18. (Demolition of site buildings and redevelopment to provide x 33 no. new homes).	N/A	Planning application - EPF/1954/19	No	N/A	N/A	Application registered 20/08/2019.	Not commenced	Francis Saayeng	Development Management

Chime Garden Centre Old Nazeing Road Nazeing Essex EN10 6RJ	Application for approval of details reserved by condition 19 'Surface Water Drainage System Maintenance' of EPF/1351/18 (Demolition of site buildings and redevelopment to provide 33 new homes).	N/A	Planning application - EPF/2185/19	No	N/A	N/A	Application registered 17/09/2019.	Not commenced	Sophie Ward Bennett	Development Management
Land & Garages Pentlow Way Buckhurst Hill Essex	Application for Approval of Details Reserved by Condition 10 "Phase 1 Contamination Report" for EPF/2650/17 (x 7 no. affordable homes with 12 parking spaces).	N/A	Planning application - EPF/2012/19	No	N/A	N/A	Phase 1 Report has been sent off to our consultants for review, applicant is yet to submit a valid Phase 2 Contamination Report.	Not commenced	James Ruffini Davis	Development Management
Threeways Nursery Sedge Green Roydon Essex CM19 5JS	Demolition of a part of existing glasshouses; change of use, conversion and extension of remainder to form x 12 no. units of mixed light industrial and storage use. (Amendment to EPF/2278/17).	N/A	Planning application - EPF/2041/19	No	N/A	N/A	Application registered 28/08/2019.	Not commenced	Caroline Brown	Development Management
Woodlands Farm Stapleford Road Stapleford Abbots Essex RM4 1EJ	Approval of details reserved by conditions 3 'materials', 10 'Flood Risk assessment' and 11 'Construction Management Plan' of EPF/1009/19 (Demolition of a dwelling and buildings with development of x 9 no. detached houses).	N/A	Planning application - EPF/2055/19	No	N/A	N/A	Discharge of conditions application.	Not commenced	Sukhdeep Jhooti	Development Management
Land & Garages Woollard Street Waltham Abbey Essex	Application for Approval of Details Reserved by Condition 8 "Phase 1 Contamination Report" for EPF/2170/17. (x 9 no. affordable homes with 19 parking spaces).	N/A	Planning application - EPF/2009/19	No	N/A	N/A	Phase 1 Report has been sent off to our consultants for review, applicant is yet to submit a valid Phase 2 Contamination Report.	Not commenced	James Ruffini Davis	Development Management
Tesco Stores Limited Sewardstone Road Waltham Abbey Essex EN9 1NP	Application for Approval of Details Reserved by Condition 12 "detailed remediation scheme" for EPF/0937/18. (Erection of x 52 no. 'Retirement Living' (Category II Sheltered Housing) apartments for the elderly with associated communal facilities, car parking and landscaping).	N/A	Planning application - EPF/2084/19	No	N/A	N/A	Application registered 30/08/2019.	Not commenced	Sophie Ward Bennett	Development Management
Moor Hall Stables Moor Hall Road North Matching Essex CM17 0LP	Proposed replacement of stable buildings with new dwellings along with new dwellings to provide 6 new units with associated parking and landscaping.	N/A	Planning application - EPF/1305/19	Sep-19	N/A	N/A	Application under consideration.	Not commenced	Sukhi Dhadwar	Development Management
18 Russell Road Buckhurst Hill Essex IG9 5QJ	Proposed erection of x 5 no. dwellings with associated infrastructure and landscaping.	N/A	Planning application - EPF/1909/19	Sep-19	N/A	N/A	Awaiting amendments.	Not commenced	Muhammad Rahman	Development Management
Woodview Lambourne Road Chigwell Essex IG7 6HX	Variation of condition 7 of EPF/2473/16 'Landscaping' (Demolition of 22 bedroom residential dwelling and associated 3 bedroom retirement dwelling and garage/outbuildings, and replacement with a new three storey 72 bed care home and one three storey block containing 25 retirement living apartments, together with 51 car parking spaces and landscaping) to provide alternative landscaping proposal.	N/A	Planning application - EPF/2209/19	No	N/A	N/A	Application registered 18/09/2019. Not a full planning app but a variation of condition to allow alterations to the landscaping scheme.	Not commenced	Marie-Claire Tovey	Development Management
4 Kendal Avenue Epping CM16 4PN	Demolition of the existing detached house and replacement with a highly detailed new mansion building containing six apartments.	N/A	Planning application - EPF/2206/19	No	N/A	N/A	Application registered 19/09/2019.	Not commenced	Francis Saayeng	Development Management
Woodside Caravan Site Woodside North Weald Bassett Epping CM16 6LD	Application for Approval of Details Reserved by Conditions 5,9,10,11,15,17 & 18 for EPF/0032/19. Condition 5"restoration scheme", 9" hard & soft landscape works", 10"protecting all trees & hedging", 11"enclosure around the site", 15"highway access", 17"closing up the existing field access" & 18"foul and surface water," for EPF/0032/19.(Application for variation of Conditions 3 for EPF/0988/16 (One additional static caravan & x1 touring caravan on an existing Gypsy site, with two associated parking spaces, a security gate at the entrance to the site (with brick pillars and associated walls) together with perimeter fence running adjacent to the boundary.	N/A	Planning application - EPF/2113/19	No	N/A	N/A	Application registered 18/09/2019.	Not commenced	Sukhi Dhadwar	Development Management
Middlebrook Industrial Estate Hoe Lane Nazeing Essex EN9 2RJ	Demolition of existing commercial buildings and erection of 20 no. detached/semi-detached dwellings and 13 no. 'affordable' houses with associated off-street parking, private gardens and landscaping. Amendment: reduce the number of units to 29 dwellings and provision of open space.	N/A	Planning application - EPF/1201/19	No	N/A	N/A	Application registered 13/06/2019 revised information submitted.	Not commenced	Sukhi Dhadwar	Development Management
Hill House, Waltham Abbey	New build independent living scheme comprising 48 no.1 1 bed flats and 12 no. 2 bed flats, communal facilities and dining cafe area. Landscaped ground and parking for 30 no. cars including 3no. disabled spaces.	N/A	Pre-application ref EF\2018\ENQ\00665	Oct-19	04/03/2019	24-Jan-19	Now an application.	Not commenced	Sukhi Dhadwar	Development Management
<b>Applications awaiting S106 to be signed</b>										
69 Farm Hill Road, Waltham Abbey	Demolition of bungalow and erection of two, two storey linked blocks to provide 4 x 1 bedroomed flats and 2 x 2 bedroomed flats with associated car parking, bin and bike stores, amenity and landscaping.	N/A	Planning application - EPF/3381/18	No	N/A	N/A	Awaiting Section 106 (SAC recreation and air quality).	In progress	Alex Taylor	Development Management
1 Tomswood Road, Chigwell	Demolition of existing and proposed apartment block (seven flats).	N/A	Planning application EPF/0840/18	No	N/A	N/A	Awaiting Section 106 (SAC recreation and air quality).	In progress	Ian Ansell	Development Management

Tylers Cross Nursery, Epping Road, Nazeing	Demolition of part of existing glasshouses; change of use and conversion of remainder to form 20 units in mixed light industrial and storage use (Class B1/B8).	N/A	Planning application - EPF/1619/18	No	N/A	N/A	Awaiting Section 106 (SAC recreation and air quality).	In progress	Alex Taylor	Development Management
Stapleford Farm, Oak Hill Road, Stapleford Abbots	Cease existing use of land as a breakers yard, car repairs and storage with removal of all associated buildings and replacement with x 8 no. single storey dwellings.	N/A	Planning application EPF/0238/19	No	N/A	N/A	Awaiting Section 106 (SAC recreation and air quality).	In progress	Ian Ansell	Development Management
<b>Planning applications with decision issued</b>										
6 Church Street, Waltham Abbey	Proposed conversion of office building B1 to 12 residential apartments C3 and installation of 8 x Velux windows in the roof slopes.	N/A	Planning application - EPF/0741/18	No	N/A	N/A	Decision issued, planning permission granted.	Complete	Alex Taylor	Development Management
<b>Proposals at appeal</b>										
69 Church Hill, Loughton	Demolition of the existing bungalow and replacement with a block of 10 apartments.	N/A	Written reps appeal: APP/J1535/W/19/3224739	No	N/A	N/A	Awaiting decision.	N/A	Sukhi Dhadwar	Development Management
60 Traps Hill, Loughton	The demolition of an existing 2-3 storey detached house and the development of a new 2-3 storey building consisting of 7 flats (2 x 1 bed, 5 x 3 bed) and including 9 no. car parking spaces, cycle stores and bin stores.	N/A	Written reps appeal: APP/J1535/W/18/3209460	No	N/A	N/A	Appeal dismissed.	N/A	Ian Ansell	Development Management
The Ridings, Manor Road, Loughton	Demolition of a two storey 5 bedroom house and construction of two new 2 storey plus roof accommodation apartment blocks of 7 units each, with associated basement car parking.	N/A	Appeal EPF/3039/18	No	N/A	N/A	Awaiting decision.	N/A	Muhammad Rahman	Development Management

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**Appendix D - Quality Review Panel**

Scheme reviewed	Epping Forest Dsistrict Council (EFDC) / Harlow and Gilston Garden Town (HGGT) review	Pre-application/ Application/ Other	Date of review	Scheme Type	Local Plan reference	Type of review	Report: Confidential/ On website	Lead Officer	Team responsible
Land North of Dowding Way	EFDC	Pre-application	26/04/2018	Commercial Site	WAL.E8	Formal	Confidential	James Rogers	Implementation
HGGT Spatial Vision	HGGT	Other	24/05/2018	Strategy document	n/a	Formal	On website	HGGT	HGGT
HGGT Design Charter	HGGT	Other	19/07/2018	Strategy document	n/a	Formal	On website	HGGT	HGGT
Gilston Masterplan	HGGT	Pre-application	19/07/2018	Strategic Masterplan	n/a	Formal	n/a	East Herts	East Herts
HGGT Sustainable Transport Corridor Study	HGGT	Other	26/07/2018	Evidence-base document	n/a	Formal	Confidential	HGGT	HGGT
Nazeing Glassworks	EFDC	Pre-application	16/08/2018	Mixed use masterplan	NAZE.E3	Formal	Confidential	Graham Courtney	Implementation
North Weald Park	EFDC	Application	27/09/2018	Mixed use masterplan	Not allocated	Formal	On website	Sukhi Dhadwar	Development Management
Land North of Dowding Way	EFDC	Application	11/10/2018	Commercial Site	WAL.E8	Second Formal	Confidential	James Rogers	Implementation
Latton Priory	EFDC / HGGT	Pre-application	11/10/2018	Strategic Masterplan	SP 5.1	Formal	Confidential	Graham Courtney	Implementation
HGGT Design Guide	HGGT	Other	11/10/2018	Strategy document	n/a	Chair's Review	On website	HGGT	HGGT
HGGT Transport Strategy	HGGT	Other	11/10/2018	Strategy document	n/a	Formal	Confidential	HGGT	HGGT
13-15a Alderton Hill	EFDC	Application	02/11/2018	Specialist Housing	LOU.R11	Formal	On website	David Baker	Development Management
Gypsy Mead site	EFDC	Pre-application	22/11/2018	Housing (under 50 units)	FYF.R1	Formal	Confidential	Nigel Richardson	Development Management
Land at Oak Hill Road	EFDC	Pre-application	14/12/2018	Housing (under 50 units)	STAP.R1	Formal	n/a	Jonathan Doe	Development Management
Harlow Town Centre AAP	HGGT	Other	11/01/2019	Policy document	n/a	Formal	Confidential	Harlow	Harlow
Hill House	EFDC	Pre-application	24/01/2019	Specialist Housing	Previous Outline application	Formal	Confidential	Ishita Sheth	Development Management
Gilston Village 7	HGGT	Pre-application	22/02/2019	Strategic Masterplan	n/a	Formal	n/a	East Herts	East Herts
Gilston River Crossings	HGGT	Pre-application	22/02/2019	Infrastructure	n/a	Formal	n/a	East Herts	East Herts
287-291 High Street, Epping	EFDC	Pre-application	28/03/2019	Housing (under 50 units)	EPP.R10	Chair's Review	Confidential	Ishita Sheth	Development Management
Land at Greensted Road	EFDC	Pre-application	28/03/2019	Housing (50+ units)	ONG.R5	Formal	Confidential	Ian Ansell	Development Management
Water Lane	EFDC / HGGT	Pre-application	28/03/2019	Strategic Masterplan	SP 5.2	Formal	Confidential	Graham Courtney	Implementation
Latton Priory	EFDC / HGGT	Pre-application	05/04/2019	Strategic Masterplan	SP 5.1	Second Formal	Confidential	Graham Courtney	Implementation
North Weald Park	EFDC	Application	05/04/2019	Mixed use masterplan	Not allocated	Second Formal	On website	Sukhi Dhadwar	Development Management
HGGT Healthy Town Framework	HGGT	Other	03/05/2019	Strategy document	n/a	Chair's Review	Confidential	HGGT	HGGT
Chigwell Nursery Site	EFDC	Application	17/05/2019	Specialist Housing	Not allocated	Formal	On website	Ian Ansell	Development Management
Land at Oak Hill Road	EFDC	Pre-application	17/05/2019	Housing (under 50 units)	STAP.R1	Second Formal	Confidential	Ian Ansell	Development Management
Harlow Town Centre AAP	HGGT	Other	17/05/2019	Policy document	n/a	Chair's Review	n/a	Harlow	Harlow
North Weald Bassett Masterplan	EFDC	Pre-application	14/06/2019	Strategic Masterplan	NWB.R1-R5, NWB.T1	Formal	Confidential	James Rogers	Implementation
Round Hills, Former Swimming Pool site	EFDC	Pre-application	12/07/2019	Housing (under 50 units)	WAL.R6	Formal	Confidential	James Rogers	Implementation
Borders Lane Playing Fields	EFDC	Pre-application	09/08/2019	Housing	LOU.R4	Formal	Confidential	Michael Johnson	Development Management
Land North of Dowding Way	EFDC	Pre-application	19/08/2019	Commercial Site	WAL.E8	Formal	Confidential	James Rogers	Implementation
Land at former Epping Forest College site	EFDC	Pre-application	09/08/2019	Residential	LOU.R9	Formal	Confidential	Marie Claire	Development Management
Water Lane - West Sumners	EFDC / HGGT	Pre-application	06/09/2019	Strategic Masterplan	SP 5.2	Formal	Confidential	Graham Courtney	Implementation
St John's Road	EFDC	Pre-application	04/10/2019	Mixed use masterplan	EPP.R4	Formal	Confidential	Graham Courtney	Implementation

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## **Report to the Cabinet**

**Report reference:** C-020-2019/20  
**Date of meeting:** 18 November  
2019



**Epping Forest  
District Council**

**Portfolio:** Customer Service

**Subject:** Customer Service Strategy

**Responsible Officer:** Susan Lewis (01992 564508).  
**Democratic Services:** Adrian Hendry (01992 564246).

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### **Recommendations/Decisions Required:**

**That Cabinet approve the direction and content of the Customer strategy and agreed outputs.**

### **Executive Summary:**

This report contains details of the proposed customer service strategy for launch early 2020 describing the key objectives and outputs.

### **Reasons for Proposed Decision:**

Our strategy which supports our focus to put customers at the heart of everything we do will be aimed at external customers, Members and internal customers supporting collaborative working across the Council.

Based on customer research (\*) we need to focus on 'fixing the basics' – simplifying processes to ensure customers find us easy to deal with, embracing a 'customer shoes' staff culture and using new technology to improve our service offer.

### **Other Options for Action:**

If we do not embrace a 'customer at the heart of everything we do' culture we risk the fact we may not be responding to the changing needs of our customers.

*(\*) Customer research is based on the following:  
A customer satisfaction web survey conducted from August to September 2019 plus customer feedback from calls to the Customer Contact Centre*

## Report:

The strategy will be delivered in a two-stage approach aimed at firstly embedding the internal changes required prior to the second stage with an external customer launch. The key elements for Member consideration are set out in concise form below:

1. One single customer contact centre, with the transition of customer facing staff from technical areas, increasing first point resolution (*target 45%*)
2. Staff communications campaign “#customer shoes” to embrace the culture change required
3. Internal customer service standards health check, providing a consistent ‘what good looks like’ tool to embed and sustain the required behaviours, ways of working and process improvements
4. New service/phone guide giving clarity on ‘who does what’, ensuring customers are not passed from pillar to post (*supporting ‘Increased customer satisfaction’ measure, target 80%*)
5. Customer service training for all front-line staff focussing on four key skills, active listening, being credible and reliable, doing what you say you are going to do and turning situations around when they go wrong
6. One consistent approach for dealing with complaints with training for all Service Managers and Team Managers
7. Improved call causation data to drill down into nature of calls, improving root cause analysis and assisting channel switch
8. Bi annual customer satisfaction surveys – to be conducted by the Institute of Customer Service as part of Membership package, focussing on customer experience, complaints handling, emotional connection and customer ethos
9. Improved internal complaints reporting
10. Artificial intelligence to intervene and answer calls, reducing call waiting time
11. Website improvements to enhance customer experience
12. “Tell us once” service for customers to report a death or moving in/out of the district
13. Personalised ‘My Council’ customer view – enabling sign up to information of relevance & access to information on their home and area

## Conclusion:

The commencement of the first stage focussing on internal changes will start in January 2020. The timelines for stage two are to a greater degree dependent on the outcome of a review of the ICT strategy.

**Consultation Undertaken:**

Consultation on the strategy has taken place with external customer focus groups to ensure we are focussing on the things that matter most to them. Internally, a customer focus group has been set up with Champions across the Council inputting into the content and helping to embed the strategy into their service areas.

**Resource Implications:**

There are no additional resource implications initially however the strategy will eventually drive actions that will have cost implications, for example with the introduction of new technology such as artificial intelligence.

**Equality Analysis:**

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an Appendix to this report.

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## 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: Customer

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team:

Title of policy or decision: Customer Service Strategy

Officer completing the EqlA: Susan Lewis Tel: 01992 564508  
Email: slewis@eppingforestdc.gov.uk

Date of completing the assessment: 15/10/19

## 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? This is a new customer strategy
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>A customer strategy focussed on 'fixing the basics' – process improvement, customer centric staff culture, use of new technology to improve our service offer and encourage customers to channel shift in the way they interact with us.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>To change customer perception of us as a somewhat 'faceless authority' at time and improve customer satisfaction</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> <p>All of the above as they will see improvements to the way they can contact and interact with us</p> <p>Will the policy or decision influence how organisations operate? No</p>
2.4	Will the policy or decision involve substantial changes in resources? No
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? Linked to ICT strategy for some of the deliverables

### **Section 3: Evidence/data about the user population and consultation<sup>1</sup>**

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

3.1	<p>What does the information tell you about those groups identified?</p> <p>Customers have been consulted on the strategy via a customer satisfaction survey on our website and attendance at customer focus groups. We are aware that our customers have many different needs in terms of how they communicate with us and the strategy will ensure we consider the needs of all customer groups.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>Yes, the strategy has been shared with customers, they have been asked for their views on whether we are focussing on the things that matter to them most and feedback has been positive</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p>

## Section 4: Impact of policy or decision

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

<b>Description of impact</b>	<b>Nature of impact</b> Positive, neutral, adverse (explain why)	<b>Extent of impact</b> Low, medium, high (use L, M or H)
Age		
Disability		
Gender		
Gender reassignment		
Marriage/civil partnership		
Pregnancy/maternity		
Race		
Religion/belief		
Sexual orientation		

## Section 5: Conclusion

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

**Section 6: Action plan to address and monitor adverse impacts**

<b>What are the potential adverse impacts?</b>	<b>What are the mitigating actions?</b>	<b>Date they will be achieved.</b>

**Section 7: Sign off**

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

Signature of Head of Service: Rob Pavey

Date: 15/10/19

Signature of person completing the EqlA: Susan Lewis

Date: 15/10/19

**Advice**

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqlA you undertake to the director responsible for the service area. Retain a copy of this EqlA for your records. If this EqlA 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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## **Report Cabinet**

**Report reference: C-022-2019-20**

**Date of meeting: 18 November 2019**



**Epping Forest  
District Council**

**Portfolio: Business Support Services**

**Subject: Financial Report Six Months to the end of September 2019**

**Responsible Officer: Nick Dawe: (01992 562541).**

**Democratic Services: Adrian Hendry (01992 564246).**

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### **Recommendations/Decisions Required:**

The report and actions should be noted and comments on the financial performance it indicates should also be made. It also should be noted that this is the first of the new format of summary financial report, which will be produced and issued monthly, report on progress and actions and will develop as circumstances require. Feedback from members would be gratefully received.

### **Executive Summary:**

In revenue terms, the Authority is currently performing £3m to the good with a forecast year-end position of break-even. Delays in spending Housing Capital on projects should be noted.

### **Reasons for Proposed Decision:**

NA

### **Other Options for Action:**

NA.

### **Report:**

Separate document.

### **Resource Implications:**

Contained within report.

### **Legal and Governance Implications:**

Delivery of the Budget for 2019/20

### **Safer, Cleaner and Greener Implications:**

NA

### **Consultation Undertaken:**

NA

**Background Papers:**

NA

**Risk Management:**

No new risks identified in this report.

**Equality Analysis**

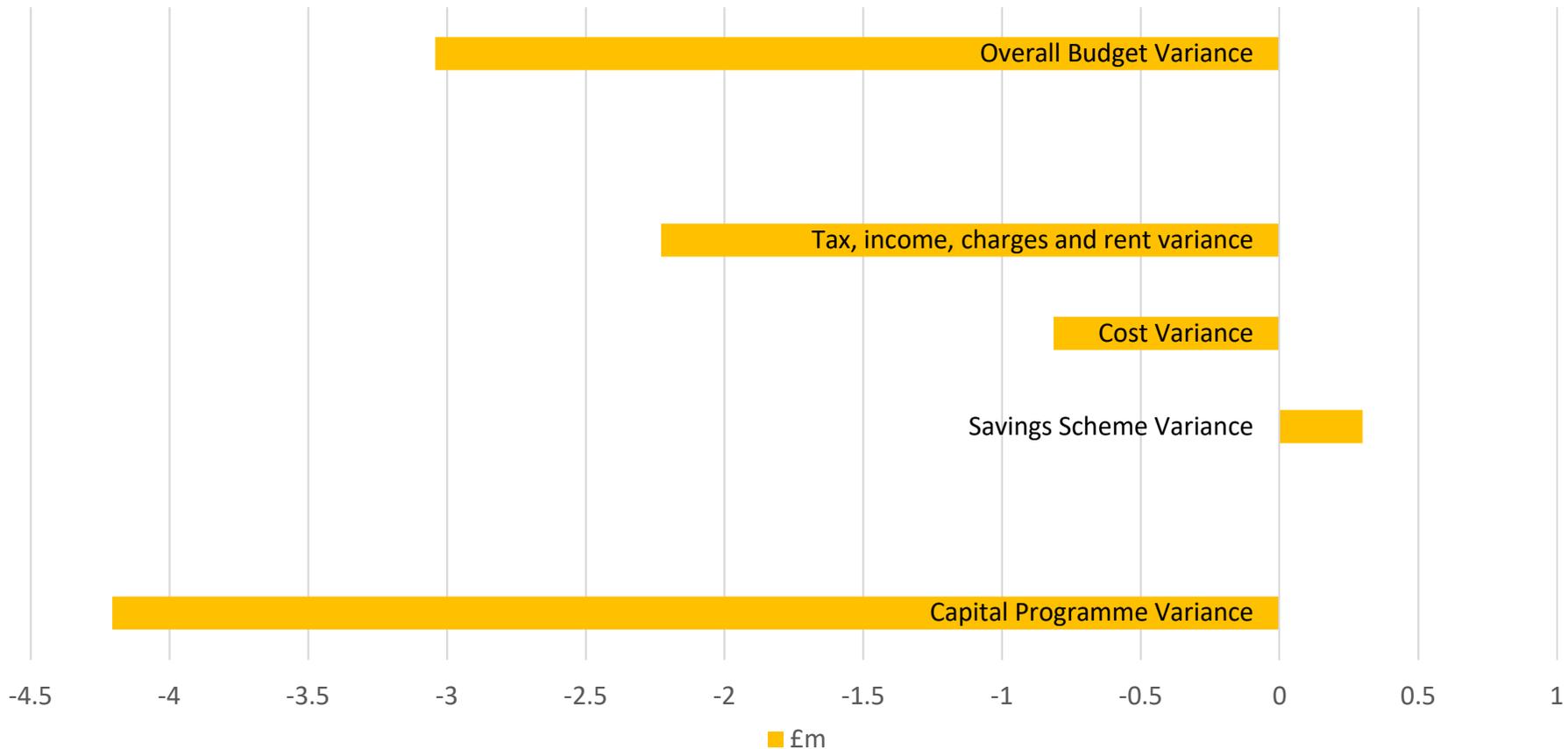
No EIA impact resulting from this report.

# September 2019 Summary Financial Report

Overall Status, **Green.**

**£3m underspent revenue but capital programme also £4m behind target spending levels due to a major review of schemes.**

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# September 2019 Summary Financial Report

## Overall Status Issues and Actions

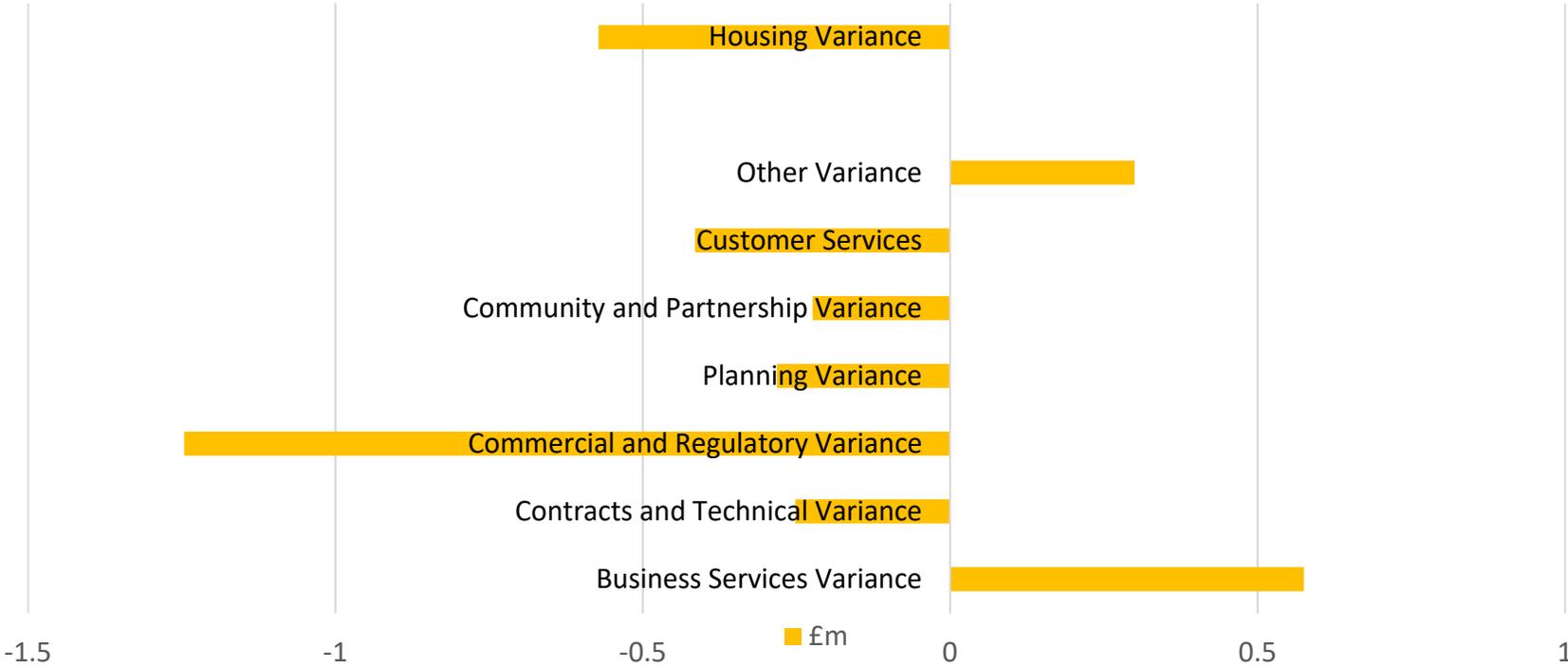
- Overall Budget Variance : £3,042,000 cumulative favourable variance this month with a break-even or better position forecast for financial year end. Action none.
- Tax, Income, Rent and Charges Variance : £2,447,000 cumulative over recovery. Overall picture is satisfactory however car parking income is below target following last years review and increase in income targets. Action car parking and Rent income review by end of December 2019 (QD).
- Cost Variance : £343,000 underspent on a variety of issues across the Authority noting specifically that 60 vacancies are being held off-setting 40 at risk staff. Action complete staff restructuring review by end of December 2019 (All).
- Savings Scheme Variance : We are half-way through the financial year and have delivered a third of the savings. With the recent decision around off-street parking in October we will move to delivering some two-thirds of the savings programme. Action start all outstanding schemes and/or find acceptable alternatives by end of November 2019 (All).
- Capital Variance : Housing scheme delay in starts and progress with schemes are almost entirely responsible for underspend to date. Action full report to December 2019 Cabinet (ND).

# September 2019 Summary Financial Report

Status per Directorate, **Amber**

Although overall performance is satisfactory, adverse variance in business services need further review.

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# September 2019 Summary Financial Report

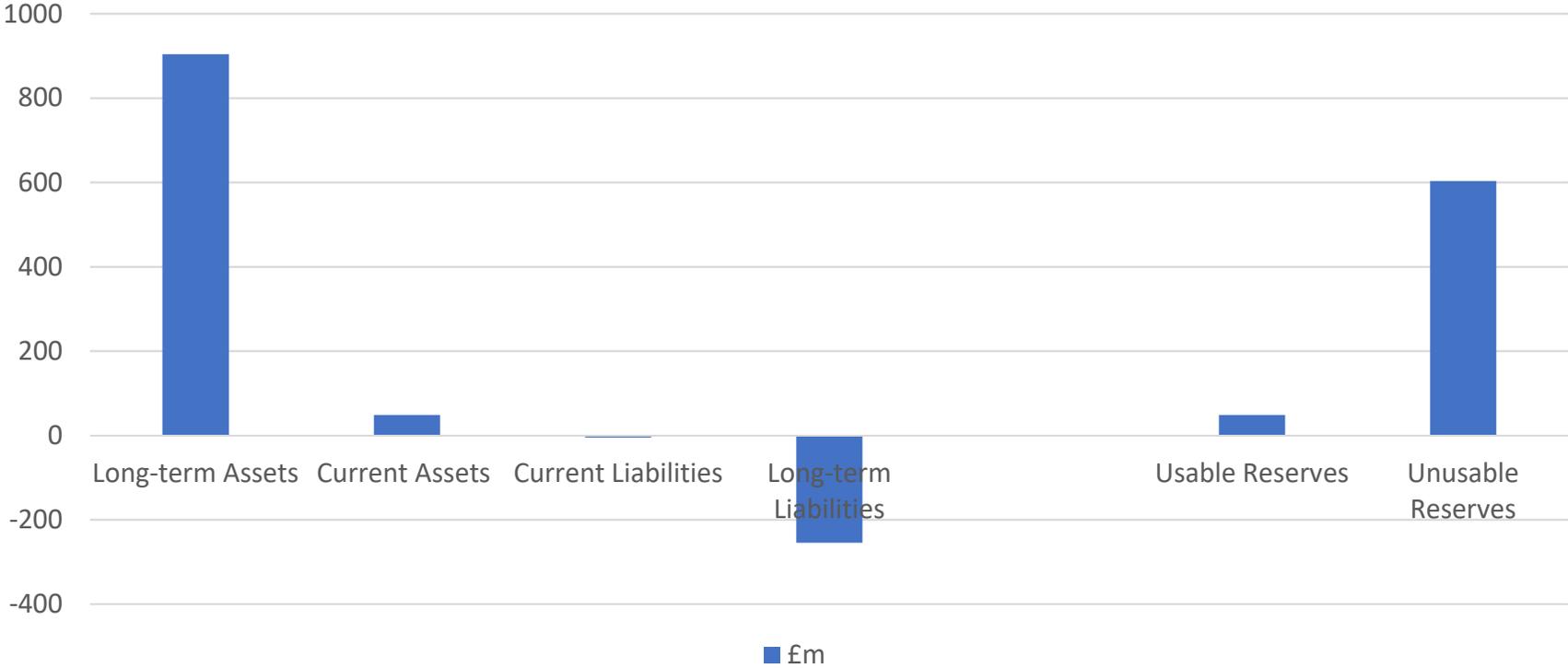
## Directorate Status Issues and Actions

- **Housing Variance** : Recovery of rents, late collection and bad debt still issues despite overall satisfactory performance. Action to monitor progress on issues with reporting of further improvements in terms of voids, collection rates and similar in the December Report (SJ).
- **Other variance** : No issues. Actions none.
- **Customer Service Variance** : No issues. Actions none.
- **Community and Partnership Variance** : No issues. Action none.
- **Commercial and Regulatory Variance** : No issues. Action none.
- **Contract and Technical Variance** : Car park income is the most significant concern (see action on sheet 2).
- **Business Service Variance** : Mainly a reflection of delivering only one third of the savings schemes by the end of September Delivery set to significantly improves in October, (off-street parking saving) . (Action. Review savings scheme progress October Report (ND)

# September 2019 Summary Financial Report

Balance Sheet Status (Reported Quarterly), **Green**, (to note)

£m



# September 2019 Summary Financial Report

## Balance Sheet (Reported Quarterly)

- **Long-term assets :** Predominantly, buildings but as Devco initiative takes off, some assets will be replaced by shares (backed by fixed assets, with a negligible impact on overall balance sheet health, which will remain good, (as confirmed by treasury advisor). **Action none.**
- **Current assets:** Cash and cash investments currently stand at £48m which is earning below 1% interest per annum. Unspent cash balances will be used for asset purchases before new loans are taken out as part of a prudent treasury approach. **Action none.**
- **Current liabilities :** Creditor balance remains at £5m, unchanged since last computer. **Action none.**
- **Long-term liabilities :** Long-term loan liability remains at £255m. **Action none.**
- **Represented by usable reserves:** Currently this reserve balance stands at £48m, twice the value required by the financial policy of the authority. **Action none.**
- **Represented by unusable reserves :** No specific issues. **Action none.**