



***CABINET***  
***Thursday, 11th March, 2021***

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

**Virtual Meeting on Zoom**  
on **Thursday, 11th March, 2021**  
at **7.00 pm** .

**G. Blakemore**  
Chief Executive

**Democratic Services**  
**Officer**

A. Hendry (Democratic Services)  
Tel: (01992) 564246 Email:  
democraticservices@eppingforestdc.gov.uk

Members:

Councillors C Whitbread (Leader of the Council & Leader of the Conservative Group) (Chairman), , N Avey, N Bedford, A Patel, J Philip, S Kane and H Whitbread

**PLEASE NOTE THAT THIS MEETING WILL BE RUN AS A VIRTUAL MEETING AND IS OPEN TO ALL MEMBERS TO ATTEND REMOTELY.**

**WEBCASTING/FILMING NOTICE (VIRTUAL MEETINGS)**

**Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.**

**You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.**

**Therefore by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ensure that their video setting throughout the virtual meeting is turned off**

and set to audio only.

In the event that technical difficulties interrupt the virtual meeting that cannot be overcome, the Chairman may need to adjourn the meeting.

If you have any queries regarding this, please contact the Corporate Communications Manager on 01992 564039.

**1. WEBCASTING INTRODUCTION**

1. This virtual meeting is to be webcast. Members are reminded of the need to unmute before speaking.

2. The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

Please also be aware that if technical difficulties interrupt the meeting that cannot be overcome, I may need to adjourn the meeting.”

**2. APOLOGIES FOR ABSENCE**

To be announced at the meeting.

**3. DECLARATIONS OF INTEREST**

To declare interests in any item on this agenda.

**4. MINUTES (Pages 5 - 24)**

To confirm the minutes of the meeting of the Cabinet held on 21 January and 11 February 2021.

**5. 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.

**6. 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).

**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. IMPLEMENTATION OF THE LOCAL PLAN: UPDATE ON PROGRESS (Pages 25 - 52)**

Planning and Sustainability – (C-066-2020-21) - This report provides 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.

**9. SUSTAINABILITY GUIDANCE FOR THE DISTRICT AND HARLOW AND GILSTON GARDEN TOWN (Pages 53 - 194)**

Planning and Sustainability – (C-070-2020-21) - This report sets out the changes proposed to the draft EFDC Sustainability Guidance and Checklist documents.

**10. DIGITAL INFRASTRUCTURE INVESTMENTS FOR ECONOMIC RESILIENCE (Pages 195 - 216)**

Finance and Economic Development – (C-067-2020-21) - This report on the digital infrastructure is central to maximising the ability of the district's residents and businesses to engage in an increasingly online world.

**11. UPDATE ON BUSINESS DATABASE DEVELOPMENT (Pages 217 - 222)**

Finance and Economic Development – (C-068-2020-21) - This reports on the Council's economic recovery programme and underpins the Council's digital outreach to, and support of, businesses in Epping Forest District.

**12. CALENDAR OF COUNCIL MEETINGS 2021-22 (Pages 223 - 230)**

Customer and Corporate Support Services – (C-069-2020-21) - This report is on the draft Calendar of Council Meetings for 2021/22.

**13. AMENDMENTS TO THE ADDITIONAL RESTRICTIONS GRANT POLICY FOR BUSINESS SUPPORT (Pages 231 - 252)**

Customer and Corporate Services and Finance and Economic Development – (C-071-2020-21) - This report on direct support is critical to the continued survival of many businesses in a variety of different sectors.

**14. COVID 19 - DEVELOPMENT PROJECTS - TRAVEL LOCAL DEMAND RESPONSIVE TRANSPORT (DRT) TRIAL (Pages 253 - 266)**

Environmental and Technical Services – (C-072-2020-21) - This is a report on the trial so far and consideration of a further extension into 2021.

**15. 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.

**16. 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):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
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.

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## EPPING FOREST DISTRICT COUNCIL CABINET MINUTES

**Committee:** Cabinet **Date:** 21 January 2021

**Place:** Virtual Meeting on Zoom **Time:** 7.00 - 8.17 pm

**Members Present:** C Whitbread (Chairman), N Avey, N Bedford, A Patel, J Philip, S Kane and H Whitbread

**Other Councillors:** R Baldwin, P Bolton, R Brookes, L Burrows, S Heap, S Heather, H Kauffman, P Keska, C McCredie, R Morgan, S Murray, C P Pond, M Sartin, D Stocker, D Sunger, J H Whitehouse, J M Whitehouse and D Wixley

**Apologies:**

**Officers Present:** G Blakemore (Chief Executive), N Dawe (Chief Operating Officer), A Small (Strategic Director Corporate and 151 Officer), S Jevans (Qualis Group Managing Director), Q Durrani (Service Director (Contracts & Technical Services / Commercial & Regulatory)), J Houston (Specialist Partnerships & Economic Development), F Edmonds (Climate Change Officer), M Thompson (Service Manager (Technical)), T Carne (Corporate Communications Team Manager), A Hendry (Democratic Services Officer), L Kirman (Democratic Services Officer) and R Moreton (Corporate Communications Officer)

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### 125. WEBCASTING INTRODUCTION

The Leader of Council made a short address to remind everyone present that the meeting would be broadcast live to the internet, and would be capable of repeated viewing, which could infringe their human and data protection rights.

### 126. DECLARATIONS OF INTEREST

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

### 127. MINUTES

**Decision:**

The Minutes of the Cabinet meeting held on 03<sup>rd</sup> December 2020 be taken as read and would be signed by the Leader as a correct record.

### 128. REPORTS OF PORTFOLIO HOLDERS

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

### 129. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET

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

**130. OVERVIEW AND SCRUTINY**

The Chairman of the Overview & Scrutiny Committee reported that they held a special meeting on 7<sup>th</sup> January 2021 to discuss a call-in. It was for a Planning & Sustainability Portfolio Holders decision of 18 December 2020, PLS-003: Adoption of Epping Forest SAC Interim Air Pollution Mitigation Strategy.

After a full debate the Committee voted to confirm the decision of the Portfolio Holder.

Their next meeting will be held on 2<sup>nd</sup> February, when they will receive a presentation from North East Parking Partnership.

Councillor Murray commented that it had been a majority decision at the call-in meeting with, he thought, a low level of involvement by members. He then asked when the special Council meeting would be held and was told sometime in February.

**131. COUNCIL HOUSEBUILDING CABINET COMMITTEE - 08 DECEMBER 2020**

Councillor H Whitbread introduced the minutes of the meeting of the Council Housebuilding Cabinet Committee held on 8<sup>th</sup> December 2020.

Councillor Morgan noted that there had been no mention of the culvers at Matching Green in the report. Officers were going to look at ways to increase car parking before the garages were demolished. Was there any further development on this? Councillor H Whitbread said that she would provide an update as soon as possible.

Councillor Heap asked which parcel of land was in Marlescroft Way that had been allocated for building. Councillor H Whitbread replied that she would reply by email on this matter. Councillor Murray said that he would also be interested in the answer.

Councillor Caroline Pond asked when would ward councillors be consulted on the new plans as outlined on pages 28 and 29 of the agenda. Councillor H Whitbread noted that the consultation phase had already begun, but she would be happy to chase up any specifics for her.

Councillor Wixley noted that the land around Marlescroft Way had been underwater this week so it was not a good place to develop.

**Decision:**

That the minutes of the Council Housebuilding Cabinet Committee held on 08<sup>th</sup> December 2020 be noted.

**132. HIGHWAYS RANGER SERVICE - UPDATE**

The Portfolio Holder for Environment and Technical Services, Councillor Avey, introduced the report updating the Cabinet on the Highways Ranger Service. He noted that the Highway Ranger services was provided by Essex Highways through each of the Local Highways Panel for district and borough Councils. Across Essex a number of authorities delivered the service in house. Epping Forest District was one of the few authorities where the service was provided by Ringway Jacobs.

Following a joint agreement, the service was transferred from Ringway Jacobs to Epping Forest District Council on 1 April 2020. Despite the onset of Covid-19 and the

challenges it had presented, the Council had been successful in setting up the new service. Funding for the Rangers was provided by Essex County Council. However, EFDC has allocated some additional funding to do some additional work which was over and above their core duties.

Councillor H Whitbread commented on the wonderful service this was providing. She had noticed a difference in her ward such as having the pavements mended. It was a good thing for the district to be doing.

Councillor Patel noted that it was a great idea to bring this service back in house, members and residents could see the benefit of this.

Councillor Morgan said that they had done an excellent job and asked if there was any chance they could tackle potholes as they had not been done for the past two years in rural areas and was getting really bad in places. Councillor Avey replied that we were not allowed to fix potholes at present, maybe in the future.

Councillor Philip noted that the budget was now underway, if they could add resources to the Highways Rangers within the confines of the existing budget then it would be worth doing, but had to recognise the financial constraints we were working under at the moment.

Councillor C Whitbread said he was mindful of the constraints but also of our desire to improve the place where we lived. He thanked the officers for the exceptional quality of their work.

**Decision:**

That the Cabinet noted the good progress of work that the Highway Rangers have made since the transfer of service from Ringway Jacobs to the Council.

**Reasons for Proposed Decision:**

To provide an update to Members on the successful launch and ongoing work of the Epping Forest Highway Rangers.

**Other Options for Action:**

To not provide an update to Members. This has been discounted as this is a new service and it is felt that Members should receive an update.

**133. BAKERS AND COTTIS LANE DEVELOPMENT SITES**

The Finance and Economic Development Portfolio Holder introduced the report. This was for a proposed Leisure Centre and a Multi-Storey Car Park in Epping, replacing the aging 1970's sports facility in the Town which was now approaching the end of its useful life. Both the sports facility and the car park were critical, in Planning terms, to unlocking the other regeneration sites within the Town.

As the redevelopment of the sports centre site would result in a net deficit in parking spaces, the overall regeneration proposals required the existing surface car park in Cottis Lane to be replaced with a Multi Storey Car Park.

He pointed out a typo in paragraph 1.4 of the report which should have said Waltham Abbey and not Waltham Forest.

The Portfolio Holder noted that originally it was to be for Qualis to build it and own it and potentially operate or sell back to the council. The report however suggests that we progress negotiations with both Places for Leisure and Qualis to see what would be the best deal we could get to get the sports centre built on a build contract rather than Qualis taking ownership and us having to pay Stamp Duty going in both directions.

Councillor S Kane agreed it was not good having to pay two sets of stamp duty and supported talking to Places for Leisure as well as Qualis, as they had done a very good job for us over the last few years and they were the professionals in this field. Councillor Philip said it was sensible and prudent in avoiding an unnecessary tax burden. It was worth highlighting that a design had gone in with the planning application as Qualis had been working closely with Places for Leisure on this.

Councillor Patel agreed that it was right that they were liaising with Places for Leisure on this, they had done good work for us and were the experts.

Councillor Heap citing paragraph 5.4 of the report asked if Qualis failed, would the council have to bail them out. He was told that was a decision that we would have to make at the time. They were unlikely to fail but it may be a risk. If they did, they would have to come back to the council and we would see what we could do.

Councillor Wixley was interested in the sports centre. He was impressed with the plans shown but noted that Loughton Football Club was not among the user groups listed. Could they be added to the list? Also, if the car parking was to be free, the disadvantage would be that the non-centre users would also park there. He was told that the list of consultees would be reviewed and noted that car parking would not be free, this was a decision that has yet to be made.

Councillor Jon Whitehouse leant towards the same model as used in Waltham Abbey and Places for Leisure had the experience in doing things like this. He was pleased to see the sports consultants' report and wanted to know what type of sports hall would be built, would it be large or small. And what sites did the bit about the land title apply to and what were the issues. Councillor Philip replied that this report did not go into detail on the construction, that was for another time. This was also not the place to say we would definitely go with Places for Leisure as we had a second option with Qualis and had to negotiate with both to see what the best offer was. He did not know the detail of the title issues and would get back to Councillor Whitehouse on this. Mr Small added there were some right of way and access issues on Hemnall Street and Bakers Lane.

Councillor Brookes was excited about having a new pool in Epping, but disappointed that plans for a steam room had been dropped. Also, could a small multi-function room be added to the plans.

Councillor Janet Whitehouse referred to the loss of car parking income, did we have enough spaces planned for this centre with the cinema, leisure centre and householders. Was the research adequate that came up with the number of carparking spaces. Councillor Philip said that it all depended on where the car park ends up after it was constructed. If the council purchased the car park from Qualis then we would retain the income, if it stayed in Qualis' ownership then we would lose the income. However, as we would have loaned them the money to construct the car

park, the they would be paying us interest on that loan. Those two sums are very similar and did not make much of a difference.

Councillor H Whitbread was pleased to see the progress being made. She asked if the issue coming to the full council in February would delay work on the sports centre. She was told that would depend on the result of that meeting.

**Decision:**

The Cabinet considered the options set out within the report and:

- (1) Agreed to the inclusion of the Revenue and Capital implications associated with these schemes within the Cabinet's Budget and Medium-Term Financial Plans and their Capital Programme proposals for Council; and
- (2) Agreed that subject to Council's agreement of these plans, to instruct officers to enter detailed negotiations with Qualis and Places Leisure for the delivery of these proposals, with the final form of the agreements to be brought back to Cabinet at a later date for agreement.

**Reasons for Proposed Decision:**

This paper considers the options and cost implications and set out a recommended approach, including that provision be made within the Council's future and long-term revenue and capital spending plans for the Council.

**Other Options for Action:**

Not to proceed with the proposal.

**134. ONGAR TOWN CENTRE**

The Finance and Economic Development Portfolio Holder introduced the report on the Ongar Town Centre.

He noted that as part of the Council's work to assist the economic recovery and sustainability of local High Streets across the district, Studio 3 Business Consultants were appointed in September, to undertake a series of independent economic reviews. The purpose of these being to identify quick wins and to consider longer-term recommendations to increase footfall to town centres, to support local businesses and identify opportunities for attracting new business to the area.

The second of the studies focussed on Chipping Ongar and its high street and the detailed report produced by Studio 3 (attached to the covering report), set out a range of recommendations for action, including quick wins.

Following on from the first report on Waltham Abbey, the Cabinet agreed in their meeting of 22nd December 2020, to the appointment of a Town Centre Manager, a role which would have a direct involvement in all high street developments including those given the go-ahead as a result of this report.

Councillor Keska thanked the Cabinet for this report and for appointing an experienced consultant to carry out the background work. The report built on work undertaken by the Town Council and as the Ward Member he supported the

recommendations and asked that the Town Manager be appointed without delay. There was a lot of work to be done and the sooner it was started the better. Councillor Philip pointed out that the Towns Centre Project Manager was not delegated to individual Town Centres. He was currently exploring whether to nominate a local member for that area to act as the Town Centre Champion to work with the project manager to keep things moving. He was working on a role description for this to ensure that they would add value to what we were doing.

Councillor Bedford welcomed the report noting that there were a lot of quick wins in there to help Ongar. Councillor Avey said that it was a good report. It mentioned the Highways Rangers and that they would be spread out across the district and not just working in Ongar. We must also start thinking about car parking tariffs for the area and the impact other car parks in the area. Also, we have always talked about re-establishing the commuter line between Ongar and Epping, but the stumbling block has always been TfL who did not want to put in a platform at Epping. We needed to find a way to talk them round.

Councillor Philip echoed Councillor Bedford's comments, quick wins were the key part to this. He also took onboard Councillor Avey's comments about the Highway Rangers and car parking. Councillor C Whitbread agreed that we had to look afresh at our Town Centres, and this was the way to do it.

Councillor Patel welcomed the report. The Cabinet had wanted achievable targets and needed to support High Streets and Town Centres especially as we were in our third lockdown. He welcomed the idea of having a champion for each town centre area to bring in the best for the residents.

Councillor S Kane commented that this showed the importance of looking at each Town Centre individually as they all had different requirements and not have a district wide approach. He added that with the Waltham Abbey plans having been agreed recently by the Cabinet they were already making quick wins thanks to the rangers, and collaboration with the Town Council was absolutely key, it was not something we could do ourselves. He was pleased to say that Waltham Abbey was already on the way. Councillor C Whitbread agreed with him saying that each Town Centre had its own bespoke approach and that went for all areas as well as some of the rural villages as they needed support during this time. Councillor Philip added that it was one of the reasons we were doing them individually and hoped to get to all the major Town Centres by the end of this council year. Councillor C Whitbread replied that these were the two that needed early support to give them a jump start. Also, becoming more apparent was the need for a place budget.

Councillor Janet Whitehouse liked the report but had concerns raised to her about the Town Centre Manager and that they should not be someone from outside the town who did not know it. Could we have someone from the town to organise events. Councillor Philip said this was to be a Town Centres Project Manager, someone to be taking on projects but was not dedicated to any one town centre. We were looking for quick wins of things that could be done, but to be successful it had to be run as a project. If there was a person in Ongar willing to do things, he suggested that they got in Contact with Ongar Town Council and offered their services to them.

Councillor Murray said that it was an interesting report, working in partnership with Town and Parish Councils was good. When you get to Loughton it should be remembered that although it was one community it should be seen as two areas with different needs, these were Loughton High Road and the Broadway. Councillor Philip noted that in the Local Plan both areas were identified as separate areas; Councillor Murray was right, they did have different requirements

**Decision:**

The Cabinet considered and agreed the report produced by independent business consultants, Studio 3, on the economic viability of Ongar Town Centre, which included recommendations to improve short and medium-term sustainability of businesses in the High Street.

**Reasons for Proposed Decision:**

This report forms part of the Council's Covid Economic Recovery Programme, which has been designed to help support and improve economic viability of Town Centre's across the district. The study conducted by Studio 3, is a completely independent view of the status of the economy connected to Ongar High Street and identifies what is necessary to increase footfall; support local businesses and help sustain high street viability in the medium term.

**Other Options for Action:**

Cabinet could decide not to proceed with the recommendations, or, to agree to some and not others.

**135. DIGITAL GATEWAY FOR PLACE**

The Finance and Economic Development Portfolio Holder introduced the report on the setting up of a digital gateway.

The Economic Development team had been tasked with the development of a digital platform for the district that would create a single online point of access for a wide range of information and services catering for the needs of residents and public and private sector organisations plus links to EFDC and other public sector websites and information.

This report therefore provided an overview and update for Cabinet on work carried out to date.

Councillor Philip noted that this came in two parts an electronic presence for businesses and online support. His own preference was that the Council should not be looking to craft its own system but to acquire something from off the shelf for doing this as it would allow a more rapid turn round in implementation.

Councillor S Kane was also in favour of finding an 'off the shelf' solution, it would keep the costs down, would be quicker to implement and reduced the risk to the Council.

Councillor H Whitbread said that this was an important piece of work and important to have because of the Covid crisis. She welcomed the report and agreed the recommendations.

Councillor Patel also welcomed the report as it would help the businesses to benefit from it.

Councillor Philip asked if any of the Cabinet members had any preferences for the two applications mentioned in the report to let him know or if were they happy for

himself and the Economic Development team to pick the best one. He asked that the second recommendation be modified to recommend that we went for an 'off the shelf' application rather than develop our own one, this to be left up to the Economic Development team and the Portfolio Holder to make the final decision. This was agreed.

Councillor C Whitbread commented that we have had three very good economic development reports at this meeting, and he would like to express his thanks to the officers concerned, John Houston, Nick Dawe and his Cabinet team who have been working on this. There was still a lot to do and we had to get around the district, but he believed that this was an opportunity presented by the current pandemic to get something good for the district.

**Decision:**

- (1) That Cabinet noted the work undertaken by officers in relation to the development and implementation of a digital platform for the district; and
- (2) That Cabinet considered the proposals and agreed to go for 'off-the-shelf' software rather than the Council developing its own and authorised the Economic Development Team in conjunction with the Portfolio Holder to make the final decision.

**Reasons for Proposed Decision:**

To give guidance and approval for the site and its initial design, development, construction and approval for purchase of the Maybe\* support/training package.

**Other Options for Action:**

N/a

**136. TREE PLANTING STRATEGY**

The Planning and Sustainability Portfolio Holder introduced the report on the Council's tree planting strategy. This report looked to update Cabinet on work being done to move forward a joined up and proactive strategy that aimed to increase tree and hedgerow planting throughout the Epping Forest District. The overall aim was to enable and support all organisations in the public and private sector to have a proactive approach to planting. Initially the Council would look to lead this activity by getting significant planting underway this planting season (November-March).

The Council's Corporate Plan aimed to make the District a good place to live, work, study and do business, significant tree planting supported these aims by enhancing health and wellbeing in the area, capturing carbon and improving air quality. This strategy also encompassed the tree planting project within the Green and Blue Infrastructure Strategy and the call for sites from Essex County Council for the Essex Forest Initiative.

It should be noted, that the success of this initiative was dependent on the established and developing links with Parish and Town Councils and other interested groups, charities and volunteers.

He noted that it had got to a certain stage with the Green Arc project and our Tree Planting project but was then stymied by Covid. He urged the Town and Parish councils to apply for tree planting packs from the Woodland Trust.

Councillor Heap asked if private individuals could offer land to grow young trees on to be lifted later to be replanted elsewhere. Councillor Bedford said that was a good idea and asked that he get in touch with Mr Houston.

Councillor Patel asked how this compared with work for the Green Arc Project. He was told that they were linked together but this was a more local thing, the Green Arc ran from the Thames up through Epping Forest and through Barnet Forest, trying to link areas together, creating natural habitats and bio-diversity.

Councillor Sunger noted that in Chigwell a number of people, in memory of recently deceased loved ones, had donated money to plant trees; how had this affected your project. Councillor Bedford was unaware of this and would get Mr Houston to call him to discuss.

Councillor Murray noted that trees helped many people during the lockdown. They had an active scheme for people to donate money to tree planting in memory of departed loved ones. This should be given more publicity as part of this strategy.

Councillor Wixley welcomed the report. The report mentioned links between the District and Town Councils, was there any more information on this. Loughton Town Council had been in the process of recruiting volunteers, but this had ground to a halt with Covid. He also wondered if ward councillors were to be consulted on where to plant trees, such as Jessel Green. Finally, he would like to thank the Portfolio Holder and Mr Houston for resurrecting the Green Arc Project. Councillor Bedford replied that they have been working with the Town and Parish Councils and had been setting up a volunteer register. Jessel Green would be an ideal place to plant trees and to involve the Town Council in this. The Green Arc Project was getting on well but had faltered a bit due to Covid, but he did not want it drop away again.

Councillor H Whitbread was in favour of the report and commended the Portfolio Holder for his passion for this project. She would like to know how many trees had been planted in the last few years. She was told that a couple of thousand had been planted in the last two years, but he would like to see a million planted.

Councillor McCredie reminded members that the Country Care volunteer team was stood down at present but could be used to help on this.

**Decision:**

The Cabinet noted the work being undertaken on a large-scale tree planting strategy and endorsed the approach taken by officers.

**Reasons for Proposed Decision:**

This report does not require a decision or recommendation as all actions suggested are within existing budget provision.

**Other Options for Action:**

N/A

**137. ANY OTHER BUSINESS**

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

**138. EXCLUSION OF PUBLIC AND PRESS**

The Cabinet noted that there was no business for consideration which would necessitate the exclusion of the public and press from the virtual meeting.

**CHAIRMAN**

## **EPPING FOREST DISTRICT COUNCIL CABINET MINUTES**

**Committee:** Cabinet **Date:** 11 February 2021  
**Place:** Virtual Meeting on Zoom **Time:** 7.00 - 8.23 pm  
**Members Present:** C Whitbread (Chairman), N Avey, N Bedford, A Patel, J Philip, S Kane and H Whitbread

**Other**

**Councillors:** R Baldwin, R Bassett, P Bolton, R Brookes, L Burrows, S Heap, S Heather, H Kauffman, J Lea, S Murray, M Sartin, J Share-Bernia, D Stocker, D Sunger, B Vaz, J H Whitehouse and D Wixley

**Apologies:**

**Officers Present:** G Blakemore (Chief Executive), N Dawe (Chief Operating Officer), A Small (Strategic Director Corporate and 151 Officer), S Jevans (Qualis Group Managing Director), C Hartgrove (Interim Chief Financial Officer), D Fenton (Service Director (Housing Revenue Account)), K Pabani (Chief Estates Officer), T Carne (Corporate Communications Team Manager), A Hendry (Democratic Services Officer), J Leither (Democratic Services Officer) and P Seager (Chairman's Officer)

**139. WEBCASTING INTRODUCTION**

The Leader of Council made a short address to remind everyone present that the meeting would be broadcast live to the internet, and would be capable of repeated viewing, which could infringe their human and data protection rights.

**140. DECLARATIONS OF INTEREST**

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

**141. MINUTES**

**Decision:**

The minutes of the Cabinet meeting held on 22 December 2020 be taken as read and would be signed by the Leader as a correct record.

**142. REPORTS OF PORTFOLIO HOLDERS**

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

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

**Public Questions**

Mr R Morreale sent in the following question for the Planning and Sustainability Portfolio Holder. Mr Morreale was unable to attend the meeting so his question was read out by the Portfolio Holder.

**Question:**

“In December I asked a question about Epping Forest District Council’s Local Plan. I was sorry to note that your response only partially answered my question so I would like to ask:

*New planning Applications not accounted for in Harlow Council’s Local Plan will see over 3000 more homes being built in Harlow over and above the number required of Harlow Council, in addition to the 1600 (14%) uplift already accounted for, Why does this council still wish to see thousands of homes built on Green Belt land on Harlow’s southern and western borders. Is EFDC’s Local Plan really all about obtaining New Homes Bonus to shore up the Council’s financial position rather than housing need?”*

**The Portfolio Holders response was:**

“As members would be aware the Planning Inspector wrote to the Council following the publication of the Office of National Statistics, household projections 2018, on the 16 July 2020 seeking clarification as to whether the planned housing requirement remains sound and whether a meaningful change in the housing situation had occurred. In order to respond to this the Council together with the Strategic Housing Market Area Partners, Harlow, East Herts and Uttlesford District Council commissioned RRS to prepare some additional evidence.

On 4 September 2020 Council wrote back to the Inspector to advise that whilst the 2018 based projections demonstrate some variation on the 2014 based population projection it does not represent meaningful change in the housing situation from the one which informed the emerging Local Plan. The Inspector has now consulted on this matter and the responses is now available on the Council website. She will be considering this information before determining whether or not any modifications for the housing requirement or plan are required. Once agreed by the Inspector the main modification to the emerging Local Plan would be subject to six weeks statutory consultation. By way of background the Inspector considered the appropriateness of the housing numbers through the examination hearing. The Plan was examined under the 2012 National Planning Policy Framework and use 2014 based projections general advice note on the 2<sup>nd</sup> August 2019, which is EB98. The Inspector agreed that the requirement of the District should be as set out in the Local Plan submitted version 2017.”

**144. OVERVIEW AND SCRUTINY**

The Chairman of the Overview & Scrutiny Committee reported that the following items of business had been considered at its meeting held on 2 February 2021.

They had received a presentation from a Mr R Walker, Group Manager for the North East Parking Partnership (NEPP) who gave an overview of their work and answered members questions.

They also received a further update on the Peoples Strategy and an elections planning update. They looked at the new policy of the disposal of small land fill sites and individual properties. They also looked at the possible reconvening of the Local High Street Task and Finish Panel and it was agreed that this should be delayed until the end of the current lock down.

At their next meeting they will receive a presentation from the Epping Forest Youth Council and also have an item on young people mental health services.

#### **145. CHANGE IN ORDER OF THE AGENDA**

In order to make the agenda flow in a more logical order the items that were budget related were taken in a different order from the agenda with item 11, Q3 budget monitoring report first, the item 10, Proposed fees and Charges, and then back to item 8 the Draft Budget.

#### **146. QUARTER 3 - BUDGET MONITORING REPORT 2020/21**

The Finance and Economic Development Portfolio Holder, Councillor J Philip, introduced the quarter 3 budget monitoring report.

This report set out the 2020/21 General Fund and Housing Revenue Account positions, for both revenue and capital, as at 31st December 2020 ("Quarter 3").

This report was considered by Overview and Scrutiny Committee on 2nd February 2021 and their views and comments sought.

In terms of General Fund revenue expenditure – at the Quarter 3 stage – a budget overspend of £0.313 million was forecast, with projected net expenditure of £18.122 million against an overall budget provision of £17.809 million.

The General Fund revenue position was dominated by the impact of the Covid-19 pandemic.

#### **Decision:**

After consideration of comments received from Overview and Scrutiny, the Cabinet agreed:

1. The General Fund revenue position at the end of Quarter 3 (31st December 2020) for 2020/21, including actions being or proposed to improve the position, where significant variances have been identified, be noted;
2. The General Fund capital position at the end of Quarter 3 (31st December 2020) for 2020/21 be noted;
3. The Housing Revenue Account revenue position at the end of Quarter 3 (31st December 2020) for 2020/21, including actions being or proposed to improve the position, where significant variances have been identified, be noted.
4. The Housing Revenue Account capital position at the end of Quarter 3 (31st December 2020) for 2020/21 be noted.

#### **Reason for Decision:**

This report facilitates the understanding of the Council's financial position for 2020/21. In terms of General Fund revenue, it was a very challenging year due to the financial pressures created by the Covid-19 pandemic.

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

There were no matters for decision in this report. The Committee was asked to note the contents but may choose to take further action depending on the matters reported.

#### 147. PROPOSED FEES AND CHARGES 2021/22

The Finance and Economic Development Portfolio Holder introduced the report on the proposed fees and charges for 2021/22.

This report focused on discretionary fees and charges for 2021/22, with detailed proposals for both the Council's General Fund and ring-fenced Housing Revenue Account (HRA).

As with all councils, the use of charging has become an increasingly important feature of Epping Forest District Council's financial strategy, as the pressure on the revenue budget limits the extent to which the subsidisation of discretionary services was feasible. Recovering the costs of these services from users where possible helps to ensure the sustainability of the Council's offer to residents and businesses, beyond the statutory minimum, whilst maintaining the lowest Council Tax possible.

The Medium-Term Financial Plan adopted by Cabinet in November 2020 agreed to an assumed average increase of 1% in General Fund fees and charges for 2021/22 which, given the prevalence of statutory fees and charges, also assumed that some discretionary fees and charges would need an increase beyond that level.

Councillor Philip noted some minor amendments to the schedule such as where it related to Taxi Licensing. All fees and charges were to be frozen except for the Annual Drivers Licence (3-year licence) with a proposed increase from £186.00 to £228.00. There were also slight changes to the charges for special waste collections for over 60's. The schedule should say, under proposals for 2021/22, for 1-3 units - £13.80; 4-7 units - £20.80; 8-10 units - £27.60; and 11-15 units - £35.00.

Councillor Bedford noted that on page 55 of the agenda the table contained a lot of ticks and asterisks with no explanations as to what they meant. Could this be amended, and an explanation put in. The Portfolio Holder agreed to do this.

Councillor Janet Whitehouse commented on the charges for venue hire at the museum; there seemed to be an excessive charge for refreshments, could this be reviewed. Councillor Philip replied that they would look at the refreshment charges again.

Councillor Murray noted that appendix A and B of the report were very legible, but appendix C was very hard to read, could this be changed. He was promised that this would be looked at.

Councillor Brookes noticed that the charges for Museum Movers, mainly for senior citizens, (page 38 of the agenda) had gone up from £3.50 to £5.00 this was a steep rise. She was told that the costs had been investigated very carefully and could only say that it maybe they could keep this the same for the next year.

**Decision:**

- (1) That the proposed General Fund fees and charges for 2021/22 (excluding Car Parking) as set out in *Appendix A* to the report were approved;
- (2) That the proposed General Fund Car Parking charges for 2021/22 as set out in *Appendix B* to the report were approved; and
- (3) That the proposed Council House Rent Increase of 1.5% and a 2.5% increase in other Housing Revenue Account fees and charges for 2021/22 as set out in *Appendix C* to the report were approved.

### Reasons for Proposed Decision

As part of the annual budget process changes to fees and charges need to be agreed.

### Other options for action

Where the Council has discretion on the level of fees and charges that it sets there were many possible options open to the Council ranging between no increase up to applying quite large increases where justifiable.

## 148. DRAFT BUDGET 2021/22 (INCLUDING MEDIUM TERM FINANCIAL PLAN UPDATE)

The Finance and Economic Development Portfolio Holder, Councillor Philip, introduced the final budget proposals for 2021/22.

The report set out the Cabinet's Final Budget Proposals for 2021/22 and the Medium Term Financial Plan. If approved by Cabinet, these will then be recommended to Council for consideration at the Budget Setting meeting on 25<sup>th</sup> February 2021. The Stronger Council Select Committee had considered Cabinet's Draft Budget Proposals at their meeting on 19<sup>th</sup> January 2021.

As had been previously stated, the development process had been exceptional this year, in that Covid19 was having and would continue to have a massive impact on many areas of the Council's budget. It was expected that this impact would continue into the next financial year, with lasting impacts thereafter, but there was little certainty as to the extent and scale of the continued impact. This had made preparing a robust budget exceptionally challenging and medium-term planning even harder.

As a consequence, the budget had been developed in an environment of ongoing uncertainty and this had meant many significant assumptions have had to be made for next year. This had meant that the budget was less well developed than would normally be expected.

However, this was a balanced budget and he could recommend a Council Tax freeze (of 0%) for 2021/22.

Councillor C Whitbread said that he was glad to have a 0% Council Tax increase and would also like to put on record his thanks to all the officers involved; who in a particularly tough year, had carried out a brilliant job in getting this budget together. Councillor Philip agreed. Councillor C Whitbread went on to praise his Cabinet team who had also brought forward exciting new projects, with officers, despite the Covid

epidemic. They had not only done what was expected of them but also the unexpected, on matters around Qualis, the sports centre and the council house building programme. This should not be forgotten.

Councillor H Whitbread welcomed the freezing of Council Tax. It was good for Epping to have a new leisure centre and to have the continuation of the extra Police Officers and the council house building programme. Another piece of good news was that they now had investment partner status with Homes England which gave the Council opportunities for grants and more projects to come in the council house development programme.

Councillor Philip noted that we provided a lot of things that were not just statutory services, such as the extra police officers.

Councillor S Kane also congratulated the finance team and was pleased to see the Kick Start Programme and the Town Centre Managers in there.

Councillor Murray thanked the officers and the Portfolio Holder on an excellent budget and that they had consulted across the Council on it. He was also pleased with the 0% Council Tax increase. He then asked about the figures for Abandoned Vehicles, why had it gone from £21k this year to a draft expenditure for next year of £6.5k. why so low? Also, under Economic Projects, Safer Communities showed a spend of £238k for 2020/21 but a draft of only £89k for next year.

Councillor Philip thanked Councillor Kane for his comments. As for Councillor Murray's questions, he would have to get back to him about that.

Councillor Heap expressed concern about the amount of debt accruing, citing the HRA as a worry. He also noted that on supplement 3, appendix B, page 5, the columns did not add up. Councillor Philip asked him to send through to him the details of the arithmetical errors he had found (*however after the meeting these errors were shown not to be and that Councillor Heap's figures had been in error*).

Councillor Heap continued that it was important to continue building affordable housing in the district for our residents but agreed that it was right that we were able to afford what we spent.

Councillor Patel was impressed by the budget and noted that the transition from one 151 officer to the other had been seamless during a difficult time. We were lucky to have had two very good officers to support us through this period.

Councillor Wixley was pleased that Council Tax was not going to go up.

**Decision:**

- (1) The Cabinet considered the Final Budget proposals as set out within the Supplementary Agenda items, together with the comments received from Stronger Council Select Committee; and
- (2) Recommended to Council:
  - a. the Budget for 2021/22 and the updated Medium Term Financial Plan, and;
  - b. The level of Council Tax increase for 2021/22.

**Reasons for Proposed Decisions:**

The Budget was a statutory requirement for the Council.

**Other Options for Action:**

N/A.

**149. DRAFT CAPITAL PROGRAMME 2021/22 TO 2025/26**

The Finance and Economic Development Portfolio Holder, Councillor Philip, introduced the report on capital programme 2021/22 to 2025/22.

The report set out the Cabinet's Capital Programme Proposals for 2021/22 to 2025/26. If approved by Cabinet, these would then be Recommended to Council for consideration at the Budget Setting meeting on 25th February 2021, alongside the Revenue Budget Proposals.

With the focus of the Council being primarily on responding to the pandemic there had been comparatively few new medium and longer term initiatives developed during the past year and so the Capital Programme reflected this (in terms of new schemes added). The proposed programme was therefore a consolidation of existing schemes and the few initiatives that had been considered by Cabinet during the year.

Councillor Bedford was pleased to see that the council was following through on its commitment on the Environment and the £0.5million planned investment on environmental projects and the SAC strategy with Natural England.

Councillor Murray said that this was an impressive Capital Programme, especially the Museum and Library at Waltham Abbey, but added that Waltham Abbey did not have any proper public transport, so it was only possible to get there by car. So, anything the council could do to improve public transport would be very useful. Councillor Philip noted what he said about public transport and noted that we had just put in a DRT (Demand Responsive Transport) bus route and will look to do more.

**Decision:**

The Cabinet considered the report and recommend to Council the Capital Programme for 2021/22 to 2025/26.

**Reasons for Proposed Decisions:**

The report is necessary to assist Cabinet in determining the budget that will be placed before Council.

**Other Options for Action:**

Members could ask for further information or amend current programmes.

**150. PROPOSED REDEVELOPMENT OF UNITS 50, 51-52, 60 AND UNIT 10 OF CARTERSFIELD RD, WALTHAM ABBEY**

The Finance and Economic Development Portfolio Holder and the Commercial and Regulatory Services Portfolio Holder, Councillors Philip and Patel, jointly introduced the report on the redevelopment units in Cartersfield Road, Waltham Abbey.

Units 50, 51-52, 60 and Unit 10 were industrial warehouse units located at Brooker Road Industrial Estate, Waltham Abbey. They formed part of the long-term commercial property investment holdings of the Council, generating employment in the District and regular rental investment income for the Council.

The Asset Management Team had identified an opportunity for active asset management on this part of the estate. This followed a substantial fire in March 2018, subsequent demolition and the expiry of a number of the commercial lease agreements.

Market appraisals have confirmed that there was opportunity to demolish the remainder of the site, re-develop into modern industrial units and thereby improve the regeneration of the area, the employment prospects, the rental income and capital value of EFDCs property holdings.

In September 2020 planning consent was granted for such a scheme of light industrial units. EFDC was now required to formally tender for the Professional and Project Management Services in order to undertake the redevelopment from pre-works, demolition through to construction and post-completion sign-off.

**Decision:**

- (1) Cabinet recommended to Council to approve the inclusion of the re-development of Units 50, 51-52, 60 and Unit 10 Cartersfield Road, Waltham Abbey, EN9, in the Capital Programmes Budget for 2021/22; and
- (2) Cabinet granted Delegated Authority to the Portfolio Holder for Commercial & Regulatory Services to appoint a Project Manager on completion of the tender process and approve the indicative budget for projected costs from commencement to completion.

**Reasons for Proposed Decision:**

Adopting the Recommendations will allow completion of the project. This is in line with the adopted Asset Management Strategy, Medium Term Financial Strategy and Corporate Plan.

Specifically, this pursues:

1. Stronger Council: building improved units will increase the rental income once let achievable on this land, the capital value of EFDCs holdings and therefore long-term financial security.
2. Stronger Place: enhancing local regeneration via new high quality environmentally friendly units. Existing units are partially demolished following the fire, and the remainder are old asbestos containing stock coming to the end of economic life and will require increasing expenditure and decreasing rental income.
3. Stronger Communities: improving opportunities for immediate employment (via the project works and building works) and high value employment (from the completed units once let).

**Other Options for Action:**

Take no further action in progressing re-development. This will save initial development costs. It however should be noted that the planning consent will lapse, and the rental and capital value of the existing units is declining due to age and in the medium term the units will need to be demolished and redeveloped due to necessity. It should be further noted that Energy Performance Certificate regulations may soon make it impossible to let these units at all if they cannot be bought into certain categories of energy performance.

#### **151. QUALIS QUARTERLY MONITORING REPORT - Q4 2019/20 OUTTURN**

The Commercial and Regulatory Services Portfolio Holder, Councillor A Patel introduced the Quarter 4 outturn for Qualis.

The management report presented by Qualis covered the 4th Quarter up until the 31 October 2020, and so is effectively the year end. This 4th Quarter took longer to produce as it needed to align to the Final Accounts and Audit process. This was completed on the 21 January 2021 and so the reconciled management information has now been provided to the Council.

The first year's trading for Qualis was almost entirely taken up with set-up, governance and the appointment of a permanent staffing structures. The Coronavirus pandemic had a significant impact in terms of delaying this whilst the Council focused on the immediate response effort. As a result, very little income was received during the first year, whilst costs were still incurred in the form of professional fees, equipment, salaries and recharges to the Council. Consequentially, the combined loss across the Qualis Group totalled £1.49 million and this would be added to the Qualis Balance Sheet, carried forward and set against future expected profits.

Despite making a loss as a Group taxation was still payable on elements of Qualis activities and this Tax has been paid been paid at the appropriate levels.

Given the points above and noting the impact of Covid19 on all Council activities, Qualis had performed in line with expectations across its first year up until 31 October 2020.

Councillor Heap asked about what exactly had been bought in Leatherhead. He was told that it was the lease of a building. They had bought the freehold of an office building and would have ownership of the management company.

Councillor Murray thought the recent presentation very useful. He then asked if Qualis had recognised the Trade Union side. He was told that they had.

Councillor Wixley asked at what point would Qualis start repaying their loans to the District Council. He was told it would be when they started to generate income from their ventures, in their second year of trading.

#### **Decision:**

The Cabinet discussed and noted the report.

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

The Governance framework for Qualis, as agreed by Cabinet in February 2020, set the requirement that Qualis should report to Epping Forest District Council on its performance Quarterly.

**Other Options for Action:**

None, as this was a report on the previous quarter.

**152. PAY POLICY STATEMENT**

The Customer and Corporate Support Services Portfolio Holder, Councillor S Kane introduced the report on the Pay Policy Statement.

He noted that Section 38 (1) of the Localism Act 2011 required the Council to produce a Pay Policy Statement for each financial year setting out details of its remuneration policy. Specifically, it should include the Council's approach to its highest and lowest paid employees.

It drew on the Review of Fair Pay in the Public Sector (Will Hutton 2011) and concerns over low pay.

The Act defined remuneration in broad terms and guidance suggests that it was to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements and termination payments.

**Decision:**

The Cabinet recommended the Pay Policy Statement to Council.

**Reasons for Proposed Decision:**

To enable members of the Cabinet to comment on the Council's Pay Policy Statement before it was agreed by full Council.

**Other Options for Action:**

The content of the Statement could be amended.

**153. ANY OTHER BUSINESS**

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

**154. EXCLUSION OF PUBLIC AND PRESS**

The Cabinet noted that there was no business for consideration which would necessitate the exclusion of the public and press from the virtual meeting.

**CHAIRMAN**

## ***Report to the Cabinet***

***Report reference: C-066-2020/21***

***Date of Meeting: 11 March 2021***



**Epping Forest  
District Council**

**Portfolio: Planning and Sustainability – Cllr. N Bedford**

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

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

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

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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 provides members with an update on the progress of Strategic Masterplans, Concept Frameworks and Planning Performance Agreements (PPAs) within the District, including major projects and planning applications dealt with by the team. Scheduled meetings and workshops are taking place with site promoters and developers in accordance with project plans agreed within PPAs, albeit virtually. Project programmes are being adjusted where necessary to account for the COVID-19 pandemic, in particular community engagement arrangements.

Following endorsement of the Infrastructure Funding Statement (IFS) by Cabinet on 19<sup>th</sup> October 2020, the document has been submitted to Ministry of Housing Communities and Local Government and published on the EFDC website. This fulfils the Council's requirement to publish an annual infrastructure funding statement by 31 December each year. The first statement covers the period 1 April 2019 to 31 March 2020 and sets out the projects which the authority intends to be funded and details of how much has been collected, how much is spent, what it is spent on. This is to provide information to communities to enable a better understanding of how developer contributions have been used to deliver infrastructure.

The Council has adopted the Interim Air Pollution Mitigation Strategy. Following consultation on the draft strategy approved by Cabinet on 20 July 2020, Natural England has now confirmed that if the measures identified in the Interim Air Pollution Mitigation Strategy are secured through appropriate policy wording within the emerging Local Plan to provide the necessary link between the Habitat Regulations Assessment and the mitigation they

consider that it could provide a sound strategy for the purposes of avoiding and mitigating air quality impacts on Epping Forest SAC that result from plan led development. The Council will be proposing Main Modifications to Policies DM 2 and DM 22 to the Inspector to address this matter and will be finalising the HRA to take account of the latest evidence. Pending the adoption of the Local Plan the Council can adopt the strategy to support the Local Plan HRA process and facilitate the determination of planning applications which have the potential to have an adverse effect on the integrity of the Epping Forest SAC in relation to atmospheric pollution without mitigation.

### **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.
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.

## **Current progress on the masterplans**

### **Garden Town masterplans**

4. EFDC officers are liaising with key stakeholders across the 5 Garden Town authorities and relevant site promoters. EFDC and Harlow District Council (HDC) are meeting regularly with John Lawson Partnership (JLP) working on behalf of Princess Alexandra Hospital (PAH) to discuss the masterplanning proposals. As part of the project programme set out in the PPA, topic based workshop meetings have been held with PAH, the Garden Town authority partners and key stakeholders to discuss technical matters. The initial proposals for the hospital redevelopment were also been reviewed by the HGGT Quality Review Panel on 4 December 2020. These discussions are to first inform the preparation of a joint position statement between PAH and the Garden Town authority partners that is required to support the submission of the outline business case (OBC) that Public Health England will need to make to the Treasury. The first draft of the position statement was circulated to EFDC and Harlow Officers prior to the Christmas break for comments.
5. Officers are reviewing the signed PPA for Latton Priory which will be updated to incorporate the next phase of meetings to discuss the sustainable transport corridor (STC) and Suitable Alternative Natural Green Space (SANG) provision, in addition to masterplanning/design, landscape, sustainability, housing mix etc. Meetings have been held with the site promoters/agent for Water Lane in February to discuss SANG and STC matters as well as agree the proposed work programme for developing the masterplans. A workshop to discuss the form and design of the STC through Water Lane is being set up and Officers are liaising with Garden Town Partners on the potential for open space provision outside the masterplan area and the implications of STC routing on the masterplan framework and land assembly.
6. Following consultation on the draft Green Infrastructure Strategy, the proposed Green Infrastructure Strategy will be reported to the Stronger Place Select Committee on 29 March and to the April meeting of Cabinet. This will inform, among other matters, the provision of Suitable Alternative Natural Green Space (SANG) in the Garden Town masterplan areas. The Garden Transport Strategy is nearing completion with a focus on the south to centre Sustainable Transport (STC) link (between Harlow town centre and the Latton Priory Masterplan Area). This work will in turn facilitate negotiations between the Garden Town partner authorities and site promoters/developers in respect of the detailed masterplans. ECC has been involved in these discussions and EFDC continues to liaise closely with them on key matters.
7. 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 bearing in mind the impacts of Covid which meant that many site promoters/developers furloughed staff for a period last year.

### **Waltham Abbey masterplan**

8. A Planning Performance Agreement has been signed by the Waltham Abbey site promoters/developers, EFDC and Essex CC. Regular meetings are being held to discuss the masterplan. The initial proposals will be reviewed by the Council's Quality Review Panel.

### **North Weald Bassett masterplans**

9. Officers are discussing the project programme with site promoters for North Weald Bassett with the intention of commencing topic based meetings and masterplanning discussions shortly. The Implementation Team has also been engaged in discussions with the Council's consultants in respect of the North Weald Airfield masterplan as they prepare initial draft options. Soundings on behalf of the Council as landowner has undertaken consultation in November/December 2020 and early this year. Officers await the feedback from the consultation and will be working with the Council's consultants to develop the masterplan options.

### **South Epping masterplan**

10. EFDC officers met with the site promoters for the South Epping masterplan area in September to discuss the Inspector's concerns regarding the proposed level of housing on the site. The subsequent technical evidence prepared by their consultants has been reviewed and was used to inform the preparation of a position statement that has fed into the proposed Main Modifications for the emerging Local Plan. The Council are still awaiting comments from the Local Plan Inspector.
11. Discussions on the two Concept Frameworks are still at an early stage in the process.

### **Other allocated sites**

12. Alongside the Strategic Masterplan and Concept Framework sites, work has been progressing on other sites proposed for allocation within the emerging local plan that are not strategic allocations but constitute major development in the District. 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 of the Local Plan.
13. The development proposals for the five Epping town centre sites (St John's, Cottis Lane, Bakers Lane, Civic Centre, Hemnall Street) that Qualis are promoting are the subject of a Planning Performance Agreement and regular meetings have been held between Qualis and planning officers to discuss the development proposals coming forward across the town. Two planning applications were submitted for commercial development proposals on the Bakers Lane and Cottis Lane sites in December 2020 and public consultation was open until the end of January 2021.

14. The revised planning application for the Next development proposals on land at Dowding Way was referred to the District Development Management Committee on 21 December 2020. This has now been referred to Full Council for determination. Ahead of the committee, the Council had negotiated the removal of the Highways England holding objection and undertook an additional piece of transport modelling work to demonstrate that the proposed right-hand turn ban from Honey Land East into Forest Side would not have a detrimental impact on air quality in the Epping Forest Special Area of Conservation. The proposed mitigation measures were endorsed by Highways England and Natural England.

### **Quality Review Panel**

15. The EFDC/HGGT Quality Review Panel (QRP) was established in April 2018 to support innovative, sustainable, high quality placemaking that will meet the needs and consider the future demands of the District, and communities at the Harlow and Gilston Garden Town. Up to February 2021 The QRP has undertaken a total of 58 reviews. The Council has recently renewed the contract for Frame Projects as external managers of the QRP for a further two years until November 2022, at nil cost to the Council as running costs are recouped through review fees.
16. The QRP's terms of reference is updated annually, and the latest terms of reference for both the EFDC panel and HGGT panel can be seen on the Council's website: <https://www.eppingforestdc.gov.uk/planning-and-building/planning-policy/quality-review-panel/>. The QRP panel chair is Peter Maxwell, Director of Design at London Legacy Development Corporation (LLDC).
17. The QRP has been recently refreshed to help promote good growth, with further panel members appointed to broaden the range of expertise that the panel provides, and to bring a mix of skills and diversity to the panel. Further panel members were sought in specialisms key to the District and Garden Town such as: sustainability and low carbon design; landscape and ecology; inclusive design, and; architecture and urban design. The panel's diversity in terms of gender, ethnicity, age and expertise has also been strengthened.
18. The QRPs reports remain confidential at pre-application stage. Their reports are utilised by applicants and officers to progress design and quality discussions. Reports at application stage are published on the Council's website at the above link, once applications or strategies are in the public domain. Public QRP reports are also appended to Officer Planning Reports and Cabinet reports to support decision-making.
19. 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 0.2 hectares in size or more than 6 dwellings. Appendix D provides information on the schemes reviewed by the Quality Review Panel.

## Interim Air Pollution Mitigation Strategy

20. As previously reported the Council has continued to work actively to resolve the current situation that has restricted housing and economic development coming forward in the District since June 2018. Following the report to Cabinet on 20 July 2020 setting out the Approach to Managing the Effects of Air Pollution and the potential mitigation measures and consultation with Natural England and the Conservators of Epping Forest. Natural England advised on 10 December that the strategy contained measures that would manage and mitigate the effects of new development on the Epping Forest SAC in relation to air quality if the measures identified in the Interim Air Pollution Mitigation Strategy are secured through appropriate policy wording within the emerging Local Plan. This will provide the necessary link with the Habitat Regulations Assessment. The Interim Air Pollution Mitigation Strategy has now been adopted by the Council. As agreed by Full Council on 8 February 2021 the Council hereby declares that:
- (i) it will determine planning applications only on the basis of the law, including the National Planning Policy Framework (NPPF) and other National Planning Guidance, the 1998 Local Plan, and the latest iteration of the new Local Plan;
  - (ii) that the Cabinet Member for Planning and Sustainability will form a cross party Portfolio Holder Advisory Group in no more than 1 month from the date of this resolution; and
  - (iii) the Group is formed to support the Portfolio Holder in the delivery of the Interim Air Pollution Mitigation Strategy and provide oversight of the work of the Technical Stakeholder Group. This could include working with officers to identify where further initiatives not identified in the APMS could be brought forward to advance Air Quality Improvements with the objective of removing the need to introduce a Clean Air Zone (CAZ). Alongside the acceleration and enhancement of mitigation measures the Portfolio Holder Advisory Group will provide democratic oversight of the development of any CAZ scheme prior to its consideration through the Council's formal decision-making processes and public consultation on it in the event that future air quality monitoring and modelling continues to demonstrate that, even after the acceleration and enhancement mitigation measures, a CAZ is required.
21. The Council will be proposing Main Modifications to Policies DM 2 and DM 22 to the Inspector to address the matter and will be submitting an updated HRA to take account of the latest evidence.
22. Officers will be reviewing all of the undetermined applications in terms of policy and other material planning considerations and the Council is proposing to release decisions on applications which have been held in abeyance in accordance with the following sequence:
- Applications with a Committee resolution to grant permission;

- Allocated or designated sites that comply with the ambitions of the emerging Local Plan;
- All other applications in order of validation date

### **Infrastructure Funding Statement**

23. The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019) came into force on 1 September 2019: <http://www.legislation.gov.uk/ukdsi/2019/9780111187449/contents> and Government has issued updated Planning Practice Guidance.
24. The CIL Amendment Regulations have introduced a requirement for authorities to prepare Annual Infrastructure Funding Statements (IFS). The IFS for the District for 2019/2020 was endorsed by Cabinet at the meeting on 19 October 2020 and was submitted to the MHCLG in December 2020 and published on the Council's website to comply with current requirements. The Infrastructure Funding Statement (IFS) applies to financial year 2019/2020 and sets out s106 agreements completed in that year, the types and values of contributions included in the agreements and the monies paid to the Council.

### **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.

The successful delivery of Infrastructure in the District and Harlow and Gilston Garden Town will require a significant commitment of officer time. The Council's Developer Contributions Strategy includes provision for developers to contribute towards the cost of monitoring the compliance of S106 Agreements.

### **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.

The IFS has been prepared in accordance with The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019) that came into force on 1 September 2019.

### **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.

Essex County Council as the local education authority were asked if they would be liaising with District Authorities in the production of our IFS but were not in a position to create anything additional beyond the IFS they must produce.

### **Background Papers:**

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

Inspector's advice after hearings (ED98) 2 August 2019

Housing Implementation Strategy EB401A and B January 2019

Habitat Regulations Assessment (EB209) January 2019

Methodology review for the HRA for the Local Plan (ED105) February 2020

Update on progress of Inspector's actions in her Advice after Hearings (ED106) April 2020

C-013-2020-21 Approach to Managing the Effects of Air Pollution on the Epping Forest Special Area of Conservation (EB150) 20 July 2020

PLS-003-2020/21 Portfolio Holder Report (EB154) 4 December 2020

C-028-2020/21 Implementation of the Local Plan update on progress (EB153) 19 October 2020

Report to Full Council on 8 February 2021

### **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.

<b>Section 1: Identifying details</b>
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: <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: Lydia Grainger Tel: 01992 564275 Email: lgrainger@eppingforestdc.gov.uk
Date of completing the assessment: 03/02/2021

<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 progress of Strategic site allocations in the emerging Local Plan and to fulfil the requirement to publish an Infrastructure Funding Statement by 31 December each year.</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	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p><i>It fulfils a commitment made to Cabinet in the report of 18 October 2018 to keep members updated on the progress of masterplans, concept frameworks and other site allocations and the requirement to produce an Infrastructure Funding Statement.</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: 4 February 2021

Signature of person completing the EqlA: Lydia Grainger

Date: 3<sup>rd</sup> February 2021

### **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. Garden Town Team commissioned access study seeking to address the Local Plan Inspector's actions in relation to the access option into the site. Work concluded and submitted to the Inspector in September. Garden Town Team liaising with site promoters to agree project programme for masterplanning in Spring 2021.	Masterplan	Not commenced	Anna Rowell
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 Summers signed -July 2018 West Katherines signed - May 2019	2022/23	28/03/2019 - joint 06/09/2019 - West Summers	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 Summers), 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. Garden Town Team liaising with site promoters to arrange an STC workshop in Spring 2021.	Masterplan	Not commenced	James Rogers
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.	PPA signed January 2021 with PAH, ECC, HC	2024/25	N/A	An addendum of a Statement of Common Ground was agreed by all the key stakeholders in September 2020. A series of workshop were held with PAH and their design team with officers from EFDC, HDC and ECC and HGGT prior to a QRP session that was held in the beginning of December 2020. Meetings between all the key stakeholders are being resumed to address progress in the wider strategic masterplan area and potential timescales.	Masterplan	Not commenced	Claudia Nicolini
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	14/07/2019	The draft PPA is now at an advanced stage of negotiation between the parties and expected to be signed by March 2021. To date, meetings have taken place on transport issues, green infrastructure, SANGS provision, urban design and land drainage. In addition, workshops have been held with the North Weald Bassett Neighbourhood Plan Steering Group. The site promoters are due to submit the latest version of their draft masterplan.	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.	Advanced stage of discussion	2022/23	N/A	The Council's consultants who are preparing the NWA masterplan are meeting regularly with the Implementation Team to discuss the proposed approach to the draft masterplan options, preparing technical supporting data and liaising with site promoters on the adjoining site (NWB). Memberd workshops have been held between October 2020 and February 2021 to discuss the consultants initial approach to this work. The PPA programme has been agreed in principle and the PPA is expected to be signed by March 2021.	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.	Not commenced	2023/24	N/A	The Local Plan Inspector's advice from August 2019 raised concerns regarding the potential impact of development on landscape character, Green Belt and the EFSAC. EFDC and the site promoters/developers have held meetings to discuss technical matters including noise, landscape/SANGS, access and education. EFDC and the site promoters liaised to prepare and submit a position statement to the Local Plan Inspector to address the actions raised (submitted in September 2020).	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.	PPA signed November 2020	2022/23	N/A	PPA signed during November by all the parties. Topic based meeting started in October, currently working on a Development Framework prior to a QRP session to be held in March.	Masterplan	Not commenced	Claudia Nicolini
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

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
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 (September 2020)	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	TBC
Epping Town Centre Sites	EPP.R6 (Cottis Lane) + EPP.R7 (Bakers Lane)	Comprehensive redevelopment of the sites.	ETCS Strategy PPA signed March 2020; ETCS Details PPA at an advanced stage of discussion		Multiple	Meetings have been held and are ongoing between Qualis, the Local Planning Authority and key stakeholders. Member workshops have taken place. Community consultation began 7th September 2020 and concluded November 2020. Planning Applications registered 22.12.20.	Planning Applications x2	Not commenced	Nick Finney

**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 Implementation Forum	Development Management Forum	Quality Review Panel	Timescales / progress update	Section 106 status	Case officer	Team responsible
<b>Pre application proposals</b>												
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	Sep-19	TBC	12-Jul-19	Discussions ongoing regarding revisions following QRP. Public consultation carried out by the Site Promoters in September 2019. Qualis liaising with Implementation Team regarding pre-app and subsequent topic based meetings.	Not commenced	Nick Finney	Implementation
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
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 - Was intended for Apr 20 but shelved due to Covid-19	1st review - 28 Mar 19. 2nd review - 17 Apr 20	Full application now expected Nov 20	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	Heritage considerations under discussion between applicant and Conservation Officer	Not commenced	Ian Ansell	Development Management
Stanford Rivers Road, Ongar	ONG.R6	Erection of 39 residential units.	Discussions ongoing		Pre application ref: EF\2019\ENQ\00630	Feb-20	N/A	TBC	Pre-app meeting held September 2020	Not commenced	Ian Ansell	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	11-09-2020 Application referred to DDMC on 21st December 2020 who recommended refusal. The application has been referred to Full Council with this recommendation. A date for the meeting is to be confirmed.	Draft S106 Heads of Terms	James Rogers	Implementation
Land west of Frogghall 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	N/A	N/A	Pending consideration	Not commenced	Ian Ansell	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	Pending consideration	Not commenced	Ian Ansell	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	Pending consideration	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	Pending consideration	Not commenced	Ian Ansell	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	Held in abeyance due to SAC	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	Held in abeyance due to SAC	Not Commenced	Marie Claire Tovey	Development Management
Land rear of 287-291 High Street, Epping	EPP.R10	1 no. 3 storey and 1 no. 2 storey buildings for five residential units with creation of a communal open space, landscaping and associated works.	N/A		Planning application - EPF/1080/19	No	N/A	28-Mar-19	Held in abeyance due to SAC	Not commenced	Caroline Brown	Development Management
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	Planning application: EPF/2712/19	May-18	TBC	16-Aug-18	Further negotiation taking place with LVRP regarding S106 requirements	Not commenced	Sukhi Dhadwar	Development Management
Oak Hill Green, Oak Hill Road, Stapleford Abbots	STAP.R1	Residential development around 40 units and community facilities.	N/A	2021/22	Planning application: EPF/0216/20	May-18	N/A	Second review 17-May-19	Design review progressing following identification of gas pipe line under site requiring a no build zone	Not commenced	Ian Ansell	Development Management
13-15a Alderton Hill, Loughton	LOU.R14	Alderton Hill Loughton Essex IG10 3JD Demolition of houses at 13, 15 and 15a Alderton Hill, and the erection of linked blocks of elderly persons apartments, with integrated care facilities (Use Class C2) with supporting amenity facilities, landscaping, 64 car spaces in undercroft parking at the rear and south side of the block, and associated ground works. (Second application)	N/A	2028/29	Planning application EPF/2115/18	No	N/A	N/A	Pending consideration	Not commenced	Sukhi Dhadwar	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	Viability appraisal under review	Awaiting signature	Sukhi Dhadwar	Development Management
<b>Proposals at appeal</b>												
Epping Forest College, Borders Lane, Loughton	LOU.R9	Redevelopment of the site to provide x139 no. residential units in 3 buildings ranging from 3-5 storeys, car parking spaces, communal landscaped amenity areas, secure cycling parking & other associated development.	Pre-app PPA signed, Planning application PPA under negotiation	2023/24	Planning application - EPF/2905/19	Jun-19	TBC	09-Aug-19	Public inquiry scheduled for April 2021	Not commenced	Marie Claire Tovey	Development Management
Epping Forest Playing Fields, Loughton			N/A		EPF/0379/20	No	N/A	N/A	Public inquiry scheduled for April 2021	Not commenced	Marie Claire Tovey	Development Management

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**Appendix C - Non allocated Sites**

Site	Description of proposal	PPA status	Application Stage	Local Plan Implementation Forum	Development Management Forum	Quality Review Panel	Timescales / progress update	Section 106 status	Case officer	Team responsible
<b>Pre application submissions</b>										
Warlies Nurseries, Horseshoe Hill, Waltham Abbey	18 retirement dwellings within walled garden	N/A	Pre-application ref EF\2019\ENQ\00958	Dec-19	N/A	N/A	In abeyance at applicants request, researching site history	Not commenced	Ian Ansell	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 - EPF/1413/18	Jul-18	08/09/2018	27-Sep-18 and 05-Apr-2019	Awaiting comments from ECC Highways and Highways England	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
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	Held in abeyance due to SAC.	Not commenced	Graham Courtney	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	Held in abeyance due to SAC.	Not commenced	Muhammad Rahman	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	Held in abeyance due to SAC. Discussion ongoing regarding heritage considerations.	Not commenced	Graham Courtney	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	Held in abeyance due to SAC. Discussion ongoing regarding heritage considerations.	Not commenced	Graham Courtney	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 through local plan process, application held pending outcome	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	2019	N/A	N/A	Held in abeyance due to SAC.	Not commenced	Ian Ansell	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	Held in abeyance due to SAC.	Not commenced	Ian Ansell	Development Management
51 High Road, Loughton	Demolition of existing dwelling and erection of 9 new apartments.	N/A	Planning application EPF/1860/19	Dec-19	N/A	N/A	Held in abeyance due to SAC.	Not commenced	Muhammad Rahman	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	Class B1/B8 Use - Waiting for SAC to be sorted.	Not commenced	Caroline Brown	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	No decision made due to prematurity in relation to masterplan sites.	Not commenced	Sukhi Dhadwar	Development Management
1-6 Shernbroke Road Hostel, Shernbroke Road, Waltham Abbey	Erection of 26 flats with associated parking and landscaping following demolition of the former Shernbroke Hostel.	N/A	Planning Application EPF/2609/19	Dec-19	N/A	N/A	Held in abeyance due to SAC.	Not commenced	Ian Ansell	Development Management
75, 75a-c, 77 Queens Road, Buckhurst Hill	Demolition of No. 75, 75a-c, 77 Queens Road and the construction of fifteen new dwellings with a ground floor retail units.	N/A	Planning Application EPF/2514/19	No	N/A	N/A	Recommended for refusal	Not commenced	Natalie Price	Development Management
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	Held in abeyance due to SAC. Unlawful works on site have now ceased. Will continue to be monitored by Enforcement	In progress	Graham Courtney	Development Management
Garden Centre, Crown Hill, Waltham Abbey, EN9 3TF	Construction of 8 flats	N/A	EPF/1255/20	No	N/A	N/A	Pending consideration	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	EPF/0633/20	No	N/A	N/A	Held in abeyance due to SAC.	Not commenced	Marie-Claire Tovey	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.	Signed 04/01/2021	EPF/0491/20	No	N/A	N/A	Awaiting amended plans	Not commenced	Sukhi Dhadwar	Development Management
143 High Road, Loughton	Application for Prior Approval for a Proposed provision of x 8 no. flats at first floor level	N/A	EPF/0789/20	No	N/A	N/A	Requires writing notification from the Council in line with Para 75 – 78 of the Habitats Regulations 2017, before works can proceed.	Not commenced	Muhammad Rahman	Development Management

Site	Description of proposal	PPA status	Application Stage	Local Plan Implementation Forum	Development Management Forum	Quality Review Panel	Timescales / progress update	Section 106 status	Case officer	Team responsible
Upper Clapton RFC	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	EPF/1400/20	No	N/A	N/A	Pending consideration	Not commenced	Ian Ansell	Development Management
24-26 Bridge Garage High Street Ongar CM5 9DZ	Demolition of existing car showroom and servicing bays and construction of nine, 2-bed apartments, bin and cycle stores, private open space, parking spaces and provision of foul and surface water drainage and landscaping.	N/A	EPF/1385/20	No	N/A	N/A	Pending consideration	Not commenced	Ian Ansell	Development Management
High House Farm, Stapleford Road, Stapleford Abbots	Construction of x20 no. new dwellings with associated infrastructure, parking, public open space & landscaping	N/A	EPF/0524/20 (revised from EPF/2708/18)	No	N/A	N/A	Awaiting viability review	Not commenced	Ian Ansell	Development Management
Taw Lodge Epping Lane Stapleford Tawney	Demolition of existing buildings; and erection of 6 residential dwellings and associated landscaping and infrastructure.(Revised application to EPF/0511/20).	N/A	EPF/1673/20	No	N/A	N/A	Pending consideration	Not commenced	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	Held in abeyance due to SAC.	In progress	Graham Courtney	Development Management
Land at Burleigh Lodge	Proposed erection of x10 no. semi-detached residential dwellings.	N/A	EPF/0208/20	No	N/A	N/A	Pending - likely recommend for refusal.	Not commenced	Sukhi Dhadwar	Development Management
Marshfield Service Station Sewardstone road	Demolition of petrol station, workshops, existing bungalow and the provision of a	N/A	EPF/2198/20	No	N/A	N/A	Pending consideration	Not commenced	Sukhi Dhadwar	Development Management
1-3 Coopersale Common	Demolition of existing semi detached houses and replacment with 6 houses	n/a	EPF/2696/20	Jan-21	n/a	n/a	Pending consideration	Not commenced	Sukhi Dhadwar	Development Management
177 High Road, Chigwell	Proposed mixed-use development to provide 40 residential dwellings (Use Class C3) and 500 sqm of commercial floorspace (Use Class E) together with cycle and car parking, landscaping, provision of new pavement and loading bay on Brook Mews and associated infrastructure	Yes	EPF/2868/20	No	N/A	N/A	Currently in consultation period	Not commenced	Marie-Claire Tovey	Development Management
<b>Applications awaiting S106 to be signed</b>										
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
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 10 no. flats and revised parking layout.	N/A	Planning application - EPF/0438/19	No	N/A	N/A	Awaiting agreement completion	In progress	Ian Ansell	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.	N/A	Planning application - EPF/1681/19	Pre-app March 2019	No	TBC	Awaiting agreement completion	In progress	Ian Ansell	Development Management
Land at the former Chimes Garden Centre, Old Nazeing Road	Proposed erection of x 14 no. dwellings (4 flats and 10 dwellings). (Phase 2).	N/A	Planning Application EPF/3040/19	No	N/A	N/A	Recommended for approval (with conditions) subject to S106.	Not commenced	Francis Saayeng	Development Management
<b>Planning applications determined</b>										
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	Approved	Not commenced	Sukhi Dhadwar	Development Management
Cock and Magpie PH Epping Road Epping Upland	demolition of existing PH and replacement with 10 dwellings	n/a	EPF/0952/19	No	n/a	n/a	Recommended for refusal	Not commenced	Sukhi Dhadwar	development Management
Former Duke Of Wellington Wellington Hill Loughton	Proposed demolition of existing buildings & construction of x2 no. apartment blocks, consisting of 8 flats , provision of ancillary car & cycle parking, electric vehicle charging points, amenity space, landscaping & boundary treatment.	n/a	EPF/1533/20	No	n/a	n/a	Permission granted at Committee on 04/11/2020 - awaiting signing of legal agreement	Not commenced	Francis Saayeng	Development Management
<b>Proposals at appeal</b>										

Site	Description of proposal	PPA status	Application Stage	Local Plan Implementation Forum	Development Management Forum	Quality Review Panel	Timescales / progress update	Section 106 status	Case officer	Team responsible
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	EPF/2708/18	Nov-18	N/A	N/A	Withdrawn	Not commenced	Ian Ansell	Development Management
Rolls Park, Rolls House, High Road, Chigwell	Redevelopment of the site to provide 7 houses, comprising 2no. 4 bed detached, 4no. Semis three bedroom semis, and 1No. 3 bed detached.	N/A	EPF/1044/20	No	N/A	N/A	Refused 16/06/2020 - decision appealed and awaiting decision	Not commenced	Honey Kojouri	Development Management

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**Appendix D - Quality Review Panel**

Scheme reviewed	Epping Forest District 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	Framework 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
Gilston Area Charter	HGGT	Other	15/11/2019	Strategy document	n/a	Chair's Review	Confidential	East Herts	East Herts
Borders Lane Wellness Centre	EFDC	Pre-application	14/01/2020	Leisure	LOU.R4	Second Formal	Confidential	Michael Johnson	Development Management
HGGT Sustainability Guidance and Checklist	HGGT	Other	24/01/2020	Guidance document	n/a	Chair's Review	On website	Tara Gbolade	HGGT
Hunsdon, Eastwick & Gilston Neighbourhood Plan	HGGT	Other	20/02/2020	Neighbourhood Plan	n/a	Formal Review	Confidential	Adam Halford	HGGT
EFDC Green Infrastructure Strategy	EFDC	Other	06/03/2020	Strategy document	n/a	Chair's Review	On website	Rosie Sargen	Implementation / Policy
Epping Town Centre Sites Strategy	EFDC	Pre-application	20/03/2020	Strategy	EPP.R4, EPP.R5, EPP.R6, EPP.R7, EPP.R8	Formal Review	Confidential	Nick Finney	Implementation/Policy
Land at Greensted Road	EFDC	Pre-application	17/04/2020	Housing (50+ units)	ONG.R5	Chair's Review (Second)	Confidential	Ian Ansell	Development Management
Gilston Villages 1-6 Outline Application	HGGT	Application	17/04/2020	Strategic Masterplan	n/a	Second Formal	n/a	East Herts	East Herts
North-Centre STC	HGGT	Pre-application	17/04/2020	Infrastructure	n/a	Chair's Review/ Workshop	Confidential	Paul Wilkinson	HGGT
EHDC Gilston Workshop	HGGT	Application	05/06/2020	Strategic Masterplan	n/a	Chair's Review/ Workshop	n/a	Kevin Steptoe	East Herts
Epping Town Centre Sites Strategy (2nd)	EFDC	Pre-application	10/07/2020	Strategy	EPP.R4, EPP.R5, EPP.R6, EPP.R7, EPP.R8	Formal Review	Confidential	Nick Finney	Implementation/Policy
Gilston Village 7 (2nd)	HGGT	Application	17/09/2020	Strategic Masterplan	n/a	Formal	n/a	East Herts	East Herts
Epping Town Centre Sites Strategy (3rd)	EFDC	Pre-application	17/09/2020	Strategy	EPP.R4, EPP.R5, EPP.R6, EPP.R7, EPP.R8	Formal Review	Confidential	Nick Finney	Implementation/Policy
EFDC Green Infrastructure Strategy (2nd)	EFDC	Other	18/09/2020	Strategy document	n/a	Chair's Review	On website	Rosie Sargen	Implementation / Policy
St John's Road (2nd)	EFDC	Pre-application	16/10/2020	Strategy	EPP.R4	Workshop Review	Confidential	Nick Finney	Implementation / Policy
Epping Sports Centre/Hemnal St	EFDC	Pre-application	16/10/2020	Strategy	EPP.R5	Workshop Review	Confidential	Nick Finney	Implementation / Policy
Epping Civic Offices	EFDC	Pre-application	16/10/2020	Strategy	EPP.R8	Workshop Review	Confidential	Nick Finney	Implementation / Policy

Scheme reviewed	Epping Forest District 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
Cottis Lane, Epping	EFDC	Pre-application	30/10/2020	Strategy	EPP.R6	Workshop Review	Confidential	Nick Finney	Implementation / Policy
Bakers Lane, Epping	EFDC	Pre-application	30/10/2020	Strategy	EPP.R5	Workshop Review	Confidential	Nick Finney	Implementation / Policy
North of Harvey Centre, Harlow	HGGT	Pre-application	30/10/2020	Strategy	n/a	Formal Review	Confidential	Patricia Coyle	Harlow
Princess Alexandra Hospital, Harlow	EFDC/HGGT	Pre-application	04/12/2020	Strategic Masterplan	N/A	Formal Review	Confidential	Claudia Nicolini	Implementation/Policy
North Weald Airfield Masterplan	EFDC	Pre-application	04/12/2020	Masterplan	NWB.E4	Formal Review	Confidential	James Rogers	Implementation/Policy
North of Harvey Centre, Harlow	HGGT	Pre-application	22/01/2021	Strategy	n/a	Second Review	Confidential	Patricia Coyle	Harlow
Land North of Dowding Way	EFDC	Application	22/01/2021	Commercial Site	WAL.E8	Chair's Review	Confidential	James Rogers	Implementation/Policy

**Appendix E - Applications determined (Subject to S106 agreement)**

Site	Local Plan site reference	Description	Reference number	Financial year	Contributions secured	£	Contributions received
256 High Road, Loughton		Demolition of existing buildings and construction of 29 retirement apartments in a single building of 3, 4 and 5 storeys in height, alongside associated access, amenity space, landscaping and parking	EPF/3210/17	2018/19	Affordable Housing	212,756.00	50% = £116,586
					SAC - Recreational pressure	10,208.00	£10,208.00
Chimes Garden Centre, 93 Nazeing Road, Nazeing		Demolition of site buildings and redevelopment to provide 33 new homes	EPF/1351/18	2018/19	5 residential units for on site affordable housing	N/A	None
					Education contribution	TBD	application EPF/0570/15
Land at Sewardstone Road, Waltham Abbey		Erection of 52 'Retirement Living' (Category II Sheltered Housing) apartments for the elderly with associated communal facilities, car parking and landscaping.	EPF/0937/18	2018/19	Offsite affordable housing	437,739.00	None
					SAC - Recreational pressure	18,304.00	None
					Healthcare provision	12,282.00	None
Stationbridge House		Demolition of existing warehouses and construction of 10 no. dwellings (amended scheme following previous approval).	EPF/0763/18	2018/19	Offsite affordable housing	100,000.00	None
Land at 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.	EPF/0741/18	2019/20	Offsite affordable housing	20,000.00	20,000
Hillview, St Leonards Road, Nazeing, Essex EN9 2HQ		Demolition of existing house and the erection of 5 (3, 2 bed and 2, 1 bed) flats. The 3 ground floor flats are to be provided for disabled residents and their families'	EPF/1547/18	2019/20	3 Ground Floor disabled flats	N/A	None
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 new side extension to provide x 10 no. apartments (C3) with cart-lodge style garaging	EPF/0729/19	2019/2020	Affordable Housing in lieu Recreational Pressure Mitigation Contribution	£265,000 £3,520	£265,000 £3,520

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## **Report to the Cabinet**

**Report reference:** C-070-2020/21  
**Date of meeting:** 11 March 2021



**Portfolio:** Planning and Sustainability – Cllr. N Bedford  
**Subject:** Sustainability Guidance for the District and Harlow and Gilston Garden Town  
**Responsible Officer:** Alison Blom-Cooper (01992 564066).  
**Democratic Services:** Adrian Hendry (01992 564246).

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

- (1) To note the public consultation process and outcomes (see Appendix C) and endorse the Epping Forest District Sustainability Guidance and Checklist documents (Volume 1: Major Developments Appendix A and Volume 2: Minor Developments Appendix B) as material planning considerations for the preparation of masterplans, pre-application advice, assessing planning applications and any other development management purposes within the District.**
- (2) To note the public consultation process and outcomes (see Appendix E), and endorse the Harlow and Gilston Garden Town (HGGT) Sustainability Guidance and Checklist (Strategic Sites) (Appendix D) as a material planning consideration for the preparation of masterplans, pre-application advice, assessing planning applications and any other development management purposes within the Harlow and Gilston Garden Town.**
- (3) To agree that the Planning Services Director, in consultation with the Planning and Sustainability Portfolio Holder be authorised to make minor amendments to the EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) and HGGT Sustainability Guidance and Checklist prior to their final publication.**
- (4) To note progress made on the Draft EFDC Sustainability Guidance and Checklist Volume 3: Extensions and Refurbishments (Appendix F), and give delegated authority to the Portfolio Holder to approve the Guidance for public consultation for a six week period**
- (5) To note that, following consultation and any subsequent revisions, it is**

**intended that the final EFDC Sustainability Guidance and Checklist Volume 3 will be considered by Cabinet for endorsement as a material planning consideration for assessing householder planning applications (for extension or refurbishment work to an existing building), pre-application advice, and any other development management purposes within the District.**

### **Executive Summary:**

The Council's emerging Local Plan sets out policies in relation to sustainable and high quality design and construction of developments. On 19 September 2019 the Council declared a Climate Emergency, including a resolution to do everything within the Council's power to make Epping Forest District carbon neutral by 2030. To support these policies and this declaration, the Council has produced draft Sustainability Guidance and Checklist documents for use across the District; Volume 1: Major Developments (10+ units) and Volume 2: Minor Developments (1-9 units). These documents are in addition to the draft HGGT Sustainability Guidance and Checklist, which has been produced for sites located both within Epping Forest District and the Harlow and Gilston Garden Town. All three draft documents were approved by Cabinet for the purposes of public consultation on 19 October 2020.

This report sets out the changes proposed to the draft EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) and the draft HGGT Sustainability Guidance and Checklist following the consultation process and seeks Cabinet endorsement of these documents.

In addition to the above documents, the Council is producing further EFDC Sustainability Guidance and Checklist Volume 3: Extensions and Refurbishment for use across the District. This document will provide householders with practical and technical guidance on how any extension or refurbishment work proposed to existing homes across the District can contribute to the Council's sustainability ambitions of becoming carbon neutral by 2030.

This report provides members with an update of progress in respect of Volume 3 and outlines a summary of the aims, objectives and purpose of the Volume 3 guidance. Further, this report requests that the Portfolio Holder for Planning and Sustainability is given delegated authority to approve the final draft of Volume 3 for public consultation. Following public consultation and any updates arising, the final Volume 3 guidance will return to Cabinet for endorsement as a material consideration in the determination of householder planning applications.

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

- To ensure that both the EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) and the HGGT Sustainability Guidance and Checklist are afforded suitable planning weight by endorsing them as material considerations in the planning process. This will ensure that development proposals across the District contribute to the Council's sustainability ambitions, and that clear parameters are established for future pre-

application advice, preparation of masterplans, assessing planning applications and any other development management purposes.

- To agree that the draft EFDC Sustainability Guidance and Checklist Volume 3: Extensions and Refurbishments is delegated to the Portfolio Holder to agree for the purposes of a 6 week public consultation period.

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

- Not to agree the EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) and HGGT Sustainability Guidance and Checklist or endorse the three documents as material considerations in the planning process, which would mean that there would be no guidance to support the delivery of development proposals and achieve the objectives set out in the Council's emerging Local Plan policies SP3, DM5, DM9, DM11, DM15-22.
- Not to agree the draft EFDC Sustainability Guidance and Checklist Volume 3: Extensions and Refurbishments is delegated to the Portfolio Holder to agree for the purposes of a 6 week public consultation, which would mean that there would be no mechanism to support the delivery of sustainable extension and refurbishment of existing dwellings.

#### **Report:**

1. The National Planning Policy Framework sets out a presumption in favour of sustainable development. The policies in the emerging Epping Forest District Local Plan are in line with this objective and encourage the delivery of developments that promote growth in sustainable locations, sustainable transport and that mitigate the impact on biodiversity and natural habitats. Epping Forest District Council declared a Climate Emergency in September 2019, and a commitment to target net zero carbon across the District by 2030.
2. Sustainability Guidance documents have been developed to support key policies on sustainable and high-quality place making alongside the Council's commitment to deliver net zero carbon developments by 2030. The following documents are therefore attached to this report:
  - Appendix A – EFDC Sustainability Guidance and Checklist Volume 1: Major Developments, February 2021
  - Appendix B – EFDC Sustainability Guidance and Checklist Volume 2: Minor Developments, February 2021
  - Appendix C – EFDC Sustainability Guidance (Volume 1: Major Developments and Volume 2: Minor Developments) Engagement Tracker, February 2021
  - Appendix D – HGGT Sustainability Guidance and Checklist, February 2021
  - Appendix E – HGGT Sustainability Guidance and Checklist Engagement Tracker, February 2021
  - Appendix F – Draft EFDC Sustainability Guidance Volume 3: Extensions and

3. The National Design Guide (NDG) (published in 2019 and updated January 2021) supports the National Planning Policy Framework by setting out a list of 10 characteristics outlining the Government's priorities with regards to good design. The Sustainability Guidance documents align with the National Design Guide, especially with regards to the following principles;
  - Built Form; the NDG states that new developments should be compact in form and easily accessible by walking or cycling where possible. This aligns with the Sustainable Movement chapters of the Sustainability Guidance documents.
  - Movement; the NDG supports developments that prioritise active travel, and this is keeping with the ambitions of the Sustainable Movement chapters of the Sustainability Guidance documents.
  - Nature; the NDG's three ambitions as relating to the natural environment are (1) provide a network of high quality green infrastructure, (2) improve and enhance water management and (3) support rich biodiversity. These ambitions align with the Green Infrastructure chapters of the Sustainability Guidance documents.
  - Resources; the NDG places an emphasis on the energy hierarchy and careful selection of environmentally friendly materials and construction techniques – principles which are enforced throughout all of the Sustainability Guidance documents.
  - Lifespan; the NDG supports developments that are built to last, maintained by the communities that occupy them and adaptable to future needs. This section in particular is very closely aligned with the Socio-Economic Sustainability chapters of the EFDC Sustainability Guidance Volume 1 as well as the HGGT Sustainability Guidance.
4. This report seeks Cabinet endorsement for the EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) and the HGGT Sustainability Guidance and Checklist to become material planning considerations when providing pre-application advice, preparing masterplans, assessing planning applications and any other development management purposes. The Guidance documents are intended to remain a consideration and support the policies in the Local Plan.
5. Applicants and designers will need to demonstrate how their proposals address the environmental sustainability checklist, and the socio-economic sustainability questions in the EFDC Sustainability Guidance and Checklist (Volume 1: Major Developments and Volume 2: Minor Developments) or HGGT Sustainability Guidance and Checklist, addressing the key principles for sustainable development. This should be through creating clear environmental targets, demonstrating an understanding and analysis of the site and landscape-led development, the proposed engagement with stakeholders and the community, and showing how the proposal will contribute to the existing communities and local needs of Epping Forest District, throughout the life of the

development.

6. The draft EFDC Sustainability Guidance and Checklist Volume 3: Refurbishments and Extensions will be the subject of public consultation prior to the endorsement as material planning consideration by the Council.

## **Objectives**

### EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments):

7. The principle objective for the EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) is to act as a practical and technical guide for both applicants and officers in the design, development management and implementation processes to ensure new development in the District meets sustainability targets.
8. Within this overarching objective is a focus on a design and community-led and fabric-first approach to environmental, social and economic sustainability, to deliver high quality development while also establishing a framework for ensuring developments integrate themselves in existing communities and promote social equity.
9. The design of all new development should be landscape led and cross disciplinary and this should inform a proposal from its initial scoping through to detailed design submission of a planning application and discharge of conditions. The design should not address only a limited aspect of sustainability but demonstrate holistic consideration of the different topics presented within the guidance including; energy efficiency and carbon, renewable energy, sustainable movement, water efficiency, green infrastructure, circular economy, waste, pollution and air quality, and assuring performance. It is important that this design process is iterative, involving the Council's urban and landscape design officers, stakeholders; and that where appropriate, it is informed by use of the Quality Review Panel.
10. In addition to environmental sustainability, new developments within the District should also consider their implications on the social and economic sustainability of existing communities and residents. Applicants should demonstrate how their developments respond to the following areas: Health & Wellbeing, Economic Growth and Community Strength and Social Infrastructure.
11. The EFDC guidance documents were approved by Cabinet on 19 October 2020 for a 6 week public consultation period. Following the consultation (see details below), changes have been made based on the comments that were received. The intention is for the updated EFDC Sustainability Guidance and Checklist documents to be endorsed as material planning considerations in the consideration of planning proposals, including masterplans and concept frameworks, pre-application advice and

the determination of planning applications.

#### Draft EFDC Sustainability Guidance Volume 3: Extensions and Refurbishments:

12. The Guidance documents described above focus on new build developments. It is proposed to add to this suite of documents with a third volume for extensions and refurbishments. This guidance will provide practical and technical guidance on sustainability principles as they apply to householder applications, as well as make reference to the LETI Retrofit Working Group industry guidance (due to be published in early 2021). It will set out the EFDC policy context as it relates to sustainable development, provide best practice sustainable design principles that can be implemented by homeowners and signpost to other relevant guidance documents. It is proposed that this guidance should be consulted on once the LETI guidance has been published and included in the document as an Appendix.
13. Following consultation of the EFDC Sustainability Guidance Volume 3 (Extensions and Refurbishments) it will be updated to take account of consultation comments and then be brought back to Cabinet for endorsement as a material planning consideration in the consideration of planning proposals including householder applications for extension or refurbishment work to existing dwellings.

#### HGGT Sustainability Guidance and Checklist:

14. The principle objective for the HGGT Sustainability Guidance and Checklist is to act as a practical and technical guide for both applicants and officers in the design, development management and implementation processes to ensure new development in the Garden Town meets sustainability targets.
15. Within this overarching objective is a focus on a design and community-led and fabric-first approach to environmental, social and economic sustainability, to deliver high quality development while also establishing a framework for ensuring developments integrate themselves in existing communities and promote social equity.
16. The design of all new development should be landscape led and cross disciplinary and this should inform a proposal from its initial scoping through to detailed design submission of a planning application and discharge of conditions. The design should not address only a limited aspect of sustainability but demonstrate holistic consideration of the different topics presented within the guidance including; energy efficiency and carbon, renewable energy, sustainable movement, water efficiency, green infrastructure, circular economy, waste, pollution and air quality, and assuring performance.
17. In addition to environmental sustainability, new developments within the Garden Town should also consider their implications on the social and economic sustainability of existing communities and residents. Applicants should demonstrate how their developments respond to the following areas: Health & Wellbeing, Economic Growth and Community Strength and Social Infrastructure.

18. The HGGT guidance was approved by Cabinet on 19 October 2020 for a 6 week public consultation period. Following the consultation (see details below), changes have been made based on the comments that were received. The intention is for the HGGT Sustainability Guidance and Checklist to be endorsed as material planning considerations in the consideration of planning proposals, including masterplans and concept frameworks, pre-application advice and the determination of planning applications.

## **Consultation**

### EFDC Sustainability Guidance documents (Volume 1: Major Developments and Volume 2: Minor Developments):

19. The Council undertook some informal engagement prior to the development of the draft EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments). Following approval at Cabinet on 19 October 2020, these documents were published for formal consultation for a six-week period from 2 November 2020 to 14 December 2020.
20. The early engagement included whole-document reviews as well as specific topic-focused workshops with relevant officers across the Council. An EFDC Member workshop was held on 21 September 2020.
21. The formal consultation was undertaken in accordance with the Council's adopted Statement of Community Involvement. It took place during the COVID-19 pandemic, consequently involved both digital and non-digital means. The public was consulted simultaneously on the EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) and the HGGT Sustainability Guidance and Checklist.
22. The following list provides a summary of the various engagement methods used during public consultation. Please refer to the October Cabinet report for more detail.

#### *Digital engagement:*

- Consultation notice via email to EFDC databases, statutory consultees and other targeted stakeholders.
- Dedicated email address for enquiries and consultation response submissions, with automated acknowledgement email and links to FAQs.
- Dedicated consultation page on EFDC website, including PDFs of documents and link to HGGT consultation website (for overview video and questionnaire).
- Social Media awareness campaign
- Staffed online webinars and Q&A for stakeholder groups

#### *Non-digital engagement:*

- Limited number of hard copy consultation packs on request: leaflet/ poster

- information to provide summary, and link/ QR Code to online document, and to provide hard copy of questionnaire/ survey.
- Freepost address available in case any stakeholders wished to return consultation response by mail.

23. The Council received comments through email responses, 4 online events and an online questionnaire. A full schedule of the representations received is attached at Appendix C.

The comments received in response can be broadly categorised into the following themes:

- Issues around the relevance of checklist questions, and other submission requirements that the Sustainability Guidance documents ask for, to different types of development and different types of planning applications.
- Clarification required on the purpose and status of guidance, as well as more information on the degree of flexibility allowed by the guidance checklist questions.
- Clarification on whether Sustainability Guidance documents have been factored in to Viability Assessments.
- Issues around the relevance of some of the case studies in terms of relevance to the context and character of development in the District.
- Further information required around certain terminology used.
- Detailed comments relating to specific themes and checklist questions.

24. Key updates and changes to the Guidance documents, to respond to the above consultation and comments, include:

- Restructuring of Guidance checklists to split questions in to two categories: those that apply to Outline applications and those that apply to Full / Reserved Matters planning applications.
- Further information provided in the Introduction chapter on role and purpose of the Guidance documents as material considerations in the assessment of planning applications, and degree of flexibility allowed by checklist questions.
- Case studies amended to become more representative of the type and character of development in the District.
- Changes made to 'Air Quality' section following more detailed conversations with EFDC Air Quality officer, to align document with District's Air Pollution Mitigation Strategy.

- General updates made to address comments on specific checklist questions and glossary terms.

Draft EFDC Sustainability Guidance Volume 3 (Extensions and Refurbishments):

25. The Council will continue to conduct workshops with EFDC officers in the preparation of the draft EFDC Sustainability Guidance and Checklist Volume 3: Extensions and Refurbishments. Informal engagement has been undertaken with the Local Plan Implementation Forum and officers across different service departments including Planning and Housing.
26. In accordance with the Council's Statement of Community Involvement (SCI), the Council will consult stakeholders and the general public on the draft EFDC Sustainability Guidance and Checklist Volume 3: Extensions and Refurbishments. It is proposed to do this when the LETI guidance has been published. The proposed period of consultation in line with the SCI is six weeks. All those on the Council's planning policy database will be notified, information including the document and an online survey/ questionnaire will be made available on the Council's website and by notification to statutory consultees.
27. Given current restrictions on in-person engagement due to COVID-19, it is proposed that the focus will be primarily through digital means. The consultation will seek to include the following:
- EFDC Sustainability Guidance Volume 3 available for viewing on EFDC website.
  - Digital questionnaire / survey available for viewing and completing on EFDC website.
  - Staffed online webinars and Q&A for particular stakeholder groups (e.g. Local residents and Community Groups, Developers, Members, Youth Councils)
  - Social Media awareness campaign
  - Notification of consultation via LPA Planning Policy databases and statutory consultees.
28. Consultation arrangements will be put in place and will be advertised ahead of the consultation, in accordance with the Statement of Community Involvement.
29. Following the consultation, the responses will be collated and where appropriate amendments made to the document. The EFDC Sustainability Guidance Volume 3 (Extensions and Refurbishments) will then return to Cabinet for formal endorsement as material planning consideration.

## HGGT Sustainability Guidance and Checklist:

30. The Council undertook some informal engagement prior to the development of the draft HGGT Sustainability Guidance and Checklist. Following approval at Cabinet on 19 October 2020, the guidance was published for formal consultation for a six-week period from 2 November 2020 to 14 December 2020.
31. The early engagement included whole-document reviews as well as specific topic-focused workshops with relevant officers across the Council as well as HGGT Partner Authorities. External sustainability expertise has also been sought via the Quality Review Panel and UK Green Building Council. Two All-Member HGGT briefing and workshop sessions were held on 27 July 2020 and 26 August 2020.
32. The formal consultation was undertaken in accordance with the Council's adopted Statement of Community Involvement. It took place during the COVID-19 pandemic, consequently involved both digital and non-digital means. The public was consulted simultaneously on the EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) and the HGGT Sustainability Guidance and Checklist.
33. The following list provides a summary of the various engagement methods used during public consultation. Please refer to the October Cabinet report for more detail.

### *Digital engagement:*

- Consultation notice via email to HGGT databases, statutory consultees and other targeted stakeholders.
- Dedicated email address for enquiries and consultation response submissions, with automated acknowledgement email and links to FAQs.
- Dedicated consultation page on HGGT website including PDFs of documents, overview video and questionnaire.
- Social Media awareness
- Staffed online webinars and Q&A for stakeholder groups

### *Non-digital engagement:*

- Limited number of hard copy consultation packs on request: leaflet/ poster information to provide summary, and link/ QR Code to online document, and to provide hard copy of questionnaire/ survey.
- Freepost address available in case any stakeholders wished to return consultation response by mail.

34. The Council received comments through email responses, 6 online events and an online questionnaire. A full schedule of the representations received is attached at Appendix E.

The comments received in response can be broadly categorised into the following themes:

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- Issues around the structure of checklist questions in relation to different scales of development and different types of planning applications.

- Issues around the ambition of the guidance in context of the upcoming government Future Homes Standards (2022).
- Clarification required on the status of guidance in assessing incoming planning applications, as well as more information on the degree of flexibility allowed by the guidance checklist questions.
- Clarification on whether Sustainability Guidance documents have been factored in to Viability Assessments.
- Detailed comments relating to specific themes and checklist questions; including additional emphasis placed on Digital sustainability and a more integrated thread of the impacts of covid-19 pandemic in the Socio-Economic section of the guidance.

36. Key updates and changes to the Guidance, to respond to the consultation and comments, include:

- Restructuring of Guidance checklists to split questions in to two categories: those that apply to Outline applications and those that apply to Full / Reserved Matters planning applications.
- Further information provided in the Introduction chapter on role and purpose of the Guidance documents as material considerations in the assessment of planning applications, and degree of flexibility allowed by checklist questions.
- A new 'Digital Sustainability' page included in the 'Environmental Sustainability' section of the document
- Revision of the 'Job Creation' section; and additional questions in the Socio-Economic checklist related to this.
- Inclusion of questions from the 'Healthy Towns Framework' within the Socio-Economic section of the guidance
- General updates made to address comments on specific checklist questions and glossary terms

37. The amended EFDC and HGGT documents have sought to address the issues raised in the consultation, to ensure that a robust set of Guidance documents have been produced. Next steps include: ongoing work with site developers and planning applicants to ensure that sustainable and good quality design, as set out, is being achieved; ensuring that the Guidance documents are understood and disseminated to key Service areas and officers within the Council, providing colleagues in the Planning Service department with training sessions to ensure best use of guidance documents

## **Resource Implications**

The work to support the draft EFDC Sustainability Guidance documents to be viewed alongside the emerging Local Plan is covered by the local plan budget and staff within the Local Plan and Implementation teams. Undertaking consultation during COVID-19, and the associated emphasis on printed information such as leaflets/ surveys, and enabling return postage, rather than in-person events and responses, may incur additional costs which will be met from the existing local plan consultation budget.

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

The Sustainability Guidance seeks to take forward emerging Local Plan policies designed to promote the notion of making good places to live, work and visit. This will include sustainable development, sustainable transport, energy efficiency and environmental considerations as well as principles of socio-economic sustainability.

The delivery of the Sustainability Guidance will help to address the impacts of recreational pressure and air quality on Epping Forest Special Area of Conservation and will contribute to safer, cleaner, greener objectives by planning for sustainable development.

## **Consultation Undertaken:**

For the EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) and HGGT Sustainability Guidance and Checklist, informal engagement has been undertaken with officers, the EFDC Leadership Team, Local Plan Implementation Forum and EFDC Councillors.

Formal consultation was then undertaken for the above three documents, in accordance with the Council's adopted Statement of Community Involvement. It took place during the COVID-19 pandemic, consequently involved both digital and non-digital means.

For the draft EFDC Sustainability Guidance Vol.3 (Extensions and Refurbishments), informal engagement with EFDC Officers and the Local Plan Implementation Forum has been undertaken.

## **Background Papers:**

- Cabinet Report C-027-2021– Draft Sustainability Guidance for the District and Harlow and Gilston Garden Town 19 October 2020 (EB152)

## **Risk Management:**

The use of these documents as material planning considerations will support the Council's objectives of achieving high quality and sustainable design in the district and reduce the risk of poor quality development.

## Section 1: Identifying details

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: **N/A**

Title of policy or decision:  
(1) HGGT Sustainability Guidance and Checklist and EFDC Sustainability Guidance

Officer completing the EqIA: **Merve Anil** Email: **manil@eppingforestdc.gov.uk**

Date of completing the assessment: **03 February 2021**

## 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? <b>No</b>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>The HGGT Sustainability Guidance and Checklist and EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) will provide practical and technical guidance in relation to sustainability indicators and policies (environmental, social, and economic) to be applied to new strategic developments across the District and the Garden Town.</p> <p>The Guidance documents described above focus on new build developments. A further EFDC Sustainability Guidance has been added to this suite of documents: the Draft EFDC Sustainability Guidance Volume 3 (Extensions and Refurbishments), relating to the extension and refurbishment of existing buildings.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>The adoption of sustainability guidance as a material planning consideration in the determination of planning proposals</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>The report is to provide an overview of the HGGT Sustainability Guidance and EFDC Sustainability Guidance documents (Volume 1: Major Developments and Volume 2: Minor Developments) to be approved as material planning considerations – they are guidance documents to support policies in the emerging Local Plan and the principles and indicators in the Harlow and Gilston Garden Vision, in relation to sustainability and high-quality design.</p> <p>The report is also to provide an overview of the draft EFDC Sustainability Guidance Volume 3: Extensions and Refurbishments, which is to be approved for public consultation. The decision regarding the EFDC Guidance Volume 3 will not affect any group at this stage as it is being recommended that the draft guidance should be subject to consultation</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Following consultation if the guidance documents are agreed then the guidance and checklists will be used to inform the consideration of planning proposals within the District and within the Harlow and Gilston Garden Town.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p><b>No</b></p>
2.5	<p>Is this policy or decision associated with any of the Council’s other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>The work being undertaken is required to support policies in the emerging Local Plan in relation to sustainability, high quality design and social equity. If endorsed to be a material planning consideration, the guidance documents will inform development management and implementation processes to ensure delivery of high-quality and sustainable growth in the District and within the Harlow and Gilston Garden Town.</p>

## 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>The current position affects the District as a whole.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>The Council undertook informal engagement prior to the development of the HGGT Guidance and Checklist, and the EFDC Sustainability Guidance and Checklist documents (Volumes 1 +2). Following approval at Cabinet on 19 October 2020, the guidance documents were published for formal consultation for a six-week period from 2 November 2020 to 14 December 2020.</p> <p>This early engagement included whole-document reviews as well as specific topic-focused workshops with relevant officers across the Council as well as HGGT Partner Authorities. External sustainability expertise has also been sought via the Quality Review Panel and UK Green Building Council. An EFDC Member workshop was held on 21 September 2020, and two All-Member HGGT briefing and workshop sessions were held on 27 July 2020 and 26 August 2020.</p> <p>The formal consultation was undertaken in accordance with the Council's adopted Statement of Community Involvement. It took place during the COVID-19 pandemic, consequently involved both digital and non-digital means. The public was consulted simultaneously on the EFDC Sustainability Guidance and Checklist documents (Volume 1: Major Developments and Volume 2: Minor Developments) and the HGGT Sustainability Guidance and Checklist.</p> <p>The Council also has and will continue to conduct workshops with EFDC officers in the preparation of the draft EFDC Sustainability Guidance and Checklist Volume 3: Extensions and Refurbishments. Informal engagement has been undertaken with the Local Plan Implementation Forum and officers across different service departments including Planning and Housing.</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>Consultation already undertaken with regards to the HGGT Guidance and EFDC Guidance (Volumes 1+2) have been outlined above. With regards to the EFDC Sustainability Guidance and Checklist Volume 3:</p>

	<p>In accordance with the Council's Statement of Community Involvement (SCI), the Council will consult stakeholders and the general public on the draft EFDC Sustainability Guidance and Checklist Volume 3: Extensions and Refurbishments. It is proposed to do this when the LETI guidance has been published. The proposed period of consultation in line with the SCI is six weeks. All those on the Council's planning policy database will be notified, information including the document and an online survey/ questionnaire will be made available on the Council's website and by notification to statutory consultees.</p>
--	---

## Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with age groups (possibly children and the elderly) who are less digitally enabled.	M
Disability	Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with those with disabilities that affect their ability to engage digitally enabled.	M
Gender	Neutral – no impact	L
Gender reassignment	Neutral – no impact	L
Marriage/civil partnership	Neutral – no impact	L
Pregnancy/maternity	Neutral – no impact	L
Race	Neutral – no impact	L
Religion/belief	Neutral – no impact	L
Sexual orientation	Neutral – no impact	L

## Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input type="checkbox"/>	
		Yes <input checked="" 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.
Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with age groups (possibly children and the elderly) who are less digitally enabled.	Utilise forums such as the authority’s Youth Council(s) to engage younger audience. Advertise consultation in non-digital manner (through Town and Parish Council magazine, posters/ leaflets). Ensure that online material is accessible for all and easy to read and feedback and questionnaires are simple to understand and complete.	Summer 2021
Adverse – potential for restrictions due to COVID-19 to make non-digital engagement more difficult, with potential for this to affect consultation with those with disabilities that affect their ability to engage digitally enabled.	Advertise consultation in non-digital manner (through Town and Parish Council magazine, posters/ leaflets). Ensure that online material is accessible for all and easy to read and feedback and questionnaires are simple to understand and complete. This will include captioning any video material.	Summer 2021

**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: 04 February 2021

Signature of person completing the EqIA: Merve Anil

Date: 03 February 2021

**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.

# 1 /

# EFDC SUSTAINABILITY GUIDANCE & CHECKLIST

# /

# MAJOR DEVELOPMENTS *(+10 units)*



## FOR OPTIMUM VIEWING

In Acrobat Reader, go to View > Page Display > Two Page View  
Make sure 'Show Cover Page in Two Page View' is ticked

## Issue and Revision Record

REVISION	DATE
01	August 4th, 2020
02	August 28th, 2020
03	October 7th, 2020
04	October 30th, 2020
05	February 3rd, 2021
06	February 16th, 2021

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# INTRODUCTION

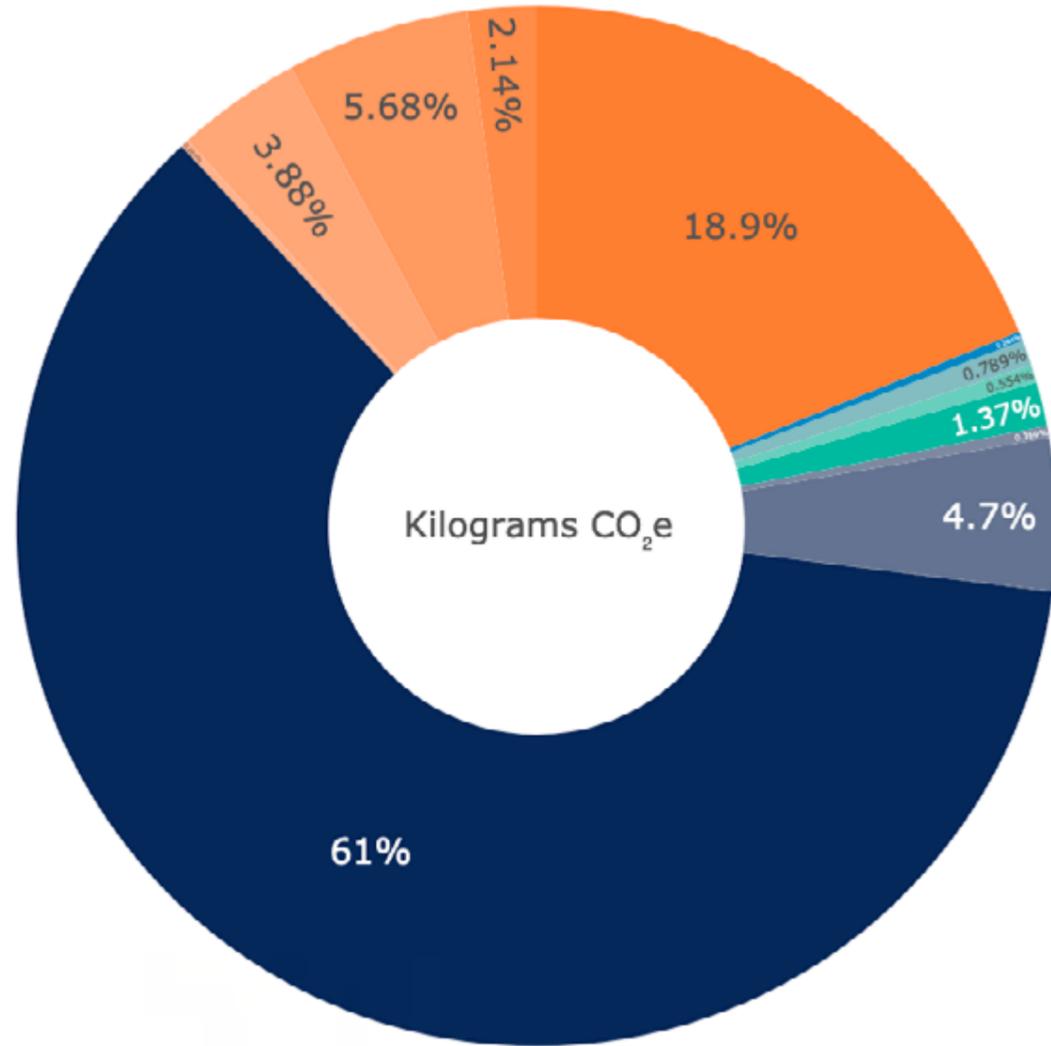
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This document supports the highest environmental commitment across the District - to become net zero carbon by 2030

# Overview

Epping Forest District has an annual carbon emission contribution of 2,048 CO<sub>2</sub> (kt) across all industries (2017 data). The graph below provides a break down of the District's emissions based on sector:



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- Residential buildings
- Commercial buildings & facilities
- Institutional buildings & facilities
- Industrial buildings & facilities
- Agriculture
- Livestock
- Industrial Process
- Wastewater
- Solid waste disposal
- Off-road
- Aviation
- On-road

Source: scattercities.com

# Overview

## CLIMATE EMERGENCY

The UK Government and Epping Forest District Council have declared a Climate Emergency.

The global climate is changing, primarily as a result of greenhouse gas emissions from human activity. Communities, businesses and the natural environment are already feeling the impacts of the changing climate. Continued change is now unavoidable and will disrupt everyday life, with higher average temperatures and more extreme weather events.

This Sustainability Guidance supports the highest commitment across the District, which is to produce net zero carbon emissions by 2030. It sets out practical solutions to set out a clear design and construction process for any new development, into a net zero future. EFDC believes that in order to meet our climate change targets, all new buildings must operate at net zero carbon by 2030.

Sustainability focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs. High quality sustainable developments require adopting a holistic approach to environmental, social and economic sustainability.

## EPPING FOREST DISTRICT COUNCIL

The Council's emerging Local Plan sets out the most significant level of development to be brought forward across the District in a generation.

Within the period 2011-2033 the growth proposed in the emerging Local Plan will provide for a minimum of 11,400 new homes. Much of this will be delivered through larger strategic sites which will require planning applicants to take a proactive and considered approach to matters of environmental and socio-economic sustainability.

The emerging local plan looks to balance future development alongside ecological well-being, responding to the climate emergency and meeting objectives to improve health and well-being.

## PLANNING POLICY CONTEXT

There is a strong and committed national and local policy context for planning environmentally, socially and economically sustainable places and developments, and climate adaptation.

The National Planning Policy Framework (NPPF) (February 2019) sets out national policy for local planning authorities and decision makers. The NPPF states that there is a presumption in favour of sustainable development (paragraph 11), with sustainable development having economic, social and environmental objectives.

The environmental objective is that development should protect and enhance the natural, built and historic environment as well as protecting biodiversity, minimising pollution and adapting to climate change and the demands of a low carbon economy.

## COVID-19 RECOVERY

The guidance has been developed during the COVID-19 pandemic, which has highlighted stark health inequalities relating closely to environmental, social and economic inequalities.

Now more than ever, high quality, sustainable and resilient design and development is needed to ensure that existing and new residents of Epping Forest District recover from the pandemic in a long term and locally-led manner.

Opportunities to foster community strength, provide job opportunities, support green and local economies and bolster residents health must be taken. All stakeholders are therefore expected to work collaboratively to contribute to this recovery, and ensure that the District is a joyful and sustainable place to live, work and play.

# How to use this guidance?

## 1 / PURPOSE OF THIS GUIDANCE

The purpose of this guidance is to help applicants meet EFDC's goals of becoming net zero carbon by 2030, as well as building strong and integrated communities across new and existing places.

Planning for significant growth in the District, new developments need to have in place the foundations to enable exemplar placemaking and long term sustainability. This document provides practical and technical guidance on how relevant Sustainability indicators and policies (environmental, social, and economic) in the Epping Forest District Local Plan will be applied to new major residential and non-residential developments across the district.

The Sustainability Guidance will promote good and best practice and whilst it will be a material planning consideration in determining planning applications, it will not be adopted policy. Planning officers will need to make a judgement in terms of compliance with the Guidance, and this will feed in to the decision making process. Planning officers will also recognize that not all of the checklist questions will be relevant to each application (due to scale, site constraints etc.)

## 2 / WHO USES THIS GUIDANCE?

### Applicants + Agents:

The document is to be used by developers, design teams, consultants and contractors in shaping development proposals, This will guide design, and ensure coordinated and integrated consideration of sustainability principles and targets at an early stage.

### Local Authority Officers and decision-makers:

This document will be endorsed to have material planning weight and the Checklist will help guide the assessment of planning applications for developments coming forward within the District. It will inform pre-application discussions and assist decision-makers in sustainability matters.

### The EFDC Quality Review Panel (QRP):

This Checklist will be utilised for QRP reviews to help form the basis of Sustainability discussions. The QRP panel members are independent experts, and applicants are advised to be in a position to discuss issues on all categories raised in this guidance.

## 3 / WHEN TO USE THIS GUIDANCE?

**Masterplanning:** This guide should be used at as early a stage as possible in the design process in order to reduce costly and time-intensive re-design at later stages.

**Pre-Application;** The Sustainability Checklist should accompany pre-application discussions to ensure all applications have considered and incorporated sustainability measures from the outset of their design.

**Planning Application;** A Sustainability Strategy incorporating the Checklist, with relevant certification, is to be submitted alongside planning applications.

**Post-Planning;** Relevant conditions will be discharged and planning obligations and monitoring will be coordinated to ensure that sustainable measures are in place through to delivery and beyond. Tools such as Post-Occupancy Evaluation for ongoing monitoring will be expected relating to key indicators.

## 4 / HOW TO USE THIS GUIDANCE?

High quality and sustainable development requires environmental, social and economic sustainability to be holistically considered. The guidance is split into the following two sections:

1. Environmental Sustainability
2. Socio-Economic Sustainability

Each section comprises the following categories:

1. Objectives & Requirements
2. Key Local Policy & Guidance
3. Case studies
4. Checklist (to be completed and submitted)

There is also a glossary within the Appendix at the end of the document.

## 5 / SUBMISSION REQUIREMENTS

1. Sustainability Checklists
2. Sustainability Statement

The Sustainability Statement should be accompanied with relevant certifications.

## 6 / APPLICATION OF GUIDANCE

The guidance is applicable to all major developments within Epping Forest District. This will include:

- All major residential-led developments and associated infrastructure proposals (10+ units, or floorspace over 999 sq.m.)
- Change of Use resulting in major development

## 7 / THE CHECKLIST

The Checklists indicate the quality of development in line with the District's standards. These will be assessed in the round to ensure a holistic approach to sustainability is being considered. Each theme will be assessed in the context of factors that may be unique to a development, providing flexibility in how each development is assessed. The applicant is expected to identify unique sustainability aspects of their development and include these in the 'Sustainability Statement'.

All checklists should be completed for full planning applications / reserved matters applications. Outline planning applications need only to complete questions marked for outline applications.

Minimum Requirements (Low Quality)	Net Zero-Carbon by 2050 (Medium Quality)	Net Zero-Carbon by 2030 (High Quality)
<i>Policy-compliant / Building Regulations compliant only</i>	<i>These targets meet ultimate goal, but 20 years slower</i>	<i>These targets meet our goal and Climate Declarations</i>

## 8 / RELATIONSHIP TO THE LOCAL PLAN

This guidance has been endorsed to have material planning weight and should be read in conjunction with the policies found in the [Epping Forest District Council Local Plan](#). It compliments the Local Plan policies by providing a practical tool for enhancing the sustainability of development in the District.

## 9 / PARTNERSHIP WORKING

Epping Forest District Council is committed to working with relevant organisations, service providers and community groups to ensure proposals are developed collaboratively and with thorough consideration of local priorities.

## 10 / REVIEW & MONITOR

The guidance will be reviewed and updated every 3 years. It will be reviewed upon national adoption of the Future Homes Standard. Current Building Regulations fall short of the 2030 net-zero carbon commitment by the District.

## 11 / INCENTIVES FOR SUSTAINABILITY

### Design and Planning

Compliance with these sustainability standards will lead to a smoother planning process and faster assessment time.

### Awards and Recognition

Exemplar schemes will be shared as case studies. The Council will work with applicants to put their schemes forward for local and national awards and partnership opportunities.

### Cost Benefits

By 2030 all new buildings will need to operate at Net Zero (i.e. annual net zero carbon emissions), which means that by 2025 all new buildings must be designed to net zero carbon.

Net zero capital homes can be achieved at a capital cost uplift of between 3.5% - 15% for residential developments, or at equal cost - depending on economies of scale in alignment with various reports. (e.g. study of tower developments shows that net zero carbon homes can be achieved at a capital cost uplift of between **3.5% - 5.3%**). This capital cost of sustainable buildings is likely to decrease over time as legislation improves, our electricity grid decarbonises, our supply chain upskills and cost of technologies decrease.

Costs can be offset by value benefits, including: [increased rental premiums](#), lower tenancy void periods and lower offsetting costs. Furthermore, long-term operation costs of new homes are vastly reduced due to the lower energy demand from homes, eliminating changes such as fuel poverty, and providing cost savings of 30%-40% over 30 years. In a post COVID-19 society, more people are working from home, making sustainable homes and communities more attractive to homeowners and thereby providing a commercial benefit to developers.

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## ENVIRONMENTAL SUSTAINABILITY

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Page 10  
This section looks at how Epping Forest District Council can become net zero carbon by 2030.

# Design Approaches: First Principles

The following 'First Principles' are to be incorporated to ensure new developments are sustainable, and bring practical solutions towards good design. The principles act as an iterative design process, encouraging a wholistic approach to sustainability. The incorporation of these principles at an early stage of a development will make it easier to meet performance targets set out in the remainder of the Sustainability sections.

## 1 / LANDSCAPE LED DESIGN

The District is characterised by different types of landscapes. Study of existing strategies, analysis, survey and mapping should be undertaken of existing green infrastructure and ecological value of features. These include; topography, trees, hedgerows, woodland, grasslands, wetlands, meadows, farmlands, hills and lowlands, flood plains, views and vistas. Drawings, surveys, site photographs and precedent images should be utilised.

Design should be landscape led from the start and across all design stages. The best design and development outcomes will be delivered by engaging landscape and ecology consultants at an early stage. Additional spending on design fees will be very likely outweighed by the speed and ease of securing planning permission.

## 2 / SUSTAINABLE MOVEMENT

Identifying sustainable movement and active transport infrastructure is key to the success of sustainable growth in the District as they embed connectivity through movement corridors; playing a significant role in location, form and scale of development.

Local routes for everyday journeys to work, schools, and shopping should be identified as opportunities to knit communities together, rather than sever them. Strong transport links can tie-in with historic pathways identified through fine-grain analysis. Priority should be given to pedestrian and cycle networks that link to wider sustainable transport networks.

## 3 / ORIENTATION & FORM

Solar orientation must inform the topography, scale and massing of development at early stages of masterplanning, with south-facing buildings, fenestration, and amenities designed to take advantage of passive solar gain – absorbing the sun's heat energy to warm buildings and spaces. Building axis' should be orientated in the east-west direction to take advantage of maximum daylight and heat from the sun which significantly reduces the energy consumption of a building, and can reduce a homes' heating and cooling costs by up to 85%. To stay cool in the summer months and avoid overheating, external shading provisions should be made to the buildings and surrounding areas, including the use of green infrastructure.

A Daylight / Sunlight Assessment can help provide more information on how much natural light your development will be exposed to.

## 4 / ENERGY HIERARCHY

New developments should comply with the following Energy Hierarchy principles:

**BE LEAN:** Use less energy: minimising the energy demand of new buildings through fabric performance: This step requires design that reduces the energy demand of a development. Energy Strategies need to demonstrate how energy efficiency measures reduce the energy demand in line with performance targets highlighted in this document.

**BE CLEAN & GREEN:** Supply energy efficiently: utilising energy efficiently in buildings including for space heating & cooling: Consideration must be given to how heat and energy will be provided to the development using low-carbon heating networks.

**BE SEEN:** Monitor & Report performance: for at least 5 years post-completion to remove the performance gap: This requires all major developments to monitor and report their energy performance post-construction to ensure that the actual carbon performance of the development is aligned with the EFDC ambitions of a net zero-carbon target.

## 5 / ADAPTABLE & FUTURE PROOF DESIGN

Building strong communities is aided by giving households the opportunity to have accommodation that can adapt to respond to their changing needs and abilities. This means looking at the macro-scale provision of green and blue infrastructure and management for climate adaptation, futureproofing infrastructure for technological innovation, a range of house types, adaptable facilities and meanwhile use spaces. And through to the micro-scale; for example the space and ease in ability to extend homes and facilities (physical and digital) to work from home.

It is important that strong communities are not broken due to the lack of adaptable design.

## 6 / FABRIC-FIRST APPROACH

A fabric-first approach requires the building envelope to be a high-performance thermal envelope, reducing energy waste. This means the proposed buildings must have external walls, roofs, floors, windows & doors that are: super insulated, airtight, and windtight.

A fabric-first approach includes the windows and doors – which provide significant heat loss and heat gains – depending on solar orientation. Windows and doors must therefore incorporate high-performance glazing to provide comfortable internal temperatures. A high-performance thermal envelope delivers exceptional indoor comfort and building energy efficiency.

## 7 / VENTILATION & OVERHEATING

A mixed-mode (natural and mechanical) ventilation strategy is encouraged for excellent indoor air quality. This involves the incorporation of a whole-house mechanical ventilation with heat recovery system (MVHR) – which is key to delivering radically energy efficiency and exceptional comfort, through providing clean, filtered air into habitable spaces.

Early stage overheating analysis will be expected to be carried out at design stage to identify key factors contributing to overheating risk. Where developments are at risk of overheating, additional detailed assessment and mitigation measures will be expected to be incorporated.

## 8 / EMBODIED & OPERATIONAL ENERGY

All design teams are expected to think about, and reduce the embodied energy required to develop their schemes. For example, depending on location, height, and site suitability, materials like timber could be favoured over less sustainable alternatives such as concrete.

In terms of operational energy, Developments should be aiming for net zero carbon – where energy on an annual basis is zero or negative. A net zero carbon building is highly energy efficient and powered from on-site and/or off-site renewable energy sources. Developments should be designed using realistic predictions of operational energy to avoid performance gap in a buildings' energy use.

## 9 / RENEWABLE TECHNOLOGIES

Renewable energy uses natural resources such as sunlight, wind, tides and geothermal heat which are naturally replenished. Most forms of renewable energy are cheap to operate, but can be expensive to install.

Examples of technologies include; PV's, solar thermal, ground/air source heat pumps, wind, hydro. The choice of renewable technologies should be dependent on an assessment on site and development suitability.

## 10 / AIRTIGHT & THERMAL BRIDGE FREE

An airtight strategy focuses on the internal comfort of a building, and will be required to develop a draught-free building envelope. The draught-free building ensures high energy efficiency, internal user comfort, and protects the building envelope. The airtight strategy must be continuous to ensure there are no unintended gaps in the building envelope that allow uncontrolled air to leak in and out of the building.

Internal comfort can be affected by excessive heat loss through the building fabric caused by poor detailing around junctions in the building envelope. Gaps in the insulation barrier or large areas of conductive thermal bridging should be designed out.

Post-occupancy evaluation enables air tightness and thermal bridging to be measured, to help close the known performance gap in these areas.

# Energy Efficiency & Carbon

## OBJECTIVES & REQUIREMENTS

The transition to net zero-carbon by 2030 must begin with providing genuinely affordable homes. Beyond the planning system, the government is considering changes to legislation and policy that will promote lower carbon buildings. Changes to Building Regulations to improve the energy efficiency of new homes were recently subject to consultation.

All new buildings should look to adopt a fabric-first approach (e.g. Passivhaus Standards), with the expectation that as our grid system decarbonises and we build more energy efficient homes, emphasis will be placed on the embodied energy involved in constructing new buildings.

With the decarbonising of the National Grid, achieving net zero-carbon will mean developments must respond to the key components of whole-life carbon; embodied carbon and operational energy. Achieving net zero operational energy means the building does not burn fossil fuels and is 100% powered by renewables.

A [Whole Life Carbon \(WLC\) Assessment](#) should be undertaken both during the pre-application stages and after practical completion, as new homes are expected to last 60+years, with carbon emission reduction in line with the targets in the Checklist.

### Embodied Carbon Reduction Strategy:

- Using circular economy principles of reuse and refurbish, and designing for disassembly at end of life with processes including using offsite construction.
- Building low-energy homes, using fossil fuel-free technology to supply heating and power to them. Using renewable energy where necessary

### Operational Carbon Reduction Strategy:

- Not burning fossil fuels for supply to homes
- 100% powered by renewable energy i.e. heat pumps
- Achieving energy performance in line with checklist

Embodied carbon can be measured by design teams by various software that allow quick analysis and visual representation of carbon use.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP2** Place Shaping
  - **SP3(xvii)** Highest standards of energy efficiency
  - **T1** Sustainable transport choices
  - **T2** Safeguarding of routes and facilities
  - **DM9** High Quality Design
  - **DM20** Low Carbon and Renewable Energy
  - **DM21** Local Environmental Impacts, Pollution and Land Contamination
  - **DM 22** Air Quality
- Net Zero Carbon Buildings: A Framework Definition (UKGBC)

## CASE STUDIES



Marmalade Lane, Cambridge  
New masterplan built with fabric-first approach for energy efficient homes, alleviating fuel-poverty.



Goldsmith Street, Norwich  
New masterplan built to Passivhaus standards, needing little energy for heating and cooling.



Virido, Cambridge  
Zero-carbon development of 208 homes, achieving Code for Sustainable Homes Level 5.

SUBMISSION CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
<b>En.1 *</b>	Operational Energy (KWh/m2/y) (includes both regulated and unregulated energy use in the building, as measured at the meter)	146	< 70	< 0 - 35
<b>En.2*</b>	Embodied Carbon (kgCO2e/m2)	1000	< 450	< 300
<b>En.3 *</b>	For applications greater than 99no. units, what BREEAM Communities Level is met?	Very Good	Excellent	Outstanding
<b>En.4</b>	Space Heating Demand (KWh/m2/y)	54.26	25	15
<b>En.5</b>	Airtightness (air changes/ hr @ n50)	5	3	≤ 0.6
<b>En.6</b>	Ventilation Strategy (m3/hr/person)	Natural - extract fans	Mechanical with extract fans	Mechanical Heat Recovery (30)
<b>En.7</b>	What is the on-site reduction in CO2 emissions against Building Regulations Part L (2013)?	0-34%	35%-50%	≥ 50%
<b>En.8</b>	What Fabric U-Values has the proposal been designed to meet? W/(m2K)			
	External Walls	0.30 - 0.16	0.15 - 0.13	< 0.13
	Floor	0.25 - 0.11	0.10 - 0.08	< 0.07
	Roof	0.20 - 0.13	0.12 - 0.10	< 0.10
	Windows (triple glazing) & Doors	2.00 - 1.4	1.3 - 1.00	< 0.9
Please attach Tables 12 & 13 of your Whole Life Carbon Assessment (see <a href="#">Appendix 3</a> )				
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

\*\* Outline planning applications need only respond to questions marked with an \* asterisk. For full planning applications / reserved matters applications, please respond to all questions.

# Renewable Energy

## OBJECTIVES & REQUIREMENTS

Our recent extreme weather has highlighted the need to ensure that buildings constructed today are fit for the future, and, designed for resilience over the next 60+ years. New developments have a unique opportunity to ensure that the heating and hot water they generate are fossil fuel free, as heat demand is estimated at more than 40% of the energy consumed across the District.

On-site renewable technologies such as Heat Pumps, Solar Photovoltaics, and Solar Thermals should be explored for adoption, and combined to provide the greatest benefit to new developments.

Applicants are to use the [LETI Heat Decision Tree](#) throughout the design stages, to assist them in choosing the most appropriate heating system. Renewable systems should be prioritised over connecting to district heating networks, which depend on fossil fuels.

New Developments should be designed to;

- Join Heat Sharing networks: particularly relevant for these strategic mixed-use development sites where opportunities for load shifting and heat sharing occur.
- Minimise system temperatures: high temperatures in heating systems are synonymous with fossil-fuel combustion
- Reduce Heat Demand at point of use: The greatest opportunity to meeting net zero-carbon emissions is to reduce the amount of heat needed: achieved through a fabric-first approach and limited hot water use, coupled with reuse of low temperature waste heat sources.
- Lean Design: load modelling can predict energy use and help size plant requirement.
- Harness Waste Heat: heat released as a by-product of an existing process enables otherwise wasted heat to contribute to meeting energy demands.

Please note that whilst categorised as a source of renewable energy, biomass has negative impacts on air quality and climate change, and therefore EFDC will not support applications where biomass is proposed.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP3 (xvii)** Highest standards of energy efficiency
- **DM9** High Quality Design
- **DM19** Sustainable Water Use
- **DM20** Low Carbon and Renewable Energy

## CASE STUDIES



Project Etopia, Corby  
Uses combined solar PV's and thermal panel to deliver net zero carbon on site.



Active Homes, Neath, South Wales  
Battery technology used to store energy and solar PV & TSC's to generate 60% energy.



Tallack Road, Waltham Forest, London  
Large-scale communal Air Source Heat Pump to feed ambient temperature heat network

SUBMISSION CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
<b>Rn.1*</b>	What on-site renewable energy technologies have been included in your development?	PV's + EV charging / CHP's	Low-temperature District Heating	Heat Pumps / Solar Thermal
<b>Rn.2*</b>	What percentage of CO2 emission reduction is planned to be provided from on-site renewable energy sources? <i>(SAP 10 carbon emission factors to be used for calculation)</i>	> 20%	> 50%	> 70%
<b>Rn.3</b>	What percentage of household electricity will on-site renewable technology provide? <i>(Net zero operational carbon does not burn fossil fuel and is 100% powered by renewables)</i>	> 35%	> 50%	100%
<b>Rn.4</b>	Have any relevant government incentivised schemes been taken advantage of? <i>i.e. Non-Domestic Renewable Heat Incentive (RHI)</i>	None		Non-Domestic RHI
<b>Rn.5</b>	Space Heating Peak (kWh/m2/y)			10 (Equiv. to 6 kWh/m2.yr renewable electricity from the grid)
<b>Rn.6</b>	Domestic hot water peak (kWh/m2/y)	42	20	6 (Equiv. to 9 kWh/m2.yr renewable electricity from the grid)
Please attach Energy Assessment				
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

\*\* Outline planning applications need only respond to questions marked with an \* asterisk. For full planning applications / reserved matters applications, please respond to all questions.

# Green Infrastructure

## OBJECTIVES & REQUIREMENTS

Epping Forest District has a predominantly agricultural landscape, with remnants of an extensive ancient forest reflected in both Epping Forest as well as pockets of woodland and mature trees located across the District. New developments risk harm to the Epping Forest SAC, already under pressure due to pollution and recreational use, unless suitable mitigation measures are implemented. The delivery of new multifunctional green infrastructure will reduce the burden on the Forest and will be proactively encouraged by the Council.

The green infrastructure network of the District must be considered in an integrated way. Design of streetscapes and amenity spaces, with urban greening such as street trees, pocket parks, garden hedgerows, greens roofs and swales, can provide placeshaping benefits as well as contribute to climate resilience, through biodiversity enhancement and mitigating overheating. Play, social spaces, food growing, art and heritage trails should be integrated early into designs, with active frontages onto green spaces, to ensure natural surveillance.

Proposals must be landscape-led from the start, as set out in the [EFDC Green Infrastructure Strategy](#). They should respond to the District's distinctive setting; expand and enhance the green and blue infrastructure network; and improve access to, and the quality of, the surrounding Green Belt. The GI Strategy details how Suitable Alternative Natural Greenspace (SANG) should be provided as part of new Strategic Masterplan Areas to relieve pressure on the SAC, as well as other important sites of ecological and natural heritage importance. Where applicable, a Landscape Framework should be submitted detailing the provision of SANG.

The [Environmental Bill](#) requires development to deliver at least a 10% Biodiversity Net Gain (BNG), Stewardship and Maintenance strategies should clearly set out net gain outcomes, through habitat creation or enhancement for a minimum of 30 years. Local species should be specified to ensure long-term resilience. The GI strategy should be referred to with regards to stewardship, as it identifies stewardship models to ensure sustainable management and maintenance of green infrastructure.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP2** Place Shaping
- **SP6** The Natural Environment, Landscape Character and Green and Blue Infrastructure
- **DM1** Habitat protection and improving biodiversity
- **DM2** Epping Forest SAC and the Lee Valley SPA
- **DM3** Landscape Character, Ancient Landscapes and Geodiversity
- **DM5** Green and Blue Infrastructure
- **DM6** Designated and undesignated open spaces
- **DM9** High Quality Design
- **DM15** Managing and reducing flood risk
- **DM22** Air Quality

- EFDC Green Infrastructure Strategy
- EFDC Open Space Strategy

- Essex SuDS Design Guide
- Green Essex Strategy
- Essex Biodiversity Action Plan
- Stort Catchment Management Plan
- Green Arc Strategy

## CASE STUDIES



Ecology of Colour, Dartford by Studio Weave  
Part of a project to bring public function and engagement with local ecology to a neglected corner of Dartford.



Thames Basin Heaths Special Protection Area  
In order to allow new development while safeguarding the integrity of the area, the Council has put in place mitigation measures including SANG.

SUBMISSION CHECKLIST		Low Quality	Medium Quality	High Quality
Gr.1*	Has a high quality landscape-led approach been demonstrated as set out in the <a href="#">EFDC Green Infrastructure Strategy</a> ?	No	Some landscape analysis undertaken	Ecology, topography, vistas, character & features driving design
Gr.2*	What % of Biodiversity Net Gain does your development achieve? ( <i>Environmental Bill requires min. 10%</i> )	0-9% BNG	10-15% BNG	15%+ BNG
Gr.3*	Does the Ecology report show process of mitigation and location hierarchy, with Stewardship and Maintenance strategy provided for green infrastructure and BNG?	No strategy	Outline strategy provided	30 year strategy with input from community
Gr.4*	Have play, community amenity and food production opportunities been proposed? <a href="#">Fields in Trust</a> distances should be followed for play spaces.	No	Yes - locations mapped with walking isochromes	Yes - locations mapped, characters defined, strategies for play / food / active frontages
Gr.5*	Has a Landscape Framework been provided that articulates whether an integrated approach has been taken to the provision of SANG, including the use of recognised tools to assess its value/quality? (e.g. <a href="#">Natural Capital Tool/ Ecometric</a> )	No	Yes - qualitative assessment undertaken	Yes - qualitative assessment/ value calculated with exemplary score
Gr.6*	Has an overheating assessment or modelling been provided, as set out in <a href="#">UKGBC's Housing Standards Playbook</a> , taking into account impact of green infrastructure?	No	Some assessment provided	Yes - UKGBC Playbook followed
Gr.7*	Has multifunctional green infrastructure been proposed at different scales, with clarity on how its quality and quantity reinforces the District?	Different scales not explored	Yes - different scales shown, roles/ function undeveloped	Yes - small, medium and large GI shown, qualities and roles defined
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

# Sustainable Movement

## OBJECTIVES & REQUIREMENTS

Sustainable movement and active transport infrastructure are key to the success of sustainable growth in the District, as 61% of the District's carbon emissions are caused by on road vehicles (refer to p.6). The provision of sustainable transport choices and securing modal shift away from reliance on the car is a key component in mitigating the future impacts of air-borne pollutants on the health of both the Epping Forest Special Area of Conservation and local residents, and achieving net zero carbon by 2030.

Development should minimise the need to travel, promote opportunities for sustainable transport modes, improve accessibility to services and support the transition to a low carbon future. New proposals must futureproof for change in travel habits, including reallocating parking and road space, innovation in travel technology, last mile deliveries and electric charging. Masterplanning for sustainable movement should address: walkable low-traffic neighbourhoods, sustainable streets and placemaking; cycling, walking and public transport network; behaviour change programmes; rebalancing car use and parking design (including carpooling and car sharing) and availability; futureproofing with adaptable technology; deliveries and servicing; and construction impacts.

Development will be supported where they:

- (i) promote sustainable transport choices, through improvements to public transport services and supporting infrastructure, and providing coherent and direct cycling and walking networks to provide a genuine alternative to the car and facilitate a modal shift
- (ii) promote and improve safety, security and healthy lifestyles;
- (iii) do not result in unacceptable increases in traffic generation or compromise highway safety.

Development proposals that are likely to generate significant amounts of vehicle movement (as defined in the Council's list of Validation Requirements) will be required to submit a Transport Assessment or Transport Statement and be supported by a Travel Plan.

This section should be read in conjunction with the Air Quality chapter.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP2** Place Shaping
- **SP3 (xvii)** Highest standards of energy efficiency
- **T1** Sustainable transport choices
- **T2** Safeguarding of routes and facilities
- **DM9** High Quality Design
- **DM20** Low Carbon and Renewable Energy
- **DM21** Local Environmental Impacts, Pollution and Land Contamination
- **DM22** Air Quality
- Essex County Council Travel Plan Guidance
- Epping Forest District Cycling Action Plan
- EFDC Parking Standards
- [Transport for London's Healthy Streets Approach](#)

## CASE STUDIES



St Chads Development, Essex  
Designated as shared surface 'home zones', streets are designed to meet the needs of pedestrians and cyclists, and reduce the speed of vehicles.



Mini-Hollands,  
Involve a range of innovative improvements for cyclists, including cycle training, cycle roadshows, bike maintenance courses and cycle parking.



Brooklands, Milton Keynes  
A comprehensive network of routes for active travel and links into the wider Milton Keynes network of footpaths and 'Redways' (safe paths for walking and cycling across the city).

SUBMISSION CHECKLIST		Low Quality	Medium Quality	High Quality
Tr.1 *	Have walkable, low-traffic and permeable neighbourhoods been designed as a first principle?	No - vehicle access design prioritised	Transport hierarchy considered	Yes - walking & cycling desire lines, network, topography, user hierarchy as design drivers
Tr.2 *	Have safe and high quality connections to active travel networks beyond the development boundary been proposed with Green Infrastructure (GI) considered?	Ongoing connectivity not considered	Some connectivity - lacks GI consideration	Strong connections to networks, with clear relationship to GI
Tr.3	Have inclusive design principles / accessibility for all regarding sustainable movement been achieved?	Meets Equalities Act	Inclusive Design Statement provided	Exemplary inclusive design provided
Tr.4	Has cycle parking been designed to be high quality, safe, secure and easy to access?	Cycle parking not provided	Suitable quantity of spaces provided	Suitable quantity and high quality environment provided
Tr.5	Has a high quality transport assessment been undertaken?	No	Yes - assessment undertaken	Yes - qualitative assessment undertaken
Tr.6	Has a thorough Sustainable Travel Plan been provided? Has <a href="#">Modeshift Stars accreditation</a> been explored?	No	Sustainable Travel Plan provided	Yes - including behaviour change programme, travel coordinator, monitoring
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

\*\* Outline planning applications need only respond to questions marked with an \* asterisk. For full planning applications / reserved matters applications, please respond to all questions.

# Water Management

## OBJECTIVES & REQUIREMENTS

Due to the combined challenges of growing populations within Epping Forest District, changing land uses and the finite supply of water, action is required now to ensure the availability of water for the future. The Environment Agency has identified the District as being in an area of 'serious water stress'. There is likely to be less water available for future generations and therefore a need for demand management and water efficiency in the area.

It is important that any new development does not lead to an overall increase in demand for water. The Local Plan puts in place an approach which will secure the incorporation of water saving measures and provide targets for water efficiency standards.

The incorporation of sustainable drainage systems (SuDS), that mimic natural drainage and encourage its passive infiltration and attenuation, will be encouraged in all new developments. To avoid increased flood risk and make effective use of existing and planned drainage infrastructure, rainwater should be managed as a valuable resource rather than a waste product. A multi-functional approach to the delivery of SuDS can provide interest in the provision of public open space, and increase biodiversity.

New developments should therefore look to:

- i) Reduce the risk of flood through the use of sustainable drainage systems (SuDS)
- ii) Minimise use of mains water by incorporating water saving measures and equipment, and by designing residential developments so that mains water consumption is reduced in accordance with requirements found in the table overleaf.
- iii) Promote the use of rainwater harvesting and using dual potable and grey water recycling measures

New developments will also be encouraged to incorporate carbon reduction systems, such as a waste water heat recovery system.

For more information on SuDS please refer to the EFDC Green Infrastructure Strategy.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

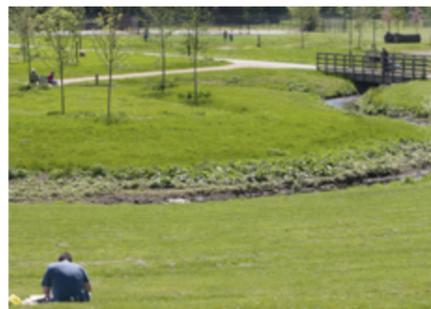
- **SP4(xvii)** Highest standards of energy efficiency
- **DM9** High Quality Design
- **DM16** Sustainable Drainage Systems
- **DM19** Sustainable Water Use
- **DM20** Low Carbon and Renewable Energy

- EFDC Green Infrastructure Strategy
- Essex SuDS Design Guide

## CASE STUDIES



Flood Management Knostrop Weir (Leeds) provides an echelon of three new pneumatically moveable weirs that can be lowered to let floodwater discharge quickly downstream; and a shared foot and cycle bridge



Ladywell Fields, Lewisham (SuDS) Designed to create more sustainable drainage and reduce flooding, the river channel was modified to create a naturalistic setting incorporating backwaters and wetlands.

SUBMISSION CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
<b>W.1 *</b>	What water collection or recycling measures will be used?	100% provision of water butts	Rainwater harvesting systems	Grey water recycling & harvesting
<b>W.2 *</b>	How much of the hard surfaces within the development and conveyance systems will be permeable (i.e streams, swales)	50%	75%	100%
<b>W.3 *</b>	Have other SuDS measures been proposed? (i.e. permeable surfaces, rain gardens, green roofs, ponds/wetlands, soakaways)	No		Yes
<b>W.4</b>	Will water saving devices be installed wherever possible in the development? e.g. low flush toilets, smaller baths, taps and showers with flow regulators	No		Yes
<b>W.5</b>	Potable Water: What is the expected internal water use (litres/person/day)?	110	95	75
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

**\*\* Outline planning applications need only respond to questions marked with an \* asterisk. For full planning applications / reserved matters applications, please respond to all questions.**

# Circular Economy

## OBJECTIVES & REQUIREMENTS

New developments should promote circular economy outcomes and aim to be net zero waste. In the UK, the largest contributor to waste nationally is the construction and demolition industry where a third of all waste is generated.

New developments within EFDC are to be designed to reduce construction waste and enable ease of access for future occupants to recycle and reduce waste. This can be encouraged through adopting a circular economy approach and the Waste Hierarchy found in the [DEFRA Guidance](#).

Building in Layers principles should be adopted to determine realistic lifetimes for the elements of a building, and adapt the structure and fabric. Homes should be designed to be adaptable and flexible by considering the intended lifespan of each independent building layer, optimising building longevity and maximising material reclamation at end-of-life.

3 Key Principles expand the Circular Economy process:

### 1. Conserve Resources, Increase Efficiency, Source Ethically:

- Minimise the quantities of materials used by specifying low embodied carbon materials, and reusable materials.
- Minimise the quantities of other resources used including energy, water, and land.

### 2. Eliminate waste and ease maintenance by:

- Long-life & Loose fit: build to adapt to changing social, physical and economic environments.
- Design for Disassembly: at the commencement of the project, set out deconstruction plan and capture asset value.

### 3. Manage waste sustainably and at the highest value:

this includes construction, demolition & excavation waste, operation & municipal waste

A Circular Economy Statement and Operational Waste Management Strategy should be provided to demonstrate chosen approach.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP3 (xvii)** Highest standards of energy efficiency
- **DM9** High Quality Design
- **DM20** Low Carbon and Renewable Energy
- **DM7** Heritage Assets
- **DM8** Heritage at Risk

- Circular Economy Guidance for Construction Clients (UKGBC)

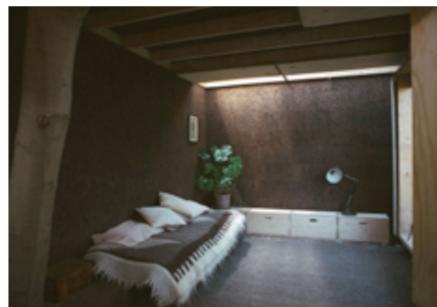
## CASE STUDIES



Illford Community Market, London  
Designed for five years and will be dismantled and reconfigured on future meanwhile sites.



Queen Elizabeth Olympic Park, London  
A waste target of 90% diversion from landfill of demolition waste by weight



Cork Housing, Studio Bark  
A garden building made almost entirely out of cork, constructed as a building that can be completely recycled, reused or composted.

SUBMISSION CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Waste by 2030
CE.1	How much of the materials used on site are sourced from ethical and responsible supply chains?	80%	95%	100%
CE.2	How much of the materials used are non-toxic?			100%
CE.3	How much of the materials used can be easily extracted, recycled, and manufactured?	80%	90%	95%
CE.4	To what amount are the new buildings circular-by-design?	20%	40%	65%
CE.5	How much of the materials used are 'reusable'?			80%
CE.6	How much of the materials used are 'reused'?			50%
CE.7	How much biodegradable and recyclable waste will be diverted to landfill?			0
Please attach the Circular Economy Statement				
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

\*\* Outline planning applications need only respond to questions marked with an \* asterisk. For full planning applications / reserved matters applications, please respond to all questions.

# Waste Management

## OBJECTIVES & REQUIREMENTS

In line with becoming net zero carbon by 2030, EFDC want to ensure that the amount of waste produced by residents and visitors, as well as landfill waste, is significantly reduced, recycled, and used as a resource.

Developments should therefore be designed to ensure that residents and visitors to the District reduce the amount of waste they produce; with an overall ambition that no waste will end up as landfill.

This section of the guidance is linked closely with the section on Circular Economy regarding the necessity of designing buildings and places in a way that maximises the lifespan of a building and its components.

Innovative solutions for recyclable waste management, including underground refuse systems, are encouraged and applicants should support such initiatives. Whilst Essex County Council is responsible for decisions relating to the District's waste management, EFDC have a clear ambition to prevent waste going to landfill. Applicants are therefore expected to explore innovative ways to reduce waste at design stages, increase efficient recycling opportunities, and reduce household residual waste (including designing in opportunities for local food production through the provision of allotments, and space / opportunities for domestic composting).

Developers are expected to provide Operational Waste Strategies, including details of management of recyclable waste, residual waste and food waste. Developers are also encouraged to be innovative in contributing towards waste reduction campaigns.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP3 (xvii)** Highest standards of energy efficiency
- **DM9** High Quality Design
- **DM19** Sustainable Water Use
- **DM20** Low Carbon and Renewable Energy
- **DM11** Waste recycling facilities on new development
- **DM18** On site management of waste water and water supply

Essex County Council Waste Local Plan

## CASE STUDIES



Eddington, Cambridge  
Underground chutes replace thousands of traditional wheelie bins in an innovative waste disposal system



London Olympic Park, London  
A waste target of 90% diversion from landfill of demolition waste by weight



Millerhill, Midlothian  
Residual waste recycling and energy recovery facility

SUBMISSION CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Waste by 2030
<b>Wa.1*</b>	Has early engagement been undertaken with the EFDC Waste Management team to ensure their processes are taken into consideration?	No, LPA not engaged		Yes, demonstrated
<b>Wa.2*</b>	Have developments been designed to encourage ease in waste recycling?'			Yes
<b>Wa.3</b>	How much construction, demolition and excavation (CD&E) waste will be recycled? <i>(This is to be incorporated in your Construction Management Plan)</i>			≥ 95%
<b>Wa.4</b>	How much municipal waste (operational waste) will be recycled or composted vs sent to landfill or energy recovery?			65% : 35%
Please attach the Construction, Demolition and Excavation Waste Strategy				
Please attach the Operational Waste Management Strategy, promoting reuse & recycling				
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

\*\* Outline planning applications need only respond to questions marked with an \* asterisk. For full planning applications / reserved matters applications, please respond to all questions.

## OBJECTIVES & REQUIREMENTS

Every new development will have an impact on air quality, usually by increasing emissions from buildings or due to traffic generation. Poor air quality arises from sources including; traffic and transport, industrial processes, domestic and commercial premises, energy generation, agriculture, waste storage/treatment and construction sites.

Air pollution arising as a result of new developments risks harm to the Epping Forest Special Area of Conservation (SAC). New developments also risk cumulatively increasing local pollution levels which can negatively impact on human health. All new developments in the District should attempt to mitigate negative impacts on human health, and take in to consideration the District's requirements on Local Air Quality Action Plan, and Air Quality Assessments for developments. Developments should aim to improve local air quality, even if the area already complies with the air quality objectives. An air quality neutral assessment can assist with this.

The following net health gain principles (adopted from Public Health England's guidance) should be incorporated in to proposals during the design stages to reduce emissions and contribute to better air quality management; applicable irrespective of air quality assessments:

1. Reduce the need to travel by car to destinations
2. Provide zero / low-emission travel options (EV's)
3. Avoid siting buildings with vulnerable users (i.e. schools, nurseries, care homes) in areas where pollution levels are likely to be higher.
4. Avoid creating 'street canyons' which encourage pollution to build up
5. Incorporate green infrastructure to promote carbon and pollution sequestration
6. Orientate and design buildings to rely less on heating and cooling systems
7. Site residential accommodation away from roadsides
8. Incorporate whole-house ventilation systems for good indoor air quality

This section should not be used as a substitute for work otherwise undertaken in any normal full planning application. It should be read in conjunction with the Sustainable Movement chapter.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP3 (xvii)** Highest standards of energy efficiency
- **DM2** Epping Forest SAC and the Lee Valley SPA
- **DM8** Local Plan Review
- **DM9** High Quality Design
- **DM19** Sustainable Water Use
- **DM20** Low Carbon and Renewable Energy
- **DM21** Local Environmental Impacts, Pollution and Land Contamination
- **DM22** Air Quality

- EFDC Green Infrastructure Strategy
- EFDC Air Pollution Mitigation Strategy

SUBMISSION CHECKLIST		Low Quality	Medium Quality	High Quality
<b>P.1 *</b>	Have mitigation measures as described in the District's Air Pollution Mitigation Strategy been adhered to?			Yes
<b>P.2 *</b>	Where the development has the potential to impact on air quality, has an air quality assessment been undertaken to ensure present and future occupants are not exposed to unacceptable levels of air pollution?	No		Yes
Please attach relevant documentation, and use 'Sustainability Summary' pages where you are adding any further information.				

**\*\* Outline planning applications need only respond to questions marked with an \* asterisk. For full planning applications / reserved matters applications, please respond to all questions.**

# Non-Domestic Development

## OBJECTIVES & REQUIREMENTS

Epping Forest District Council seeks to ensure that climate resilience is built-into every project built in the District for decades to come, including non-domestic development.

It is recommended for all new non-domestic developments to follow the BREEAM assessment method, and to provide the relevant certification as part of the submission.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP3 (xvii)** Highest standards of energy efficiency
- **DM 9** High Quality Design
- **DM 16** Sustainable Drainage Systems
- **DM 17** Protecting and enhancing watercourses
- **DM 19** Sustainable Water Use
- **DM 20** Low Carbon and Renewable Energy

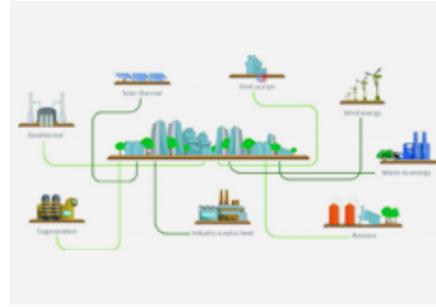
## CASE STUDIES



**External Shading**  
External shading devices can be incorporated to prevent excessive internal solar gains and avoid overheating



**Green Roofs**  
Green roofs can increase the thermal mass of a building, absorbing solar energy through the day and releasing heat at night.



**Low-Carbon District Heating**  
The use of district heating to help manage the demand and supply of heat efficiently across larger developments.

SUBMISSION CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
<b>ND.1</b> *	What BREEAM rating is the development targeting?	Very Good	Excellent	Outstanding
<b>ND.2</b> *	What annual building Operational Energy targets will your building/s achieve? (kWh/m <sup>2</sup> /y)	< 170	< 110	0 - 55
<b>ND.3</b> *	What annual building Embodied Carbon targets will your building/s achieve? (kgCO <sub>2</sub> e/m <sup>2</sup> )	<800	<650	<500
<b>ND.4</b> *	What is the Potable Water Use designed for? (Litres/person/day)	16 l/p/d	13 l/p/d	10 l/p/d
Please use the 'Sustainability Summary' pages to describe what measures have been incorporated to design out the risk of overheating, giving priority to architectural approaches.				
Please attach relevant certification of the BREEAM standards that the development is targeting, and use 'Sustainability Summary' pages where you are adding any further information.				

# Assuring Performance

## OBJECTIVES & REQUIREMENTS

Post construction energy and quality monitoring is required to bridge the 'performance gap' (difference between predicted performance and as-built performance of a building) found in new developments and achieve net zero-carbon. Achieving this requires a true understanding of a buildings' operational energy.

Addressing the performance gap in new homes and buildings is critical, as this affects both the 'happiness' of residents as well as the performance quality of the building. A poor performing building leads to higher energy bills due to poor building fabric, and risks exasperating challenging health conditions.

Studies undertaken by Innovate UK and the Zero Carbon Hub show that the majority of built projects do not meet their intended performance targets when tested, fall short even of compliance with Part L and Park F of Building Regulations.

For all new developments, design teams are required to undertake a Post Occupancy Evaluation (PoE), assessing both performance targets as well as the quality of life of current occupants. All developments will be required to monitor and report on residents' wellbeing and the actual operational energy performance of the building. The evaluation should be undertaken within the first two years of a building's occupation.

A template PoE form can be found [here](#) and should be used to demonstrate compliance. Broadly; evaluation will be required at the following stages:

1. Planning; predicted performance assessment
2. As-built; performance assessment
3. In-use; quality of life / wellbeing assessment

Further information can be found on the [GLA website](#) and the [Zero Carbon hub website](#).

## QUALITY STANDARD

In line with RIBA best practice, a Post Occupancy Evaluation is expected for submission, and should cover the following key areas:

1. Build Quality: performance of the completed buildings
2. Functionality: how useful the building is in achieving its purpose
3. Impact: how well these developments add social, economic, cultural and environmental value for occupants

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## SOCIAL & ECONOMIC SUSTAINABILITY

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Social and economic sustainability refers to the ways in which places are planned, designed, maintained, built and operated to improve local health and wellbeing, create jobs and bolster economic growth, and strengthen the community.

## OBJECTIVES & REQUIREMENTS

This section looks at the direct impacts of places on people - specifically how new developments will affect the communities they connect to.

Designing for social sustainability requires a framework for both creating new communities that thrive and ensuring existing communities are integrated in to new developments. It is important to address social sustainability at the beginning of development, as managing the long-term costs and consequences of decline and failure in new settlements is an issue of public value and political accountability.

The checklist in this section is designed as a socio-economic sustainability toolkit. Rather than provide a set of quantitative targets, the toolkit asks that developers carry out the appropriate engagements with the relevant communities and stakeholders, based on a demonstrable understanding of local needs. The guidance's aim is to ensure that new developments are equipped to incorporate the necessary 'community ingredients' that enable communities to thrive and that boost individual wellbeing - not just during occupation, but throughout all stages.

Community Ingredients should therefore cut across the different stages of developments, including:

1. Planning & design
2. Construction & occupation
3. Long-term stewardship

The list of key documents listed in the adjacent table should be used as reference by developers and applicants in understanding local socio-economic needs, and in planning engagement sessions. The list is not exhaustive but is intended to provide a starting point from which to develop more focused engagement sessions with local groups.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP2** Place shaping
- **H1** Housing Mix and Accommodation Types
- **H4** Traveller Site Development
- **E1** Employment Sites
- **E4** The Visitor Economy
- **DM9** High Quality Design
- **DM10** Housing Design and Quality
- **D2** Essential Facilities and Services
- **D4** Community, Leisure and Cultural Facilities

EFDC Statement of Community Involvement

[EFDC Infrastructure Delivery Plan](#)

[EFDC Green Infrastructure Strategy](#)

EFDC Economic Development Strategy

[EFDC Health and Wellbeing Strategy](#)

[EFDC Cultural Strategy](#)

[EFDC Playing Pitch Strategy](#)

[EFDC Open Space Strategy](#)

EFDC Employment and Skills Plan

[Epping Forest District Tourism Strategy](#)

[NHS Healthy New Towns](#)

[HGGT Healthy Town Framework](#)

[RIBA Social Value Toolkit](#)

[Essex Design Guide](#)

[Essex Rights of Way Improvement Plan](#)

[Essex + Herts Digital Innovation Zone](#)

[essexmap.co.uk](#)

[Live Well Accreditation](#)

[Play England - Design for Play](#)

## OBJECTIVES & REQUIREMENTS

The health and wellbeing of residents should be the priority within any new developments. Measures should be taken to ensure this: including good accessibility to sustainable transport options, provision of high-quality public and green spaces, the use of green infrastructure and biodiversity to promote good mental and physical health, and investment in long-term resilient buildings and infrastructure.

In order to promote the health and wellbeing of new and existing communities, the Epping Forest District Council asks all new developments to take the following steps:

- Encourage physical activity, active living, active travel, and sport activities for residents (including through the provision of green infrastructure)
- Promote mental health and wellbeing through clear connections to existing support services
- Promote wellbeing through keeping noise pollution of new developments (both during construction phases and during occupation) to a minimum
- Encourage older people to live independent lives through increased community support and reduced winter pressures
- Support children and young people by incorporating access to affordable activities such as outdoor gyms, sports and leisure facilities, community allotments, travelling farms, and urban farming - helping to grow local fruits and vegetables for an improved diet
- Incorporating flexible workspaces, such as co-working, as part of the social infrastructure in new developments, particularly in light of pandemics like Covid-19 which will change the way we work moving forward

## VOICE & INFLUENCE

New developments should look to amplify the voice and influence of residents. This involves governance structures to represent existing residents and engage new ones in shaping local decision-making and stewardship.

## RESILIENCE & ADAPTABILITY

New developments should be forward-planning; including housing, infrastructure, and services that can adapt over time; as well as the incorporation of meanwhile use of buildings and public spaces.

## CASE STUDIES



Urban Roof Greening



Great Kneighton, Cambridge - allotments embedded as part of new development



Outdoor / Park Gyms

# Economic Growth & Job Creation

## OBJECTIVES & REQUIREMENTS

New developments should look to promote long-term growth and development opportunities for local communities, as well as the facilities to develop new skills. This section of the guidance focuses on outcomes including local residents having comfortable homes that are affordable to operate; thriving local businesses; and long-term employments for skilled local labour.

The economic priorities and objectives for new developments should: businesses and jobs, places and people.

Business & Jobs: delivering on these priorities will lead to the following outcomes:

- Skills creation in existing communities and young people, including apprenticeships, to ensure economic impact of new developments continue in the longer term
- Use of local labour and supplies in new development projects
- A healthy business start-up rate and continued growth in the business base

Place: delivering on these priorities will lead to the following outcomes:

- An outstanding location and environment for businesses, that attract and retain more jobs in the District.
- A sufficient, high quality, viable employment land supply to meet future demand and provide a credible offer to prospective inward investors.
- New managed workspace and a mix of premises sizes and styles that cater for existing and future demand, including challenges resulting from Covid-19

People: what we want to achieve in EFDC are the following outcomes:

- New developments cater both to new and existing EFDC residents; the provided housing mixes should be such that they attract new families to settle in the District, but also provide the required homes for local needs
- EFDC, education and training institutions,

individuals and local industries will have an informed view of future skills needs that provides a basis for education and training planning and provision.

- Businesses are able to access the workforce they need.

## CASE STUDIES



St John's Estate, Chelmsford, (Metropolis Planning & Design), The project has delivered economic benefits to the local community, including the creation of 80 new jobs.



The Portland Inn (Baxendale Studio) A commission to design a building that will host a diverse cultural programme. Part of the brief was that the local community would be able to participate in its construction.

# Community Strength & Social Infrastructure

## OBJECTIVES & REQUIREMENTS

New developments should ensure that they integrate existing communities with new ones through shared social infrastructure. Collective activities and social architecture allow the fostering of local networks, creating a sense of belonging and community identity. Measures such as stakeholder engagement and post-development governance will provide residents with ownership of their built environment.

New developments will be expected to provide certain key infrastructures, or contributions towards their provision. The incorporation of these both formal and informal amenities will work towards enabling social inclusion between the members of a community.

Social facilities for children and teenagers; particularly access to early years childcare and leisure centres, are lacking in the District. Developments that provide these and locate them within existing communities will be encouraged.

Further information can be found in the Epping Forest District Council Infrastructure Delivery Plan (IDP), which highlights the local infrastructure requirements of the District, along with their priorities for the area (critical, essential or desirable). These include, but are not limited to:

- Health, Social Care and Emergency Services
- Community Halls
- Walking and Cycling Initiatives
- Education
- Sports Facilities
- Suitable Alternative Green Space (SANGS)

New developments should refer to the IDP, and planning applications should highlight what infrastructure will be provided, alongside contributions to ensure local community needs are met.

## CASE STUDIES



Bromley by Bow Centre  
A pioneering charity that combines an extensive neighbourhood hub with a medical practice and a community research project.

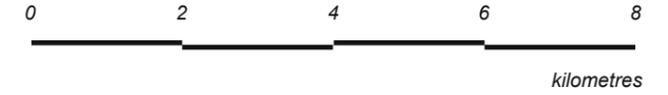


The Big Lunch (Eden Project)  
An annual national event that provides a hook for people to organise lunch with their neighbours, at home or in the street, supported by advice and ideas available on the web.



Castlebank Horticultural Training Centre, Lanark (EKJN)  
A collection of neglected outbuildings behind Castlebank House have become a thriving horticultural training centre, a valuable community resource.

# EFDC Social Infrastructure Map

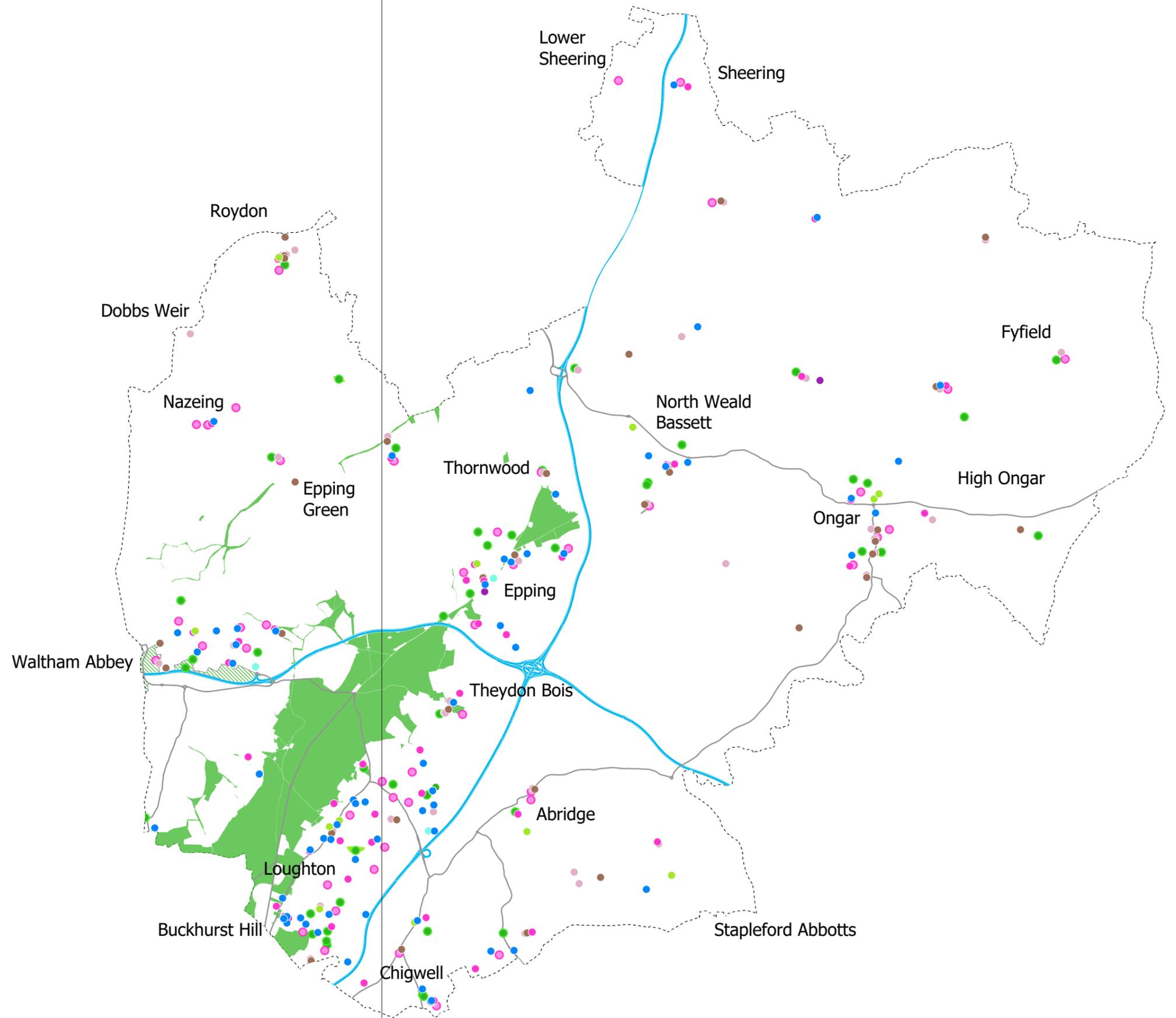


The map and list on this page highlight existing social infrastructures and community groups within the District. These are not exhaustive but are intended to provide a starting point from which applicants are to develop more focused engagement sessions with local groups.

Please also refer to [essexmap.co.uk](http://essexmap.co.uk) for an interactive and live map of social infrastructures across Essex.

- EFDC Youth Council
- EFDC Community Champions
- Voluntary Action Epping Forest
- EFDC Health and Wellbeing Board
- Epping Forest District Dementia Action Alliance
- Epping Neighbourhood Action Panel
- Epping Forest Multi Faith Forum
- Rural Community Council of Essex

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**Tibby's Triangle (Ash Sakula Architects)**  
There is a constant flow of people of all ages walking through this development in Southwold, going to the sea, to the shops, or just using it as a shortcut. Cars are accommodated by parking spaces adjacent to the homes and not at the expense of pedestrian circulation.



**The Hamptons (Community Support Officer)**  
A local group helped turn two lakes into a fishery. They are now used by a wide spectrum of different social groups on the development. This is supported by a strong, informative community website.



**The Portland Inn (Baxendale Studio)**  
Baxendale was commissioned to build a temporary external structure that would help deliver a diverse programme with, given its limited budget, a key set of requirements as part of the brief. These were that the local community should be able to participate in its construction.



**The Big Lunch (Eden Project)**  
The Big Lunch is an annual national event: an estimated 8.5m people took part in 2012. It provides a hook for people to organise lunch with their neighbours, at home or in the street, supported by advice and ideas available on the web.



**Argal Workshops (Gluckman Smith)**  
A Cornish former farmstead, previously derelict, was transformed into rural workshops for a local furniture and product designer, to Passivhaus standards, making a new working community for the area.



**The Hackney Carnival**  
Social Life was asked by Hackney Council to look at the social and economic value of the Hackney Carnival - particularly looking at how this brings money into the borough and how it helps make people feel at home in Hackney, and with their wider community.



**Higham Hill Theatre (vPPR Architects)**  
The project is a small community amphitheatre in Higham Hill Park in Walthamstow, part of Waltham Forest's Making Places initiative to deliver public realm improvement works to every ward in the borough.



**Social infrastructure: enabling social inclusion**  
Social Life and Hawkins Brown have been commissioned by the GLA to carry out a research inquiry into the role of social infrastructure in enabling social integration and supporting inclusive growth for London.



**Castlebank Horticultural Training Centre, Lanark (EKJN)**  
What began as a collection of neglected and derelict outbuildings behind Castlebank House has become a thriving horticultural training centre, a very popular, much used and valuable community resource.

SUBMISSION CHECKLIST	
S.1 *	Explain how the proposals have been informed by the key stakeholders. (Include in response: the stakeholders you have engaged with, the findings from these sessions, and how you have implemented stakeholder recommendations) <i>(max. 250 words)</i>
S.2 *	Explain how the socio-economic needs identified in this section have been implemented in your proposal (include the ease of accessibility for existing communities to use new facilities and networks). <i>(max. 250 words)</i>
S.3 *	What 'meanwhile' uses are planning for existing communities during construction stage of major developments? How are they implemented? <i>(max. 250 words)</i>
S.4 *	Explain how the proposal responds to, and has been impacted by, the list of key documents highlighted in this section (include list of documents used and key findings). <i>(max. 250 words)</i>
S.5 *	Demonstrate how the EFDC Economic Growth Strategy has been incorporated in this scheme through; design stages, construction stage, and post-completion (identify what jobs have been created / will be created through this development). <i>(max. 250 words)</i>
Please include your responses to the questions above in the "Sustainability Statement" pages which form part of your submission	

**\*\* Outline planning applications need only respond to questions marked with an \* asterisk. For full planning applications / reserved matters applications, please respond to all questions.**

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## SUBMISSION

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This section includes the list of submission requirements, and the sustainability statement.

# Submission

1. Submit the following as evidence of the completed Quality checklists. Please note that this list is in addition to, and does not supersede, the general submission requirements listed in the EFDC Planning Application Validation Requirements Checklist.

<b>Design Principles</b>	
Daylight and Sunlight Assessment	
<b>Environmental Sustainability</b>	
Energy Efficiency & Carbon	
Whole Life Carbon Assessment	
Overheating Design Assessment	
Renewable Energy	
Energy Assessment	
Sustainable Movement	
Sustainable Travel Plan	
Transport Assessment	
Water Management	
Water Management / SUDS Strategy	
Green Infrastructure	
Ecological Report (to include Biodiversity Impact Assessment)	
Lighting Assessment	
Landscape Character and Tree Surveys	
Circular Economy	
Circular Economy Report (linked to Construction Management Statement)	
Construction Management Statement	
Waste Management	
Operational Waste Strategy	
Air Quality	
Air Quality Impact Assessment	
Assuring Performance	
Post-Occupancy Evaluation	
<b>Socio-Economic Sustainability</b>	
Health Impact Assessment	
Health Framework Action Plan	
Community Engagement Strategy	
Stewardship / Maintenance Strategy	

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2. Include any additional strategies that have not been covered by the Quality checklists in the space below. All submitted assessments / reports will be conditioned to the LPA at post completion / pre-occupation stage to ensure that all new developments are being completed to the specified design standards in order to close the performance gap and create truly sustainable communities.

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# APPENDIX

# Appendix 1: Climate Emergency Declaration

## EPPING FOREST DISTRICT COUNCIL

Declaration: Climate Emergency

Date of Declaration: 19th September 2019

CIrs: S.Nevile + J.Phillip

Adopted Motion / Commitment:

1. Declare a 'Climate Emergency';
2. Pledge to do everything within the Council's power to make Epping Forest District Council area Carbon Neutral by 2030;
3. Call on Westminster to provide the powers and resources to make the 2030 target possible;
4. Work with other governments (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C;
5. Continue to work with partners across the district and region to deliver this new goal through all relevant strategies and plans;
6. In the special circumstances of this district, resolves to protect the Special Area of Conservation through the Local Plan and every other means;
7. Implement an Air Quality Strategy and bring forward Sustainability Guidance on planning; and
8. Engage with young people when considering the issue of climate change and appoint a 'Youth Ambassador' from the Epping Forest Youth Council."

# Appendix 2: Building Performance Standards



Net Zero Carbon Buildings - UKGBC



Passivhaus



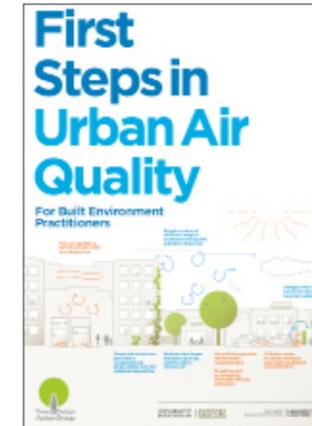
BREEAM Communities



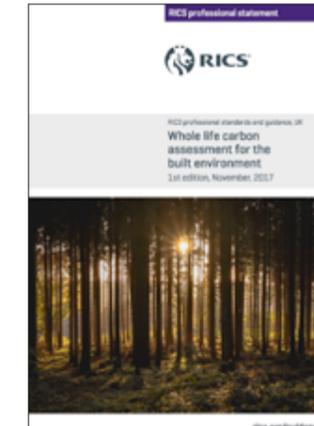
BREEAM HQM



RIBA 2030 Climate Challenge



First Steps in Urban Air Quality



RICS Whole Life Carbon Assessment



London Plan: Energy Hierarchy



Future Homes Standard 2020



National Design Guide



Transport for New Homes Checklist



## Appendix 4: Glossary

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### **Air Quality Management Area**

Air Quality Management Areas (AQMA) are designations used by DEFRA (Department for Environment, Food and Rural Affairs) to manage areas with air pollution, that are unlikely to meet the Government's national air quality objectives.

### **Air Quality Action Plan**

A document produced by the Council with Natural England setting out the steps that will be taken to reduce pollution within an Air Quality Management Area (AQMA). This could include steps to reduce car usage and promote public transport.

### **Airtightness**

Building airtightness is defined as the resistance to air leakage through unintentional points or areas in the building envelope. Heat can be lost through these gaps in the walls, floors and roofs of buildings creating draughts and so it is extremely important to make sure these are eliminated. This down to good detailing and good site workmanship.

### **Biodiversity**

The variety of plant and animal life in the world or in a particular habitat, a high level of which is usually considered to be important and desirable.

### **Blue Infrastructure**

Infrastructure provision relating to water. This includes natural features such as rivers, streams and ponds, semi-natural features such as sustainable drainage systems, bio-swales and canals, and other engineering features such as dams, weirs and culverts. Blue and green infrastructure are often considered together, placing emphasis on the importance of biodiversity and flood risk mitigation.

### **BREEAM**

BREEAM is one of the leading sustainability assessment methods for masterplanning projects, infrastructure and buildings. It is used for assessments across the built environment lifecycle, from new construction to in-use and refurbishment. BREEAM does this through third party certification of the assessment of a building's environmental, social and economic sustainability performance, using standards developed by BRE (Building Research Establishment).

### **Building in Layers**

The concept of building in 'layers' was first proposed by architect Frank Duffy in the 1970s, and developed by Stuart Brand in the 1990s. It means that each element may easily be separated and removed. This facilitates reuse, remanufacture and recycling. For example, facades or heating systems may be designed and fitted as independent entities, integrated with other building systems but not entwined with the fabric of the building.

### **Carbon Footprint**

The amount of carbon dioxide released into the atmosphere as a result of the particular individual, organisation or community. The carbon footprint of a development is counted over its lifetime i.e. the materials used and their sources, construction, lifetime use and demolition.

### **Circular Economy**

The circular economy is a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. In this way, the life cycle of products is extended.

### **Cold Bridge**

Occurs when there is a thermal break in the insulating materials between the inside and outside of a building e.g. a gap in the wall or roof insulation, allowing heat to escape.

### **Development**

'Development' includes building operations (e.g. structural alterations, construction, rebuilding, most demolition); material changes of use of land and buildings; engineering operations (e.g. groundworks); mining operations; other operations normally carried out by a person operating a business as a builder; subdivision of a building (or any part of it) used as a dwelling house for the use as two or more separate dwelling houses. As defined by section 55 of the Town and Country Planning Act 1990.

### **Embodied Energy**

The sum of the energy requirements associated, directly or indirectly, with the delivery of a good or service. This includes: the energy required to initially produce the building (the processing and the manufacture of the materials of the building as well as their transportation and assembly on site), the energy needed to refurbish and maintain the building over its lifetime, and the energy necessary to demolish and dispose of the building at the end of its life.

### **Environmental Impact Assessment**

A procedure to be followed for certain types of projects to ensure that decisions are made in full knowledge of any likely significant effects on the environment.

### **Fossil Fuel**

Fossil fuel is a general term for buried combustible geologic deposits of organic materials, formed from decayed plants and animals that have been converted to crude oil, coal, natural gas, or heavy oils by exposure to heat and pressure in the earth's crust over hundreds of millions of years. The burning of fossil fuels by humans is the largest source of emissions of carbon dioxide, which is one of the greenhouse gases that allows radiative forcing and contributes to global warming.

### **Green Belt**

Land protected by a policy and land use designation to protect areas of largely undeveloped or agricultural land surrounding or neighbouring urban areas. Review of Green Belt boundaries is undertaken as part of the production of Local Plans where Green Belt exists.

### **Green Infrastructure**

Green infrastructure is a network of high quality and multifunctional green spaces, both urban and rural, including environmental features such as parks, public open spaces, playing fields, sports pitches, woodlands, and allotments, which are capable of delivering a wide range of environmental and quality of life benefits for local communities. The provision of green infrastructure can provide social, economic and environmental benefits close to where people live and work.

### **Infrastructure Delivery Plan**

This will contain the key infrastructure required to support the homes and commercial development in the Local Plan. This includes physical infrastructure such as transport energy and water, social and community infrastructure such as health, education and emergency services and green infrastructure such as open spaces and allotments. The Infrastructure Delivery Plan (IDP) sits alongside the Local Plan and will contain a programme identifying when items of infrastructure are expected to be in place, funding and costs. It will be regularly updated as more information becomes available.

### **Local Plan**

The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community and stakeholders. Once adopted the Local Plan will legally form part of the Development Plan for the District, superseding the Replacement Local Plan (2006).

## Appendix 4: Glossary (cont.)

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### Meanwhile Use

The term 'meanwhile use' refers to the short-term use of temporarily empty buildings such as shops until they can be brought back into commercial use. The landlord will continue to look for a new commercial occupant for the space during the meanwhile use. Meanwhile uses are generally for the benefit of the local community, for example; meeting spaces, informal training and learning spaces, temporary rehearsal spaces, pop-up shops and exhibitions, and so on.

### Modal Shift

Modal shift means a switching of energy consumption methods, such as when people switch from fossil fuel reliant forms of transport (such as cars) to sustainable transportation options such as busses, trains and (electric) bicycles.

### National Planning Policy Framework

National Planning Policy Framework (NPPF) sets out the Government's planning policies for England, and provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflects the needs and priorities of their communities.

### Operational Energy

Operational energy is the energy required during the entire service life of a structure such as lighting, heating, cooling, and ventilating systems; and operating building appliances.

### Passivhaus

A Passivhaus is a building in which thermal comfort can be achieved solely by post-heating or post-cooling the fresh air flow required for a good indoor air quality, without the need for additional recirculation of air.

### Performance Gap

The difference between predicted performance and the as-built performance of a building.

### Post Occupancy Evaluation

Post-occupancy evaluation (POE) of a building demonstrates how well it is performing in use and how far it is achieving against its intended purpose. POE also highlights any gaps in communication and understanding amongst building managers and occupants that may hinder a building's operational performance.

### Quality Review Panel

An independent panel of planning, architecture, urban design and construction experts set up by the Council to provide impartial expert advice to both applicants and local authorities on design issues in relation to important new development schemes and proposals for important public spaces including significant minor applications, major planning applications, pre-application development proposals, strategic masterplans and concept frameworks. The Quality Review Panel's feedback is a material consideration for local authorities and the planning inspectorate when determining planning applications. The purpose of the Quality Review Panel is to ensure that new development is of a high quality and contributes to place making.

### Renewable Energy

Renewable energy is energy that is collected from renewable resources, which are naturally replenished on a human timescale, such as sunlight, wind, rain, tides, waves, and geothermal heat.

### Special Area of Conservation

Area given special protection under the European Union's Habitats Directive which is transposed into UK law by the Habitats and Conservation of Species Regulations 2010.

### Strategic Masterplan

A masterplan is the process by which organisations undertake analysis and prepare strategies, and the proposals that are needed to plan for major change in a defined physical area. It acts as a context from which development projects come forward for parts of the area.

### Suitable Alternative Natural Greenspace

Suitable Alternative Natural Greenspace (SANG) is the name given to greenspace that is of a quality and type suitable to be used as mitigation to offset the impact of residential development and visitor pressure on Special Protection Areas (SPAs). The purpose of SANGs is to provide alternative greenspace to attract visitors away from SPAs.

### Sustainable Drainage Systems

These are drainage systems designed to manage surface water and groundwater to sustainably reduce the potential impact of new and existing developments on flood risk. They can form part of a wider integrated water management approach.

### Sustainable Transport

Efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport.

### Thermal Bridging

It is important to make sure that the gap between the window frame and the wall is well sealed otherwise heat will be lost around the window even if the window itself is very energy efficient.

### Transport Assessment

A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport and what measures will need to be taken to deal with the anticipated transport impacts of the development.

### Transport Statement

A simplified version of a transport assessment where it is agreed the transport issues arising out of development proposals are limited and a full transport assessment is not required.

### Validation Requirements

The information that is required to be submitted with a planning application in order to be considered 'valid'. This includes particular plans or supporting documents that must be included with a planning application. It includes national requirements and local requirements which are specific to Epping Forest District. The up to date requirements are set out in the 'Epping Forest District Council Planning Application Validation Requirements Checklist' document.

### Whole Life Carbon

Considering operational as well as embodied carbon emissions combined over a project's expected life cycle.

### Zero Carbon

Causing or resulting in no net loss of carbon dioxide into the atmosphere. A zero carbon building is one with zero net energy consumption or zero net carbon emissions on an annual basis.

# 2//

# **EFDC SUSTAINABILITY GUIDANCE & CHECKLIST / MINOR DEVELOPMENTS *(1-9 units)***



## FOR OPTIMUM VIEWING

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Make sure 'Show Cover Page in Two Page View' is ticked

## Issue and Revision Record

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# INTRODUCTION

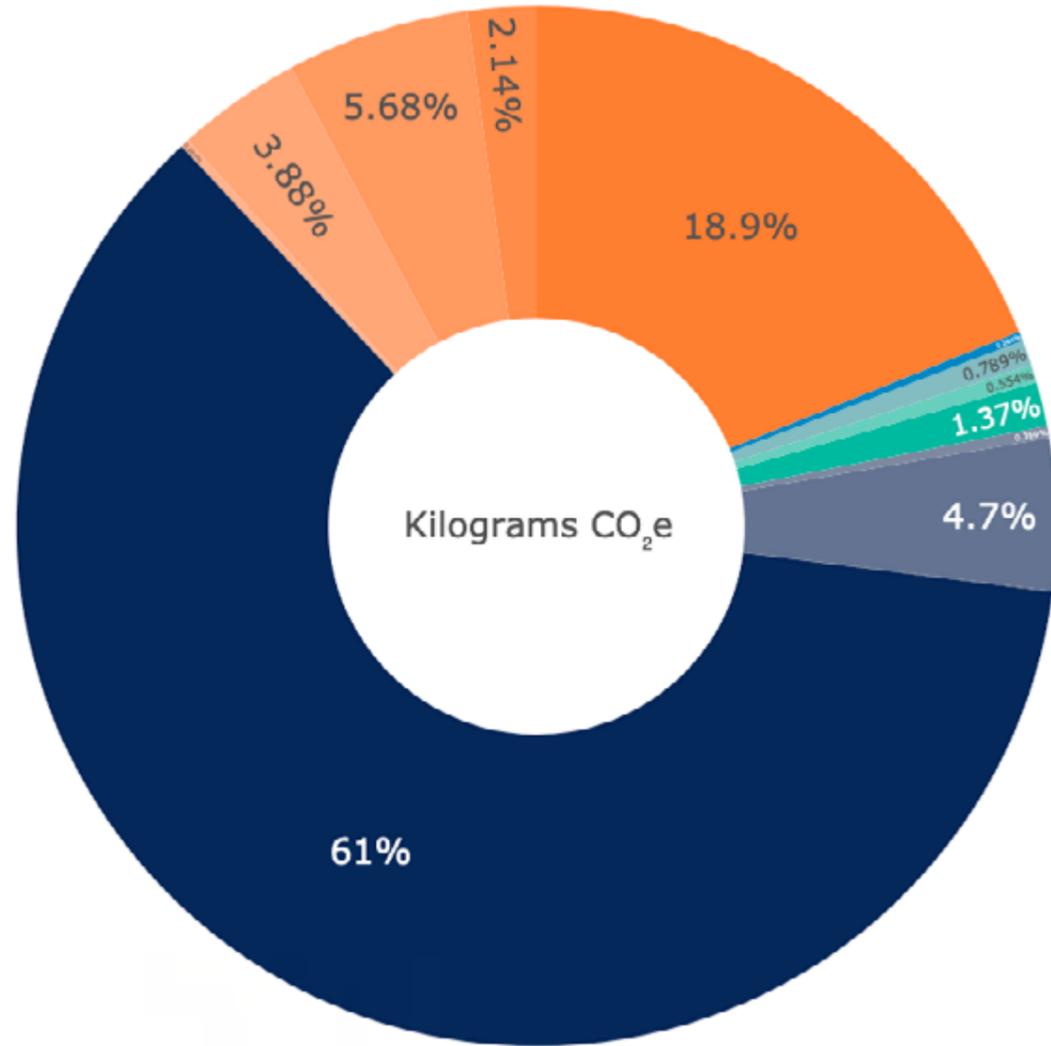
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This document supports the highest environmental commitment across the District - to become Carbon-Neutral by 2030

# Overview

Epping Forest District has an annual carbon emission contribution of 2,048 CO<sub>2</sub> (kt) across all industries (2017 data). The graph below provides a break down of the District's emissions based on sector:



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- Residential buildings
- Commercial buildings & facilities
- Institutional buildings & facilities
- Industrial buildings & facilities
- Agriculture
- Livestock
- Industrial Process
- Wastewater
- Solid waste disposal
- Off-road
- Aviation
- On-road

Source: scattercities.com

# Overview

## CLIMATE EMERGENCY

The UK Government and Epping Forest District Council have declared a Climate Emergency.

The global climate is changing, primarily as a result of greenhouse gas emissions from human activity. Communities, businesses and the natural environment are already feeling the impacts of the changing climate. Continued change is now unavoidable and will disrupt everyday life, with higher average temperatures and more extreme weather events.

This Sustainability Guidance supports the highest commitment across the District, which is to produce net zero carbon emissions by 2030. It sets out practical solutions to set out a clear design and construction process for any new development, into a net zero future. EFDC believes that in order to meet our climate change targets, all new buildings must operate at net zero carbon by 2030.

Sustainability focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs. High quality sustainable developments require adopting a holistic approach to environmental, social and economic sustainability.

## EPPING FOREST DISTRICT COUNCIL

The Council's emerging Local Plan sets out the most significant level of development to be brought forward across the District in a generation.

Within the period 2011-2033 the growth proposed in the emerging Local Plan will provide for a minimum of 11,400 new homes. Much of this will be delivered through larger strategic sites which will require planning applicants to take a proactive and considered approach to matters of environmental and socio-economic sustainability.

The emerging local plan looks to balance future development alongside ecological well-being, responding to the climate emergency and meeting objectives to improve health and well-being.

## PLANNING POLICY CONTEXT

There is a strong and committed national and local policy context for planning environmentally, socially and economically sustainable places and developments, and climate adaptation.

The National Planning Policy Framework (NPPF) (February 2019) sets out national policy for local planning authorities and decision makers. The NPPF states that there is a presumption in favour of sustainable development (paragraph 11), with sustainable development having economic, social and environmental objectives.

The environmental objective is that development should protect and enhance the natural, built and historic environment as well as protecting biodiversity, minimising pollution and adapting to climate change and the demands of a low carbon economy.

## COVID-19 RECOVERY

The guidance has been developed during the COVID-19 pandemic, which has highlighted stark health inequalities relating closely to environmental, social and economic inequalities.

Now more than ever, high quality, sustainable and resilient design and development is needed to ensure that existing and new residents of Epping Forest District recover from the pandemic in a long term and locally-led manner.

Opportunities to foster community strength, provide job opportunities, support green and local economies and bolster residents health must be taken. All stakeholders are therefore expected to work collaboratively to contribute to this recovery, and ensure that the District is a joyful and sustainable place to live, work and play.

# How to use this guidance?

## 1 / PURPOSE OF THIS GUIDANCE

The purpose of this guidance is to help applicants meet EFDC's goals of becoming net zero carbon by 2030, as well as building strong and integrated communities across new and existing places.

Planning for significant growth in the District, new developments need to have in place the foundations to enable exemplar placemaking and long term sustainability. This document provides practical and technical guidance on how relevant Sustainability indicators and policies (environmental, social, and economic) in the Epping Forest District Local Plan will be applied to new minor residential and non-residential developments across the district.

The Sustainability Guidance will promote good and best practice and whilst it will be a material planning consideration in determining planning applications, it will not be adopted policy. Planning officers will need to make a judgement in terms of compliance with the Guidance, and this will feed in to the decision making process. Planning officers will also recognize that not all of the checklist questions will be relevant to each application (due to scale, site constraints etc.)

## 2 / WHO USES THIS GUIDANCE?

### Applicants + Agents:

The document is to be used by developers, design teams, consultants and contractors in shaping development proposals, This will guide design, and ensure coordinated and integrated consideration of sustainability principles and targets at an early stage.

### Local Authority Officers and decision-makers:

This document will be endorsed to have material planning weight and the Checklist will help guide the assessment of planning applications for developments coming forward within the District. It will inform pre-application discussions and assist decision-makers in sustainability matters.

### The EFDC Quality Review Panel (QRP):

This Checklist will be utilised for QRP reviews to help form the basis of Sustainability discussions. The QRP panel members are independent experts, and applicants are advised to be in a position to discuss issues on all categories raised in this guidance.

## 3 / WHEN TO USE THIS GUIDANCE?

**Pre-Application;** The Sustainability Checklist should accompany pre-application discussions to ensure all applications have considered and incorporated sustainability measures from the outset of their design.

**Planning Application;** A Sustainability Strategy incorporating the Checklist, with relevant certification, is to be submitted alongside planning applications.

**Post-Planning;** Relevant conditions will be discharged and planning obligations and monitoring will be coordinated to ensure that sustainable measures are in place through to delivery and beyond. Tools such as Post-Occupancy Evaluation for ongoing monitoring will be expected relating to key indicators.

## 4 / HOW TO USE THIS GUIDANCE?

High quality and sustainable development requires environmental, social and economic sustainability to be holistically considered. The guidance is split into the following two sections:

1. Environmental Sustainability
2. Socio-Economic Sustainability

Each section comprises the following categories:

1. Objectives & Requirements
2. Key Local Policy & Guidance
3. Case studies
4. Checklist (to be completed and submitted)

There is also a glossary within the Appendix at the end of the document.

## 5 / SUBMISSION REQUIREMENTS

1. Sustainability Checklist
2. Sustainability Statement

The Sustainability Statement should be accompanied with relevant certifications.

## 6 / APPLICATION OF GUIDANCE

The guidance is applicable to all minor developments within Epping Forest District. This will include:

- All minor residential-led developments and associated infrastructure proposals (1-9 units, or floorspace of up to 999 sq.m.)
- Change of Use resulting in minor development

## 7 / THE CHECKLIST

The Checklists indicate the quality of development in line with the District's standards. These will be assessed in the round to ensure a holistic approach to sustainability is being considered. Each theme will be assessed in the context of factors that may be unique to a development, providing flexibility in how each development is assessed. The applicant is expected to identify unique sustainability aspects of their development and include these in the 'Sustainability Statement'.

Minimum Requirements (Low Quality)	Net Zero-Carbon by 2050 (Medium Quality)	Net Zero-Carbon by 2030 (High Quality)
<i>Policy-compliant / Building Regulations compliant only</i>	<i>These targets meet ultimate goal, but 20 years slower</i>	<i>These targets meet our goal and Climate Declarations</i>

## 8 / RELATIONSHIP TO THE LOCAL PLAN

This guidance has been endorsed to have material planning weight and should be read in conjunction with the policies found in the [Epping Forest District Council Local Plan](#). It compliments the Local Plan policies by providing a practical tool for enhancing the sustainability of development in the District.

## 9 / PARTNERSHIP WORKING

Epping Forest District Council is committed to working with relevant organisations, service providers and community groups to ensure proposals are developed collaboratively and with thorough consideration of local priorities.

## 10 / REVIEW & MONITOR

The guidance will be reviewed and updated every 3 years. It will be reviewed upon national adoption of the Future Homes Standard. Current Building Regulations fall short of the 2030 net-zero carbon commitment by the District.

## 11 / INCENTIVES FOR SUSTAINABILITY

### Design and Planning

Compliance with these sustainability standards will lead to a smoother planning process and faster assessment time.

### Awards and Recognition

Exemplar schemes will be shared as case studies. The Council will work with applicants to put their schemes forward for local and national awards and partnership opportunities.

### Cost Benefits

By 2030 all new buildings will need to operate at Net Zero (i.e. annual net zero carbon emissions), which means that by 2025 all new buildings must be designed to net zero carbon.

Net zero capital homes can be achieved at a capital cost uplift of between 3.5% - 15% for residential developments, or at equal cost - depending on economies of scale in alignment with various reports. (e.g. study of tower developments shows that net zero carbon homes can be achieved at a capital cost uplift of between **3.5% - 5.3%**). This capital cost of sustainable buildings is likely to decrease over time as legislation improves, our electricity grid decarbonises, our supply chain upskills and cost of technologies decrease.

Costs can be offset by value benefits, including: [increased rental premiums](#), lower tenancy void periods and lower offsetting costs. Furthermore, long-term operation costs of new homes are vastly reduced due to the lower energy demand from homes, eliminating changes such as fuel poverty, and providing cost savings of 30%-40% over 30 years. In a post COVID-19 society, more people are working from home, making sustainable homes and communities more attractive to homeowners and thereby providing a commercial benefit to developers.

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## ENVIRONMENTAL SUSTAINABILITY

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This section looks at how Epping Forest District Council can become net zero carbon by 2030.

# Design Approaches: First Principles

The following 'First Principles' are to be incorporated to ensure new developments are sustainable, and bring practical solutions towards good design. The principles act as an iterative design process, encouraging a wholistic approach to sustainability. The incorporation of these principles at an early stage of a development will make it easier to meet performance targets set out in the remainder of the Sustainability sections.

## 1 / LANDSCAPE LED DESIGN

The District is characterised by different types of landscapes. Study of existing strategies, analysis, survey and mapping should be undertaken of existing green infrastructure and ecological value of features. These include; topography, trees, hedgerows, woodland, grasslands, wetlands, meadows, farmlands, hills and lowlands, flood plains, views and vistas. Drawings, surveys, site photographs and precedent images should be utilised.

Design should be landscape led from the start and across all design stages. The best design and development outcomes will be delivered by engaging landscape and ecology consultants at an early stage. Additional spending on design fees will be very likely outweighed by the speed and ease of securing planning permission.

## 2 / SUSTAINABLE MOVEMENT

Identifying sustainable movement and active transport infrastructure is key to the success of sustainable growth in the District as they embed connectivity through movement corridors; playing a significant role in location, form and scale of development.

Local routes for everyday journeys to work, schools, and shopping should be identified as opportunities to knit communities together, rather than sever them. Strong transport links can tie-in with historic pathways identified through fine-grain analysis. Priority should be given to pedestrian and cycle networks that link to wider sustainable transport networks.

## 3 / ORIENTATION & FORM

Solar orientation must inform the topography, scale and massing of development at early stages of masterplanning, with south-facing buildings, fenestration, and amenities designed to take advantage of passive solar gain – absorbing the sun's heat energy to warm buildings and spaces. Building axis' should be orientated in the east-west direction – to take advantage of maximum daylight and heat from the sun which significantly reduces the energy consumption of a building, and can reduce a homes' heating and cooling costs by up to 85%. To stay cool in the summer months and avoid overheating, external shading provisions should be made to the buildings and surrounding areas, including the use of green infrastructure.

A Daylight / Sunlight Assessment can help provide more information on how much natural light your development will be exposed to.

## 4 / ENERGY HIERARCHY

New developments should comply with the following Energy Hierarchy principles:

**BE LEAN:** Use less energy: minimising the energy demand of new buildings through fabric performance: This step requires design that reduces the energy demand of a development. Energy Strategies need to demonstrate how energy efficiency measures reduce the energy demand in line with performance targets highlighted in this document.

**BE CLEAN & GREEN:** Supply energy efficiently: utilising energy efficiently in buildings including for space heating & cooling: Consideration must be given to how heat and energy will be provided to the development using low-carbon heating networks.

**BE SEEN:** Monitor & Report performance: for at least 5 years post-completion to remove the performance gap: This requires all major developments to monitor and report their energy performance post-construction to ensure that the actual carbon performance of the development is aligned with the EFDC ambitions of a net zero-carbon target.

## 5 / ADAPTABLE & FUTURE PROOF DESIGN

Building strong communities is aided by giving households the opportunity to have accommodation that can adapt to respond to their changing needs and abilities. This means looking at the macro-scale provision of green and blue infrastructure and management for climate adaptation, futureproofing infrastructure for technological innovation, a range of house types, adaptable facilities and meanwhile use spaces. And through to the micro-scale; for example the space and ease in ability to extend homes and facilities (physical and digital) to work from home.

It is important that strong communities are not broken due to the lack of adaptable design.

## 6 / FABRIC-FIRST APPROACH

A fabric-first approach requires the building envelope to be a high-performance thermal envelope, reducing energy waste. This means the proposed buildings must have external walls, roofs, floors, windows & doors that are: super insulated, airtight, and windtight.

A fabric-first approach includes the windows and doors – which provide significant heat loss and heat gains – depending on solar orientation. Windows and doors must therefore incorporate high-performance glazing to provide comfortable internal temperatures. A high-performance thermal envelope delivers exceptional indoor comfort and building energy efficiency.

## 7 / VENTILATION & OVERHEATING

A mixed-mode (natural and mechanical) ventilation strategy is encouraged for excellent indoor air quality. This involves the incorporation of a whole-house mechanical ventilation with heat recovery system (MVHR) – which is key to delivering radically energy efficiency and exceptional comfort, through providing clean, filtered air into habitable spaces.

Early stage overheating analysis will be expected to be carried out at design stage to identify key factors contributing to overheating risk. Where developments are at risk of overheating, additional detailed assessment and mitigation measures will be expected to be incorporated.

## 8 / EMBODIED & OPERATIONAL ENERGY

All design teams are expected to think about, and reduce the embodied energy required to develop their schemes. For example, depending on location, height, and site suitability, materials like timber could be favoured over less sustainable alternatives such as concrete.

In terms of operational energy, Developments should be aiming for net zero carbon – where energy on an annual basis is zero or negative. A net zero carbon building is highly energy efficient and powered from on-site and/or off-site renewable energy sources. Developments should be designed using realistic predictions of operational energy to avoid performance gap in a buildings' energy use.

## 9 / RENEWABLE TECHNOLOGIES

Renewable energy uses natural resources such as sunlight, wind, tides and geothermal heat which are naturally replenished. Most forms of renewable energy are cheap to operate, but can be expensive to install.

Examples of technologies include; PV's, solar thermal, biomass, ground/air source heat pumps, wind, hydro. The choice of renewable technologies should be dependent on an assessment on site and development suitability.

## 10 / AIRTIGHT & THERMAL BRIDGE FREE

An airtight strategy focuses on the internal comfort of a building, and will be required to develop a draught-free building envelope. The draught-free building ensures high energy efficiency, internal user comfort, and protects the building envelope. The airtight strategy must be continuous to ensure there are no unintended gaps in the building envelope that allow uncontrolled air to leak in and out of the building.

Internal comfort can be affected by excessive heat loss through the building fabric caused by poor detailing around junctions in the building envelope. Gaps in the insulation barrier or large areas of conductive thermal bridging should be designed out.

Post-occupancy evaluation enables air tightness and thermal bridging to be measured, to help close the known performance gap in these areas.

# Energy Efficiency & Carbon

## OBJECTIVES & REQUIREMENTS

The transition to net zero-carbon by 2030 must begin with providing genuinely affordable homes. Beyond the planning system, the government is considering changes to legislation and policy that will promote lower carbon buildings. Changes to Building Regulations to improve the energy efficiency of new homes were recently subject to consultation.

All new buildings should look to adopt a fabric-first approach (e.g. Passivhaus Standards), with the expectation that as our grid system decarbonises and, we build more energy efficient homes, emphasis will be placed on the embodied energy involved in constructing new buildings.

With the decarbonising of the National Grid, achieving net zero-carbon will mean developments must respond to the key components of whole-life carbon; embodied carbon and operational energy. Achieving net zero operational energy means the building does not burn fossil fuels and is 100% powered by renewables.

A [Whole Life Carbon \(WLC\) Assessment](#) should be undertaken both at the pre-application stages and after practical completion, as new homes are expected to last 60+years, with carbon emission reduction in line with the targets in the Checklist.

### Embodied Carbon Reduction Strategy:

- Using circular economy principles of reuse and refurbish, and designing for disassembly at end of life with processes including using offsite construction.
- Building low-energy homes, using fossil fuel-free technology to supply heating and power to them. Using renewable energy where necessary

### Operational Carbon Reduction Strategy:

- Not burning fossil fuels for supply to homes
- 100% powered by renewable energy i.e.heat pumps
- Achieving energy performance in line with checklist

Embodied carbon can be measured by design teams by various software that allow quick analysis and visual representation of carbon use.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP2** Place Shaping
- **SP3 (xvii)** Highest standards of energy efficiency
- **T1** Sustainable transport choices
- **T2** Safeguarding of routes and facilities
- **DM9** High Quality Design
- **DM20** Low Carbon and Renewable Energy
- **DM21** Local Environmental Impacts, Pollution and Land Contamination
- **DM 22** Air Quality

Net Zero Carbon Buildings: A Framework Definition (UKGBC)

## CASE STUDIES



Cassiobury Park, Watford  
Multi-purpose community hub, designed with minimal energy consumption. It won the Most Sustainable Construction award at the 2018 Building Futures Awards.



Goldsmith Street, Norwich  
Built to Passivhaus standards, needing little energy for heating and cooling.



Johnson Court, West Dene  
A small development of rural affordable housing, designed to Passivhaus standards in Hertfordshire and shortlisted for sustainable construction excellence at the 2018 Building Futures awards.

SUBMISSION CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
<b>En.1</b>	Operational Energy (KWh/m2/y) (includes both regulated and unregulated energy use in the building, as measured at the meter)	146	< 70	< 0 - 35
<b>En.2</b>	Embodied Carbon (kgCO2e/m2)	1000	< 450	< 300
<b>En.3</b>	Space Heating Demand (KWh/m2/y)	54.26	25	15
<b>En.4</b>	Airtightness (air changes/ hr @ n50)	5	3	≤ 0.6
<b>En.5</b>	Ventilation Strategy (m3/hr/person)	Natural - extract fans	Mechanical with extract fans	Mechanical Heat Recovery (30)
<b>En.7</b>	What is the on-site reduction in CO2 emissions against Building Regulations Part L (2013)?	0-34%	35%-50%	≥ 50%
<b>En.8</b>	What Fabric U-Values has the proposal been designed to meet? W/(m2K)			
	External Walls	0.30 - 0.16	0.15 - 0.13	< 0.13
	Floor	0.25 - 0.11	0.10 - 0.08	< 0.07
	Roof	0.20 - 0.13	0.12 - 0.10	< 0.10
	Windows (triple glazing) & Doors	2.00 - 1.4	1.3 - 1.00	< 0.9
Please attach Tables 12 & 13 of your Whole Life Carbon Assessment (see <a href="#">Appendix 3</a> )				
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

# Renewable Energy

## OBJECTIVES & REQUIREMENTS

Our recent extreme weather has highlighted the need to ensure that buildings constructed today are fit for the future, and, designed for resilience over the next 60+ years. New developments have a unique opportunity to ensure that the heating and hot water they generate are fossil fuel free, as heat demand is estimated at more than 40% of the energy consumed across the District.

On-site renewable technologies such as Heat Pumps, Solar Photovoltaics, and Solar Thermals should be explored for adoption, and combined to provide the greatest benefit to new developments.

Applicants are to use the [LETI Heat Decision Tree](#) throughout the design stages, to assist them in choosing the most appropriate heating system. Renewable systems should be prioritised over connecting to district heating networks, which depend on fossil fuels.

New Developments should be designed to;

- Minimise system temperatures: high temperatures in heating systems are synonymous with fossil-fuel combustion
- Reduce Heat Demand at point of use: The greatest opportunity to meeting net zero-carbon emissions is to reduce the amount of heat needed: achieved through a fabric-first approach and limited hot water use, coupled with reuse of low temperature waste heat sources.
- Lean Design: load modelling can predict energy use and help size plant requirement.
- Harness Waste Heat: heat released as a by-product of an existing process enables otherwise wasted heat to contribute to meeting energy demands.

Please note that whilst categorised as a source of renewable energy, biomass has negative impacts on air quality and climate change, and therefore EFDC will not support applications where biomass is proposed.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP3 (xvii)** Highest standards of energy efficiency
- **DM9** High Quality Design
- **DM19** Sustainable Water Use
- **DM20** Low Carbon and Renewable Energy

## CASE STUDIES



**Passivhaus, Devon**  
This Passivhaus by architects McLean Quinlan in a rural setting in Devon operates full on renewable energy from solar panels and air source heat pumps.



**Active Homes, Neath, South Wales**  
Battery technology used to store energy and solar PV & TSC's to generate 60% energy.



**Tallack Road, Waltham Forest, London**  
Large-scale communal Air Source Heat Pump to feed ambient temperature heat network

SUBMISSION CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
<b>Rn.1</b>	What on-site renewable energy technologies have been included in your development?	PV's + EV charging / CHP's	Low-temperature District Heating	Heat Pumps / Solar Thermal
<b>Rn.2</b>	What percentage of CO2 emission reduction will be provided from on-site renewable energy sources? <i>(SAP 10 carbon emission factors to be used for calculation)</i>	> 20%	> 50%	> 70%
<b>Rn.3</b>	What percentage of household electricity will on-site renewable technology provide? <i>(Net zero operational carbon does not burn fossil fuel and is 100% powered by renewables)</i>	> 35%	> 50%	100%
<b>Rn.4</b>	Have any relevant government incentivised schemes been taken advantage of? <i>i.e. Non-Domestic Renewable Heat Incentive (RHI)</i>	None		Non-Domestic RHI
<b>Rn.5</b>	Space Heating Peak (W/m <sup>2</sup> )			10 (Equiv. to 6 kWh/m <sup>2</sup> .yr renewable electricity from the grid)
<b>Rn.6</b>	Domestic hot water peak (W/m <sup>2</sup> )			6 (Equiv. to 9 kWh/m <sup>2</sup> .yr renewable electricity from the grid)
Please attach Energy Assessment				
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

# Green Infrastructure & Air Quality

## OBJECTIVES & REQUIREMENTS

Epping Forest District has a predominantly agricultural landscape, with remnants of an extensive ancient forest reflected in both Epping Forest as well as pockets of woodland and mature trees located across the District. New developments risk harm to the Epping Forest Special Area of Conservation (SAC), already under pressure due to pollution and recreational use. The delivery of new multi-functional green infrastructure will reduce the burden on the Forest, and the Council will pro-actively encourage developments that do so.

New developments also risk cumulatively increasing local pollution levels which can negatively impact on human health.

Proposals must be landscape-led from the start and across all design stages, as set out in the [EFDC Green Infrastructure Strategy](#). They should respond to the District's distinctive setting and support a sustainable and diverse environment. The GI Strategy details how provision of Suitable Alternative Natural Greenspace (SANG) can help relieve pressure on the SAC, as well as other important sites of ecological and natural heritage importance. Where applicable for a development, a Landscape Framework should be submitted detailing the provision of SANG.

The latest [Environmental Bill](#) requires development to deliver at least a 10% Biodiversity Net Gain (BNG). Stewardship and Maintenance strategies should clearly set out net gain outcomes, through habitat creation or enhancement for a minimum of 30 years.

New developments should take in to consideration the District's requirements on Air Quality Management Areas, Local Air Quality Action Plan, and development Air Quality Assessments. Developments should aim to improve local air quality, even if the area already complies with the air quality objectives. An air quality neutral assessment can assist with this.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP2** Place Shaping
- **SP6** The Natural Environment, Landscape Character and Green and Blue Infrastructure
- **DM1** Habitat protection and improving biodiversity
- **DM2** Epping Forest SAC and the Lee Valley SPA
- **DM3** Landscape Character, Ancient Landscapes and Geodiversity
- **DM5** Green and Blue Infrastructure
- **DM6** Designated and undesignated open spaces
- **DM8** Local Plan Review
- **DM9** High Quality Design
- **DM15** Managing and reducing flood risk
- **DM22** Air Quality

- EFDC Green Infrastructure Strategy
- EFDC Open Space Strategy
- EFDC Air Pollution Mitigation Strategy

- Green Essex Strategy
- Essex Biodiversity Action Plan
- Stort Catchment Management Plan
- Green Arc Strategy

## CASE STUDIES



Ecology of Colour, Dartford by Studio Weave  
Part of a project to bring public function and engagement with local ecology to a neglected corner of Dartford.



Thames Basin Heaths Special Protection Area  
In order to allow new development while safeguarding the integrity of the area, the Council has put in place mitigation measures including SANG.

SUBMISSION CHECKLIST		Low Quality	Medium Quality	High Quality
<b>Gr.1</b>	Has a high quality landscape-led approach been demonstrated as set out in the <a href="#">EFDC Green Infrastructure Strategy</a> ?	No	Some landscape analysis undertaken	Ecology, topography, vistas, landscape character & features driving design
<b>Gr.2</b>	What % of Biodiversity Net Gain does your development achieve? <i>(Environmental Bill requires min. 10%)</i>	0-9% BNG	10-15% BNG	15%+ BNG
<b>Gr.3</b>	Does Ecology report show process of mitigation and location hierarchy, with Stewardship and Maintenance strategy provided for green infrastructure and BNG?	No strategy	Outline strategy provided	30 year strategy with input from community
<b>Gr.5</b>	Has an overheating assessment or modelling been provided, as set out in <a href="#">UKGBC's Housing Standards Playbook</a> , taking into account impact of green infrastructure?	No	Yes - some assessment	Yes - UKGBC Playbook followed
<b>Gr.6</b>	Have measures been taken to reduce the need for car travel, and provide alternative zero and low-emission travel options?	No		Yes
<b>Gr.7</b>	Have mitigation measures as described in the District's Air Pollution Mitigation Strategy been adhered to?	No		Yes
<b>Gr.8</b>	Where the development has the potential to impact on air quality, has an air quality assessment been undertaken to ensure present and future occupants are not exposed to unacceptable levels of air pollution?	No		Yes
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

# Sustainable Movement

## OBJECTIVES & REQUIREMENTS

Sustainable movement and active transport infrastructure are key to the success of sustainable growth in the District, as 61% of the District's carbon emissions are caused by on road vehicles (refer to p.6). The provision of sustainable transport choices and securing modal shift away from reliance on the car is a key component in mitigating the future impacts of air-borne pollutants on the health of the Epping Forest SAC and local residents, and achieving net zero carbon by 2030.

Development should minimise the need to travel, promote opportunities for sustainable transport modes, improve accessibility to services and support the transition to a low carbon future.

Development proposals that are likely to generate significant amounts of vehicle movement (as defined in the Council's list of Validation Requirements) will be required to submit a Transport Assessment or Transport Statement and be supported by a Travel Plan.

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## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP3 (xvii)** Highest standards of energy efficiency
- **T1** Sustainable transport choices
- **T2** Safeguarding of routes and facilities
- **DM20** Low Carbon and Renewable Energy
- **DM21** Local Environmental Impacts, Pollution and Land Contamination
- **DM 22** Air Quality

- Essex County Council Travel Plan Guidance
- Epping Forest District Cycling Action Plan

## CASE STUDIES



Mini-Hollands, involve a range of innovative improvements for cyclists, including cycle training, cycle roadshows, bike maintenance courses and cycle parking.

SUBMISSION CHECKLIST		Low Quality	Medium Quality	High Quality
<b>Tr.1</b>	Has cycle parking been designed to be high quality, safe, secure and easy to access?	Cycle parking not provided	Suitable quantity of spaces provided	Suitable quantity and high quality environment provided
<b>Tr.2</b>	Have inclusive design principles / accessibility for all regarding sustainable movement been achieved?	Meets Equalities Act	Inclusive Design Statement provided	Exemplary inclusive design provided
<b>Tr.3</b>	Has a high quality transport assessment been undertaken?	No	Yes - assessment undertaken	Yes - qualitative assessment undertaken
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

# Water Management

## OBJECTIVES & REQUIREMENTS

The Environment Agency has identified EFDC as being in an area of 'serious water stress'. It is important that any new development does not lead to an overall increase in demand for water. The Local Plan puts in place an approach which will secure the incorporation of water saving measures and provide targets for water efficiency standards.

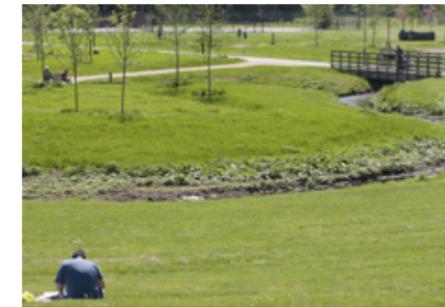
The incorporation of sustainable drainage systems (SuDS), that mimic natural drainage and encourage passive infiltration and attenuation, will be encouraged. New developments should also look to minimise use of mains water by incorporating water saving measures and equipment, and by designing residential developments so that mains water consumption is reduced in accordance with requirements found in the table below. For more information on SuDS please refer to the EFDC Green Infrastructure Strategy.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP3 (xvii)** Highest standards of energy efficiency
- **DM9** High Quality Design
- **DM16** Sustainable Drainage Systems
- **DM19** Sustainable Water Use
- **DM20** Low Carbon and Renewable Energy

## CASE STUDIES



Ladywell Fields, Lewisham (SuDS) Designed to create more sustainable drainage and reduce flooding, the river channel was modified to create a naturalistic setting incorporating backwaters and wetlands.

SUBMISSION CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
<b>W.1</b>	Potable Water: What is the expected internal water use (litres/person/day)?	110	95	75
<b>W.2</b>	What water collection or recycling measures will be used?	100% provision of water butts	Rainwater harvesting systems	Grey water recycling & harvesting
<b>W.3</b>	How much of the hard surfaces within the development and conveyance systems will be permeable (i.e streams, swales)	50%	75%	100%
<b>W.4</b>	Will water saving devices be installed wherever possible in the development? e.g. low flush toilets, smaller baths, taps and showers with flow regulators	No		Yes
<b>W.5</b>	Have other SuDS measures have been proposed? (i.e. permeable surfaces, rain gardens, green roofs, ponds/wetlands, soakaways)	No		Yes
Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.				

# Circular Economy & Waste

## OBJECTIVES & REQUIREMENTS

New developments within EFDC should promote circular economy outcomes and aim to be net zero waste. In the UK, the largest contributor to waste nationally is the construction and demolition industry, where a third of all waste is generated. New developments are to be designed to reduce construction waste and enable ease of access for future occupants to recycle and reduce waste. This can be encouraged through adopting a circular economy approach and the Waste Hierarchy found in the [DEFRA Guidance](#).

Homes should be designed to be adaptable and flexible by considering the intended lifespan of each independent building layer, optimising building longevity and maximising material reclamation at end-of-life.

3 Key Principles expand the Circular Economy process:

### 1. Conserve Resources, Increase Efficiency, Source Ethically:

- Minimise the quantities of materials used by specifying low embodied carbon materials, and reusable materials.
- Minimise the quantities of other resources used including energy, water, and land.

### 2. Eliminate waste and ease maintenance by:

- Long-life & Loose fit: build to adapt to changing social, physical and economic environments.
- Design for Disassembly: at the commencement of the project, set out deconstruction plan and capture asset value.

### 3. Manage waste sustainably and at the highest value:

his includes construction, demolition & excavation waste, operation & municipal waste

Applicants are therefore expected to explore innovative ways to reduce waste at design stages, increase efficient recycling opportunities, and reduce household residual waste. A Circular Economy Statement and Operational Waste Strategy should be provided to demonstrate chosen approach.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP3 (xvii)** Highest standards of energy efficiency
- **DM9** High Quality Design
- **DM19** Sustainable Water Use
- **DM20** Low Carbon and Renewable Energy
- **DM7** Heritage Assets
- **DM8** Heritage at Risk
- **DM11** Waste recycling facilities on new development
- **DM18** On site management of waste water and water supply

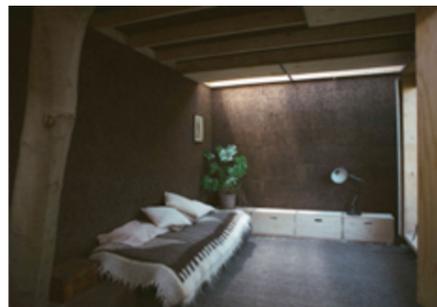
## CASE STUDIES



Illford Community Market, London  
Designed for five years and will be dismantled and reconfigured on future meanwhile sites.



The Barn by Pad Studio  
Planks of wood reclaimed from an old barn were used to clad this house in Hampshire, England, designed by Pad Studio.



Cork Housing, Studio Bark  
A garden building made almost entirely out of cork, constructed as a building that can be completely recycled, reused or composted.

SUBMISSION CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Waste by 2030
<b>Ce.1</b>	How much of the materials used on site are sourced from ethical and responsible supply chains?	80%	95%	100%
<b>Ce.2</b>	How much of the materials used are non-toxic?			100%
<b>Ce.3</b>	How much of the materials used can be easily extracted, recycled, and manufactured?	80%	90%	95%
<b>Ce.4</b>	The new buildings are circular-by-design to what amount?	20%	40%	65%
<b>Ce.5</b>	How much construction, demolition and excavation (CD&E) waste will be recycled?			≥ 95%
<b>Ce.6</b>	How much municipal waste (operational waste) will be recycled or composted vs sent to landfill or energy recovery?			65% : 35%
<b>Ce.7</b>	How much of the materials used are 'reusable'?			80%
<b>Ce.8</b>	How much of the materials used are 'reused'?			50%
<b>Ce.10</b>	Has early engagement been undertaken with the EFDC Waste Management team to ensure their processes are taken into consideration?	No, LPA not engaged		Yes, demonstrated
<b>Ce.11</b>	Have developments been designed to encourage ease in waste recycling?			Yes
		Please attach the Design Stage Circular Economy Statement		
		Please attach the Construction, Demolition and Excavation Waste Strategy		
		Please attach the Operational Waste Management Strategy promoting reuse & recycling		
		Please attach relevant certification of the above standards you have chosen, and use 'Sustainability Summary' pages where you are adding any further information.		

# Non-Domestic Development

## OBJECTIVES & REQUIREMENTS

Epping Forest District Council seeks to ensure that climate resilience is built-into every project built in the District for decades to come, including non-domestic development.

It is recommended for all new non-domestic developments to follow the BREEAM assessment method, and to provide the relevant certification as part of the submission.

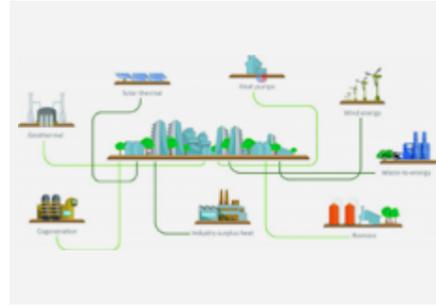
## CASE STUDIES



**External Shading**  
External shading devices can be incorporated to prevent excessive internal solar gains and avoid overheating



**Green Roofs**  
Green roofs can increase the thermal mass of a building, absorbing solar energy through the day and releasing heat at night.



**Low-Carbon District Heating**  
The use of district heating to help manage the demand and supply of heat efficiently across larger developments.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP3 (xvii)** Highest standards of energy efficiency
- **DM 9** High Quality Design
- **DM 16** Sustainable Drainage Systems
- **DM 17** Protecting and enhancing watercourses
- **DM 19** Sustainable Water Use
- **DM 20** Low Carbon and Renewable Energy

# Assuring Performance

## OBJECTIVES & REQUIREMENTS

Post construction energy and quality monitoring is required to bridge the 'performance gap' (difference between predicted performance and as-built performance of a building) found in new developments and achieve net zero-carbon. Achieving this requires a true understanding of a buildings' operational energy.

Addressing the performance gap in new homes and buildings is critical, as this affects both the 'happiness' of residents as well as the performance quality of the building. A poor performing building leads to higher energy bills due to poor building fabric, and risks exasperating challenging health conditions.

Studies undertaken by Innovate UK and the Zero Carbon Hub show that the majority of built projects do not meet their intended performance targets when tested, fall short even of compliance with Part L and Park F of Building Regulations.

For all new developments, design teams are required to undertake a Post Occupancy Evaluation (PoE), assessing both performance targets as well as the quality of life of current occupants. All developments will be required to monitor and report on residents' wellbeing and the actual operational energy performance of the building. The evaluation should be undertaken within the first two years of a building's occupation.

A template PoE form can be found [here](#) and should be used to demonstrate compliance. Broadly; evaluation will be required at the following stages:

1. Planning; predicted performance assessment
2. As-built; performance assessment
3. In-use; quality of life / wellbeing assessment

Further information can be found on the [GLA website](#) and the [Zero Carbon hub website](#).

## KEY LOCAL POLICY & GUIDANCE

In line with RIBA best practice, a Post Occupancy Evaluation is expected for submission, and should cover the following key areas:

1. Build Quality: performance of the completed buildings
2. Functionality: how useful the building is in achieving its purpose
3. Impact: how well these developments add social, economic, cultural and environmental value for occupants

SUBMISSION CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
<b>ND.1</b>	What BREEAM rating is the development targeting?	Very Good	Excellent	Outstanding
<b>ND.1</b>	What annual building Operational Energy targets will your building/s achieve? (kWh/m <sup>2</sup> /y)	< 170	< 110	0 - 55
<b>ND.2</b>	What annual building Embodied Carbon targets will your building/s achieve? (kgCO <sub>2</sub> e/m <sup>2</sup> )	<800	<650	<500
<b>ND.3</b>	What is the Potable Water Use designed for? (Litres/person/day)	16 l/p/d	13 l/p/d	10 l/p/d
	Please use the 'Sustainability Summary' pages to describe what measures have been incorporated to design out the risk of overheating, giving priority to architectural approaches.			
	Please attach relevant certification of the BREEAM standards that the development is targeting, and use 'Sustainability Summary' pages where you are adding any further information.			

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## SOCIAL & ECONOMIC SUSTAINABILITY

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Social and economic sustainability refers to the ways in which places are planned, designed, maintained, built and operated to improve local health and wellbeing, create jobs and bolster economic growth, and strengthen the community.

## OBJECTIVES & REQUIREMENTS

This section looks at the direct impacts of places on people - specifically how new developments will affect the communities they connect to.

Designing for social sustainability requires a framework for both creating new communities that thrive and ensuring existing communities are integrated in to new developments. It is important to address social sustainability at the beginning of development, as managing the long-term costs and consequences of decline and failure in new settlements is an issue of public value and political accountability.

The checklist in this section is designed as a socio-economic sustainability toolkit. Rather than provide a set of quantitative targets, the toolkit asks that developers carry out the appropriate engagements with the relevant communities and stakeholders, based on a demonstrable understanding of local needs. The guidance's aim is to ensure that new developments are equipped to incorporate the necessary 'community ingredients' that enable communities to thrive and that boost individual wellbeing - not just during occupation, but throughout all stages.

Community Ingredients should therefore cut across the different stages of developments, including:

1. Planning & design
2. Construction & occupation
3. Long-term stewardship

The list of key documents listed in the adjacent table should be used as reference by developers and applicants in understanding local socio-economic needs, and in planning engagement sessions. The list is not exhaustive but is intended to provide a starting point from which to develop more focused engagement sessions with local groups.

## KEY LOCAL POLICY & GUIDANCE

EFDC Local Plan Policy:

- **SP2** Place shaping
- **H1** Housing Mix and Accommodation Types
- **H4** Traveller Site Development
- **E1** Employment Sites
- **E4** The Visitor Economy
- **DM9** High Quality Design
- **DM10** Housing Design and Quality
- **D2** Essential Facilities and Services
- **D4** Community, Leisure and Cultural Facilities

EFDC Statement of Community Involvement

[EFDC Infrastructure Delivery Plan](#)

[EFDC Green Infrastructure Strategy](#)

EFDC Economic Development Strategy

[EFDC Health and Wellbeing Strategy](#)

[EFDC Cultural Strategy](#)

[EFDC Playing Pitch Strategy](#)

[EFDC Open Space Strategy](#)

EFDC Employment and Skills Plan

[Epping Forest District Tourism Strategy](#)

[NHS Healthy New Towns](#)

[HGGT Healthy Town Framework](#)

[RIBA Social Value Toolkit](#)

[Essex Design Guide](#)

[Essex Rights of Way Improvement Plan](#)

[Essex + Herts Digital Innovation Zone](#)

[essexmap.co.uk](#)

[Live Well Accreditation](#)

[Play England - Design for Play](#)

## OBJECTIVES & REQUIREMENTS

The health and wellbeing of residents should be the priority within any new developments. Measures should be taken to ensure this, including good accessibility to sustainable transport options; embedding the design of high-quality public and green spaces; the use of green infrastructure and biodiversity to promote good mental and physical health; and investment in long-term resilient buildings and infrastructure.

In order to promote the health and wellbeing of all of the new and existing communities of new developments, the Epping Forest District Council asks all new developments to take the following steps:

- Encourage physical activity, active living, active travel, and sport activities for residents
- Promote mental health and wellbeing through clear connections to existing support services
- Promote wellbeing through keeping noise pollution of new developments (both during construction phases and during occupation) to a minimum
- Encourage older people to live independent lives through increased community support and reduced winter pressures
- Support children and young people by incorporating access to affordable activities such as outdoor gyms, community allotments, travelling farms, and urban farming - helping to grow local fruits and vegetables for an improved diet

## VOICE & INFLUENCE

New developments should look to amplify the voice and influence of residents. This involves governance structures to represent existing residents and engage new ones in shaping local decision-making and stewardship.

## RESILIENCE & ADAPTABILITY

New developments should be forward-planning; including housing, infrastructure, and services that can adapt over time; as well as the incorporation of meanwhile use of buildings and public spaces.

## CASE STUDIES



Urban Roof Greening



Great Kneighton, Cambridge - allotments embedded as part of new development



Outdoor / Park Gyms

# Community Strength & Social Infrastructure

## OBJECTIVES & REQUIREMENTS

New developments should ensure that they integrate existing communities with new ones through shared social infrastructure. Collective activities and social architecture allow the fostering of local networks, creating a sense of belonging and community identity. Measures such as stakeholder engagement and post-development governance will provide residents with ownership of their built environment.

New developments will be expected to provide certain key infrastructures, or contributions towards their provision. The incorporation of these both formal and informal amenities will work towards enabling social inclusion between the members of a community.

New developments should also look to promote long-term growth and development opportunities for local communities, as well as the facilities to develop new skills.

Social facilities for children and teenagers; particularly access to early years childcare and leisure centres, are lacking in the District. Developments that provide these and locate them within existing communities will be encouraged.

Further information can be found in the Epping Forest District Council Infrastructure Delivery Plan (IDP), which highlights the local infrastructure requirements of the District, along with their priorities for the area (critical, essential or desirable). These include, but are not limited to:

- Health, Social Care and Emergency Services
- Community Halls
- Walking and Cycling Initiatives
- Education
- Sports Facilities
- Suitable Alternative Green Space (SANGS)

New developments should refer to the IDP, and planning applications should highlight what infrastructure will be provided, alongside contributions to ensure local community needs are met.

## CASE STUDIES



**Bromley by Bow Centre**  
A pioneering charity that combines an extensive neighbourhood hub with a medical practice and a community research project.



**The Big Lunch (Eden Project)**  
An annual national event that provides a hook for people to organise lunch with their neighbours, at home or in the street, supported by advice and ideas available on the web.



**Castlebank Horticultural Training Centre, Lanark (EKJN)**  
A collection of neglected outbuildings have become a thriving horticultural training centre, a valuable community resource.



**The Portland Inn (Baxendale Studio)**  
A commission to design a building that will host a diverse cultural programme. Part of the brief was that the local community would be able to participate in its construction.

# Additional Case Studies



**The Portland Inn (Baxendale Studio)**  
Baxendale was commissioned to build a temporary external structure that would help deliver a diverse programme with, given its limited budget, a key set of requirements as part of the brief. These were that the local community should be able to participate in its construction.



**Higham Hill Theatre (VPPR Architects)**  
The project is a small community amphitheatre in Higham Hill Park in Walthamstow, part of Waltham Forest's Making Places initiative to deliver public realm improvement works to every ward in the borough.

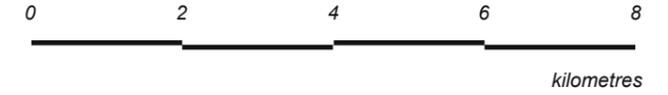


**Argal Workshops (Gluckman Smith)**  
A Cornish former farmstead, previously derelict, was transformed into rural workshops for a local furniture and product designer, to Passivhaus standards, making a new working community for the area.

## Socio-Economic Checklist

SUBMISSION CHECKLIST	
<b>S.1</b>	Explain how the proposals have been informed by the key stakeholders. (Include in response: the stakeholders you have engaged with, the findings from these sessions, and how you have implemented stakeholder recommendations) <i>(max. 250 words)</i>
<b>S.2</b>	Explain how the socio-economic needs identified in this section have been implemented in your proposal (include the ease of accessibility for existing communities to use new facilities and networks). <i>(max. 250 words)</i>
<b>S.3</b>	Explain how the proposal responds to, and has been impacted by, the list of key documents highlighted in this section (include list of documents used and key findings). <i>(max. 250 words)</i>
Please include your responses to the questions above in the "Sustainability Statement" pages which form part of your submission	

# EFDC Social Infrastructure Map

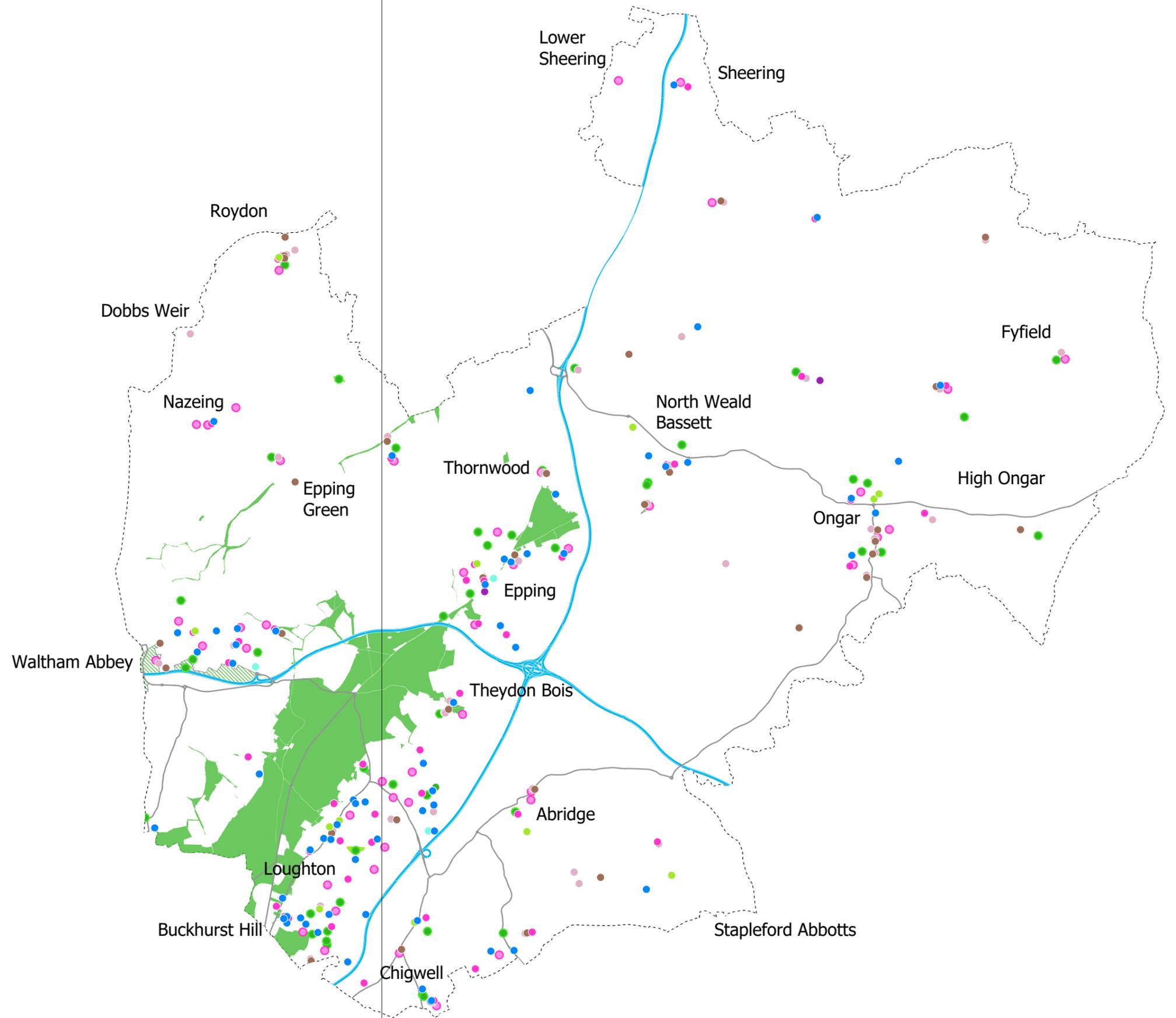


The map and list on this page highlight existing social infrastructures and community groups within the District. These are not exhaustive but are intended to provide a starting point from which applicants are to develop more focused engagement sessions with local groups.

Please also refer to [essexmap.co.uk](http://essexmap.co.uk) for an interactive and live map of social infrastructures across Essex.

- EFDC Youth Council
- EFDC Community Champions
- Voluntary Action Epping Forest
- EFDC Health and Wellbeing Board
- Epping Forest District Dementia Action Alliance
- Epping Neighbourhood Action Panel
- Epping Forest Multi Faith Forum
- Rural Community Council of Essex

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## SUBMISSION

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This section includes the list of submission requirements, and the sustainability statement.

# Submission

1. Submit the following as evidence of the completed Quality checklists. Please note that this list is in addition to, and does not supersede, the general submission requirements listed in the EFDC Planning Application Validation Requirements Checklist.

<b>Design Principles</b>	
Daylight and Sunlight Assessment	
<b>Environmental Sustainability</b>	
Energy Efficiency & Carbon	
Whole Life Carbon Assessment	
Overheating Design Assessment	
Renewable Energy	
Energy Assessment	
Sustainable Movement	
Sustainable Travel Plan	
Transport Assessment	
Water Management	
Water Management / SUDS Strategy	
Green Infrastructure	
Ecological Report (to include Biodiversity Impact Assessment)	
Lighting Assessment	
Landscape Character and Tree Surveys	
Circular Economy	
Circular Economy Report (linked to Construction Management Statement)	
Construction Management Statement	
Waste Management	
Operational Waste Strategy	
Air Quality	
Air Quality Impact Assessment	
Assuring Performance	
Post-Occupancy Evaluation	
<b>Socio-Economic Sustainability</b>	
Health Impact Assessment	
Health Framework Action Plan	
Community Engagement Strategy	
Stewardship / Maintenance Strategy	

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2. Include any additional strategies that have not been covered by the Quality checklists in the space below. All submitted assessments / reports will be conditioned to the LPA at post completion / pre-occupation stage to ensure that all new developments are being completed to the specified design standards in order to close the performance gap and create truly sustainable communities.

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# APPENDIX

# Appendix 1: Climate Emergency Declaration

## EPPING FOREST DISTRICT COUNCIL

Declaration: Climate Emergency

Date of Declaration: 19th September 2019

CLRs: S.Nevile + J.Phillip

Adopted Motion / Commitment:

1. Declare a 'Climate Emergency';
2. Pledge to do everything within the Council's power to make Epping Forest District Council area Carbon Neutral by 2030;
3. Call on Westminster to provide the powers and resources to make the 2030 target possible;
4. Work with other governments (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C;
5. Continue to work with partners across the district and region to deliver this new goal through all relevant strategies and plans;
6. In the special circumstances of this district, resolves to protect the Special Area of Conservation through the Local Plan and every other means;
7. Implement an Air Quality Strategy and bring forward Sustainability Guidance on planning; and
8. Engage with young people when considering the issue of climate change and appoint a 'Youth Ambassador' from the Epping Forest Youth Council."

# Appendix 2: Building Performance Standards



Net Zero Carbon Buildings - UKGBC



Passivhaus



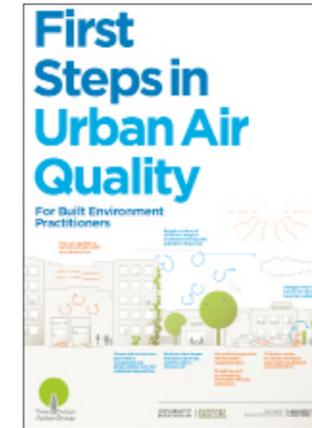
BREEAM Communities



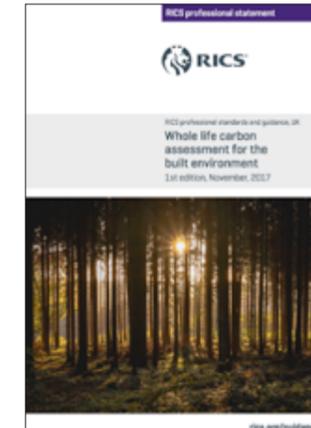
BREEAM HQM



RIBA 2030 Climate Challenge



First Steps in Urban Air Quality



RICS Whole Life Carbon Assessment



London Plan: Energy Hierarchy



Future Homes Standard 2020



National Design Guide



Transport for New Homes Checklist

# Appendix 3: Whole Life Carbon Assessment

**TABLE 12: THE PROJECT ID MATRIX**

<b>Date of assessment</b>	Date of assessment completion			
<b>Verified by</b>	Verifier name and organisation			
<b>Project type</b>	New build or refurbishment of existing structure			
<b>Assessment objective</b>	Brief assessment purpose statement			
<b>Project location</b>	Full address			
<b>Date of project completion</b>	Anticipated date of practical completion			
<b>Property type</b>	Residential, public/civic, retail, office, infrastructure, etc. State planning use class			
<b>Building description</b>	No. of storeys, structural frame, façade type, basement?, brief description of associated external areas and any ancillary structures			
<b>Size</b>	NIA, GIA, volume, etc.			
<b>Project design life</b>	In years			
<b>Assessment scope</b>	Building parts and life stages/modules included			
<b>Assessment stage</b>	Design stage at which the assessment has been conducted at			
<b>Data sources</b>	List all data sources used in the assessment including building information and carbon data sources			
<b>Building elements coverage</b>	<b>#</b>	<b>Building parts/element groups</b>	<b>Building elements</b>	<b>Coverage [%]</b>
	0	Facilitating works	0.1 Temporary/Enabling works/ Preliminaries 0.2 Specialist groundworks	
	1	Substructure	1.1 Substructure	
	2	Substructure	2.1 Frame 2.2 Upper floors incl. balconies 2.3 Roof 2.4 Stairs and ramps	
			2.5 External Walls 2.6 Windows and External Doors	
	3	Superstructure	2.7 Internal Walls and Partitions 2.8 Internal Doors	
			3.1 Wall finishes 3.2 Floor finishes 3.3 Ceiling finishes	
	4	Fittings, furnishings and equipment [FF&E]	Building-related Non-building-related	
	5	Building services / MEP	5.1-5.14 Building-related services Non-building-related	
6	Prefabricated Buildings and Building Units	6.1 Prefabricated Buildings and Building Units		
7	Work to Existing Building	7.1 Minor Demolition and Alteration Works		
8	External works	8.1 Site preparation works 8.2 Roads, Paths, Pavings and Surfacing 8.3 Soft landscaping, Planting and Irrigation Systems 8.4 Fencing, Railings and Walls 8.5 External fixtures 8.6 External drainage 8.7 External Services 8.8 Minor Building Works and Ancillary Buildings		
<b>Assumptions and scenarios</b>	List all assumptions and scenarios used in the assessment including brief justifications			

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These tables have been taken from the *RICS Whole Life Carbon Assessment for the Built Environment*, (November 2017). Please refer to the document for detailed guidance on how to fill out the assessments.

**TABLE 13: RESULTS REPORTING TEMPLATE**

Global Warming Potential GWP [TCO <sub>2</sub> e]	Benefits and loads beyond the system boundary	TOTAL* normalised [A] to [C] cradle to grave (kgCO <sub>2</sub> e/m <sup>2</sup> or equivalent)	TOTAL* [A] to [C] cradle to grave	End of Life (EoL) stage			[D]*																									
				[C]	[C1]	[C2]		[C3]	[C4]																							
										Use stage		[B]																				
Product stage	Construction process stage	[A]	[A1]	[A2]	[A3]	[A4]	[A5]	[B1]	[B2]*	[B3]*	[B4]*		[B5]*	[B6]	[B7]	building-related items	building-related systems	non building-related systems														
												Biogenic (sequestered) carbon																				
Demolition prior to construction 0.1 Toxic/Hazardous/Contaminated Material Treatment 0.2 Major Demolition Works																																
Facilitating works 0.3 Temporary Support to Adjacent Structures 0.4 Specialist Ground Works 0.5 Temporary Diversion Works 0.6 Extraordinary Site Investigation																																
1 Substructure																																
Superstructure 2.1 Frame 2.2 Upper Floors 2.3 Roof 2.4 Stairs and Ramps																																
Superstructure 2.5 External Walls 2.6 Windows and External Doors																																
Superstructure 2.7 Internal Walls and Partitions 2.8 Internal Doors																																
3 Finishes																																
4 Fittings, furnishings & equipment																																
5 Services [MEP]																																
6 Prefabricated Buildings and Building Units																																
7 Work to Existing Building																																
8 External works																																
<b>TOTAL</b>																																
<b>TOTAL - normalised</b> (kg CO <sub>2</sub> e/m <sup>2</sup> or equivalent unit to be stated)																																

## Appendix 4: Glossary

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### **Air Quality Management Area**

Air Quality Management Areas (AQMA) are designations used by DEFRA (Department for Environment, Food and Rural Affairs) to manage areas with air pollution, that are unlikely to meet the Government's national air quality objectives.

### **Air Quality Action Plan**

A document produced by the Council with Natural England setting out the steps that will be taken to reduce pollution within an Air Quality Management Area (AQMA). This could include steps to reduce car usage and promote public transport.

### **Airtightness**

Building airtightness is defined as the resistance to air leakage through unintentional points or areas in the building envelope. Heat can be lost through these gaps in the walls, floors and roofs of buildings creating draughts and so it is extremely important to make sure these are eliminated. This down to good detailing and good site workmanship.

### **Biodiversity**

The variety of plant and animal life in the world or in a particular habitat, a high level of which is usually considered to be important and desirable.

### **Blue Infrastructure**

Infrastructure provision relating to water. This includes natural features such as rivers, streams and ponds, semi-natural features such as sustainable drainage systems, bio-swales and canals, and other engineering features such as dams, weirs and culverts. Blue and green infrastructure are often considered together, placing emphasis on the importance of biodiversity and flood risk mitigation.

### **BREEAM**

BREEAM is one of the leading sustainability assessment methods for masterplanning projects, infrastructure and buildings. It is used for assessments across the built environment lifecycle, from new construction to in-use and refurbishment. BREEAM does this through third party certification of the assessment of a building's environmental, social and economic sustainability performance, using standards developed by BRE (Building Research Establishment).

### **Building in Layers**

The concept of building in 'layers' was first proposed by architect Frank Duffy in the 1970s, and developed by Stuart Brand in the 1990s. It means that each element may easily be separated and removed. This facilitates reuse, remanufacture and recycling. For example, facades or heating systems may be designed and fitted as independent entities, integrated with other building systems but not entwined with the fabric of the building.

### **Carbon Footprint**

The amount of carbon dioxide released into the atmosphere as a result of the particular individual, organisation or community. The carbon footprint of a development is counted over its lifetime i.e. the materials used and their sources, construction, lifetime use and demolition.

### **Circular Economy**

The circular economy is a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. In this way, the life cycle of products is extended.

### **Cold Bridge**

Occurs when there is a thermal break in the insulating materials between the inside and outside of a building e.g. a gap in the wall or roof insulation, allowing heat to escape.

### **Development**

'Development' includes building operations (e.g. structural alterations, construction, rebuilding, most demolition); material changes of use of land and buildings; engineering operations (e.g. groundworks); mining operations; other operations normally carried out by a person operating a business as a builder; subdivision of a building (or any part of it) used as a dwelling house for the use as two or more separate dwelling houses. As defined by section 55 of the Town and Country Planning Act 1990.

### **Embodied Energy**

The sum of the energy requirements associated, directly or indirectly, with the delivery of a good or service. This includes: the energy required to initially produce the building (the processing and the manufacture of the materials of the building as well as their transportation and assembly on site), the energy needed to refurbish and maintain the building over its lifetime, and the energy necessary to demolish and dispose of the building at the end of its life.

### **Environmental Impact Assessment**

A procedure to be followed for certain types of projects to ensure that decisions are made in full knowledge of any likely significant effects on the environment.

### **Fossil Fuel**

Fossil fuel is a general term for buried combustible geologic deposits of organic materials, formed from decayed plants and animals that have been converted to crude oil, coal, natural gas, or heavy oils by exposure to heat and pressure in the earth's crust over hundreds of millions of years. The burning of fossil fuels by humans is the largest source of emissions of carbon dioxide, which is one of the greenhouse gases that allows radiative forcing and contributes to global warming.

### **Green Belt**

Land protected by a policy and land use designation to protect areas of largely undeveloped or agricultural land surrounding or neighbouring urban areas. Review of Green Belt boundaries is undertaken as part of the production of Local Plans where Green Belt exists.

### **Green Infrastructure**

Green infrastructure is a network of high quality and multifunctional green spaces, both urban and rural, including environmental features such as parks, public open spaces, playing fields, sports pitches, woodlands, and allotments, which are capable of delivering a wide range of environmental and quality of life benefits for local communities. The provision of green infrastructure can provide social, economic and environmental benefits close to where people live and work.

### **Infrastructure Delivery Plan**

This will contain the key infrastructure required to support the homes and commercial development in the Local Plan. This includes physical infrastructure such as transport energy and water, social and community infrastructure such as health, education and emergency services and green infrastructure such as open spaces and allotments. The Infrastructure Delivery Plan (IDP) sits alongside the Local Plan and will contain a programme identifying when items of infrastructure are expected to be in place, funding and costs. It will be regularly updated as more information becomes available.

### **Local Plan**

The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community and stakeholders. Once adopted the Local Plan will legally form part of the Development Plan for the District, superseding the Replacement Local Plan (2006).

## Appendix 4: Glossary (cont.)

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### Meanwhile Use

The term 'meanwhile use' refers to the short-term use of temporarily empty buildings such as shops until they can be brought back into commercial use. The landlord will continue to look for a new commercial occupant for the space during the meanwhile use. Meanwhile uses are generally for the benefit of the local community, for example; meeting spaces, informal training and learning spaces, temporary rehearsal spaces, pop-up shops and exhibitions, and so on.

### Modal Shift

Modal shift means a switching of energy consumption methods, such as when people switch from fossil fuel reliant forms of transport (such as cars) to sustainable transportation options such as busses, trains and (electric) bicycles.

### National Planning Policy Framework

National Planning Policy Framework (NPPF) sets out the Government's planning policies for England, and provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflects the needs and priorities of their communities.

### Operational Energy

Operational energy is the energy required during the entire service life of a structure such as lighting, heating, cooling, and ventilating systems; and operating building appliances.

### Passivhaus

A Passivhaus is a building in which thermal comfort can be achieved solely by post-heating or post-cooling the fresh air flow required for a good indoor air quality, without the need for additional recirculation of air.

### Performance Gap

The difference between predicted performance and the as-built performance of a building.

### Post Occupancy Evaluation

Post-occupancy evaluation (POE) of a building demonstrates how well it is performing in use and how far it is achieving against its intended purpose. POE also highlights any gaps in communication and understanding amongst building managers and occupants that may hinder a building's operational performance.

### Quality Review Panel

An independent panel of planning, architecture, urban design and construction experts set up by the Council to provide impartial expert advice to both applicants and local authorities on design issues in relation to important new development schemes and proposals for important public spaces including significant minor applications, major planning applications, pre-application development proposals, strategic masterplans and concept frameworks. The Quality Review Panel's feedback is a material consideration for local authorities and the planning inspectorate when determining planning applications. The purpose of the Quality Review Panel is to ensure that new development is of a high quality and contributes to place making.

### Renewable Energy

Renewable energy is energy that is collected from renewable resources, which are naturally replenished on a human timescale, such as sunlight, wind, rain, tides, waves, and geothermal heat.

### Special Area of Conservation

Area given special protection under the European Union's Habitats Directive which is transposed into UK law by the Habitats and Conservation of Species Regulations 2010.

### Strategic Masterplan

A masterplan is the process by which organisations undertake analysis and prepare strategies, and the proposals that are needed to plan for major change in a defined physical area. It acts as a context from which development projects come forward for parts of the area.

### Suitable Alternative Natural Greenspace

Suitable Alternative Natural Greenspace (SANG) is the name given to greenspace that is of a quality and type suitable to be used as mitigation to offset the impact of residential development and visitor pressure on Special Protection Areas (SPAs). The purpose of SANGs is to provide alternative greenspace to attract visitors away from SPAs.

### Sustainable Drainage Systems

These are drainage systems designed to manage surface water and groundwater to sustainably reduce the potential impact of new and existing developments on flood risk. They can form part of a wider integrated water management approach.

### Sustainable Transport

Efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport.

### Thermal Bridging

It is important to make sure that the gap between the window frame and the wall is well sealed otherwise heat will be lost around the window even if the window itself is very energy efficient.

### Transport Assessment

A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport and what measures will need to be taken to deal with the anticipated transport impacts of the development.

### Transport Statement

A simplified version of a transport assessment where it is agreed the transport issues arising out of development proposals are limited and a full transport assessment is not required.

### Validation Requirements

The information that is required to be submitted with a planning application in order to be considered 'valid'. This includes particular plans or supporting documents that must be included with a planning application. It includes national requirements and local requirements which are specific to Epping Forest District. The up to date requirements are set out in the 'Epping Forest District Council Planning Application Validation Requirements Checklist' document.

### Whole Life Carbon

Considering operational as well as embodied carbon emissions combined over a project's expected life cycle.

### Zero Carbon

Causing or resulting in no net loss of carbon dioxide into the atmosphere. A zero carbon building is one with zero net energy consumption or zero net carbon emissions on an annual basis.

EFDC Sustainability Guidance Vol.1 & 2 - Public Consultation Comments Tracker

Engagement Session	Commenter	Date received	Comment	Document	Section	Saved email	Response
Developer Forum - 10/11/2020	Developer	10/11/2020	<p><b>1. Environmental Sustainability: What barriers and obstacles can you see to developing sites to have high levels of sustainability, as set out in the documents?</b></p> <ul style="list-style-type: none"> <li>- From the landowner's side, scrutinised, house building appraisal sustainability works, not only cost per plots. Agent as we are sailing side, there's no way to enforce it.</li> <li>- Post completion section: preoccupation conditions, it's important.</li> <li>- Economy of scale, many developers building Passive Haus, same cost of Building Regulations. It's possible to build at the same cost of current regulation standards.</li> <li>- There are a lot of thing coming from EFDC, GI strategy, Sustainability Guidance, viability appraisal.</li> <li>- 3% residential uplift, well we respect good standards, building flexibility when we are looking transport, water management, landscape, all we be looking into it instead of expecting the high standard. We will be considering viability.</li> <li>- Document has introduced new things such as embodied carbon calculations, which some developers may not be doing - will take time to bed down.</li> <li>- Passivhaus method is different to Q50 method, will be a change that people have to get around.</li> <li>- BREEAM communities, 99 homes may be too small to undertake this, may not be used.</li> <li>- Important to know whether some aspects of a development may only hit amber whilst others hit green. What does that mean for planning process?</li> <li>- For example, may be difficult to hit ventilation targets with some developments due to other factors such as noise.</li> <li>- Waste management - potentially difficult to know on specific greenfield sites on construction waste</li> </ul>	All	Environmental		Comments noted.
Developer Forum - 10/11/2020	Developer	10/11/2020	<p><b>2. Socio-Economic Sustainability: As a developer how would you seek to understand key socio-economic sustainability issues in and around your site, and respond to them?</b></p> <ul style="list-style-type: none"> <li>- Site by site approach.</li> <li>-The ambition it's to be done in the site, but looking in the context, so taking the opportunity to link what already exist. With a strong consultation plan, what do you think it's lacking in your community? It could be an easy win.</li> <li>-The social infrastructure map could help developer to understand the needs of communities. Hopefully in the future the map can be updates and interactive.</li> <li>-You can still have the problem, that the community can respond the question of what they want, it's not relevant to the scheme or it's not regulations compliance. Constraints, of how you respond to people request.</li> <li>-It will be taking into consideration. The local community are the best to decide, in line with planning officers. Not always the developers would provide want the communities want, but it's necessary to think in other options after what discussions with communities. Eg: meanwhile spaces.</li> <li>-<del>W</del>W: We have spent last two years engaging with key local stakeholders such as NP group, School governors, walking officer, NP group, steering group, and others - started with blank piece of paper. Listening exercise, meeting key individuals, specific issues ad constraints raised, and consider how to address these.</li> <li>-<del>K</del>K: analysis of local area, existing facilities, education health community retail, wider interest in existing neighbourhoods, don't want to arrive with pre-set consideration of needs in neighbourhoods</li> </ul>	All	Socio-Economic		Comments noted.
Developer Forum - 10/11/2020	Developer	10/11/2020	Outline applications - will targets and commitments be secured by condition?	All	General		All submitted assessments / reports will be conditioned to the LPA to ensure that all new developments are being completed to the specified design standards in order to close the performance gap and create truly sustainable communities.
Draft Sustainability Guidance (v.4 Public Consultation) - email response	The Epping Society	10/11/2020	Early points 1. Council should build sustainability into planning process; 2. are PV solar panels making a strong enough presence in these proposals; and 3. Grey water recycling - really is not expensive in done in bulk; more prominent please	All	General	<a href="#">Saved email responses - Public Consultation Draft Nov 2020\EFDC draft sustainability.msg</a>	Comments noted.

Youth Council Workshop - 10/11/2020	Youth Council Members	10/11/2020	<p><b>1. What do you think is most important in your future home?</b>  <b>Session 01 Poll Results (9 people):</b> Low cost energy bills and a structure built to last (50%), Good walking and cycling routes (20%), Nature and green spaces (10%), Tight knit community (10%), Other (10%)  <b>Session 02 Poll Results (11 people):</b> Low cost energy bills and a structure built to last (36%), Good walking and cycling routes (36%), Nature and green spaces (27%),  - Other: Need green spaces inside – garden – walk dogs, freedom to play. Private outdoor space important.  - Low cost bills: Housing sustainable is important for families – although all are important, lots of activities outside the home e.g. school, community  - Low cost bills: Couldn't decide between this and walking/cycling – equally important in terms of mental health and being able to live happily – e.g. stress with high costs  - Nature and green spaces: Green spaces nearby can help you go out and be active – helps with both physical and mental health. Breathing in more oxygen. More motivated if it's closer by to visit regularly  - Walking and cycling: Future home – needs easier way to get kids to school and yourself to work means more time for yourself after and therefore less stress. Travelling easier. A good way to get physical exercise outside.</p>	All	General		Comments noted.
Youth Council Workshop - 10/11/2020	Youth Council Members	10/11/2020	<p><b>2. What do you think is most important to help you stay healthy?</b>  <b>Session 01 Poll Results (9 people):</b> High quality health and community centres (30%), Regular physical activity and good air quality (30%), Outdoor spaces for physical and mental wellbeing (30%)  <b>Session 02 Poll Results (11 people):</b> Regular physical activity and good air quality (64%), Outdoor spaces for physical and mental wellbeing (18%), A home with good light, ventilation and healthy materials (9%), Other (9%)  - Other: Not just necessary to have high quality health centres but important for combinations – like a GP near a park, near residents. Have to sometimes weigh up options and adjust so it's not biased in any way.  Other: Good healthcare – you can help yourself by going to park and running. Needs to balance where you place things and mix uses  - All / Outdoor and Green Spaces: Prevent ill health from the start – sports injuries might happen. But long-term diseases etc. can be prevented by being active, especially at a young age. Prevent necessity for the other options if you get one right. Street and good air quality.  Quality Homes: Majority of us spent a lot of time in our houses especially during lockdown – need good lighting to focus</p>	All	General		Comments noted.
Youth Council Workshop - 10/11/2020	Youth Council Members	10/11/2020	<p><b>3. How do you want to travel in the future?</b>  <b>Session 01 Poll Results (9 people):</b> Bike (56%), Walk (11%), Car / Moped (11%), Car Share (11%), Train (11%)  <b>Session 02 Poll Results (11 people):</b> Car / Moped (36%), Walk (18%), Bus (18%), Train (18%), Bike (9%)  - Not Bike: Streets in Loughton and Debden are dangerous, improve roads and pavements and you'll get more people to do that. Putting people at risk by asking people to do this – increases pressure on NHS  - Bike: Good to get you close to local spaces like shops school or work. It's also healthy – good for you. More efficient and can get you to places quicker. If long distance then would choose a bus train or car. Not as good for the environment so would like to cycle more. Would be more likely to cycle if parents also cycled – they use cars  - Walk: Helps with stress, and helps focus more. A longer journey – would be happy to walk to station or bus stop. PT is better for the environment. Traffic would make it stressful  - Trains and buses: Becoming more eco-friendly – lots of lines being electrified. Mass transit, eco-friendly and not compromising on the environment  - Train: 10 years in future – going to London without the worry of traffic  - Car: Want to be able to take myself to other places – other ones like buses, taxis, trains etc. mean you don't have the same level of independence. Not the best for the environment, but the most efficient to get to places. Acknowledge bikes can also provide but car is preferable. If leisure things were closer then maybe would consider cycling but not everything is going to be that close  - Car: Living in countryside – used to busy areas and traffic so that doesn't stress out. Better for time, can go at own pace – meeting deadlines like getting to work and having to wait for buses. Safer for families in cars – less restricted in own car. Mixing with strangers on the bus  - Not car: Home and online shopping – one truck reduces wear and tear on the road rather than lots of cars because they only have to go out a couple of times a week and less heavy for people  - 6 out of 9 in Session 1 said they wanted to cycle more.</p>	All	General		Comments noted.

Youth Council Workshop - 10/11/2020	Youth Council Members	10/11/2020	<p><b>4. How can we help make communities more fair and equal for everyone?</b></p> <p><b>Session 01 Poll Results (9 people):</b> Support eco-friendly businesses (33%), Affordable homes (33%), Strong communities (11%), Improve residents' health and wellbeing (11%), Other (11%)</p> <p><b>Session 02 Poll Results (11 people):</b> Provide skills, opportunities and training (50%), Improve residents' health and wellbeing (30%), Support eco-friendly businesses (10%), Strong communities (10%),</p> <p>- Other: Teach primary school kids and even earlier that this is how the community is – reiterate it so it's fair – different genders and lives. This leads to equality in other things. For money – provide skills and job opportunities, but not the most important for society</p> <p>- Eco-friendly businesses: Helping the council and everyone out as well as making money. Input into community. Win win for everyone</p>	All	General		Comments noted.
Member's Briefing - 24/11/2020	EFDC Members	24/11/2020	<ul style="list-style-type: none"> <li>• Safety around cycling, encouragement of more casual cyclists</li> <li>• Air quality for humans, any further measurements that need to be looked for this?</li> <li>• Down existing Council properties</li> <li>• Existing roads, what is being done for active travel?</li> <li>• Public transport to expand to help people take longer journeys</li> <li>• Street trees types that are best for air quality – Ana has a list that I will forward on also this is under review to make sure it's up to date.</li> <li>• Times Farm Residents sustainable proposal for energy</li> <li>• Note to include fields for organised sports in new developments</li> <li>• Bus service to Epping Forest shopping centre to reduce car traffic, DRT on 87 bus route will cover this.</li> <li>• Shared spaces – some against this but inclusive designs would be used and would be the most up to date designs</li> <li>• Grass cutting regimes – part of the GBIS</li> <li>• Is there an opportunity for a gold, silver, bronze sustainability accreditation for takeaways/the high street to encourage good behaviours</li> </ul>	All	General		Comments noted.
Member's Briefing - 24/11/2020	EFDC Members	24/11/2020	<p><b>1. What do you think is most important in your future home?</b></p> <p><b>Session 01 Poll Results (x people):</b> Low cost energy bills and a structure built to last (29%), Good walking and cycling routes (21%), Tight knit community (21%), Nature and green spaces (14%), Other (14%)</p> <ul style="list-style-type: none"> <li>• Impossible to separate as all connected</li> <li>• Tight knit community seen as important, community gardens and community energy schemes etc can help this</li> <li>• Many developments seen as lots of boxes together with no cohesion try to avoid this</li> <li>• Implementation of local plan – strong negotiation and practical green space ie. good shape and actively overlooked</li> <li>• Cycling and walking to integrate new builds into existing communities</li> </ul>	All	General		Comments noted.
Member's Briefing - 24/11/2020	EFDC Members	24/11/2020	<p><b>2. What do you think is most important to help you stay healthy?</b></p> <p><b>Session 01 Poll Results (x people):</b> Engaged community with neighbourhood activities (36%), Regular physical activity and good air quality (9%), Outdoor spaces for physical and mental wellbeing (18%), Healthy home (18%), Other (18%)</p> <ul style="list-style-type: none"> <li>• Healthy home seen as important, inadequate damp, cramped housing the cause of many health issues. Fabric first and mechanical ventilation. Sound insulation important too for quality of life.</li> <li>• Smoking, drugs and alcohol big health issues but more of a socio economic issue coupled with ease of access.</li> <li>• Sufficient amenity space throughout and inclusion of playing fields in local plan – intention of net gain in biodiversity</li> </ul>	All	General		Comments noted.

Member's Briefing - 24/11/2020	EFDC Members	24/11/2020	<p><b>3. How can we help make communities more fair and equal for everyone?</b></p> <p><b>Session 01 Poll Results (x people):</b></p> <ul style="list-style-type: none"> <li>• Affordable housing to be truly affordable</li> <li>• Skills, training and job opportunities – employing local labour, apprenticeships</li> <li>• Social value – measure in socio economic section</li> <li>• Employing local people, starting businesses</li> <li>• Use opportunity to bring in community</li> <li>• Reservations</li> </ul> <ul style="list-style-type: none"> <li>o Supplementary planning document</li> <li>o Are policies strong enough to reference this</li> <li>o Follow through within committees</li> </ul>	All	General	Comments noted.
Public Q&A - 30/11/2020	Cllr Janet Whitehouse	24/11/2020	It is disappointing that the turnout for this event is so low, and I contacted EFDC Comms team in regard to this. Need to ensure there are reminders for consultation events, and make sure that consultation page on website is easy to find.	All	General	Agree that larger turnout is desired, however hope that through the consultation process we have spoken and engaged with a large number of stakeholders. In the formal consultation period to date this has included an EFDC Member workshop, an EFDC Developer Forum, an EFDC Youth Council Workshop and this EFDC Community Q&A. We have also held equivalent consultation events for the HGGT Sustainable and Healthy Living consultation for the HGGT stakeholders and community. We did ensure that the Community Q&A date and details for RSVP was noted in the emailed letter issued to the Local Plan database, stakeholders and all Members at the start of the consultation period, and more recently advertised on EFDC social media channels too.
Public Q&A - 30/11/2020	Roger Lowry	30/11/2020	Why is the document only called Guidance?	All	General	Working within a policy context, see this document as a working tool for discussions and prompts during pre-app and masterplan, as well as an assessment tool. Also provides a stepping stone for where we expect policy to go over the next few years in relation to sustainability.
Public Q&A - 30/11/2020	Roger Lowry	30/11/2020	Pie chart near the start of the report notes on-road transport as largest contributor to CO2 emissions, but doesn't have detail on how much of this is through traffic in the District.	All	General	Can we look to provide more data on the traffic levels/ detail of through traffic versus residential traffic in the District in the Sustainable Movement section of the document. Or in initial context pages?
Public Q&A - 30/11/2020	Roger Lowry	30/11/2020	Can the document be better in terms of futureproofing for technologies not yet developed or tested, e.g. use phrase 'Other technologies to be developed'?	All	General	Document aims to be technology agnostic by not specifying which technologies have to be used, to leave open for innovation. E.g. document highlights fossil fuel free technologies. Also signposts to leading industry websites and documents (e.g. UKGBC, LETI, RIBA etc), as these will be kept up to date and updated more regularly than the document, which will be reviewed minimum every 3 years.
Public Q&A - 30/11/2020	Roger Lowry	30/11/2020	TR.2 'Minimise Movements' – this appears to be in conflict with South Epping Masterplan Area allocation, which was selected despite there being other more appropriate sites in terms of connection to movement networks.	All	General	The site allocations were based upon a large evidence base that has been through Local Plan examination, and is progressing towards adoption. The guidance and checklists seek to set out processes, practice and targets for sites which have been allocated, in order to make sure that we get the best outcomes on those sites, including promotion of sustainable and active travel networks.

Public Q&A - 30/11/2020	Roger Lowry	30/11/2020	Epping Society has a report noting that the area is on the verge on water supply deficiency, and all reasonable means should be done to reduce and conserve. Therefore can greywater recycling be noted at a lower level/ as a minimum in the checklist, rather than the 'green' which indicates this is a more difficult thing to achieve (when actually it is a low cost, easy option).	All	General	The checklist question relating to this (W.2) sets out a process or hierarchy for how to achieve a green, with SUDs being the minimum starting point for water management, and then rainwater harvesting and greywater recycling. However if this indicates that greywater recycling is more difficult perhaps we need to review how this is perceived, to ensure that greywater harvesting is clearly noted as a low costs and simple way to manage water.
Public Q&A - 30/11/2020	Roger Lowry	30/11/2020	The guidance notes that workplaces should be located near housing, but some of the Local Plan allocations looks to sell off town centre sites for residential. Is this aspiration therefore at odds with the Local Plan?	All	General	Locating housing in sustainable sites close to existing facilities is a key aspect of sustainable development. In larger new developments such as masterplan areas, where neighbourhoods are being developed, this best practice approach to urban design and masterplanning encourages homes to be in walkable or active travel distances to key facilities such as shops and workplaces where possible.
Public Q&A - 30/11/2020	Cllr Janet Whitehouse	30/11/2020	The checklists can appear quite daunting, is the minor developements guidance too onerous for smaller developers?	Minor Dev	General	Checklists for minor guidance is meant to be appropriate for scale of development. There are topics that can be addressed the same way at both scales, e.g. built fabric, energy efficiency, water recycling. However there are other topics where the checklists have been reduced in order to make them appropriate for use by applicants and developers for smaller sites. However it is important to recognise the impact that even smaller developments can have in terms of their environmental, social and economic footprint when it comes to sustainability. Need to ensure that development across the District is being brought up to a high quality standard, and minor developments must play their part in this.
Public Q&A - 30/11/2020	Mary Mott	30/11/2020	There are five development projects on the go in Epping, are these using the draft Sustainability Guidance?	All	General	Yes, we are encouraging applicants and design teams at pre-application stage to use the draft guidance as a working tool for pre-app discussions and forming a clear sustainability strategy for eventual applications. However, the document is currently in consultation and not yet endorsed, and we foresee that there will be changes to the document after the consultation period ends, so needs to stress that it is the draft Sustainability Guidance and Checklists document which is being utilised a the moment.
Public Q&A - 30/11/2020	Cllr Janet Whitehouse	30/11/2020	How will sustainable transport aspirations work in a place like Epping, given that the wider network remains in some cases unsafe and unattractive? How is the guidance remedying this?	All	General	The Sustainable Movement pages refer to the Epping Forest District Cycling Action Plan, which has clear improvement projects noted in regards to the cycle network, which are also picked up in the EFDC IDP. The Checklists also notes the development is expected to connect into the wider networks such as PROWS, bridleways and cycle routes. Improvements to the network as a whole remain in discussion with Essex County Council, and the Council's Sustainable Transport Officer (Stephen Lloyd-Jones) is also pursuing this to ensure that the network as a whole is being improved to promote sustainable and active travel. Whilst this document clearly sets out aspirations for how sustainable movement is approached in new developments, it dos not seek to provide a full strategy for sustainable travel across the District.

Public Q&A - 30/11/2020	Clr Janet Whitehouse	30/11/2020	What does active travel mean and what are desire lines? Is there too much jargon in the documents?	All	General		Active travel is travel that is normally undertaken by foot or by bike. Sustainable travel includes sustainable public transport options e.g. travelling by bus or by train. Desire lines describe the direct line or 'desire' to or from a destination or home. It is often the Shortest or most easily navigated. Route, and can sometimes be seen as an informal path where the ground is 'marked' by human traffic. We can look to add definitions for these into the glossary into the document.
Public Q&A - 30/11/2020	Clr Janet Whitehouse	30/11/2020	Where there are employment sites allocated, is there anywhere which sets out the size of employment units which will need to be provided?	All	General		As per the socio-economic sustainability section of the guidance, it is important that applicants have a clear understanding of the needs of the local communities and areas in which they are developing. This includes market research and business community needs to understand the appropriate employment uses and sizes of units within proposals. Further information about ensuring socio-economic sustainability is also provided in the socio-economic pages of the guidance and the associated checklist. This focuses particularly on engagement, understanding local context, needs and networks.
Draft Sustainability Guidance (v.4 Public Consultation) - email response	The Epping Society -	28/11/2020	Comments on the sustainability guidance (doc attached to email) - general comments: separate major and minor; cost per housing is significant; clarification on checklists; will these proposals apply to development indicated in Local Plan; should also look at the increased demand for water, electricity & sewage systems required by the Local Plan.	All	General	<a href="#">Saved email responses - Public Consultation Draft Nov 2020\EFDC Sustainability Guidance.msg</a>	Comments noted. Many of the questions were also raised at the Public Q&A - please refer to answers there. Further responses to specific points below: 01d. The Sustainable Movement section aims to address traffic related carbon emissions, and signposts to other more focused sustainable transportation documents. 01g. Work is underway on volume 3 of the Sustainability Guidance which will be on Retrofits and Extensions. 02l. Specific quantitative targets for the delivery of social infrastructures are discussed in more detail in the Infrastructure Delivery Plan (IDP), which the document provides a link to.
Draft Sustainability Guidance (v.4 Public Consultation) - email response	LRAPG	06/12/2020	Response on Major developments	Major Dev	General	<a href="#">Saved email responses - Public Consultation Draft Nov 2020\LRAPG response - major developments.msg</a>	All comments noted. High level responses to selected comments below: - Case studies amended to be more in keeping with the character of development in the District. - Glossary will be updated to include additional terms

Draft Sustainability Guidance (v.4 Public Consultation) - email response	LRAPG	06/12/2020	Response on minor developments	Minor Dev	General	<a href="#">Saved email responses - Public Consultation Draft Nov 2020\LRA Plans Group response - minor developments.msg</a>	All comments noted. Typos have been corrected. High level responses to selected comments below: - The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed. - Drafting Points - all points have been addressed except the final point which queries the use of coloured pages as chapter markers - the document is intended to be used primarily as an interactive and digital pdf (hence the interactivity of the checklist), the number of people printing out the document will be a small percentage of the overall users.
Draft Sustainability Guidance (v.4 Public Consultation) - email response	Roger Anthony	07/12/2020	Comments on guidance - Sustainability; Climate Emergency; Pandemic; Covid-19 Recovery; Energy Efficiency & Carbon; Green Infrastructure; Sustainable Movement; Circular Economy; Waste Materials; Air Quality; Non Domestic Development; SOCIAL & ECONOMIC SUSTAINABILITY; Health & Wellbeing; Economic Growth & Job Creation; GLOSSARY	All	General	<a href="#">Saved email responses - Public Consultation Draft Nov 2020\SUSTAINABILITY GUIDANCE - CHECKLIST.msg</a>	All comments noted. Typos have been corrected. High level responses to selected comments below: - References to 'Garden Town' removed - Case studies amended to be more in keeping with the character of development in the District. - Glossary will be updated to include additional terms
Draft Sustainability Guidance (v.4 Public Consultation) - email response	Kevin Coleman	08/12/2020	However, the Council will also be aware that, under the 2012 Local Plan Regulations, it is not lawful for non-statutory documents to contain policies for the management of the development, including standards for environmental performance (see in particular Regulation 5(a) (iii) and (iv) of the 2012 Regulations).	All	General	<a href="#">Saved email responses - Public Consultation Draft Nov 2020\EFDC Sustainability Guidance - Consultation Response.msg</a>	Comments noted. The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed.
Draft Sustainability Guidance (v.4 Public Consultation) - email response	Robert Harrison	09/12/2020	The main concern is that the document is creating new policy rather than building on Local Plan policy.	Major Dev	General	<a href="#">Saved email responses - Public Consultation Draft Nov 2020\EFDC Sustainability Guidance for Major Developments.msg</a>	Comments noted. High level responses to selected comments below: - The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed. - Checklists to be amended within 'Major Developments' document to differentiate between Outline Planning Applications and Full Planning Applications / Reserved Matters Applications.
Draft Sustainability Guidance (v.4 Public Consultation) - email response	Anglia Water	10/12/2020	Water management and the submission checklist	All	General	<a href="#">Saved email responses - Public Consultation Draft Nov 2020\Consultation - Sustainability Guidance and Checklist.msg</a>	Comments noted.

Draft Sustainability Guidance (v.4 Public Consultation) - email response	Carr Richard (TFL)	11/12/2020	consider limiting car parking at new developments - impacts of car use congestion and pollution. Graph in overview shows road traffic and accounts for carbon emissions - section on sustainable movement should be given greater prominence	All	Transport	<a href="#">..\\..\\..\\PLANN~1\\POLICY~1\FORWAR~1\T617E~1.LOC\T0981~1.245\SAVEDE~1\CONsul~3.MSG</a>	Comments noted. Reference to the TFL Healthy Streets guidance and EFDC Parking Standards included in updated draft.
Draft Sustainability Guidance (v.4 Public Consultation) - email response	Claire McLean	11/12/2020	CRT response - response attached to email (PDF)	All	General	<a href="#">..\\..\\..\\PLANN~1\\POLICY~1\FORWAR~1\T617E~1.LOC\T0981~1.245\SAVEDE~1\CRTCON~1.MSG</a>	Comments noted. High level responses to selected comments below: - Introduction updated to clarify purpose of guidance and checklist. All checklist submission requirements are in addition to general Validation Checklist requirements for a planning application. - Sustainable Movement and Air Quality sections are cross-referenced
Draft Sustainability Guidance (v.4 Public Consultation) - email response	Richard Cooke (ECC)	11/12/2020	response to the latter guidance is the need for a proportionate approach striking an appropriate balance for applicants (and decision-makers) towards minor developments / those with limited impacts 2 (non-exhaustive) practical examples of this consideration need consideration in relation to the requirements for applicants to provide HIA or Transport Assessments (in the full sense, e.g. compared to Transport Statements)	All	General	<a href="#">..\\..\\..\\PLANN~1\\POLICY~1\FORWAR~1\T617E~1.LOC\T0981~1.245\SAVEDE~1\CONsul~4.MSG</a>	Comments noted. High level responses to selected comments below: - The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed. - Checklists to be amended within 'Major Developments' document to differentiate between Outline Planning Applications and Full Planning Applications / Reserved Matters Applications. - Case studies amended to be more in keeping with the character of development in the District. - Glossary will be updated to include additional terms
Draft Sustainability Guidance (v.4 Public Consultation) - email response	Heather Archer (Highways England)	11/12/2020	satisfied that the policies will not materially affect the safety, reliability and / or operation of the SRN (the tests set out in DfT Circular 02/2013, particularly paragraphs 9 & 10, and MHCLG NPPF2019, particularly paragraphs 108 and 109) - no comments	All	General	<a href="#">Saved email responses - Public Consultation Draft Nov 2020\HE Sustainability Guidance and Checklist consultation.msg</a>	Comments noted.
Draft Sustainability Guidance (v.4 Public Consultation) - email response	Christopher Roberts	14/12/2020	response submitted on behalf of CEG and Hallam Land Management.	All	General	<a href="#">..\\..\\..\\PLANN~1\\POLICY~1\FORWAR~1\T617E~1.LOC\T0981~1.245\SAVEDE~1\LA TON~1.MSG</a>	Comments noted. High level responses to selected comments below: - The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed. - Checklists to be amended within 'Major Developments' document to differentiate between Outline Planning Applications and Full Planning Applications / Reserved Matters Applications. - Case studies amended to be more in keeping with the character of development in the District.

<p><b>Draft Sustainability Guidance (v.4 Public Consultation) - email response</b></p>	<p>Higgins Homes</p>	<p>14/12/2020</p>	<p>representations to the Sustainability and Healthy Living consultation. Concerns the document is creating new policy, rather than building on existing policy.</p>	<p>All</p>	<p>General</p>	<p><a href="#">..\\..\\..\\PLANN~1\\POLICY~1\\FORWAR~1\\T617E~1.LOCT0981~1.24S\\SAVEDE~1\\SUSTAI~2.MSG</a></p>	<p>Comments noted. High level responses to selected comments below:                      - The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed.</p>
<p><b>Draft Sustainability Guidance (v.4 Public Consultation) - email response</b></p>	<p>Paul Belton</p>	<p>14/12/2020</p>	<p>Comments in PDF doc</p>	<p>All</p>	<p>General</p>	<p><a href="#">..\\..\\..\\PLANN~1\\POLICY~1\\FORWAR~1\\T617E~1.LOCT0981~1.24S\\SAVEDE~1\\EFCDSU~4.MSG</a></p>	<p>Comments noted. High level responses to selected comments below:                      - The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed.                      - Checklists to be amended within 'Major Developments' document to differentiate between Outline Planning Applications and Full Planning Applications / Reserved Matters Applications.                      - Case studies amended to be more in keeping with the character of development in the District.</p>
<p><b>Draft Sustainability Guidance (v.4 Public Consultation) - email response</b></p>	<p>Fairfield Partnership</p>	<p>14/12/2020</p>	<p>Comments in PDF doc</p>	<p>All</p>	<p>General</p>	<p><a href="#">..\\..\\..\\PLANN~1\\POLICY~1\\FORWAR~1\\T617E~1.LOCT0981~1.24S\\SAVEDE~1\\FAIR~1.MSG</a></p>	<p>Comments noted. High level responses to selected comments below:                      - The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed.                      - Checklists to be amended within 'Major Developments' document to differentiate between Outline Planning Applications and Full Planning Applications / Reserved Matters Applications.                      - Section regarding cost uplift to developments will be amended to include broader range of building types - however the guidance only gives an indication of cost uplift but it is not within its scope to provide detailed case studies.                      - Glossary will be updated to include additional terms</p>

<p><b>Draft Sustainability Guidance (v.4 Public Consultation) - email response</b></p>	<p>Liz Burn</p>	<p>14/12/2020</p>	<p>Comments in PDF doc</p>	<p>All</p>	<p>General</p>	<p><a href="#">Saved email responses - Public Consultation Draft Nov 2020\Sustainable Living - Consultation Response.msg</a></p>	<p>Comments noted. High level responses to selected comments below:                      - The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed.                      - Checklists to be amended within 'Major Developments' document to differentiate between Outline Planning Applications and Full Planning Applications / Reserved Matters Applications.                      - Section regarding cost uplift to developments will be amended to include broader range of building types - however the guidance only gives an indication of cost uplift but it is not within its scope to provide detailed case studies.</p>
<p><b>Draft Sustainability Guidance (v.4 Public Consultation) - email response</b></p>	<p>Julie Morgan - Barwood Land</p>	<p>14/12/2020</p>	<p>Comments in PDF doc</p>	<p>All</p>	<p>General</p>	<p><a href="#">Saved email responses - Public Consultation Draft Nov 2020\Sustainability Report Representations - Barwood Land.msg</a></p>	<p>Comments noted. High level responses to selected comments below:                      - The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed.                      - Checklists to be amended within 'Major Developments' document to differentiate between Outline Planning Applications and Full Planning Applications / Reserved Matters Applications.</p>
<p><b>Draft Sustainability Guidance (v.4 Public Consultation) - email response</b></p>	<p>Thomas Kilvert (Pegasus Group)</p>	<p>14/12/2020</p>	<p>Comments in PDF doc</p>	<p>All</p>	<p>General</p>	<p><a href="#">..\\..\\..\\PLANNING\\1\POLICY~1\FORWAR~1\T617E~1.LOC\T0981~1.24\S\SAVEDE~1\EFDCAN~1.MSG</a></p>	<p>Comments noted. High level responses to selected comments below:                      - The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed.                      - Checklists to be amended within 'Major Developments' document to differentiate between Outline Planning Applications and Full Planning Applications / Reserved Matters Applications.                      - Section regarding cost uplift to developments will be amended to include broader range of building types - however the guidance only gives an indication of cost uplift but it is not within its scope to provide detailed case studies.</p>

Draft Sustainability Guidance (v.4 Public Consultation) - email response	Andy Butcher - Strutt and Parker	14/12/2020	Comments in PDF doc	All	General	<a href="#">..\\..\\..\\PLANN~1\\POLICY~1\\FORWAR~1\\T617E~1.LOCT0981~1.24S\\SAVEDE~1\\EEDCCO~1.MSG</a>	<p>Comments noted. High level responses to selected comments below:</p> <ul style="list-style-type: none"> <li>- The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed.</li> <li>- Checklists to be amended within 'Major Developments' document to differentiate between Outline Planning Applications and Full Planning Applications / Reserved Matters Applications.</li> <li>- Section regarding cost uplift to developments will be amended to include broader range of building types - however the guidance only gives an indication of cost uplift but it is not within its scope to provide detailed case studies.</li> </ul>
Draft Sustainability Guidance (v.4 Public Consultation) - email response	Luke Boroughs (TFL CD)	14/12/2020	Comments to major development - movement and car parking in PDF	Major Dev	General	<a href="#">..\\..\\..\\PLANN~1\\POLICY~1\\FORWAR~1\\T617E~1.LOCT0981~1.24S\\SAVEDE~1\\TFLCDR~1.MSG</a>	<p>Comments noted. High level responses to selected comments below:</p> <ul style="list-style-type: none"> <li>- The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed.</li> <li>- Checklists to be amended within 'Major Developments' document to differentiate between Outline Planning Applications and Full Planning Applications / Reserved Matters Applications.</li> <li>- Section regarding cost uplift to developments will be amended to include broader range of building types - however the guidance only gives an indication of cost uplift but it is not within its scope to provide detailed case studies.</li> </ul>
Draft Sustainability Guidance (v.4 Public Consultation) - email response	David Chalmers (Fairview)	18/12/2020	Comments in PDF doc	All	General	<a href="#">Saved email responses - Public Consultation Draft Nov 2020\\Sustainable and healthy living consultation.msg</a>	<p>Comments noted. The Guidance promotes best practice, working across themes to ensure a holistic approach to sustainability is considered. Each theme will be assessed by Officers in the round and in context of constraints that may be unique to a development, providing flexibility in how each application is assessed.</p>

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# HGGT

HARLOW & GILSTON  
GARDEN TOWN

## SUSTAINABILITY GUIDANCE & CHECKLIST

MARCH 2021

Interactive PDF: best viewed on computer screen



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The pioneering New Town of Gibberd and Kao will grow into a Garden Town of enterprise, health and sculpture at the heart of the UK Innovation Corridor. Harlow and Gilston will be a joyful place to live with sociable streets and green spaces; high quality homes connected to fibre optic broadband; local centres accessible by walking and cycling; and innovative, affordable public transport. It will set the agenda for sustainable living. It will be adaptable, healthy, sustainable and innovative.

## HARLOW AND GILSTON GARDEN TOWN

Harlow and Gilston Garden Town (HGGT) will comprise new and existing communities in and around Harlow. Set in attractive countryside, with transformative investment in transport and community infrastructure, new neighbourhoods to the east, west and south and new villages to the north will be established.

East Herts, Epping Forest and Harlow District Councils are working together with Hertfordshire and Essex County Councils to ensure plans for the Garden Town support sustainable living and a healthy communities and economies, provide a good quality of life for existing and future residents, and respond to local landscape and character.

The **HGGT Vision** sets out the principles and indicators for the Garden Town which will ensure its growth and management is high quality and sustainable.

## SUSTAINABLE LIVING

Sustainability focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs. High quality sustainable developments require adopting a holistic approach to environmental, social and economic sustainability; in line with the UN Sustainability Development Goals.

The Garden Town seeks to set the agenda for sustainable living through ensuring growth that will be being net carbon neutral by 2030, and building strong and integrated communities across new and existing places, with social equity.

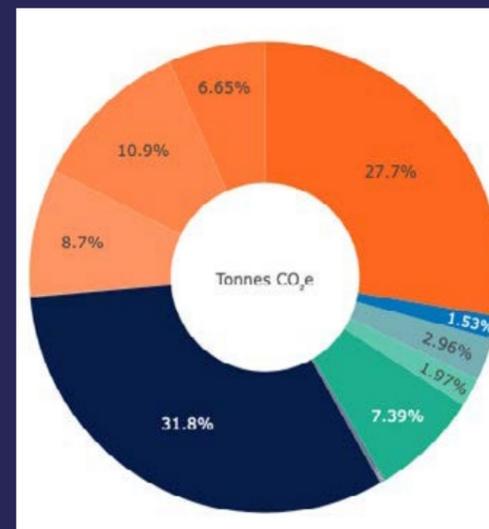
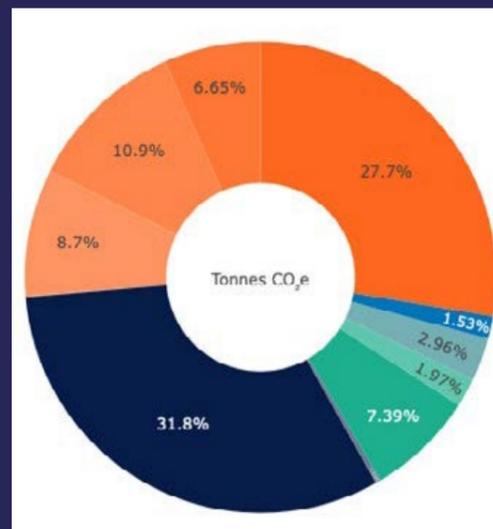
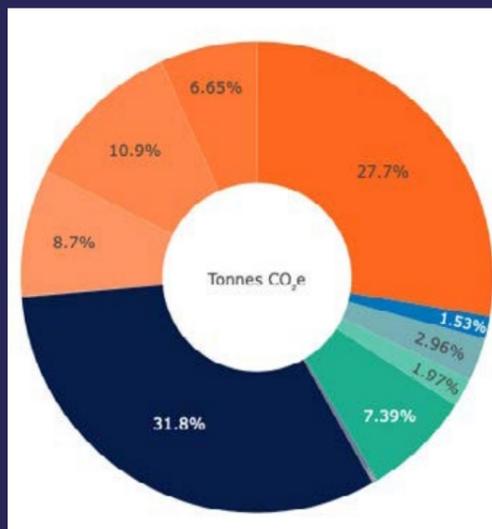
## COVID-19 RECOVERY

This Guidance has been developed during the pandemic of COVID-19. The pandemic has highlighted stark health inequalities which relate closely to environmental, social, and economic inequalities.

Now more than ever, high quality, sustainable and resilient design and development is needed to ensure that existing and new residents of the Harlow & Gilston Garden Town recover from this pandemic in a long term and locally-led manner.

Opportunities to foster community strength, provide job opportunities, support green and local economies and bolster residents health must be taken. All stakeholders are therefore expected to work collaboratively to contribute to this recovery, and ensure that the Garden Town is a joyful and sustainable place to live, work, and play.

# Introduction



# INTRODUCTION



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## 1 | THE CLIMATE EMERGENCY

The UK Government and all five HGGT Partner Authorities have declared a Climate Emergency/ Actions.

This Sustainability Guidance supports the primary commitment across the Garden Town Authorities; to become Carbon-Neutral by 2030.

The global climate is changing, primarily as a result of greenhouse gas emissions from human activity.

Communities, businesses, and the natural environment are already feeling the impacts of the changing climate. Continued change is now unavoidable and will disrupt everyday life, with higher average temperatures and more extreme weather events.

There is a strong and committed national and local policy context for planning environmentally, socially, and economically sustainable places and developments, and climate adaptation.

## 2 | PURPOSE OF THIS GUIDANCE

The Garden Town will set the agenda for Sustainable living, making it easy for residents to adopt sustainable lifestyles.

The three district authorities have a combined carbon emission contribution of **2,048 CO<sub>2</sub> (kt) across all industries**. With the goal of reducing carbon emission contributions, and planning for significant growth in the Garden Town, new developments must have exemplar placemaking and long term sustainability.

This document provides practical and technical guidance on how to apply sustainability indicators and policies (environmental, social, and economic) in the HGGT Vision and partner authorities Plans to new major developments in the Garden Town.

The purpose of this guidance is to help applicants meet the Garden Town goals of becoming net zero-carbon by 2030, and, to build strong and integrated communities across new and existing places.

## 3 | WHO USES THIS GUIDANCE

### Applicants + Agents:

The document is to be used by developers, design teams, consultants and contractors in shaping development proposals, This will guide the design of proposals and ensure coordinated and integrated consideration of sustainability principles and targets at an early stage.

### Local Authority Officers and decision-makers:

This document will be endorsed to have material planning weight and the Checklist will help guide the assessment of planning applications for developments coming forward within the Garden Town. It will inform pre-application discussions and assist decision-makers in sustainability matters.

### The HGGT Quality Review Panel (QRP):

This Checklist will be utilised for QRP reviews to help form the basis of Sustainability and Garden Town discussions. The QRP panel members are independent experts and applicants are advised to be in a position to discuss issues on all themes raised in this guidance.

## 4 | WHEN TO USE GUIDANCE

### Masterplanning

This guide should be used at as early a stage as possible in the design process in order to reduce costly and time-intensive re-design at later stages.

### Pre-Application

The Sustainability Checklist and relevant evidence should accompany pre-application discussions to ensure applications have considered and incorporated sustainability measures from the outset of their design.

### Planning Application

A Sustainability Strategy incorporating the Checklist, with relevant evidence / certification, is to be submitted alongside planning applications.

### Post-Planning

Planning conditions and obligations will be aligned to ensure that sustainable measures are secured through to delivery and beyond. Tools such as Post-Occupancy Evaluation for ongoing monitoring will be expected relating to key indicators.



# HOW TO USE THIS GUIDE

## 5 | HOW TO USE GUIDANCE

High quality and sustainable development requires environmental, social and economic sustainability to be holistically considered. This document is split into two sections, with sustainability themes cross-referencing each other, and co-benefits indicated throughout as pop-ups.

1. The Environmental Section
2. The Socio-Economic Section

These Sections consists of a Theme, noting:

1. Objectives & Requirements
2. Key Local Policy & Guidance
3. Case studies: with links to external sources
4. Checklist: to be completed and submitted.

## 6 | TO BE SUBMITTED

1. Collated Sustainability Quality Checklist
2. Sustainability Statement/Strategy

This guidance assist applicants to provide the information for the above, in order to meet the Garden Town principles and local policies.

## 7 | APPLICATION OF GUIDANCE

The guidance is applicable to:

- Strategic Masterplan / Village Masterplan areas
- All major residential developments (≥ 10no.)
- Change of Use resulting in a major development
- Council-led housing within the Garden Town

## 9 | RELATIONSHIP TO THE HGGT VISION & DESIGN GUIDE

This document should be read in conjunction with the Harlow and Gilston Garden Town [Vision](#), and [Design Guide](#). The Sustainability Guidance takes the principles and objectives of the Vision as its starting point and provides guidance and checklists to help deliver these principles, and sustainability indicators.

The HGGT Design Guide sets out Design Quality Questions which applicants are expected to follow. The information in this document aim to build on these and provide further guidance and detail as appropriate.

## 10 | RELATIONSHIP TO LOCAL PLANS

This document has been endorsed to have material planning weight when determining applications.

This guidance should be read in conjunction with the policies in the current [Epping Forest DC](#), [East Herts DC](#), and [Harlow DC](#) Local Plans.

This guidance compliments the policies and relevant SPDs by providing a practical tool for enhancing and assessing the sustainability of developments in the Garden Town.

## 11 | PARTNERSHIP WORKING

In addition to cross-boundary working as part of the Councils' Duty to Cooperate, the Councils are committed to working with relevant organisations, service providers and community groups to ensure proposals are developed collaboratively and with thorough consideration of local priorities.

## 12 | REVIEW & MONITOR

This guidance will be reviewed and updated regularly (maximum every three years) to ensure that it remains fit for purpose. The Garden Town encourages Applicants to innovate with new technology to meet the overall Garden Town sustainability ambitions.

This guidance will be reviewed upon national adoption of the Governments' Future Homes Standard (Part L and Part F) - where the first stage of a two-part consultation process was undertaken in 2020. Current Building Regulations fall short of the carbon neutral by 2030 commitment by HGGT.

## 13 | INCENTIVES FOR SUSTAINABILITY

### Design and Planning

Compliance with these sustainability standards will lead to a smoother planning process and faster assessment time.

### Awards and recognition

Exemplar schemes will be hosted on the HGGT website and shared as case studies, promoting the most ambitious projects. The Garden Town will work with applicants to put their schemes forward for Local and National awards and partnership opportunities.

### Incentives: Cost Benefit

By 2030 all new buildings will need to operate at annual net zero carbon, meaning that by 2025 all new buildings must be designed to net zero-carbon.

In the Garden Town, 16,000 new homes are expected over the next plan period, with more to follow. If the standards highlighted in this guidance are not met when homes are first constructed, they will require retrofit before 2050 just to keep up with changing legislation; this is likely to be five times more expensive than building them to be zero-carbon in the first place.

Net zero carbon homes can be achieved at a capital cost uplift of between 3.5%-15% for residential developments, or, at equal cost - depending on economies of scale in alignment with various reports ([App.A](#)).

This capital cost of sustainable buildings is likely to decrease over time as legislation improves, our electricity grid decarbonises, our supply chain upskills, and as cost of technology decreases.

Costs can be offset by value benefits, including; increased rental premiums (6-11% [Link](#)), lower tenancy void periods, and lower offsetting costs. Furthermore, long-term operation costs of new homes are vastly reduced due to the lower energy demand from homes, eliminating challenges such as fuel poverty ([Link](#)), and providing cost savings of 30%-40% ([Link](#)) over 30 years.

Finally, in a post covid society, more people are working from home, and look to live more sustainable lifestyles, making sustainable homes and communities more attractive to homeowners, thereby, providing a commercial benefit to developers ([Link](#)).

## THE QUALITY CHECKLIST

The Checklists indicate the quality of development in line with the Garden Towns' standards through a red/amber/ green approach. These work together across themes and will be assessed alongside each other to ensure a holistic approach to sustainability is being considered.

Each sustainability theme will be assessed by Officers in the round and in context of factors that may be unique to a development, providing flexibility in how each development is assessed. The applicant is expected to identify unique sustainability aspects of their development and include these in the 'Sustainability Statement', where the Applicant deems this necessary.

All checklists should be completed and submitted; except where highlighted in each checklist table, some questions that are required at Outline Planning Application only, with the remainder expected to be submitted at Full Planning and/or Reserved Matters, including updated figures for those submitted at Outline Planning.

All applications will be considered through the completion and submission of this Sustainability Checklist.

Minimum Requirements (Low Quality)	Net Zero-Carbon by 2050 (Medium Quality)	Net Zero-Carbon by 2030 (Garden Town High Quality)
These are policy-compliant / Building Regulations compliant, but do not meet Climate Declaration targets	These targets meet ultimate goal, but 20 years slower	These targets meet HGGT goal and Climate Declarations
This sets out what HGGT consider low quality standards / outcomes	This sets out what HGGT consider medium quality standards/ outcomes	This sets out what HGGT consider high quality standards/ outcomes
Outline Planning Submission	Outline Planning Submission	Outline Planning Submission



# SUSTAINABILITY GUIDANCE APPLICATION AREA

The Garden Town comprises strategic development sites both within the Harlow administrative area and within East Hertfordshire District and Epping Forest District. This includes:

## Gilston Area:

- Located in East Hertfordshire District
- Across 7 villages,
- 10,000 homes in total
- 3,000 built by 2033, a further
- 7,000 to follow post-2033

## East of Harlow:

- Located in Harlow and Epping Forest Districts
- 3,350 new homes
- 2,600 within Harlow District
- 750 within Epping Forest District

## Water Lane Area:

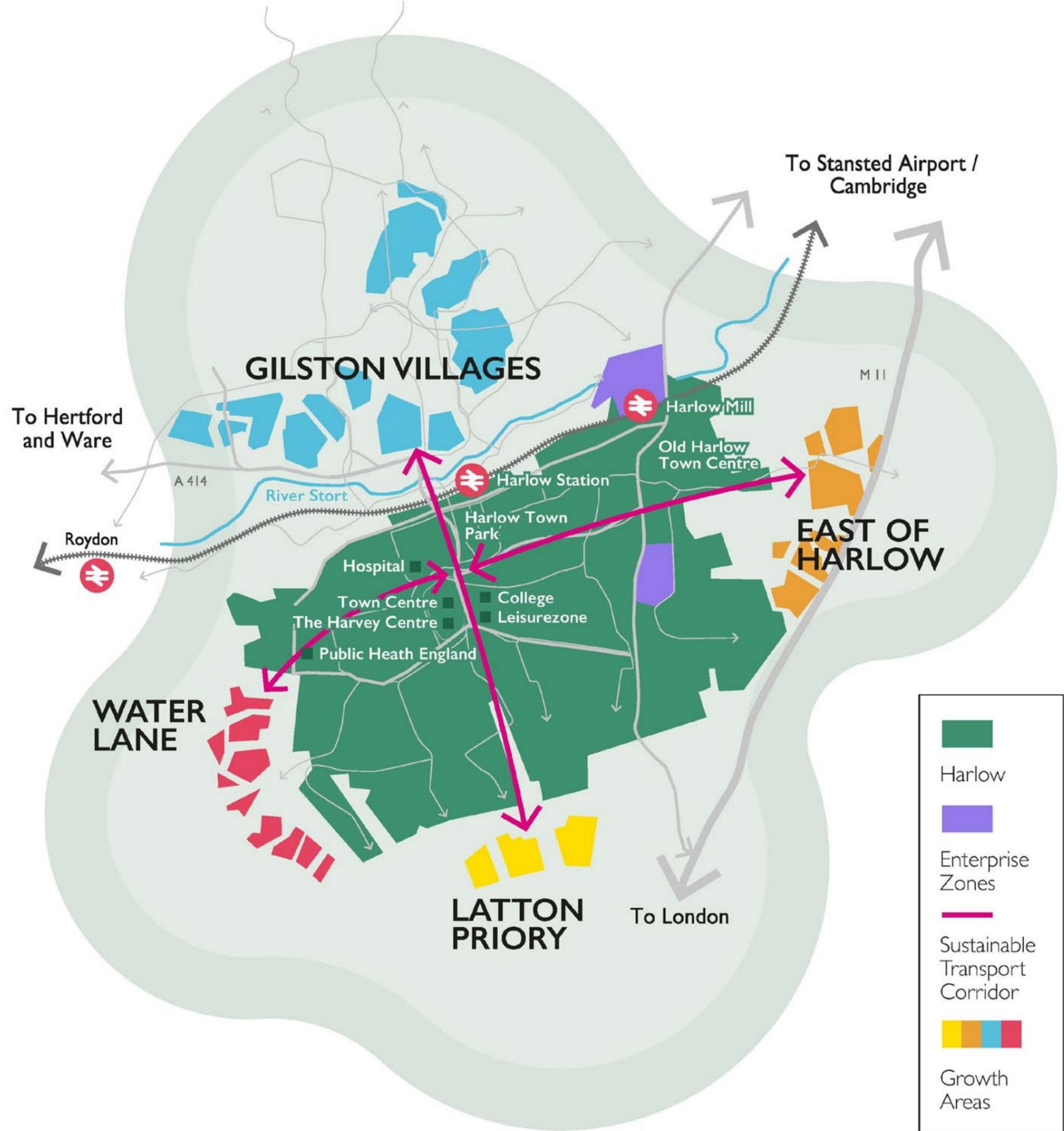
- Located in Epping Forest District
- 2,100 new homes

## Latton Priory:

- Located in Epping Forest District
- 1,050 new homes

## Draft Harlow Local Plan:

A further 21 sites, which together total 1,147 dwellings, are allocated in the draft Harlow Local Plan



# Environmental Sustainability

Goal: Net Zero-Carbon by 2030

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# DESIGN APPROACH: FIRST PRINCIPLES

These 'First Principles' are to be followed to ensure new Garden Town developments are sustainable, and evolve through good design. The First Principles act as a structured design process, and are iterative, with observations made to be referred back to when navigating the varying scales of design. Use of these principles will significantly benefit the proposal when assessing against the remainder of the Guidance.

## 1 | LANDSCAPE-LED DESIGN

Harlow and Gilston Garden Town is characterised by a number of different landscape characters areas and assets. Study of existing strategies, analysis, survey and mapping should be undertaken of existing green infrastructure and ecological value of features. These include; topography, trees, hedgerows, woodland, grasslands, wetlands, meadowlands, farmlands, hills and lowlands, scarps and valleys, flood plains, views and vistas. Drawings, surveys, site photographs, and precedent images should be utilised.

Design should be landscape led from the start and across all design stages. The best design and development outcomes will be delivered by engaging landscape and ecology consultants at an early stage. Additional spending on design fees will be very likely outweighed by the speed and ease of securing planning permission.

## 2 | SUSTAINABLE MOVEMENT

The Garden Town has ambitious sustainable travel mode shift targets, as set out in the HGGT Transport Strategy. To achieve this, sustainable movement must be considered as a first principle in design, alongside landscape and ecology.

Key destinations and active travel desire lines for journeys to work, schools, shops and leisure should be mapped, to be direct, inclusive, attractive and safe. Opportunities to knit communities together with movement routes and green infrastructure should be maximised.

Follow the HGGT User Hierarchy on routes and access points; ensure walking and cycle networks connect to the Sustainable Transport Corridors and wider networks, and prioritise travelling to further destinations by public transport over private cars.

## 3 | ORIENTATION AND FORM

Solar orientation must inform the topography, scale and massing of development at early stages of masterplanning, with south-facing buildings, fenestration, and amenity being orientated to take advantage of passive solar gain – absorbing the sun's heat energy to warm buildings and spaces. Building axis' can be orientated in the east-west direction to take advantage of maximum daylight and heat from the sun which significantly reduces the energy consumption of a building, and can reduce a homes' heating and cooling costs by up to 85%.

To stay cool in the summer months and avoid overheating, external shading provisions should be made to the buildings and surrounding areas, including the use of green infrastructure.

## 4 | FOLLOW ENERGY HIERARCHY

When determining energy strategies for new developments and masterplans, the Energy Hierarchy is to be followed:

### 1. BE LEAN:

Use less energy: minimising the energy demand of new buildings through fabric performance: This step requires design that reduces the energy demand of a development. Energy Strategies need to demonstrate how energy efficiency measures reduce the energy demand in line with performance targets highlighted in this document.

### 2. BE CLEAN & GREEN:

Supply energy efficiently: utilising energy efficiently in buildings including for space heating & cooling: Consideration must be given to how heat and energy will be provided to the development using low-carbon heating networks.

### 3. BE SEEN:

Monitor & Report performance: for at least 5 years post-completion to remove the performance gap: This requires all major developments to monitor and report their energy performance post-construction to ensure that the actual carbon performance of the development is aligned with the Garden Town ambitions of a net zero-carbon target.

## 5 | ADAPTABLE & FUTURE PROOF DESIGN

Building strong communities is aided by giving people and families the opportunity to have accommodation that can adapt to respond to their changing needs and abilities.

This means looking at the macro-scale of large scale green and blue infrastructure and management for climate adaptation, futureproofing infrastructure for technological innovation, provision of a range of house types, adaptable facilities and meanwhile use spaces. And through to the micro-scale; for example the space and ease in ability to extend homes and facilities (physical and digital) to work from home.

While technologies will change, the homes built here will exist for decades - 60+ years, and it is important that strong communities are not broken due to the lack of adaptable design.



# DESIGN APPROACH: FIRST PRINCIPLES

## 6 | FABRIC-FIRST APPROACH

A fabric-first approach requires the building envelope to be a high-performance thermal envelope, reducing energy waste. This means the proposed buildings must have external walls, roofs, floors, windows & doors that are: super insulated, airtight, and windtight.

A fabric-first approach includes the windows and doors – which provide significant heat loss and heat gains – depending on solar orientation. Windows and doors must therefore incorporate high-performance glazing to provide comfortable internal temperatures. A high-performance thermal envelope delivers exceptional indoor comfort and building energy efficiency.

## 7 | VENTILATION & OVERHEATING

A mixed-mode (natural and mechanical) ventilation strategy is encouraged for excellent indoor air quality. This involves the incorporation of passive and/or whole-house mechanical ventilation with heat recovery system (MVHR) – which is key to delivering radically energy efficiency and exceptional comfort, through providing clean, filtered air into habitable spaces.

Early stage overheating analysis will be expected to be carried out at design stage to identify key factors contributing to overheating risk; where developments are at risk of overheating, additional detailed assessment and mitigation measures will be expected to be incorporated.

## 8 | EMBODIED & OPERATIONAL ENERGY

Embodied energy is the total energy required for the extraction, processing, manufacture and delivery of building materials to the building site, and the construction of the development.

All design teams are expected to think about, and reduce the embodied energy required to develop their schemes. For example, depending on location, height, and site suitability, materials like timber could be favoured over less sustainable alternatives such as concrete.

Operational Energy is concerned with the amount of carbon emissions associated with the building's annual operation. Developments should be aiming for net zero carbon – where energy on an annual basis is zero or negative. A net zero carbon building is highly energy efficient and powered from on-site and/or off-site renewable energy sources.

Developments should be designed using realistic predictions of operational energy to avoid performance gap in a building's energy use.

## 9 | RENEWABLE TECHNOLOGIES

Renewable energy uses natural resources such as sunlight, wind, tides and geothermal heat which are naturally replenished. Most forms of renewable energy are cheap to operate, but can be expensive to install.

Examples of technologies include; PV's, solar thermal, biomass, ground/air source heat pumps, wind, hydro. The choice of renewable technologies should be dependent on an assessment on site and development suitability.

## 10 | AIR-TIGHT STRATEGY & THERMAL-BRIDGE FREE

An air-tight strategy focuses on the internal comfort of a building, and will be required to develop a draught-free building envelope. The draught-free building ensures high energy efficiency, internal user comfort, and protects the building envelope.

The airtight strategy must be continuous to ensure there are no unintended gaps in the building envelope that allow uncontrolled air to leak in and out of the building.

Internal comfort is affected by heat loss through the building fabric, and poor thermal bridging – any gaps or thinning of the insulation. Therefore, the design approach must be to design them out.

Post-occupancy evaluation enables air tightness and thermal bridging to be measured, to help close the known performance gap in these areas.

## RETROFITTING

Design Principles for Retrofitting of existing buildings has not been addressed in this guidance. This is in anticipation of the emerging HGGT Sustainability Guidance for Retrofit. This document will signpost to industry standards and guidance regarding retrofitting.



# ENERGY EFFICIENCY & CARBON REDUCTION

## OBJECTIVES & REQUIREMENTS

The transition to net zero-carbon by 2030 must begin with providing **genuinely affordable homes**. All new buildings are therefore expected to adopt a fabric-first approach (i.e. Passivhaus Standards), with the expectation that as our grid system decarbonises, and we build more energy efficient homes, emphasis will be placed on the embodied energy involved in constructing new buildings, utilising more **renewable technologies**.

Currently (2017 figures), all 3 district councils contribute **558CO2kt** from the domestic sector only (electricity, gas and other contributions). This accounts for almost a third (27%) of all CO2 contributions in the districts and represents a significant opportunity reduce our carbon impact and adopt **circular economy** principles.

With the decarbonising of the National Grid, achieving **net zero-carbon** will mean strategic sites must respond to the two key components of **whole-life carbon**: **embodied carbon** and **operational energy**. Achieving net zero operational energy means the building does not burn fossil fuels and is 100% powered by renewables.

A **Whole Life Carbon (WLC) Assessment** should be undertaken at pre-application, planning application, and after practical completion, as new homes are expected to last 60+ years, with carbon emission reduction in line with the targets in the Checklist. **Appendix 2a** highlights the sequence of activities to complete an assessment.

### Embodied Carbon Reduction Strategy:

1. Using circular economy principles of reuse and refurbish, and designing for disassembly at end of life with processes including using offsite construction.
2. Building low-energy homes, using fossil fuel-free technology to supply heating and power to them.
3. Using renewable energy where necessary

### Operational carbon Reduction Strategy:

1. Not burning fossil fuels for supply to homes
2. 100% powered by renewable energy i.e. heat pumps
3. Achieving energy performance in line with checklist

For Outline Planning, Applicants can use Whole Life carbon assessment tools such as **FCBS Carbon**.

## SOCIO-ECONOMIC CO-BENEFITS +

## KEY LOCAL POLICY & GUIDANCE

### HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6
- The emerging Garden Town Transport Strategy
- Building Futures – Hertfordshire Guide

### HDC Local Plan Policy:

- HGT1: Development & Delivery of Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- Harlow Area Action Plan (TC AAP)

### EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- SP5 Garden Town Communities
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy

### EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES1 Masterplanning
- DES4: Design of Development (a) & (b)
- HOU8 Self-Build and Custom Build Housing
- CFLR9 Health and Wellbeing
- 11.2 Harlow and Gilston Garden Town



## CASE STUDIES (click image to visit website)



Marmalade Lane, Cambridge  
Built with fabric-first approach for energy efficient homes, alleviating fuel-poverty.



Goldsmith Street, Norwich  
Built to Passivhaus standards, needing little energy for heating and cooling.



Newhall, Harlow  
Being highly sustainable with consideration for long-term energy use and incorporating measures to reduce energy use in properties

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
En.1	Operational Energy (KWh/m2/y)	146	< 70	< 0 - 35
En.2	Embodied Carbon (kgCO2e/m2)	1000	< 450	< 300
En.3	Space Heating Energy Demand (KWh/m2/y) of net living space	54.26	25	15
En.4	Airtightness (air changes/ hr @ n50)	5	3	≤ 0.6
En.5	Ventilation Strategy (m3/hr/person)	Natural - extract fans	Mechanical - with extract fans	Mechanical Heat Recovery (30)
En.7	What is the on-site reduction in CO2 emissions against Building Regulations Part L (2013)?	0-34%	35%-50%	≥ 50%
En.8	For applications greater than 99no. units, what BREEAM Communities Level is met?	Very Good	Excellent	Outstanding
En.9	Thermal Bridging y-value (W/m2K)	0.0051	0.0039	0
En10	What Fabric U-Values has the proposal been designed to meet? W/(m2K)			
	External Walls	0.30 - 0.16	0.15 - 0.11	< 0.1
	Floor	0.25 - 0.11	0.10 - 0.08	< 0.07
	Roof	0.20 - 0.13	0.12 - 0.10	< 0.1
	Windows (triple glazing) & Doors	2.00 - 1.4	1.3 - 1.00	< 0.9
Attach <b>Whole Life Carbon Assessment</b>				
Attach <b>Overheating Design Assessment</b>				
Attach certification of the above chosen standards, and use 'Statement' page for additional information				

Outline Planning submission



# RENEWABLE ENERGY

## OBJECTIVES & REQUIREMENTS

Our recent extreme weather has highlighted the need to ensure that buildings constructed today are fit for the future, and, designed for resilience over the next 60+ years. Other Climate mitigation and adaptation strategies span the breadth of this document, so this section focuses on the use of renewable energy for our heat supply, as heat demand is estimated at more than 40% of the energy consumed across all 3 boroughs.

The nature and scale of the strategic sites make them ideal to ensure that the heating and hot water they generate are fossil fuel free, supporting less demand on the national grid.

On-site renewable technologies such as Heat Pumps, Solar Photovoltaics, and Solar Thermals should be explored for adoption, and paired with each other to provide the greatest benefit to new developments; i.e. heat pumps paired with efficient buildings, and PV's paired with electric charging enabling sustainable travel.

Applicants are to use the LETI Heat Decision Tree (Appendix 3) at concept and developed design stages, to assist them in choosing the most appropriate heating system; where renewable systems should be prioritised over connecting to district heating networks, which depend on fossil fuels.

- New Developments should be designed to;
- Heat Sharing Network: joining a heat sharing network is particularly relevant for these strategic mixed-use development sites where opportunities for load shifting and heat sharing occur.
  - Minimise system temperatures: high temperatures in heating systems are synonymous with fossil-fuel combustion
  - Reduce Heat Demand at point of use: The greatest opportunity to meeting net zero-carbon emissions is to reduce the amount of heat needed: achieved through a fabric-first approach and limited hot water use, coupled with reuse of low temperature waste heat sources.
  - Lean Design: load modelling can predict energy use and help size plant requirement.
  - Harness Waste Heat: heat released as a by-product of an existing process enables otherwise wasted heat to contribute to meeting energy demands.

## KEY LOCAL POLICY & GUIDANCE

### HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6

### HDC Local Plan Policy:

- HG1: Development & Delivery of the Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- Harlow Area Action Plan (TC AAP)

### EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy

### EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- Building Futures: Sustainable Design Toolkit



## CASE STUDIES (click image to visit website)



**Project Etopia, Corby**  
Uses combined solar PV's and thermal panel to deliver net zero carbon on site.



**Active Homes, Neath, South Wales**  
Battery technology used to store energy and solar PV & TSC's to generate 60% energy.



**Tallack Road, Waltham Forest, London**  
Large-scale communal Air Source Heat Pump to feed ambient temperature heat network

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
Rn.1	What on-site renewable energy technologies are planned to be included in the development?	PV's + EV charging / CHP's	Low-temperature District Heating	Electric Heat Pumps / Solar Thermal
Rn.2	What percentage of CO2 emission reduction is planned to be provided from on-site renewable energy sources? (SAP 10 carbon emission factors to be used for calculation)	> 20%	> 50%	> 70%
Rn.3	What percentage of household electricity will on-site renewable technology provide? (net zero operational carbon does not burn fossil fuel and is 100% powered by renewables)	> 35%	> 50%	100%
Rn.4	Have any government incentivised schemes been taken advantage of? i.e. Non-Domestic Renewable Heat Incentive (RHI)	None	N/A	Non-Domestic RHI
Rn.5	Photovoltaic Energy Demand (kWh/m2/yr)	-854	-2,563	-2,563
Rn.6	Domestic hot water (kWh/m2/yr)	42	20	6
Please attach Energy Assessment				
Please attach relevant certification of the above standards you have chosen				
Please use 'Sustainability Summary' pages where you are adding any further information				

Outline Planning submission



# GREEN INFRASTRUCTURE

## OBJECTIVES & REQUIREMENTS

The HGGTVision sets out indicators for landscape and green infrastructure: proposals should respond to the distinctive landscape setting; expand and enhance the town's Green Wedge network; improve access to, and the quality of, the surrounding Green Belt; and support a sustainable and biodiverse environment.

The green and blue infrastructure network of the Garden Town and wider area must be protected and enhanced, and considered in an integrated way to meet sustainability, placeshaping and socio-economic objectives. Key assets include the Stort Navigation & Stort Valley; the River Lea & Lee Valley; the Green Wedge and Finger network; Grade II Listed Harlow Town Park; existing and Ancient woodland including Epping Forest; neighbourhood allotments & green spaces; the proposed Gilston Country Park; proposed Suitable Alternative Natural Greenspace; new 'Super Greenways'; sports, play and adventure spaces.

Proposals must be landscape-led from the start, and green infrastructure should be high quality and multifunctional, as set out in the [East Herts Gilston Area Charter SPD](#) and [EFDC Green Infrastructure Strategy](#). Relevant landscape and ecology expertise should be sought early in the design process.

Development should deliver at least 10% [Biodiversity Net Gain](#) (BNG) following the [mitigation hierarchy](#), and then provided on-site where possible, before off-site or compensation are considered, Ecology Reports should set out targeted net gain outcomes, through baseline surveys, then consider protection, mitigation, habitat enhancement/ creation, with stewardship and maintenance for a minimum of 30 years.

Greening of streetscapes and amenity spaces, with street trees, pocket parks, hedgerows, Super Greenways, greens roofs and swales, provide placeshaping benefits as sociable streets and contribute to climate resilience, through biodiversity enhancement and mitigating overheating.

Multifunctional and inclusive green & blue infrastructure at various scales has an important role to play in placeshaping, health, wellbeing, and community resilience. Play, social spaces, food growing, art and heritage trails should be designed early, considering all ages and abilities, with active frontages to enable natural surveillance.

## KEY LOCAL POLICY & GUIDANCE

- HGGTVision & Design Guide
- HGGT Healthy Town Framework

Harlow Council: Local Plan Policy:

- WE1: Strategic Green Infrastructure
- WE2: Green Wedges and Fingers
- WE3: Biodiversity and Geodiversity
- PL4: Green Wedges and Green Fingers
- PL5: Other Open Spaces
- PL6: Trees and Hedgerows
- PL7: Green Infrastructure and Landscaping
- PL8: Biodiversity and Geodiversity Assets
- Harlow Area Action Plan (TC AAP)

EFDC Local Plan Policy:

- SP 3 Place Shaping
- SP 7 The Natural Environment
- DM 1 Habitat protection and improving biodiversity
- DM 2 Epping Forest SAC and the Lee Valley SPA
- DM 3 Landscape Character
- DM 5 Green and Blue Infrastructure
- DM 6 Designated and undesignated open spaces
- DM9: High Quality Design
- DM 15 Managing and reducing flood risk
- DM 22 Air Quality
- EFDC Green Infrastructure Strategy

EHDC Local Plan Policy:

- DES1: Masterplanning
- DES2 Landscape Character
- DES3 Landscaping
- DES4: Design of Development (a) & (b)
- CFLR1 Open Space, Sport and Recreation
- CFLR2 Local Green Space
- CFLR4 Water Based Recreation
- CFLR9 Health and Wellbeing
- NE3 Species and Habitats
- NE4 Green Infrastructure
- CCI Climate Change Adaption
- East Herts Gilston Area Charter SPD

Wider Area

- Green Essex Strategy
- Essex Biodiversity Action Plan
- Hertfordshire Strategic Green Infrastructure Plan 2011
- Stort Catchment Management Plan
- Green Arc Strategy

## CASE STUDIES (click image to visit website)



Community cohesion: Drapers Field  
Addresses issues of community cohesion and play, improving wellbeing.



Ecology in Architecture: Barratt Homes  
A progressive approach to wildlife-friendly housing, with 'Swift Bricks' built into homes.



Collaboration: Teignmouth, Devon.  
Partnership with third sector to deliver ongoing BNG and between the LPA & RSPB to deliver strategic compensation.

QUALITY CHECKLIST		Low Quality	Medium Quality	Garden Town High Quality
Gr.1	Has a Landscape-led approach been demonstrated, as set out in the <a href="#">HGGTVision / Gilston Area Charter SPD / EFDC Green Infrastructure Strategy</a> ?	No	Some landscape analysis undertaken	Ecology, topography, vistas, landscape character & features leading design
Gr.2	What % of Biodiversity Net Gain (BNG) will be delivered?	0-9% BNG	10-15% BNG	15%+ BNG
Gr.3	Does Ecology Report show process of mitigation and location hierarchy, with Stewardship and Maintenance strategy provided for green infrastructure and BNG?	No strategy	Yes - Outline strategy provided	Yes - hierarchies followed, and 30 year strategy with input from community
Gr.4	Have play, community amenity and food production opportunities been maximised? All new homes should be within 800m of allotments, and <a href="#">Fields in Trust</a> distances should be followed for play spaces.	No	Yes - locations mapped with walking isochromes	Yes - locations mapped, character of spaces defined, strategies for play / food / active frontages
Gr.5	Have you used recognised tools to assess the value/ quality of green infrastructure? E.g. <a href="#">Natural Capital Tool</a> / <a href="#">Ecometric</a> / <a href="#">Building With Nature</a> / <a href="#">Green Flag Award</a> / Social Value Calculator	No	Yes - qualitative assessment undertaken	Yes - qualitative assessment/ value calculated with exemplary score
Gr.6	Has an overheating assessment or modelling been provided, as set out in <a href="#">UKGBC's Housing Standards Playbook</a> , taking into account impact of green infrastructure?	No	Yes - some assessment	Yes - UKGBC Playbook followed
Gr.7	Has green infrastructure been proposed at different scales to reinforce the Garden Town Vision indicators, access and <a href="#">inclusive design principles</a> ?	Different scales not explored	Yes - Different scales shown, roles/ function undeveloped	Yes - Different scales designed, with qualities and roles defined, and inclusively designed
Please attach your <a href="#">BNG Report</a> / Biodiversity Impact Assessment with Stewardship & Maintenance Strategy Please use 'Sustainability Summary' pages where you are adding any further information				



# SUSTAINABLE MOVEMENT

## OBJECTIVES & REQUIREMENTS

Sustainable movement and active transport infrastructure are key to the success of sustainable growth in the Garden Town. Positive travel choices that enable sustainable living lie at the heart of the Garden Town's Vision, Transport Strategy, and Healthy Town Framework. The three overarching objectives of the HGGT Transport Strategy are:

1. 50% of all trips originating from and ending within the whole Garden Town should be by active and sustainable travel modes. Within the new Garden Communities, 60% of trips originating from and ending within them should be by active and sustainable travel modes.
2. Mobility options will be based on a hierarchy of importance: Reduce the need to travel > walking and cycling > public transport > private vehicle use.
3. Support and encourage a culture of active and sustainable travel ensuring all journeys will be efficient and safe.

Masterplanning for Sustainable Movement should address: walkable low traffic neighbourhoods, sociable streets and placemaking; cycling, walking and public transport network; behaviour change programmes; rebalancing car use and parking design (including carpooling and car sharing); futureproofing with adaptable technology; deliveries and servicing; and construction impacts.

Sustainable Transport Corridors (STCs) will be a series of strategic public travel routes through the Garden Town providing inclusive, coherent, safe, direct, convenient and attractive public and active travel options that will connect neighbourhoods quickly with key destinations such as the town centre and Harlow Town railway station. The design of these should follow the [HGGT STC Placeshaping Principles](#) and Transport User Hierarchy.

'Mobility Hubs' provide transport interchange as well as social and community focal points. All new homes should be within 800m (10 minute walk) of a hub and within 400m of a bus stop.

Designs must futureproof for change in travel habits, including reallocating parking and road space, innovation in travel technology, last mile deliveries and appropriate provision for electric charging.

## KEY LOCAL POLICY & GUIDANCE

- HGGT Vision & Design Guide
- HGGT Transport Strategy (draft)
- HGGT Healthy Town Framework (draft)
- HGGT Local Cycling & Walking Infrastructure Plan (LCWIP) (emerging)
- HGGT STC Placeshaping Principles (draft)
- HGGT Hubs 'How To' Guide (draft)
- HGGT Parking Strategy (emerging)

### Essex County Council

- Local Transport Plan 3
- Sustainable Modes of Travel, Speed & Traffic Management Strategies
- Essex Design Guide
- Harlow Cycling Action Plan

### Hertfordshire Council Council

- Local Transport Plan 4
- Hertfordshire Active Travel Strategy/Sustainable Modes of Travel Strategy
- Roads in Hertfordshire: A Design Guide

### Harlow Local Plan Policy:

- HGT1 Dev & Delivery of the Garden Town
- PL3 Sust. Design, Construction & Energy Use
- IN1 Development and Sustainable Modes of Travel
- WE2 Green Wedges and Green Fingers
- Harlow Town Centre Area Action Plan (emerging)

### EFDC Local Plan Policy:

- SP 3 Place Shaping
- SP 4 Garden Communities in HGGT
- T 1 Sustainable transport choices
- T 2 Safeguarding of routes and facilities
- DM 9 High Quality Design
- DM 22 Air Quality

### East Herts Local Plan Policy:

- GAI The Gilston Area
- TRA1 Sustainable Development
- TRA3 Vehicle Parking Provision
- DES4 Design of Development
- CFLR9 Health and Wellbeing
- DEL2 Planning Obligations
- EHDC Sustainability SPD

### Other:

- UK Government Policy Paper: Gear Change
- Sport England Active Design Principles
- Sustrans Cycling For Everyone

## CASE STUDIES (click image to visit website)



Dunsfold Park Masterplan, Surrey  
Designing a walkable village entirely within 10 minutes' walk of the Market Square.



St Chads Development, Essex  
Shared surface 'home zones' are designed to prioritise pedestrians and cyclists, while reducing vehicular speed.



VeloCity, National Infrastructure Commission.  
Enriching village life while creating new homes and employment in healthy and socially cohesive places.

QUALITY CHECKLIST		Low Quality	Medium Quality	High Quality
Tr.1	Have walkable low traffic neighbourhoods been designed as a first principle, based on the <a href="#">HGGT Transport User Hierarchy</a> ?	No - vehicle access design prioritised	Transport hierarchy considered	Yes - desire lines, permeability, topography, user hierarchy leading design
Tr.2	Have safe and high quality connections to active travel networks beyond the development boundary been proposed with green infrastructure considered?	Ongoing connectivity not considered	Some connectivity - lacks GI consideration	Strong connections to networks, with clear relationship to GI/ ecology
Tr.3	Have you followed the <a href="#">STC Placeshaping Principles</a> when designing the STC and its transport interchanges?	Not shown	Some achieved	Yes - all achieved

Tr.4	Are bus stops and hubs accessible and attractive for new and existing residents, offering appropriate shelter and including provision of a regular bus service?	Hubs and bus stops not meeting requirements	STC hubs within 800m, bus stops within 400m of all new homes	STC hubs co-located with facilities/sheltered bus stops within 800m/ 400m of all homes with regular service
Tr.5	Has cycle parking designed to be high quality, safe and with ease of access?	Cycle parking not provided	Suitable quantity of spaces provided	Quantity and quality of environment provided
Tr.6	Have inclusive design principles / accessibility for all regarding sustainable movement routes been achieved?	Does not meet Equalities Act	Inclusive Design Statement provided	Exemplary inclusive design provided
Tr.7	Has a <a href="#">Transport Assessment</a> been provided that clearly demonstrates how the <a href="#">mode split target</a> is being achieved, as defined by HGGT?	Yes - minimum TA provided	Yes - but multi modal modelling not included	Yes - multi-modal modelling, and roadmap for achieving HGGT targets
Tr.8	Has a thorough Sustainable Travel Plan been provided? Has <a href="#">Modeshift Stars accreditation</a> been explored?	No	Sustainable Travel Plan provided	Yes - including behaviour change programme, travel coordinator, monitoring

Please use 'Sustainability Summary' pages where you are adding any further information



# WATER MANAGEMENT

## OBJECTIVES & REQUIREMENTS

The combined challenges and opportunities of growing populations within the Garden Town, changing land uses, the finite supply of water, action is required now to ensure the availability of water for the future without having a detrimental impact on the environment. There is likely to be less water available for future generations and therefore a greater need for water demand management and water efficiency in the area. New development should therefore not lead to an overall increase in demand for water.

The strategy therefore looks for new developments to:

i) Reduce the risk of flood through the use of sustainable drainage infrastructure and robust green infrastructure design - including the use of biophilic design and permeable hard landscape.

ii) Minimise use of mains water by incorporating water saving measures and equipment, and, designing residential development so that mains water consumption is reduced in accordance with requirements found in the table overleaf.

iii) Promote the use of rainwater harvesting and using dual potable and grey water recycling measures

To avoid increased flood risk, and make the most effective use of the existing and planned drainage infrastructure, rainwater should be managed as a valuable resource, rather than a waste product and innovative ways of using water can be incorporated into community infrastructure.

There is a drive towards sustainable drainage systems that mimic the way nature manages rainwater. As a result, designing new developments for optimal sustainable water consumption has become even more important, with the Garden Town enabling ambitious targets for water efficiency in all new developments.

Existing homes and workplaces should become more water efficient through metering and water efficiency retrofits.

New developments should embrace carbon reduction systems such as a waste water heat recovery.

## KEY LOCAL POLICY & GUIDANCE

### HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6
- HGGT Watercycle Study 2018
- The emerging Garden Town Transport Strategy

### HDC Local Plan Policy:

- HGT1: Development & Delivery of Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- PL10: Water Quality, Water Management, Flooding and Sustainable Drainage Systems
- Harlow Area Action Plan (TC AAP)

### EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy

### EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- Building Futures: Sustainable Design Toolkit
- WAT3 Water Quality and the Water Environment
- WAT4 Efficient Use of Water Resources
- WAT5 Sustainable Drainage

### Essex:

- The Sustainable Drainage Systems Design Guide For Essex: [Weblink Here](#)



## CASE STUDIES (click image to visit website)



Waltham Village Square | Rain Gardens  
Full of native shrubs and flowers planted in a depression to temporarily hold and soak-in rain water runoff from roofs & driveways



Knostrop Weir, Leeds | Flood Management  
Provides three new pneumatically moveable weirs that can be lowered to let floodwater discharge quickly downstream.



Ladywell Fields, Lewisham | SuDS  
Creating sustainable drainage and reduce flooding by modifying the river channel with a naturalistic setting incorporating backwaters and

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
W.1	Potable Water: What is the expected internal water use (litres/person/day)?	110	95	75
W.2	What water collection or recycling measures will be used?	100% provision of water butts	Rainwater harvesting systems	Grey water recycling & harvesting
W.3	How much of the hard surfaces within the development and conveyance systems will be permeable (i.e streams, swales)	50%	75%	100%
W.4	Will water saving devices be installed in the development? e.g. low flush toilets, smaller baths, taps and showers with flow regulators	N/A	N/A	Yes
W.5	What additional Sustainable Urban Drainage (SUDs) measures have been proposed? (i.e. permeable surfaces, rain gardens, green roofs, ponds/wetlands, soakaways)	Please use 'Sustainability Summary' pages where you are adding any further information		



# CIRCULAR ECONOMY

## OBJECTIVES & REQUIREMENTS

New developments should promote circular economy outcomes and aim to be net zero waste. In the UK, the largest contributor to waste nationally is the construction and demolition industry where a third of all waste is generated.

The strategic sites in the GardenTown are to be designed to reduce construction & operational waste and enable ease of access for future occupants to recycle and reduce waste. This can be encouraged through adopting a circular economy approach (including the use of modern methods of construction (MMC) & Design for Manufacture and Assembly (DfMA) processes) and the Waste Hierarchy found in the DEFRA Guidance.

Building in Layers principles should be adopted to determine realistic lifetimes for the elements of a building, and adapt the structure and fabric. Homes should be designed to be adaptable and flexible by considering the intended lifespan of each independent building layer, optimising building longevity and maximising material reclamation at end-of-life.

3 Key Principles expand the Circular Economy process: Conserve Resources, Increase Efficiency, Source Ethically:

- Minimise the quantities of materials used: by specifying low embodied carbon materials
- Minimise the quantities of other resources used: including energy, water, and land
- Source materials responsibly and sustainably: including all materials to be reusable

2. Eliminate waste and ease maintenance by:

- Long-life & Loose fit: build to adapt to changing social, physical and economic environments.
- Design for Disassembly: at the commencement of the project, set out deconstruction plan and capture asset value.

3. Manage waste sustainably and at the highest value:

- Construction, demolition & excavation waste
- Operation & Municipal waste

A Circular Economy Statement should be provided to demonstrate chosen strategy.

## KEY LOCAL POLICY & GUIDANCE

### HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6

### HDC Local Plan Policy:

- HGT1: Development & Delivery of the Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- PL9: Pollution and Contamination
- Harlow Area Action Plan (TC AAP)

### EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy
- DM 7 Heritage Assets
- DM 8 Heritage at Risk
- DM 11 Waste recycling facilities on new development
- DM 18 On site management of waste water and water supply

### EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- HA1 Designated Heritage Assets
- HA2 Non-Designated Heritage Assets
- HA3 Archaeology
- HA4 Conservation Areas
- HA7 Listed Buildings
- HA9 Enabling Development



## CASE STUDIES (click image to visit website)



Illford Community Market, London  
Designed for five year and will be dismantled and reconfigured on future meanwhile sites.



London Olympic Park, London  
A waste target of 90% diversion from landfill of demolition waste by weight



Clarion Housing, Merton Regeneration  
Zero-carbon development of 208 homes, achieving Code for Sustainable Homes Level

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Waste by 2030
CE.1	How much of the materials used are expected to be 'reusable'	10%	50%	>80%
CE.2	How much of the materials used are expected to be 'reused'	10%	30%	>50%
CE.3	How much of the materials used on site are sourced from ethical and responsible supply chains?	80%	95%	100%
CE.4	How much of the materials used are non-toxic?			100%
CE.5	How much of the materials used can be easily extracted, recycled, and manufactured?	80%	90%	95%
CE.6	The new buildings are circular-by-design to what amount?	20%	40%	65%
CE.7	How much biodegradable and recyclable waste will be diverted to landfill?			0
Please attach Circular Economy Statement (see guidance Here)				
Please use 'Sustainability Summary' pages where you are adding any further information				

Outline Planning submission



# WASTE MANAGEMENT

## OBJECTIVES & REQUIREMENTS

In line with becoming net zero carbon by 2030, the Garden Town want to ensure that the amount of waste produced by residents and visitors, as well as landfill waste, will be significantly reduced. There is also the ambition for waste to be recycled and used as a resource.

Developments should therefore be designed to ensure that residents and visitors to the Garden Town reduce the amount of waste they produce; with an overall ambition that no waste will end up in landfill.

This section ties strongly to the [circular economy](#) section regarding the necessity of designing buildings and places in a way that maximises the lifespan of a building and its' components, before its' components can be reused.

Innovative solutions for recyclable waste management including underground refuse systems are encouraged and applicants are expected to work closely with County councils in encouraging use.

While both Essex and Hertfordshire County Councils are responsible for making decisions on how waste is managed, the Garden Town have a clear ambition to prevent waste going to landfill, therefore applicants are expected to explore innovative ways to reduce waste at design and operational stages, increase efficient recycling opportunities, and reduce residual household waste (including designing-in opportunities for local food production through allotments); and, the waste strategies should consider the [Essex Waste Local Plan](#), [Hertfordshire Waste Local Plan](#), and, the emerging Hertfordshire Circular Economy Guidance should be referred to.

Developers are expected to provide Operational Waste Strategies including management of recyclable waste, residual waste, and food waste. Alongside this, developers are encouraged to be innovative in contributing towards waste reduction campaigns (i.e. collaborating with education providers such as Harlow College)

## KEY LOCAL POLICY & GUIDANCE

Hertfordshire County Council

- Waste Local Plan, consisting of:
- Waste Core Strategy and Development Management Policies document
- Waste Site Allocations document

Essex County Council

- Waste Local Plan:



## CASE STUDIES



**Eddington, Cambridge**  
Underground chutes replace thousands of traditional wheelie bins in an innovative waste disposal system.



**London Olympic Park, London**  
A waste target of 90% diversion from landfill of demolition waste by weight



**Millerhill, Midlothian**  
Residual waste recycling and energy recovery facility

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Waste by 2030
W.1	Has early engagement been undertaken with LPA waste management teams to ensure due processes are taken into consideration?	No: LPA not engaged		Yes: demonstrated
W.2	How much construction, demolition and excavation (CD&E) waste will be recycled? This is to be incorporated in your Construction Management Plan			≥ 95%
W.3	How much municipal waste (operational waste) will be recycled or composted vs sent to landfill or energy recovery?			65% : 35%
W.4	Have developments been designed to encourage ease in waste recycling?	No		Yes
Please attach: - Construction, Demolition and Excavation Waste Strategy - Operational Waste Strategy				
Please use 'Sustainability Summary' pages where you are adding any further information				

Outline Planning submission



# AIR QUALITY

## OBJECTIVES & REQUIREMENTS

In this section, pollution focuses on air pollution as it acts as the single largest influence on air quality to human health in the districts. This section should not be used as a substitute for work otherwise undertaken in any normal full planning application.

Every new development will have an impact on air quality, usually by increasing emissions from buildings or from traffic generation. The links between poor air quality, human health, and the environment are well documented and is classed by Public Health England as a major public health risk alongside cancer, heart disease and obesity.

**Air pollution causes more harm than passive smoking and is responsible for the early deaths of an estimated 40,000 people in the UK.**

Air Pollution arises from sources and activities including; traffic and transport, industrial processes, domestic and commercial premises, energy generation, agriculture, waste storage/treatment and construction sites.

This section adopts Public Health England's 2019 "net health gain" principles to improve outdoor air quality and public health. New developments should adopt a strategic approach, in line with each Boroughs' Air Quality policy and guidance, including any requirements on Air Quality Management Areas, Local Air Quality Action Plan, and development Air Quality Assessments.

### Clean by Design: Better by Design:

The following net health gain principles should be incorporated in design to reduce emissions and contribute to better air quality management; applicable irrespective of air quality assessments:

1. Reduce the need to travel by car to destinations
2. Provide zero and low-emission travel options (EV's)
3. Not siting buildings with vulnerable users (i.e. schools, nurseries, care homes) in areas where pollution levels are likely to be higher.
4. Incorporate Clean Air Zones in larger developments
5. Avoid creating 'street canyons' which encourage pollution to build up
6. Incorporate green infrastructure to promote carbon and pollution sequestration
7. Orientate and design buildings to rely less on heating and cooling systems
8. Siting living accommodation away from roadsides
9. Incorporate whole-house ventilation systems for good indoor air quality

## KEY LOCAL POLICY & GUIDANCE

### HDC Local Plan Policy:

- HGT1: Development & Delivery of the Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- PL9: Pollution and Contamination
- Harlow Area Action Plan (TC AAP)

### EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy
- DM 22 Air Quality

### EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- Building Futures: Sustainable Design Toolkit
- EQ4 Air Quality



# ASSURING PERFORMANCE

## OBJECTIVES & REQUIREMENTS

Post-construction energy and quality monitoring is required to bridge the 'performance gap' found in new developments and achieve net zero-carbon . Achieving this requires a true understanding of a buildings' operational energy .

The performance gap is the difference between predicted design and as-built performance of a building.

Addressing the performance gap in new homes and buildings is critical, as this affects both the 'happiness' of residents, as well as the performance quality of through; residents comfort in terms of poor thermal comfort, indoor air quality, health challenges such as respiratory issues. Furthermore, a poor performing building leads to higher energy bills due to poor building fabric, and exasperating challenging health conditions.

Findings from studies undertaken by Innovate UK and the Zero Carbon Hub consisting over 300 homes, results showed that none met their intended performance targets when tested, with the majority falling even short of Part L and Part F of the Building Regulations by a margin of over 50% post-completion.

The main challenges found in the studies are highlighted in the green box, and design teams and applicants are therefore required to undertake Post Occupancy Evaluation (PoE); assessing both performance standards and quality of life, to address these issues.

All major developments will therefore be required to monitor and report on residents' wellbeing, and the actual operational energy performance in order to close this performance gap and meet the net zero carbon by 2030 targets committed to by each partner authority.

A template PoE form can be found in Appendix 8 and should be used to show compliance. Broadly, evaluation will be required at the following stages:

1. Planning: predicted performance assessment
2. As-built: performance assessment
3. In-use: quality of life / happiness assessment

Further information can be found on the GLA website and the Zero Carbon Hub website.

## PRIORITY ISSUES

1. Energy Literacy
2. Improving Quality Output
3. Demonstrating Performance
4. Evidence Gathering & Dissemination

## QUALITY STANDARD

In line with the RIBA Post Occupancy Evaluation is expected for submission and should cover these key areas of Building in Quality:

1. **Build Quality:** performance of the completed buildings
2. **Functionality:** how useful the building and places is in achieving its purpose
3. **Impact:** how well these developments adds social, economic, cultural, and environmental value and improves human wellbeing



# DIGITAL SUSTAINABILITY

## OBJECTIVES & REQUIREMENTS

Sustainable and future digital infrastructure will be a key component to the success of Harlow and Gilston Garden Town.

Future proof and wide-ranging digital infrastructure to enable HGGT to achieve its sustainability goals is crucial and an opportunity for HGGT to champion new delivery models and achieving the 60% modal shift goal. It will also enable HGGT to achieve the Garden Town principles of becoming net zero-carbon by 2030, with strong and connected communities. The opportunity to use sensor and 5G technology will make wireless internet possible everywhere, from smart cars to the Internet of Things (IoT).

The speed, capacity and connectivity of 5G will also provide many opportunities to enhance, protect and preserve the environment through increasing energy efficiency, reducing greenhouse gas emissions, minimising waste and enabling more use of renewable energy. It can also expand our understanding of, and hence improve, decision-making about weather, agriculture, pests, industry, waste reduction and much more.

COVID-19 pandemic has tested (and demonstrated) the importance of efficient, fast and reliable communications networks and other digital infrastructure. However, there is a clear challenge to ensure residents have the access and skills to enable them to take advantage and use new technologies. Focus must be given to ensure the reduction of the digital divide and ensure access by all residents.

HGGT also is part of the Essex & Hertfordshire Digital Innovation Zone (DIZ), which has one of its aims to ensure future digital infrastructure in new developments.

A Digital Vision has been produced, setting out the opportunities and challenges including a set of principles to achieve the sustainability by ensuring future proof digital infrastructure.

Developers are invited to present their plans for the individual sites and are encouraged to sign up the Vision and its principles to be used in their procurement of telecom providers.

## PRINCIPLES

**Health and Wellbeing** - Using digital technologies to provide excellent access to services to helping people helping themselves through self-testing and monitoring.

**Sustainable Movement** - Utilising appropriate digital technology to enable deployment of innovative technologies and public transport solutions in order to minimising greenhouse gas emissions and local traffic congestion. Also, to ensure the connectivity with Harlow town centre and the wider connectivity.

**Promoting a Circular Economy** - Developing a Circular economy aimed at eliminating waste and the continual use of resources.

**Smart energy and utilities** - Utilising appropriate digital technology to minimise the use of natural non-renewable resources and maximise the use of renewable resources, to protect the environment

**Smart Public Realm** - Utilising appropriate Smart technology to maximise the safe, inclusive and enjoyment use of the public realm; to make it safe and enrich people's lives, and to minimise energy use.

**Economy** - To ensure the latest digital technology is available in all new homes to facilitate working from home and in new flexible workplaces to maximise productivity. Also, to ensure ease of movement of goods through smart transport infrastructure and monitoring.

**Community and Social Infrastructure** - To digitally connect people across HGGT to create a strong sense of community, enrich people's lives, and empower residents and businesses to harness digital opportunities for social mobility and equality.

**Smart Data Sharing** - Utilising appropriate Smart technology to digitally collect/monitor data to manage and maintain the function and quality of the village for the users and protect the wider environment.



# Social & Economic Sustainability

Page 158

**Goal:** Enabling integrated communities



# INTRODUCTION

## OBJECTIVES & REQUIREMENTS

This section looks at the direct impacts of places and people. Specifically, dealing with how new strategic sites (The East of Harlow site, Gilston Villages 1-7, Waterlane, Latton Priory) will affect the existing diverse communities they connect to.

Designing for **Social Sustainability** requires a collaborative approach between the private and public sector in order to create new communities that thrive. With the scale and pace of new development, communities must be socially, and economically, as well as environmentally sustainable, and critically, reflect the needs of existing communities. The Draft **Harlow Town Centre Area Action Plan** should be referred to in knitting existing community requirements with new development.

Addressing social sustainability at the beginning of development, helps manage the long-term costs and consequences of decline and failure in new settlements - an issue of public value and political accountability.

The issues raised in the **HGGT Healthy Towns Framework** must be addressed; as these highlight that significant proportions of the adult population in Harlow, East Herts, and Epping Forest are not physically active enough, are overweight, or have diabetes - with Harlow having the third highest rate of diabetes in the country.

All three districts have ageing population with an increasing number of people living with dementia. Child poverty and poor outcomes for children and young people are significant issues in Harlow and parts of Epping Forest.

It is therefore essential that all developments create opportunities for daily physical activity for all members of the community; as well as opportunities for supporting a healthier food environment.

Community Ingredients cut across different stages of developments including:

1. Planning & Design
2. Construction & Occupation
3. Long-term Stewardship

In implementing the high-quality Socio-Economic Sustainability Principles, developments ready themselves for strong communities that are well-integrated to the existing Harlow socio-economic fabric.

## KEY LOCAL DOCUMENTS

- HGGT Healthy Town Framework
- Essex Health & Wellbeing Strategy: priorities for planning, transport and housing
- Hertfordshire Health & Wellbeing Strategy: priorities for improving mental health and encouraging healthier lifestyles
- NHS Healthy New Towns: Design, Deliver and Manage

### Harlow Council:

- Draft Harlow Town Centre Area Action Plan
- Harlow Health & Wellbeing Partnership Strategy
- Harlow Economic Development Strategy
- Livewell Essex
- Harlow Agewell Guide
- HGGT Infrastructure Delivery Plan (IDP)
- HGGT Vision
- HGGT Design Guide
- HGGT Transport Strategy
- HGGT Stewardship Commission
- Essex & Hertfordshire Digital Innovation Zone
- Gilston Area Charter
- Harlow Health and Wellbeing Strategy
- EFDC / HDC / EHDC Statement of Community Involvement (SCI)
- Harlow Sculpture Town
- EFDC Youth Projects interactive map
- Visit Epping Forest
- EFDC Green Infrastructure Strategy
- The Essex Map



Herts & Essex Community Farm.  
Photo credit: H&E Community Farm



Herts & Essex Community Farm.  
Photo credit: Harlow Livewell Campaign



TBC



TBC

# HEALTH & WELLBEING

## OBJECTIVES & REQUIREMENTS

To promote a **healthy lifestyle**, active travel should be encouraged and invested in, including ensuring good accessibility to sustainable transport and transportation; embedding the design of high-quality public and green spaces; the use of green infrastructure and biodiversity to promote good mental and physical health; and investment in long-term resilient buildings and infrastructure.

The Harlow Health & Wellbeing Strategy highlights the following key priorities that should be embedded in new developments:

1. Early Help and Startwell
2. Bewell, Staywell, Workwell
3. Agewell
4. Physical Activity and Mental Health

Additional information on other partners in Essex can be found on the **Livewell website** and **Agewell Guide**.

The following actions are therefore required from all new developments:

- Look for how this new development can increase physical activity, active living, active travel, and sport - refer to the Green Infrastructure page in this Guidance.
- Promote mental health and wellbeing through clear connections to existing support services
- Encourage older people to "Agewell" by living independent lives through increased community support and reduced winter pressures
- Support children and young people through "Startwell" by incorporating access to affordable activities such as outdoor gyms, community allotments, travelling farms, and urban farming - helping to grow local fruits & vegetables - which also allow them to Eatwell.
- Incorporating flexible workspaces such as co-working, as part of the social infrastructure in new developments to help residents Workwell, particularly in light of pandemics like Covid-19 which will change the way we work moving forward.

## VOICE & INFLUENCE

This involves governance structures to represent existing residents and engage new ones in shaping local decision-making and stewardship.

## RESILIENCE & ADAPTABILITY

Provision of flexible forward-planning; including housing, infrastructure, and services that can adapt over time; and the incorporation of meanwhile use of buildings and public spaces.



# COMMUNITY STRENGTH & SOCIAL INFRASTRUCTURE

## OBJECTIVES & REQUIREMENTS

Ensuring the existing social fabric is protected from disruption, and can benefit from new neighbouring development through shared spaces, collective activities and social architecture to foster local networks, belonging and community identity. A strong sense of local ownership; ensuring new communities are well-integrated into the surrounding area, including utilising critical measures such as stakeholder engagement and post-development governance; ensuring the social infrastructure to promote thriving social networks; and a diversity of building and non-building uses and tenures.

Incorporating the right (formal and informal) amenities to enable social inclusion. This section focuses on applicants having a thorough understanding of the local community. Applicants are therefore expected to undertake meaningful engagement with the local communities, particularly those closest to the relevant strategic site, ensuring members, local charity groups, local networks' comments are taken on board and responded to. The applicant will need to demonstrate what stakeholder engagement have been undertaken, beyond the requirements of the Statement of Community Engagement requirements. The Garden Town undertook high-level engagement and an initial list of stakeholders to be engaged can be found using the The Essex Map.

Development should tie into, and extend the rich art culture of Harlow's sculptural town - including engagement with the Harlow Art Trust.

Discover Harlow should be engaged through the development of communities; and can highlight key existing local businesses, organisations, and individuals who can share insight to the needs of Harlow residents.

Additionally, documentation, including those found in the HGGT Infrastructure Delivery Plan (IDP), Harlow Infrastructure Delivery Plan, EFDC Infrastructure Delivery Plan, EHDC Infrastructure Delivery Plan; should be referred to and addressed in accordance with the infrastructure needs associated with planned housing and employment growth for each strategic site. Within the documents, these have been prioritised as:

- Critical
- Essential
- Desirable

Developments should therefore highlight what infrastructure will be provided alongside contributions to ensure a holistic approach to development.



Henry Moore; Harlow Family Group: part of the extensive public art collection in Harlow. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow



Harlow community tree planting day. Photo credit: Harlow Council



Harlow hatches used during covid-19 to respond to community needs. TBC.



TBC. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow

# ECONOMIC GROWTH & JOB CREATION

## OBJECTIVES & REQUIREMENTS

This theme focuses on outcomes including local residents having comfortable homes that are affordable to operate; thriving local businesses; decent jobs for local people, including hard to reach groups; long-term employments for skilled local labour. But also, embedding the fabric necessary to promote long-term growth and development opportunities and develop new skills, including the incorporation of principles found in the Essex & Hertfordshire Digital Innovation Zone (DIZ); and specifically, in the DIZ Strategy.

Developers can play a key role in supporting the success of the local economy and prosperity of the HGGT through both the planning, design and delivery phases of development.

HGGT needs to build upon and integrate with the existing local economy of Harlow and environs to support economic prosperity for residents, businesses and workers.

HGGT occupies a significant and well connected position in the UK Innovation Corridor extending between the global cities of London and Cambridge with significant strengths and innovation assets in key sectors such as digital and ICT, Life Sciences and Advanced Manufacturing.

Key investments in Harlow are being delivered and planned to ensure they both contribute to and benefit from the success of Harlow and the emerging HGGT bringing new employment and business. These include the Harlow Innovation Park with Anglia Ruskin University Innovation Centre, the new Princess Alexandra Hospital, Town centre regeneration and the relocation of Public Health England to Harlow.

Harlow Council has an existing Economic Development Strategy which outlines both the opportunities and challenges for economic success, including the need to support growing numbers of local businesses, ensure we generate quality employment that residents can access, ensuring the right type of accommodation for business and driving up the skills levels of local people.



# SOCIO-ECONOMIC CHECKLIST

## QUALITY CHECKLIST

For each response, describe design responses within the Sustainability Statement and/or identify details on your plans (250no. words / question max).

Se.1	Has an audit (social mapping) of existing local amenities (shops, parks, school, pubs, playspace) been undertaken? Demonstrate how the outcome informed the development of compact neighborhoods including provision of a wide range of amenities (employment & retail spaces, community facilities and spaces) designed to be accessible by walking and cycling and encourage community interaction, cultural and civic life. <a href="#">Essex Map</a> offers a good tool to assist with finding local services, groups, and activities available in the local area.
Se.2	Demonstrate how proposals have been informed by key stakeholders (including: youth, unemployed, ethnically diverse groups, local support organisations) to contribute to a more integrated community. (include in response: the stakeholders you have engaged with, the findings from these sessions, and how you have implemented stakeholder recommendations). Include community activation strategy (Ref: HGGT Engagement Strategy) produced as part of planning process to secure community engagement and cohesion.
Se.3	Demonstrate how your proposal has provided health and care assets or support the delivery of health and care priorities as set out in the local Health & Wellbeing Strategies. (include the ease of accessibility for existing Harlow communities to use new facilities and networks). Use of the <a href="#">Essex Map</a> offers a good tool to assist with finding local services, groups, and activities available in the local area.
Se.4	What early wins / meanwhile uses are planned for existing Harlow residents during construction stage of strategic sites? And how are they to be implemented?
Se.5	Demonstrate how your proposal includes allotments and community gardens that are easily accessible from homes and spaces for fresh food markets; and how your development has connected with local food partnerships to agree strategies and actions to enable community accessibility to these assets.

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## QUALITY CHECKLIST

Se.6	Demonstrate how your proposal supports of deliver initiatives (physically and/or socially) which focus on integration between new and existing communities (including Harlow Town Centre, and network of existing local centres) - this to include your engagement with LPA Community Liaison Officers, and Community Representatives (i.e. <a href="#">Discover Harlow Ambassadors</a> ).
Se.7	Demonstrate how the HGGT Economic Growth Strategy have been incorporated in this scheme through; design stage, construction stage, and post-completion (identify what jobs have been created / will be created through this development)
Se.8	Demonstrate how the design enables business and workers to function? Is there good telecoms and digital infrastructure that support new business and work patterns.
Se.9	Demonstrate how spaces and buildings support the economic activity of businesses and workers. What type of business space contributes to the local economy? Can homes support working and learning? Can community spaces support economic activity, social enterprises, individual entrepreneurs and skills provision?
Se. 10	How will you work with the local authorities and local education providers to develop and deliver employment and skills plans that support local employment and skills activities through construction and where appropriate occupation phase?



# Submission:

## 1. Quality Checklist

(SUBMISSION OF: ENVIRONMENTAL & SOCIO-ECONOMIC PAGES)

## 2. Sustainability Statement

(ANY ADDITIONAL INFORMATION)

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# SUBMISSION

1. Submit the following as evidence of the completed Quality Checklists

2. Include any additional strategies that have not been covered by the Quality Checklists:

LIST OF SUBMISSION ATTACHMENTS	
<b>DESIGN PRINCIPLES</b>	
Daylight & Sunlight Assessment	
Noise Assessment	
<b>ENVIRONMENTAL SUSTAINABILITY</b>	
Energy Efficiency & Carbon Reduction	
Whole life carbon Assessment	
Overheating Design Assessment	
Renewable Energy	
Energy Assessment	
Sustainable Movement	
Sustainable Travel Plan	
Transport Assessment	
Water Efficiency	
Water Management / SUDs Strategy	
Green Infrastructure	
Ecological Report (to include Biodiversity Impact Assessment)	
Lighting Assessment	
Landscape Character and Tree Surveys	
Circular Economy	
Circular Economy Report (linked to Construction Management Statement)	
Construction Management Statement	
Waste Management	
Operational Waste Strategy	
Pollution: Air Quality	
Air Quality Impact Assessment	
Assuring Performance	
Post-Occupancy Evaluation	
<b>SOCIO-ECONOMIC SUSTAINABILITY</b>	
Health Impact Assessment (HIA) ( <a href="#">Guidance Link</a> )	
Health Framework Action Plan	
Community Engagement and co-creation strategy	
Stewardship Strategy / Long-term Maintenance Strategy	

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NB: all submitted assessments / reports will be conditioned to the LPA at post completion / pre-occupation stage to ensure that buildings and communities are being completed to the specified design standards; in order to close the performance gap and create truly sustainable communities.



# Appendix



## EPPING FOREST DISTRICT COUNCIL

Declaration: Climate Emergency  
Date of Declaration: 19th September 2019  
Motion Link: Here  
Cllrs: S.Nevile + J.Phillip

Adopted Motion / Commitment:

1. Declare a 'Climate Emergency';
2. Pledge to do everything within the Council's power to make Epping Forest District Council area **Carbon Neutral by 2030**;
3. Call on Westminster to provide the powers and resources to make the 2030 target possible;
4. Work with other governments (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C;
5. Continue to work with partners across the district and region to deliver this new goal through all relevant strategies and plans;
6. In the special circumstances of this district, resolves to protect the Special Area of Conservation through the Local Plan and every other means;
7. **Implement** an Air Quality Strategy and bring forward **Sustainability Guidance** on planning; and
8. Engage with young people when considering the issue of climate change and appoint a 'Youth Ambassador' from the Epping Forest Youth Council."

## EAST HERTS DISTRICT COUNCIL

Declaration: Climate Change Action  
Date of Declaration: 24th July 2019  
Motion Link: Here  
Cllrs: Graham McAndrew

Adopted Motion / Commitment:

1. Join with other councils in recognising and declaring formally the necessity to do everything within the authority's power to reduce its impact on the climate and moreover do everything we can in supporting the whole of East Herts District to become **carbon neutral by 2030**,
2. Develop an ambitious sustainability strategy for reducing the council's own emissions, with an objective that the council becomes carbon neutral by 2030,
3. Work with national and regional partners to ensure that where at all possible we support climate friendly planning and building control regulations and seek where possible to include the very best measures into the Local Plan to minimise any negative impact on the environment,
4. Call on National Government for more powers and resources to make this pledge possible, and ask the council's Leader to write to the Secretary of state for Environment, Food and Rural Affairs to this effect,
5. Continue to work with partners across the district, county and region to deliver this new goal, through all relevant strategies and plans,
6. Take account of climate impacts within existing decision-making processes,
7. Set up an Environmental and Climate Forum, in line with the recommendations from the Task and Finish Group, which were approved by this Council on 5th March, 2019,
8. The Environmental Forum to monitor progress regularly, and to report back,
9. Commit to making available the appropriate training to members and officers to promote carbon neutral policies in order to achieve these aims.

## HARLOW DISTRICT COUNCIL

Declaration: Climate Emergency  
Date of Declaration: 11th July 2019  
Motion Link: Here

Adopted Motion / Commitment:

1. Reducing the council's net carbon emissions as far as possible and **reducing the carbon footprint** at a greater rate than it is already committed to do so. Other actions include:
  2. Planting 1,000 new trees and hedgerows across the town in the next year.
  3. Encouraging the council's trading company HTS (Property & Environment) Ltd to switch over from petrol and diesel vehicles, plant and machinery to electric power vehicles, plant and machinery.
  4. Encouraging HTS to source battery technology for its electric vehicles from companies who ensure environmentally friendly lithium mining techniques.
  5. Reaffirming the council's commitment to the Garden Town development's principles of sustainable transport.
  6. Eliminating the use of single use plastics across all public council buildings by January 2020 ahead of the national implementation date of April 2020.
  7. Actively promote schemes to encourage children to walk to school such as the Walking Bus initiative and WOW (walk on Wednesdays).
  8. Installing electric car charging points across all council car parks within the next five years where possible.
  9. Developing a strategy which looks at the feasibility of:
    - i) Installing photovoltaic panels on all public council buildings within the next two years where possible; and
    - ii) **New council built houses having a minimal carbon footprint**; and
    - iii) An action plan is created to focus on reducing the impact of day-to-day living on the environment beyond that caused by greenhouse gas emissions.

## HERTFORDSHIRE COUNTY COUNCIL

Declaration: Climate Emergency  
Date of Declaration: 16th July 2019  
Motion Link: Here  
Cllrs: David Williams

Adopted Motion / Commitment:

Hertfordshire County Council's sphere of influence is broad with the ability to influence carbon emission reductions, improve air quality, promote energy efficiency, seek more sustainable sources of energy, reduce waste production, promote better land use practices, make links to health and wellbeing and influence procurement practices.

The Council's existing initiatives include an Air Quality Strategy, Energy Strategy, a Climate Change Resilient Communities Strategy, a Pollinator Strategy and the Leading by Example working group.

To fortify and coordinate the Council's existing initiatives, contribute to the national imperatives and provide local leadership:

- This Council agrees the declaration of a "Climate Emergency";
- Calls upon the Leader of the Council to commit to the development and implementation of an overarching Sustainable Hertfordshire Strategy. This will set out the policies, strategies, implementation plans and resourcing requirements to embed the values of sustainability into the Council's service delivery, operations, procurement and supplier management as well as the basis for engaging proactively with the County's many stakeholders, including the 10 Local Planning Authorities, who can contribute to a sustainable Hertfordshire; and
- Seek Cabinet approval of an ambitious **Sustainable Hertfordshire Strategy** by the end of 2019."

## ESSEX COUNTY COUNCIL

Essex Climate Action Commission  
Set up to tackle climate change making recommendations on how to improve the environment and economy of Essex. The Climate Action Commission will:

- Identify ways where we can mitigate the effects of climate change, improve air quality, reduce waste across Essex and increase the amount of green infrastructure and biodiversity in the county
- Explore how we attract investment in natural capital and low carbon growth

# APPENDIX 2: PERFORMANCE STANDARDS

This list is not exhaustive and additional documents were used in the creation of this Guidance.

- Energiesprong
- Pasivhaus
- BREEAM Communities
- BREEAM Home Qualities Mark (HQM)
- UKGBC Net Zero Carbon Buildings
- First Steps Urban Air Quality
- Mayor of London Energy Assessment Guidance
- London Plan Energy Hierarchy
- RIBA Climate Challenge
- The Future Homes Standard
- National Design Guide
- London Plan: Monitoring - Be Seen
- Transport for New Homes
- GLA: Urban Greening Factor

# APPENDICES LIST

## Appendix 2a: Whole Life Carbon Assessment Flowchart

RICS Whole life Carbon Assessment Flowchart

<https://www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the--built-environment-november-2017.pdf>

## Appendix 2b: Whole Life Carbon Assessment

RICS Whole life Carbon Assessment Tables 12 & 13

<https://www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the--built-environment-november-2017.pdf>

## Appendix X: Overheating Design Assessment: Risk Tool

GHA Overheating in New Homes

<https://goodhomes.org.uk/wp-content/uploads/2019/07/GHA-Overheating-in-New-Homes-Tool-and-Guidance.pdf>

## Appendix 8: Post Occupancy Evaluation Report

RIBA Sustainable Outcomes Report:

<https://www.architecture.com/-/media/GatherContent/Test-resources-page/Additional-Documents/RIBASustainableOutcomesGuide2019pdf.pdf>

## Appendix X: Circular Economy Statement

GLA Circular Economy Statement:

[https://www.london.gov.uk/sites/default/files/ggbd\\_circular\\_economy\\_statement\\_guidance\\_2020\\_web.pdf](https://www.london.gov.uk/sites/default/files/ggbd_circular_economy_statement_guidance_2020_web.pdf)

## Appendix X: Draft Pre-Occupation Planning Condition / Obligation

Wording To Be Agreed

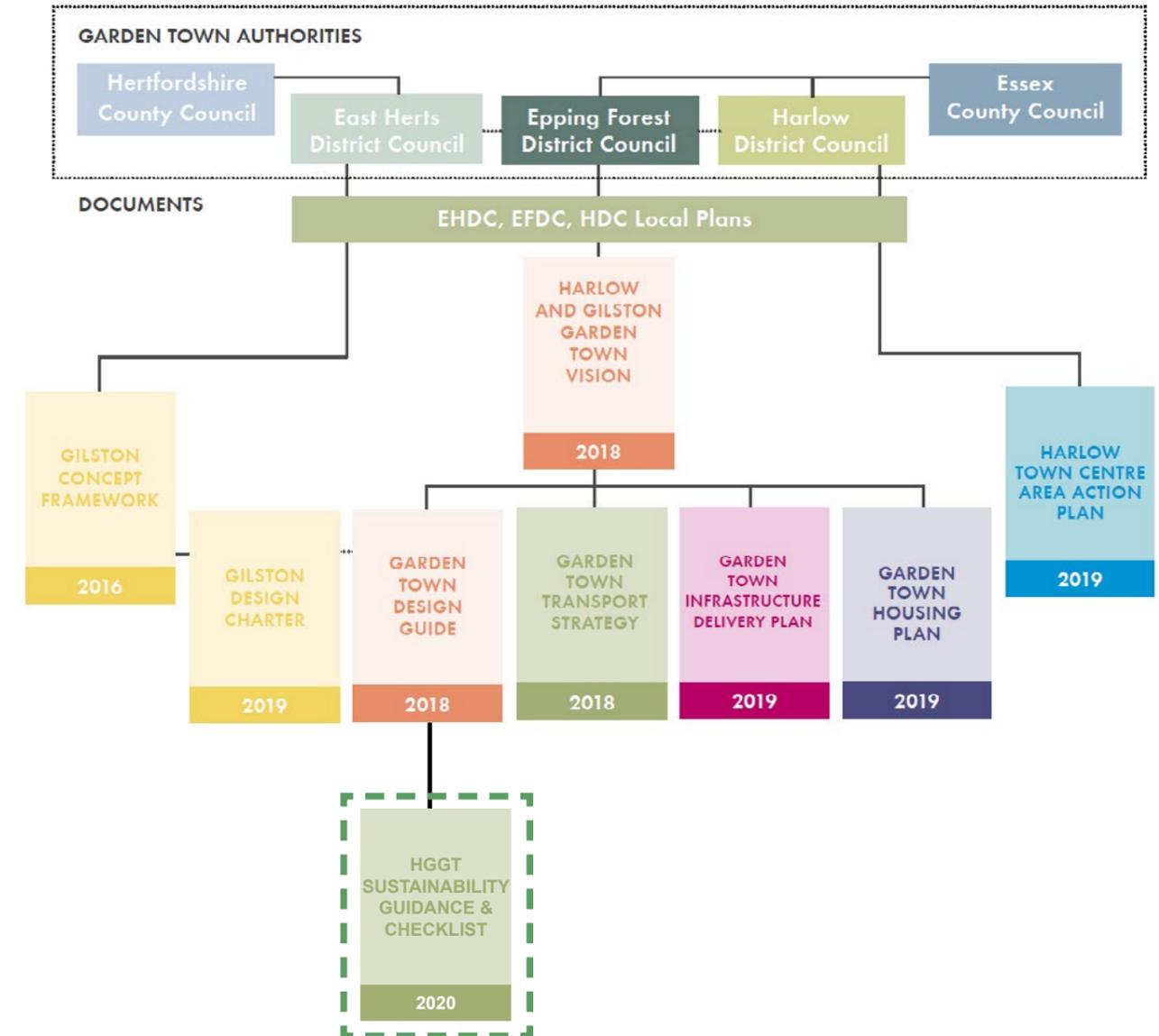
## Appendix X: Heat Decision Tree

LETI Climate Emergency Design Guide: Heat Decision Tree (pgs 76 - 77)

[https://b80d7a04-1c28-45e2-b904-e0715cfce93.filesusr.com/ugd/252d09\\_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf](https://b80d7a04-1c28-45e2-b904-e0715cfce93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf)

# APPENDIX X:

# FAMILY OF DOCUMENTS



# Glossary

<b>Air Quality Action Plan</b>	A document produced by the Council with Natural England setting out the steps that will be taken to reduce pollution within an Air Quality Management Area (AQMA). This could include steps to reduce car usage and promote public transport.
<b>Air Quality Management Areas</b>	Air Quality Management Areas (AQMA) are designations used by DEFRA the Department for Environment, Food and Rural Affairs to manage areas with air pollution. that are unlikely to meet the Government's national air quality objectives.
<b>Airtightness</b>	lots of heat is lost through unintentional gaps in the walls, floors and roofs of buildings creating draughts and so it is extremely important to make sure these are eliminated. This down to good detailing and good site workmanship
<b>Biodiversity</b>	The variety of plant and animal life in the world or in a particular habitat, a high level of which is usually considered to be important and desirable.
<b>Blue Infrastructure</b>	Infrastructure provision relating to water. This includes natural features such as rivers, streams and ponds, semi-natural features such as sustainable drainage systems, bio-swales and canals, and other engineering features such as dams, weirs and culverts. Blue and green infrastructure are often considered together, placing emphasis on the importance of biodiversity and flood risk mitigation.
<b>BREEAM</b>	Building Research Establishment Environmental Assessment Method: a widely recognised environmental assessment method and ratings system.
<b>Carbon Footprint</b>	The amount of carbon dioxide released into the atmosphere as a result of the particular individual, organisation or community. The carbon footprint of a development is counted over its lifetime i.e. the materials used and their sources, construction, lifetime use and demolition.
<b>Carbon Neutral</b>	Carbon neutrality means having a balance between emitting carbon and absorbing carbon from the atmosphere in carbon sinks.
<b>Circular Economy</b>	The circular economy is a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. In this way, the life cycle of products is extended.
<b>Cold Bridge</b>	Occurs when there is a thermal break in the insulating materials between the inside and outside of a building e.g. a gap in the wall or roof insulation, allowing heat to escape
<b>Development</b>	'Development' includes building operations (e.g. structural alterations, construction, rebuilding, most demolition); material changes of use of land and buildings; engineering operations (e.g. groundworks); mining operations; other operations normally carried out by a person operating a business as a builder; subdivision of a building (or any part of it) used as a dwelling house for the use as two or more separate dwelling houses. As defined by section 55 of the Town and Country Planning Act 1990



<b>Embodied Energy</b>	The sum of the energy requirements associated, directly or indirectly, with the delivery of a good or service. This includes: the energy required to initially produce the building (the processing and the manufacture of the materials of the building as well as their transportation and assembly on site), the energy needed to refurbish and maintain the building over its lifetime, and the energy necessary to demolish and dispose of the building at the end of its life.
<b>Environmental Impact Assessment</b>	A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.
<b>Fossil Fuel</b>	Fossil fuel is a general term for buried combustible geologic deposits of organic materials, formed from decayed plants and animals that have been converted to crude oil, coal, natural gas, or heavy oils by exposure to heat and pressure in the earth's crust over hundreds of millions of years. The burning of fossil fuels by humans is the largest source of emissions of carbon dioxide, which is one of the greenhouse gases that allows radiative forcing and contributes to global warming
<b>Green Belt</b>	Land protected by a policy and land use designation to protect areas of largely undeveloped or agricultural land surrounding or neighbouring urban areas. Review of Green Belt boundaries is undertaken as part of the production of Local Plans where Green Belt exists.
<b>Green Infrastructure</b>	Green infrastructure is a network of high quality and multifunctional green spaces , both urban and rural, including environmental features such as parks, public open spaces, playing fields, sports pitches, woodlands, and allotments, which are capable of delivering a wide range of environmental and quality of life benefits for local communities. The provision of green infrastructure can provide social, economic and environmental benefits close to where people live and work.
<b>HGGT</b>	The Harlow & Gilston Garden Town; referring to all five partner authorities forming the Graden Town including; Essex County Council, Hertfordshire County Council, East Herts District Council, Epping Forest Dstrict Council, and, Harlow Council
<b>Infrastructure Delivery Plan</b>	This will contain the key infrastructure required to support the homes and commercial development in the Local Plan. This includes physical infrastructure such as transport energy and water; social and community infrastructure such as health, education and emergency services and green infrastructure such as open spaces and allotments. The Infrastructure Delivery Plan (IDP) sits alongside the Local Plan and will contain a programme identifying when items of infrastructure are expected to be in place, funding and costs. It will be regularly updated as more information becomes available.
<b>Local Plan</b>	The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community and stakeholders. Once adopted the Local Plan will legally form part of the Development Plan for the District, superseding the Replacement Local Plan (2006).
<b>National Planning Policy Framework</b>	National Planning Policy Framework (NPPF) sets out the Government's planning policies for England, and provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflects the needs and priorities of their communities.

<b>Net Zero Carbon</b>	net zero carbon building is a building that is highly energy efficient and fully powered from on-site and/or off-site renewable energy sources.
<b>Operational Energy</b>	Operational energy is the energy required during the entire service life of a structure such as lighting, heating, cooling, and ventilating systems; and operating building appliances.
<b>Passivhaus</b>	A Passivhaus is a building in which thermal comfort can be achieved solely by post-heating or post-cooling the fresh air flow required for a good indoor air quality, without the need for additional recirculation of air.
<b>Performance Gap</b>	The difference between predicted performance and the as-built performance of a building.
<b>Post Occupancy Evaluation</b>	Post-occupancy evaluation (POE) of a building demonstrates how well it is performing in use and how far it is achieving against its intended purpose. POE also highlights any gaps in communication and understanding amongst building managers and occupants that may hinder a building's operational performance.
<b>Quality Review Panel</b>	An independent panel of planning, architecture, urban design and construction experts set up by the Council to provide impartial expert advice to both applicants and local authorities on design issues in relation to important new development schemes and proposals for important public spaces including significant minor applications, major planning applications, pre-application development proposals, strategic masterplans and concept frameworks. The Quality Review Panel's feedback is a material consideration for local authorities and the planning inspectorate when determining planning applications. The purpose of the Quality Review Panel is to ensure that new development is of a high quality and contributes to place making.
<b>Renewable Energy</b>	Renewable energy is energy that is collected from renewable resources, which are naturally replenished on a human timescale, such as sunlight, wind, rain, tides, waves, and geothermal heat.
<b>Social Sustainability</b>	The process for creating sustainable, successful places that promote well-being by understanding what people need from the places they live and work; combining design of the physical realm with design of the social world, to support citizen engagement and space for people and places to evolve. - Social Life
<b>Special Area of Conservation</b>	Area given special protection under the European Union's Habitats Directive which is transposed into UK law by the Habitats and Conservation of Species Regulations 2010.
<b>Strategic Masterplan</b>	A masterplan is the process by which organisations undertake analysis and prepare strategies, and the proposals that are needed to plan for major change in a defined physical area. It acts as a context from which development projects come forward for parts of the area.
<b>Suitable Alternative Natural Greenspace</b>	Suitable Alternative Natural Greenspace (SANG) is the name given to greenspace that is of a quality and type suitable to be used as mitigation to offset the impact of residential development and visitor pressure on Special Protection Areas (SPAs). The purpose of SANGs is to provide alternative greenspace to attract visitors away from SPAs.



<b>Sustainable Drainage Systems</b>	These are drainage systems designed to manage surface water and groundwater to sustainably reduce the potential impact of new and existing developments on flood risk
<b>Sustainable Transport</b>	Efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport.
<b>Thermal bridging</b>	It is important to make sure that the gap between the window frame and the wall is well sealed otherwise heat will be lost around the window even if the window itself is very energy efficient
<b>Transport Assessment</b>	A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport and what measures will need to be taken to deal with the anticipated transport impacts of the development.
<b>Transport Statement</b>	A simplified version of a transport assessment where it is agreed the transport issues arising out of development proposals are limited and a full transport assessment is not required.
<b>UKGBC</b>	The UK Green Building Council: a membership organisation concerned about the environmental impact of buildings and infrastructure on the environment, in particular the use of water, materials, energy, the impact of greenhouse gas emissions, and the health of building occupants.
<b>Validation Requirements</b>	The information that is required to be submitted with a planning application in order to be considered 'valid'. This includes particular plans or supporting documents that must be included with a planning application. It includes national requirements and local requirements which are specific to Epping Forest District. The up to date requirements are set out in the 'Epping Forest District Council Planning Application Validation Requirements Checklist' document.
<b>Whole Life Carbon</b>	Considering operational as well as embodied carbon emissions together over a project's expected life cycle constitutes the whole life approach.
<b>Zero Carbon</b>	Causing or resulting in no net loss of carbon dioxide into the atmosphere. A zero carbon building is one with zero net energy consumption or zero net carbon emissions on an annual basis.



# Acknowledgements

This document has been developed with the assistance of HGGT partner authorities and industry experts, participating in workshops, focused sessions and reviews. HGGT would like to sincerely thank all participants, alongside all involved stakeholders and consultation respondents for their feedback, assistance and contributions to the HGGT Sustainability Guidance & Checklist.



Consultation Session	Commenter	Commenting on	Date received	No.	Comment	Section	Topic	Saved response	Response
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		What do you think is most important in your future home? (Poll): <b>Low cost energy bills and a structure built to last: 50%</b> Nature and green spaces close by: 10%. Good walking and cycling routes to get and from work, school and activities: 20%. A tight-knit community or neighbourhood:10%. Space to grow by own food and be near healthy activities: 0%. Other: 10%	General			
EFDC Youth Council	Youth Councillors (13-14 y.o) Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Need green spaces in the home – garden – walk dogs, freedom to play. Private outdoor space important. What do you think is most important to help you to stay healthy? (Poll): <b>High quality health and community centres: 30%</b> , <b>Regular physical activity and good air quality: 30%</b> . A home with good light, ventilation and materials: 0%. <b>Great outdoor and green spaces for physical and mental wellbeing: 30%</b> . Strong community leadership and support networks: 0%. Other:10%	Environmental General	Green Infrastructure & Biodiversity		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Not just necessary to have high quality health centres but important for combinations – like a GP near a park, near residents. Have to sometimes weigh up options and adjust so it's not biased in any way. Hard to say what is more important.	Environmental	Design Approach: First Principles		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		All / Outdoor and Green Spaces: Prevent ill health from the start – sports injuries might happen. But long-term diseases etc. can be prevented by being active, especially at a young age. Prevent necessity for the other options if you get one right. Street and good air quality	Environmental	Green Infrastructure & Biodiversity		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How do you want to travel in the future? (Poll): Bus: 0%, <b>Bike: 56%</b> , Walk:1%, Car or Moped: 11%, Car Share: 11%, Taxi: 0%, Train: 11%	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Bike: Good to get you close to local spaces like shops school or work. It's also healthy – good for you. More efficient and can get you to places quicker. If long distance then would choose a bus train or car. Not as good for the environment so would like to cycle more. Would be more likely to cycle if parents also cycled – they use cars	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Not bike: Streets in Loughton and Debden are dangerous, improve roads and pavements and you'll get more people to do that. Putting people at risk by asking people to do this – increases pressure on NHS	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Trains and buses: Becoming more eco-friendly – lots of lines being electrified. Mass transit, eco-friendly and not compromising on the environment	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How can we help to make communities more fair and equal for everyone? (E.g. different ages, ethnicities, genders, money) (Poll): Responses: Create strong community feeling: 11%. Provide skills, training and job opportunities: 0%. <b>Support local and eco-friendly businesses: 33%</b> . Improve residents health and mental wellbeing: 11%. <b>Provide safe, warm and affordable homes: 33%</b> . Other:11%	Socio-Economic			
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Need to educate children from a young age about equality. Teach primary school kids and even earlier that this is how the community should be – reiterate it so it's fair – different genders and lives. This leads to equality in other things. For money – provide skills and job opportunities, but not the most important for society.	Socio-Economic	Community Strength & Social Infrastructure		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Eco-friendly businesses: Helping the council and everyone out as well as making money. Input into community. Win win for everyone	Socio-Economic	Economic Growth & Job Creation		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How are we minimising the noise and visual pollution of the M11? E.g. waterfalls in the gardens/planting, 24/7 noise, people want their windows open	Environmental	Design Approach: First Principles		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		What do you think is most important in your future home? (Poll): <b>Low cost energy bills and a structure built to last: 34%</b> Nature and green spaces close by: 27%. <b>Good walking and cycling routes to get and from work, school and activities: 36%</b> A tight-knit community or neighbourhood:0%. Space to grow by own food and be near healthy activities: 0%. Other: 0%	General			
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Low cost bills: Housing needs to be sustainable. Financial security is important for families – although all the answers are important, lots of activities outside the home e.g. school, community.	Environmental	Energy Efficiency & Carbon Reduction		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Low cost bills: Couldn't decide between this and walking/cycling – equally important in terms of mental health and being able to live happily – e.g. stress from high costs of bills.	Environmental	Energy Efficiency & Carbon Reduction		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Nature and green spaces: Green spaces nearby can help you go out and be active – helps with both physical and mental health. Breathing in more oxygen. More motivated if it's closer by to visit immediately to de-stress and regularly.	Environmental	Green Infrastructure & Biodiversity		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Walking and Cycling: Future home – needs easier way to get kids to school and yourself to work means more time for yourself after and therefore less stress. Travelling easier. A good way to get physical exercise outside.	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		What do you think is most important to help you to stay healthy? (Poll):Responses: High quality health and community centres: 0%. <b>Regular physical activity and good air quality: 64%</b> . A home with good light, ventilation and materials: 9%. Great outdoor and green spaces for physical and mental wellbeing: 18%. Strong community leadership and support networks: 0%. Other: 9%	General			
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Good healthcare – you can help yourself by going to park and running. Needs to balance where you place things and mix uses	General			
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Quality Homes: Majority of us spent a lot of time in our houses especially during lockdown – need good lighting to focus	Environmental	Design Approach: First Principles		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How do you want to travel in the future? (poll):Bus: 18%, Bike: 9%, Walk:18%, <b>Car or Moped: 36%</b> , Car Share: 0%, Taxi: 0%, Train: 18%	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Car: Want to be able to take myself to other places – other ones like buses, taxis, trains etc. mean you don't have the same level of independence. Not the best for the environment, but the most efficient to get to places. Acknowledge bikes can also provide but car is preferable. If leisure things were closer then maybe would consider cycling but not everything is going to be that close	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Walk: Helps with stress, and helps focus more. A longer journey – would be happy to walk to station or bus stop. PT is better for the environment. Traffic would make it stressful	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Car: Living in countryside – used to busy areas and traffic so that doesn't stress out. Better for time, can go at own pace – meeting deadlines like getting to work and having to wait for buses. Safer for families in cars – less restricted in own car. Mixing with strangers on the bus	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Train: 10 years in future – going to London without the worry of traffic.	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Not car: Home and online shopping – one truck reduces wear and tear on the road rather than lots of cars because they only have to go out a couple of times a week and less heavy for people	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How can we help to make communities more fair and equal for everyone? (E.g. different ages, ethnicities, genders, money) (poll). Create strong community feeling: 10%. <b>Provide skills, training and job opportunities: 50%</b> . Support local and eco-friendly businesses: 10%. Improve residents health and mental wellbeing: 30%. Provide safe, warm and affordable homes: 0%. Other:0%	Socio-Economic			
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020		Sustainable Living: Stability, natural / renewable resources, financially stable, comfortable, not struggling, happiness, renewable energy, the environment	General			
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020		Healthy Living: Exercise, balanced diet, walking, open spaces, belonging, access to healthy food, physical, social and mental health and wellbeing	General			

Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	What do you think is most important in your future home? (poll): <b>38% good walking and cycling routes to and from work, school or activities.</b> 25% low cost energy bills and a structure built to last, 25% a tight-knit community or neighbourhood, 13% nature and green spaces close by, 0% Space to grow my own food and be near healthy activities, 0% Other	General	
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Important to have convenient and safe routes to work, school and activities	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Prices of houses are going up all of the time and so important to have affordable bills (low-cost energy bills).	Environmental	Energy Efficiency & Carbon Reduction
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	It's important to have green spaces nearby for people across all stages of life, from very young children all the way to the elderly.	Environmental	Green Infrastructure & Biodiversity
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	The pandemic also made it evident how important it is to have green spaces near by	Environmental	Green Infrastructure & Biodiversity
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	What do you think is most important to help you stay healthy? (poll): <b>38% an inclusive and engaged community with neighbourhood activities and groups, 38% a healthy home, with good light, ventilation and materials.</b> 13% high quality health and community facilities, 13% outside spaces such as parks and outdoor gyms, 0% Regular physical activity and good air quality, 0% Other	General	
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Community is still one of the most important factors, as we have seen in the current pandemic	Socio-Economic	Community Strength & Social Infrastructure
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	How do you want to travel in the future? (poll): Bus: 0%, Bike: 29%, <b>Walk: 43%</b> , Car or Moped: 0%, Car Share: 0%, Taxi: 0%, Train: 29%, Other: 0%	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Walking because it is good for both the environment and our health	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Train is good for longer journeys, and if we encourage trains then there will be less people driving cars	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Prefer train to bus even though it might be more expensive, because it is more convenient and pleasant	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	How can we help to make communities more fair and equal for everyone? (E.g. different ages, ethnicities, genders, money) (poll): Foster community strength: 0%, <b>Provide skills, training and job opportunities: 75%</b> , Support local and eco-friendly businesses: 0%, Improve residents health and mental wellbeing: 0%, Provide safe, warm and affordable homes: 25%, Other:0%	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Providing skills to those who are struggling can give them a chance to start again	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Providing job opportunities is a way to ensure everyone has a decent salary and therefore decent living conditions	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	It will help us have a more diverse workforce	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	We should have a level playing field in terms of training and opportunities	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	There are less and less young people buying their first homes, and so it's important to make sure we are also providing affordable homes (especially during the pandemic)	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	What do you think is most important in future homes? (Poll): <b>Low cost energy bills and a structure built to last: 47%</b> , Nature and green spaces close by: 15%, Good walking and cycling routes to get and from work, school and activities: 26%, A tight-knit community or neighbourhood: 9%, Space to grow own food and be near healthy activities: 0%, Other: 3%	General	
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Low cost energy bills: Build quality is essential, you need to be able to afford to heat them.	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Pope	Draft Oct 2020 (Consultation Version)	18/11/2020	Low cost energy bills, structure built to last - good design of the houses themselves and surrounding area - appropriate of design and character. Houses not crammed in, space between them	Environmental	Design Approach: First Principles
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Nature and Green space oThe more we build the less green space you have. oYou need to be able to go out and walk or ride oCars are important to this generation as shops aren't close oPersonal green space are very important oYou should be able to grow your own food	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Close knit community oMental health important oLoneliness is important to address oCommunity spirit is really important oNew developments are soulless at first oYou should be able to connect with your neighbours	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Cllr Bolton	Draft Oct 2020 (Consultation Version)	18/11/2020	Tight knit community or neighbourhood - compensates for a lot of other things that can be bad. Important for mental health	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Cllr Eric Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Nature and green spaces. Grew up in the East End of London on council estate - two big parks in walking distance. Memories of youth = being outside all the time. Good for physical and mental health - formative years is access to green space	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Cllr Sally Newton	Draft Oct 2020 (Consultation Version)	18/11/2020	Nature and green spaces. Born in and benefitted from Welwyn - green space and woods, schooling, ability of shops nearby - beginning to realise invaluable to provide opportunities to get where she is now. Green spaces absolutely essential.	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Cllr Goodeve	Draft Oct 2020 (Consultation Version)	18/11/2020	Good walking and Cycling. Walked to school as a child - more connected with own neighbourhood. Greater sense of belonging. No need to be driven to school and polluting the environment. Didn't used to have fat children. Exercise did them good.	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Ruth Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Walk and cycle everywhere - intention for modal shift to get people back into sustainable travel. We need safer routes. Better routes to schools, shops everywhere else. We need this in place in new developments and across the town	Environmental	Sustainable Movement
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	What do you think is most important to help people to stay healthy? (Poll): High quality health and community centres: 11%, <b>Regular physical activity and good air quality: 31%</b> , A home with good light, ventilation and materials: 17%, Outdoor spaces such as parks and outdoor gyms: 19%, An inclusive and engaged community with neighbourhood activities and groups: 22%, Other: 0%	General	
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Regular physical activity, good air quality o This is a personal choice, we can only enable people to exercise o You need open spaces which give you the ability to do physical activity o Air quality = control of cars o If you have a design which encourages people to walk and cycle then this builds in physical activity o Good for mental and physical wellbeing	Environmental	Air Quality
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Healthy homes o Good quality housing is very important as it is the linchpin to good health, both mental and physical o You need to get the housing right to get the community right o You also need really good schools and education o Welwyn Garden City has stood the test of time and we need to emulate this o We need to be able to get out of the home, you need places outside the home like nature and community	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Hill	Draft Oct 2020 (Consultation Version)	18/11/2020	Physical Activity - Incorporates all the other options anyway - an umbrella theme	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr McMullen	Draft Oct 2020 (Consultation Version)	18/11/2020	Physical Activity - Lives in the countryside, and Covid means noticed more people have been walking - importance of getting out and fresh air - healthy mind and healthy body	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr Carter	Draft Oct 2020 (Consultation Version)	18/11/2020	Inclusive and engaged community - requires people to do things themselves. We can facilitate but it's really down to the individual. Thinking of an outdoor gym - what can be designed in to help facilitate, and then down to individual to take the initiative?	Socio-Economic	Community Strength & Social Infrastructure

HGGT All-Member Briefing	Cllrs Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Inclusive and engaged community linked with high quality facilities. More for older people than younger people there, but using different community, sports groups, can contact any of them if you need anything. Community engagements so important. Tool and engagement linked to infrastructure. Forever Active programme in Sawbridgeworth has kept people healthy and exercising, and people have gone through the programme and got to know each other – a pilot that has moved around the rest of the district	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Cllr Sally Newton	Draft Oct 2020 (Consultation Version)	18/11/2020	People are walking and cycling everywhere – danger is that there is going to be a serious accident on the routes and lanes and tracks. Absolutely imperative we make them safe.	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Goodeve	Draft Oct 2020 (Consultation Version)	18/11/2020	What happens when gyms are shut – are paths then overcrowded with runners and cyclists?	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Pope	Draft Oct 2020 (Consultation Version)	18/11/2020	Outdoor spaces – there are people who maybe don't want to be part of a club – outdoor spaces mean they can meet friends or walk without joining anything formal. More inclusive and enables people to choose how they exercise	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	How do you think the Garden Town project could help overcome health, social and economic inequalities and support your local area? (poll). Foster community strength: 24%, Provide skills, training and job opportunities: 24%, Support green and local businesses: 12%, Bolster residents health and mental wellbeing: 15%, Provide safe, warm and affordable homes: 18%, Other: 9%	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	How can the GT project overcome inequalities? You need community spirit	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	People need a place to sleep, food etc. before they can look for employment etc. People first need the support to access decent housing and jobs.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	It's the underlying issues: health, food, water etc. and then working up	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	We haven't mentioned education, good schooling and health centres is what you build the community around	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	For some of these it will be different for different ages and genders. Young people want sport and community. Older look for security, people to talk to and how I can help others. People in the middle are looking for where to next. You need to be able to hit all these levels.	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Community strength is going to drive so much of this and the other desirable things that you want. It takes a long time to get cohesion. You need to put the social infrastructure in first	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Green and local businesses o If you support local business people walk and cycle more they don't need to travel so far o Local business and jobs, skills and training fosters community strength o People create their own communities by talking to each other and building bonds	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Eric Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Providing skills training – there is a wider economic area and it's important to sustain the whole area, whatever goes on in Harlow will have wider implications. self esteem that comes from long term employment is so important. The whole community need that security for long term health	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Goodeve	Draft Oct 2020 (Consultation Version)	18/11/2020	Providing skills training – a believer in life long learning – opportunities to learn new skills like evening classes in an effort to better themselves academically or learn new skills and open up new opportunities. It's not too late to try and fix earlier mistakes or disinterest later on	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Carter	Draft Oct 2020 (Consultation Version)	18/11/2020	Other – key expressions is health inequalities - big issue is access for those with disabilities – streets and houses design, but also raising the profile so that it becomes the norm. People don't like to be picked out because they are different, want to be absorbed into society. Not impeded by cars on shared surfaces etc. Not helpful for those in wheelchairs or guide dogs. Important, 20% of population have disability and can't be ignored. How many people are in the audience with a disability – not many, so we need to raise within these platforms. Not just best practice, but the norm.	General	Inclusive Design
HGGT All-Member Briefing	Cllr Hill	Draft Oct 2020 (Consultation Version)	18/11/2020	Bolster residents wellbeing – if the development is sympathetic, they will take into account the other options. Also, mental health linked to physical activity. Opportunity to go out into open space.	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Cllr Ruth Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Skills and training – social and economic inequalities – if we provide the work, opportunities and ongoing training – helps mental wellbeing and career opportunities. Four different parts to the garden town and all of it needs to offer this, view as a whole. Needs to be built in from the start, developers need to think of this.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Robert Mitchell	Draft Oct 2020 (Consultation Version)	18/11/2020	Can reduce energy bills through sustainable building materials/provision as you cannot control the energy prices through the suppliers. 20% of calculated power should be installed by developer through renewables at build. Broad agreement that renewable energy should be part of development and an assumption this is already part of the process. Govt have removed the Code for Sustainable Building - if they hadn't, I would have said a significant, if not all properties built to Code level 6.	Environmental	Renewable Energy
HGGT All-Member Briefing	Cllr Tony Stowe	Draft Oct 2020 (Consultation Version)	18/11/2020	should be aiming for Passivhaus type - we want get it right first time without needing to rebuild later	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Looking more to sustainable construction - reduction of plastics in the home - using more natural products... e.g. sheep's wool for insulation. Capture the carbon from within the timber itself.	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Robert Mitchell	Draft Oct 2020 (Consultation Version)	18/11/2020	Walking & cycling is revenue in financial terms - need it everyday to go about ones business	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Robert Mitchell	Draft Oct 2020 (Consultation Version)	18/11/2020	Regular activity is something controlled by the family and the environment - we need to encourage the individual	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	People want to get outside especially through pandemic - you need good outdoor space to enjoy	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Cllr Mione Goldspink	Draft Oct 2020 (Consultation Version)	18/11/2020	Poor air quality can be really damaging to people's health so this should be prioritised	Environmental	Air Quality
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Focusing on HGGT air quality is not an issue on a harmful scale - harmful emissions are 8-10 meters from roadside - but in the home(s) air quality isn't too bad. Hopefully in 20 years when petrol and diesel cars are phased out we'll notice the impact	Environmental	Air Quality
HGGT All-Member Briefing	Cllr Tony Stowe	Draft Oct 2020 (Consultation Version)	18/11/2020	Mental health should be paid focus to here especially given the current climate	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Mental health - community cohesion and forging closer relationships with neighbours - paying focus to this will aid mental health improvement/prevention	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr Teresa Heritage	Draft Oct 2020 (Consultation Version)	18/11/2020	The community needs to be able to meet in community facilities - also good quality health facilities through new developments are essential. Multi-purposing the local pubs as community assets. Foster community strength by assisting the community to live, work and play together - unless they're brought together then silos will always exist. Accessibility to amenities is one thing but bringing residents together to use these together is important. It helps to provide safety to young people also by doing this well	Environmental	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Cllr Tony Stowe	Draft Oct 2020 (Consultation Version)	18/11/2020	Jobs and skills - unless we have opportunities whereby it attracts young people then we won't tackle inequalities. Apprenticeships and work placements etc. are important. History tells us that this works.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Need skills and job opps to provide the mental stimulus to keep people striving for home ownership. Heavily linked to better mental health too.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	How do you bring existing housing stock up to the quality of the new planned communities. Redevelopment and regeneration likely. Ensuring the existing area of Harlow receives investment through the new planned developments	General	Retrofit
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	National and local ambitions to reduce carbon emission etc – but the unit cost for gas vs electricity is massively different. If we do go electric, what is the source of the electricity and how are we going to help people afford these bills? What is the infrastructure that the LA will help people meet these costs?	Environmental	Energy Efficiency & Carbon Reduction

HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Solar panels are a wasted opportunity if not used – heat pumps also give bigger output capacity per unit cost	Environmental	Renewable Energy
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Sustainable drainage - permeable pavements sound great but the footprint of all these new homes is going to be much greater than that of pavements. Flooding is already a concern for us in Gilston. How can you guarantee that sustainable drainage will be enough? Lived in Gilston for 18 years and seen a lot more rainwater – concerns about flooding - how do you anticipate the impact – a formula to work out the drainage systems per the housing units.	Environmental	Water Management
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Rain gardens etc needed as climate change only going to get worse so we need to plan for this	Environmental	Water Management
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	High land around farms is a big influencer, is there any way for HGGT to influence the land around developments?	Environmental	Water Management
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	What help with be given to existing older buildings in Harlow ours is a victorian house for example. What about existing Harlow sites or old houses to fit the new standards	General	Retrofit
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Digital infrastructure – Swedish fibre – UK is way behind the curve – if you think about fibre infrastructure 30% cheaper at the point of build – for security, for CCTV, charging stations, IoT, drone management, needs fibre to make these things happen – fibre to the cabinet – think more about education – businesses start-ups – new software – 1000mbps/100 instead of 30/10mbps	General	Digital
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Any consideration of non-traditional building materials for residential homes? I've been building with super-insulated panels in Florida - works very well, and quickly, there	Environmental	Circular Economy
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Factory construction – you can't get a mortgage on them as non-standard construction	Environmental	Circular Economy
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	What your ambitions for consideration of embodied carbon in future development? The energy in creating the materials – is your ambition about looking at repurposing beyond 60 years of life expectancy – mandate it to make it the norm – are we going to insist on this? Need to almost shame developers in to doing this as they traditionally deliver the very least they can 'get away with'	Environmental	Energy Efficiency & Carbon Reduction
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	How can you protect existing green space for existing residents in the face of the requirements of the new garden town?	Environmental	Green Infrastructure & Biodiversity
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Will HGGT be looking at the latest applications to see how whas been discussed tonight will be addressed in those?	General	
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Where are you proposing these new developments going without taking anymore of our green space?	General	
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	There is likely to be a huge increase in internet shopping and delivery to private addresses. how does the guidance address this?	Environmental	Sustainable Movement
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Community farm – would love to be part of the discussion and this ongoing work – keeping the quality there through mandating it is essential – advocate for community gardens/farms etc – ensuring that the things in the checklist are accessible for all residents of all abilities	Socio-Economic	Community Strength & Social Infrastructure
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Are there plans to incorporate a music venue in to plans as this would fill the void left behind by the closure of The Square and would secure support of local people	Socio-Economic	Community Strength & Social Infrastructure
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	We don't want to see this 'us and them' type of perceptions between existing Harlow and the new developments – got to be benefit for Harlow residents	Socio-Economic	Community Strength & Social Infrastructure
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Will viability statement be updated to reflect updated sustainability aspirations? – Need to respond back on this.	General	Viability
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Passivhaus still saying 9% greater cost to deliver, still have economies of scale.	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Incentives – householders, need to consider cash flow, when you put money in and where you put money out. Timing is really important in terms of targets and what is achievable, is it about whenever is completed, or in the first instance/ first phase	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Role of garden town – Developers don't want to be presented with something that can be dismissed quickly, viability needs to be based in reality and on garden town aspirations	General	Viability
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Need to ensure futureproofing is taken into account, e.g. developments will run over 10-15 years. Need to be clear on when will targets need to be met? E.g. trigger points.	General	Checklist
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Self assessment approach? How is it used at different stages e.g. Masterplan and pre-app stage = working tool (joint assessment), Planning application submission – self assessment to build sustainability strategy. All of detail isn't going to be there at masterplanning stage, or even at outline application stage, when you drill into detail of quality checklists. It is a process that builds over time, there is a lot there that simply couldn't be answered by even most detailed outline application (esp as most strat sites brought forward by parties not delivering all of the homes)	General	Checklist
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	What can people realistically connect into in 20mins. Getting local people involved in it, ensuring that 5k loop for people to run, 10k for people to go on a longer run, a few small things can make a big difference. STC is crucial for Latton Priory	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	STC offering alternatives to the car. 'You will have other ways you can make your journeys easily'. Within the site, walking and cycling is crucial. Balance and good alternatives. How do you prevent car ownership? Balancing alternatives more helpful for marketing purposes rather than 'don't have a car'	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Access to open space is absolutely key for marketing – health and wellbeing strategy for Gilston picks up on this. Headline is landscape and landscape setting. Making sure it is retained, accessible, can be used, PROWs, open spaces being accessible but not overcrowded.	Environmental	Green Infrastructure & Biodiversity
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Mental wellbeing – influence decisions that are made – empowering communities to make decisions.	Socio-Economic	Health & Wellbeing
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Danger in some of this that we become so focused on fabric and technologies, simplistically those changes will happen (Part L) development and housebuilding industry nationally across the country will deliver solutions to those. So more granular aspects need to be resolved.	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Sustainable Transport Corridor, so worrying it's not moving forward with real clarity. Getting the critical links to existing local facilities and ensuring local centre builds on from that. Transport hub needs to fulfil other functions as well, and co-working spaces could feature as a major part of this. Lots of people will continue to change, but there will be lots of people travelling to work, connections to stations.	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Making best and most efficient use of land, particularly when taking out of green belt, macro level of sustainability and creating viable sustainable hubs.	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Disparities between East Herts and Harlow health outcomes (skills, education, health) – how can Gilston address these (within East Herts). Needs to be brought out more in terms of health disparities in document. How will health facilities actually be operated – how will health providers be involved and engage with Developers.	Socio-Economic	Community Strength & Social Infrastructure
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Existing community very much want to be involved. Very positive at open space and SANG. Birdleyways were key for connectivity. Local community don't view things in silo, (e.g. this is good as mitigation or sustainability).	Environmental	Green Infrastructure & Biodiversity
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Routes into the secondary school on the site. How are kids going to get there e.g. from more rural areas in EFDC?	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	RAG isn't best way to incentivise developer. When used as way Building for Life use it is more useful, as it allows for debate. But RAG status fixes on quantitative, and becomes stark, and takes away ability to have discussion. Risk is that it pushes developers into us and them situation, want Garden town to sit in middle of that as delivery and policy agency. Will you commit to exceeding building regs, yes or no.	General	Checklist

Grateful for points about healthy places and issues with securing healthcare provision (e.g. availability of GPs). I know my Public Health colleagues would concur with that point. Their call however would be to ensure that the design focus for Gilston & other HGGT developments is on creating a healthy place and promoting healthy lifestyles, thus switching the emphasis to a preventative approach with people living more active healthy lifestyles. Gilston has great opportunities for that - to capitalise on - and these can benefit the whole Garden Town, helping to address health inequalities too. The Healthy Town Framework should be treated as a prompt for the above approach / emphasis and the HIA process also promotes that approach and will help with it

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# 3 ///

**EFDC**

**SUSTAINABILITY**

**GUIDANCE &**

**CHECKLIST**

**/**

**REFURBISHMENT**

**& EXTENSIONS**

*(householders)*

## FOR OPTIMUM VIEWING

In Acrobat Reader, go to View > Page Display > Two Page View  
Make sure 'Show Cover Page in Two Page View' is ticked

## Issue and Revision Record

REVISION	DATE
-	7th January, 2021
01	3rd February, 2021
02	16th February, 2021

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# INTRODUCTION

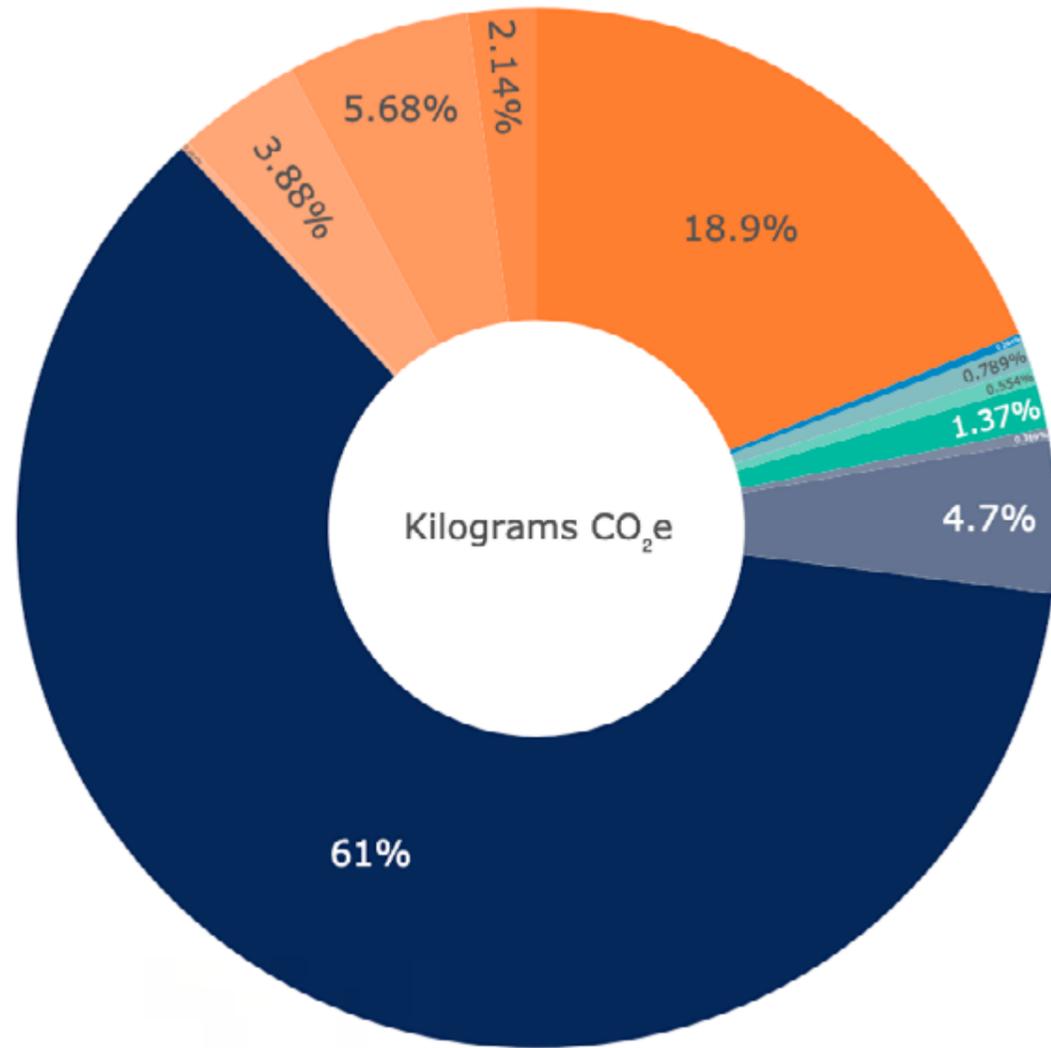
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This document supports the highest environmental commitment across the District - to become net zero carbon by 2030

# Overview

Epping Forest District has an annual carbon emission contribution of 2,048 CO<sub>2</sub> (kt) across all industries (2017 data). The graph below provides a break down of the District's emissions based on sector:



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- Residential buildings
- Commercial buildings & facilities
- Institutional buildings & facilities
- Industrial buildings & facilities
- Agriculture
- Livestock
- Industrial Process
- Wastewater
- Solid waste disposal
- Off-road
- Aviation
- On-road

Source: scattercities.com

# Overview

## CLIMATE EMERGENCY

The UK Government and Epping Forest District Council have declared a Climate Emergency.

The global climate is changing, primarily as a result of greenhouse gas emissions from human activity. Communities, businesses and the natural environment are already feeling the impacts of the changing climate. Continued change is now unavoidable and will disrupt everyday life, with higher average temperatures and more extreme weather events.

This Sustainability Guidance supports the highest commitment across the District, which is to produce net zero carbon emissions by 2030. It sets out practical solutions to set out a clear design and construction process for any new development, into a net zero future. EFDC believes that in order to meet our climate change targets, all new buildings must operate at net zero carbon by 2030.

Sustainability focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs. High quality sustainable developments require adopting a holistic approach to environmental, social and economic sustainability.

## EPPING FOREST DISTRICT COUNCIL

The Council's emerging Local Plan sets out the most significant level of development to be brought forward across the District in a generation. Within the period 2011-2033 the growth proposed in the emerging Local Plan will provide for a minimum of 11,400 new homes. Much of this will be delivered through larger strategic sites.

The emerging local plan also recognizes the importance of adapting existing homes within the District to ensure they are liveable and comfortable in a changing climate. Housing stock improvement should be an integral part of future climate impact mitigation..

## PLANNING POLICY CONTEXT

There is a strong and committed national and local policy context for planning environmentally, socially and economically sustainable places and developments, and climate adaptation.

The National Planning Policy Framework (NPPF) (February 2019) sets out national policy for local planning authorities and decision makers. The NPPF states that there is a presumption in favour of sustainable development (paragraph 11), with sustainable development having economic, social and environmental objectives.

The environmental objective is that development should protect and enhance the natural, built and historic environment as well as protecting biodiversity, minimising pollution and adapting to climate change and the demands of a low carbon economy.

## COVID-19 RECOVERY

The guidance has been developed during the COVID-19 pandemic, which has highlighted stark health inequalities relating closely to environmental, social and economic inequalities.

Now more than ever, high quality, sustainable and resilient design and development is needed to ensure that existing and new residents of Epping Forest District recover from the pandemic in a long term and locally-led manner.

Opportunities to foster community strength, support green and local economies and bolster residents health must be taken. All stakeholders are therefore expected to work collaboratively to contribute to this recovery, and ensure that Epping Forest District is a joyful and sustainable place to live, work and play.

## How to use this guidance?

### 1 / PURPOSE OF THIS GUIDANCE

The purpose of this guidance is to help both homeowners and applicants meet EFDC's goals of becoming net zero carbon by 2030.

EFDC will set the agenda for Sustainable living, making it is easy for residents to adopt sustainable lifestyles. This means the choices offered across all aspects of living, work, and play are sustainable. This document provides practical and technical guidance on how relevant Sustainability indicators and policies (environmental, social, and economic) in the Epping Forest District Local Plan will be applied to residential extensions and refurbishments across the district.

### 2 / WHO USES THIS GUIDANCE?

#### Homeowners + Applicants:

The document is to be used by homeowners, design teams, consultants and contractors in shaping development proposals, This will guide design, and ensure coordinated and integrated consideration of sustainability principles and targets at an early stage.

#### Local Authority Officers and decision-makers:

This document will be endorsed to have material planning weight and the Checklist will help guide the assessment of planning applications for residential extensions within the District.

### 3 / WHEN TO USE THIS GUIDANCE?

**Best Practice:** The guidance can be used as best practice guidance by any homeowner or resident within Epping Forest District who may be doing refurbishment or extension work to their home, the work does not require planning permission.

**Pre-Application;** The Sustainability Checklist should accompany pre-application discussions to ensure all applications have considered and incorporated sustainability measures from the outset of their design.

**Planning Application;** A Sustainability Strategy incorporating the Checklist, with relevant certification, is to be submitted alongside planning applications.

**Post-Planning;** Relevant conditions will be discharged and planning obligations and monitoring will be coordinated to ensure that sustainable measures are in place through to delivery and beyond. Tools such as Post-Occupancy Evaluation for ongoing monitoring will be expected relating to key indicators.

### 4 / HOW TO USE THIS GUIDANCE?

The guidance is split in to the following sections:

1. EFDC & Refurbishment - provides an introduction to the importance of Sustainability for existing buildings in the District
2. Design Principles - this section presents practical and technical guidance on how to approach sustainable refurbishments projects during early design stages. The principles encourage a wholistic approach to sustainability, and their incorporation at an early stage of a project will make it easier to meet Sustainability principles set out in the remainder of the Guidance.
3. Checklist (to be completed and submitted) - for use in planning applications
4. Appendix: LETI Guide to Refurbishments and Extensions - practical and technical best practice guidance from industry specialists on Sustainability targets for refurbishment and extension projects

### 5 / SUBMISSION REQUIREMENTS

1. Checklist
2. Sustainability Statement

The Sustainability Statement should be accompanied with relevant certifications where applicable.

### 6 / APPLICATION OF GUIDANCE

The guidance is applicable to all projects involving the refurbishment and/or extension of existing building within Epping Forest District.

### 8 / RELATIONSHIP TO THE LOCAL PLAN

This guidance should be read in conjunction with the policies found in the [Epping Forest District Council Local Plan](#). The Sustainability guidance will be endorsed to have material planning weight when determining applications.

This EFDC sustainability guidance will need to be considered as part of the wider policy context but is expected to compliment the policies by providing a practical tool for enhancing the sustainability of development in the District.

### 9 / REVIEW & MONITOR

Requirements in this guidance are based on current (2021) regulations and best practice, and may be superseded by future standards. It is intended that the guidance will be updated every 3 years.

## Policy Context

This document provides practical and technical guidance on how relevant Sustainability policies in the Epping Forest District Local Plan will be applied to residential extensions and refurbishments across the district.

Sustainability policies that relate to refurbishments and extensions in the Local Plan are:

- DM1** Habitat protection and improving biodiversity
- DM2** Epping Forest SAC and the Lee Valley SPA
- DM3** Landscape character, ancient landscapes and geodiversity
- DM5** Green and blue infrastructure
- DM9** High quality design
- DM12** Subterranean, basement development and lightwells
- DM15** Managing and reducing flood risk
- DM16** Sustainable drainage systems
- DM17** Protecting and enhancing water courses and flood defences
- DM19** Sustainable water use
- DM20** Low carbon and renewable energy
- DM21** Local environmental impacts, pollution and land contamination
- DM22** Air quality

EFDC Green Infrastructure Strategy  
EFDC Open Space Strategy  
EFDC Health and Wellbeing Strategy  
EFDC Air Pollution Mitigation Strategy  
Essex SuDS Design Guide

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## EFDC & RETROFIT

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This section looks at how adapting existing buildings will help Epping Forest District Council can become net zero carbon by 2030.

## Why is refurbishment important?

### Why is refurbishment important?

Housing stock contributes a significant amount to carbon emissions across the country. We know that in Epping Forest District, existing residential buildings make up just under 20% of our annual carbon emissions.

Epping Forest District has **xxx** people living in **xxx** homes. Of these homes, the overwhelming majority - if not all - were designed for climatic conditions prevalent at the time of build rather than the climate we can expect to experience now and over the coming decades. This means that much of our housing stock will not deliver levels of comfort, safety and resource efficiency required in the 21st century. It is predicted that 70% of housing stock in 2050 will consist of the buildings that exist today. As our climate changes our housing stock will become increasingly inappropriate.

Therefore, widespread adaptation of existing homes is crucial to ensuring that they are comfortable, marketable, resource efficient and fit for purpose in the present and future.

### What are the potential future effects of climate change on existing homes?

Flooding, water stress and overheating are the key changes projected for the East of England.

01. Flooding - increased urbanization as well as changes in weather patterns can result in a reduced capacity for regions to absorb water, leading to more water surface runoff and increased flooding.

02. Water Stress - climate change projections suggest that in the period to 2050 and beyond, the UK will experience wetter winters and drier summers. Overall precipitation may decrease by up to 15%.

03. Overheating - there is low awareness of domestic overheating as an impact of climate change. This can result in thermal discomfort, especially in more urban areas.

Effective adaptation options are available for all three of these impacts. Early, widespread adoption of appropriate adaptation measures will enable existing homes to remain habitable in increasing summer temperatures, be reoccupied more quickly after floods and consume less water.

### What are the challenges facing householders?

01. Uptake of climate change adaptation measures is low because of the lack of information and awareness about adaptation options and access to appropriate technical advice.

02. In contrast to new buildings, the adaptation of existing homes is the responsibility of a complex range of independent actors, including the individual homeowner. It may be difficult for individual homeowners to raise the initial capital costs associated with refurbishment work.

03. As there is variation in the construction, age and condition of existing housing stock in the District, a level of individual assessment is necessary to select the most appropriate adaptation measures.

The Sustainability Guidance aims to help homeowners overcome some of these challenges by providing guidance on how to undertake refurbishment or extension work as well as signposting to successful case studies and additional resources. The guidance does not take a 'one-size-fits-all' approach but rather offers best practice advice that can be adapted to specific cases by individual homeowners.

The 'Incentives' section (p.14) also provides information on financial incentives for individuals.

## Incentives

### 1 / INCENTIVES FOR THE DISTRICT

#### Planning

National planning policy is setting increasingly higher sustainability standards for development. Both the Planning White Paper and Affordable Housing White Paper place special emphasis on quality design and sustainability. Compliance with sustainability standards will ensure compliance with wider regulatory framework.

#### Awards and Recognition

Exemplar schemes will be shared as case studies. Schemes with excellent sustainability credentials may be put forward for local and national awards, gaining the Council recognition.

#### Building Regulations

The minimum energy efficiency standards for domestic rental properties are changing - from April 2020, a rental property will require a minimum rating of EPC E and this is likely to increase to a rating of EPC C by 2030. This will be applicable to social housing and housing associations as well as private landlords.

#### Cost Benefits

The long-term operation costs of refurbished homes are vastly reduced due to their lower energy demand, helping to eliminate issues such as fuel poverty, and providing cost savings of 30%-40% over 30 years.

#### Health & Wellbeing

There are numerous health benefits associated with sustainable homes. The comfort and wellbeing of inhabitants will be improved due to environmental factors such as healthier air quality and temperatures, improved humidity and noise levels.

Sustainable and healthy living also provide mental health benefits through the reassurance provided to inhabitants when their home is futureproofed and built to last.

### 2 / INCENTIVES FOR INDIVIDUALS

#### Design and Planning

Compliance with sustainability standards will lead to a smoother planning process and faster assessment time.

#### Awards and Recognition

Exemplar schemes will be shared as case studies. The Council will work with applicants to put their schemes forward for local and national awards.

#### Building Regulations

The minimum energy efficiency standards for domestic rental properties are changing - from April 2020, a rental property will require a minimum rating of EPC E and this is likely to increase to a rating of EPC C by 2030.

#### Funding Opportunities

Funding schemes provide financial incentives for homeowners to refurbish their homes to higher energy standards. These schemes include;

- Green Homes Grant
- Eco Flex
- Domestic Renewable Heat Incentive

Businesses that are looking to refurbish their offices may be eligible for tax incentives.

#### Cost Benefits

Studies have demonstrated correlations between homes with better energy efficiencies, and higher house prices. Furthermore, the long-term operation costs of refurbished homes are vastly reduced due to their lower energy demand, and can provide cost savings of up to 30%-40% over 30 years. Futureproofing a home to rely more on energy from renewable sources protects it from rising energy costs.

#### Health & Wellbeing

There are numerous health benefits associated with sustainable homes. The comfort and wellbeing of inhabitants will be improved due to environmental factors such as healthier air quality and temperatures, improved humidity and noise levels. Sustainable and healthy living also provide mental health benefits through the reassurance provided to inhabitants when their home is futureproofed and built to last.

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## EXTENSION & REFURBISHMENT DESIGN PRINCIPLES

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This section looks at how the principles of sustainability can be incorporated in to a project at the design stages.

# 1 / Landscape Led Design

## OBJECTIVE

Landscape and natural environments contribute both to the quality of a place, and the quality of life of its occupants. Whenever we build, we must protect and plan for the plants and animals that already live on the site. We should also look for opportunities to enhance and create new habitats and support biodiversity.

The land on sites of extensions or refurbishment projects should be used efficiently with new planting supporting existing local species of flora and fauna. Opportunities for the enhancement of existing species can be incorporated in to the design of your extension; e.g. bird boxes, swift bricks or bat boxes.

Opportunities to connect and introduce multifunctional green infrastructure should be considered e.g. by adding green roofs. Find out more about the green infrastructure networks in your area (look at the EFDC Green Infrastructure Strategy) which include open spaces, parks and gardens, allotments, woodlands, fields, hedges, lakes, ponds, playing field, as well as footpaths, cycleways and waterways. Consider how your landscape can strengthen and connect to local green infrastructure.

## SOME THINGS TO CONSIDER

Are there opportunities to retain and/or enhance habitats and biodiversity?  
*Integrate green roofs with native wildflower and grass species, and plant small areas of green space around the extension. Retain protected trees and/or consider re-planting existing trees within the garden.*

Some animals and plants are legally protected – are there any on your site?  
*To find out, a protected species survey may be required. For example, bats may roost in trees and buildings, and a pond may contain newts.*

Where a new extension impacts on existing habitats, what mitigation measures will be put into place?  
*Phase construction works around local species' seasonal patterns of nesting, mating, foraging and hibernation.*

## CASE STUDY



*The Black Curve (Bromley) by Ar'Chic*  
*A rear house extension that includes the creation of a garden terrace. The green meadow roof installed as part of the extension will enhance the insulation of the home, reducing energy usage, and give opportunities to wildlife to take over.*

## USEFUL RESOURCES

The following are good sources of information on green infrastructure, and how to protect animals and plants on your construction site:

- EFDC Green Infrastructure Strategy
- Green Essex Strategy
- Essex Biodiversity Action Plan
- Stort Catchment Management Plan
- Green Arc Strategy
- Natural England
- Wildthings Biodiversity Action Plan
- National Design Guide

# 2 / Orientation

## OBJECTIVE

Early adoption of passive design principles can allow your home to benefit from natural lighting whilst avoiding overheating.

When designing extensions, there is an opportunity to orient them to maximise natural daylight and sunlight into the building and take advantage of passive solar gain (absorbing the sun's heat energy to warm internal spaces).

Building axis' should be orientated in the east-west direction – to take advantage of maximum daylight and heat from the sun which significantly reduces the energy consumption of a building, and can reduce a homes' heating and cooling costs by up to 85%. External shading can help a home stay cool in the summer months and avoid overheating, including the use of landscape and plants. A Daylight / Sunlight Assessment can help provide more information on how much natural light your development will be exposed to.

Buildings in close proximity to each other can block out a neighbours natural light, so take care not to overshadow nearby homes.

## SOME THINGS TO CONSIDER

Is your glazing sized and oriented to reduce heat loss, while allowing light and heat from the sun to enter?  
*Rooms facing south should be designed with shaded glazing (to exclude high-angle summer sun) and good ventilation (to remove summer heat gains).*

Are your windows shaded to avoid overheating in the summer?  
*Features such as awnings, shutters, blinds or planting can protect rooms from the sun while allowing light, window ventilation and views out.*

Have you incorporated other passive design features to avoid overheating in your home?  
*Replacing fitted carpets with wooden floors or tiles can expose the ground's cooling effects. Installing secondary glazing behind existing glazing to create triple glazing, with external ventilation of outer cavity, can greatly reduce solar heat gain.*

## CASE STUDY



*Manor Farm (Oxfordshire) by Transition by Design*  
*Extension to a listed Georgian country house that provides the home with new kitchen, dining room, garden room and utility spaces and follows sustainable design principles. The solar gains are optimised to the south allowing light and warmth to pour into the garden room yet protected in excess summer heat by the oversailing roof*

## USEFUL RESOURCES

The following are good sources of information on passive design principles:  
Energy Saving Trust

## 3 / Energy Efficiency

### OBJECTIVE

There are two ways buildings use energy: embodied and operational. When trying to reduce the amount of energy your home is responsible for, consider both types and follow the 'energy hierarchy' approach: (1) reduce the need for energy at home, (2) install different types of energy efficiency measures and (3) install renewable energy measures. By reducing energy demand through the first two stages, you should have cut down on how much energy you need to produce (**Renewable Technologies**).

#### Embodied Energy

The total energy required to manufacture or construct a building. You can reduce your embodied energy by using environmentally friendly, locally sourced and low impact building materials (**Materials and Finishes**).

#### Operational Energy

The energy used on a daily basis for heating and electrical appliances. You can reduce your operational energy by designing your home to be more energy efficient (**Fabric-First Approach**). This includes using high performance building components and installing smart appliances to control and monitor your energy usage.

### SOME THINGS TO CONSIDER

Could you install smart meters in your home? *Smart meters monitor your energy use and make sure you are billed accurately. They are usually provided and fitted without charge by your energy supplier.*

How will your new extension contribute to reducing energy demand for heating, lighting and cooling within your home? *Following sustainable design principles such as orientation to maximise natural daylight, avoiding overheating and natural ventilation will help you reduce energy demand.*

Are your new appliances energy efficient? *The Energy Saving Trust register is an extensive database of energy efficient products - use this to ensure any new appliances you purchase are energy efficient, and can help you reduce your energy consumption.*

### CASE STUDY



80% House (London) by Prewett Bizley Architects

*An extension to a townhouse that includes living, cooking and dining spaces. A rooftop extension adds a third bedroom-cum-study. The house achieves an 80% reduction in CO2 emissions, primarily by incorporating high levels of insulation and air tightness. Fresh air is supplied by an MVHR system. A photovoltaic array on the roof with a provides a little over half the annual electricity requirement.*

### USEFUL RESOURCES

The following are good sources of information on how to make your home more energy efficient:

Centre for Sustainable Energy  
LETI Embodied Carbon Primer  
Energy Saving Trust  
Smart Energy GB  
Superhomes.org.uk

## 4 / Renewable Technologies

### OBJECTIVE

Buildings can reduce their energy consumption by generating their own energy using renewable technologies. These technologies use little or no energy and are therefore cheap to operate.

**Photovoltaics (PVs):** Solar PV systems turn sunlight into electricity through the 'solar cells' they contain - this electricity can be used to power home appliances.

**Solar Thermal Panels:** Solar panels are used to absorb the heat of the sun and transfer it to heat the water you use in your home.

**Ground Source Heat Pumps:** This captures the heat trapped under the surface of the ground, and uses it to run central heating systems in homes.

**Air Source Heat Pumps:** An air source heat pump uses heat from the air outside (even when its freezing) to heat your home - via radiators, underfloor heating or to heat water in a storage tank for use in the kitchen or bathroom.

### SOME THINGS TO CONSIDER

Could you create suitable space for solar thermal panels in your home? *Your roof should face south and have between 2-5 sq.m of available space free of shading. Some systems involve the installation of an additional hot water cylinder, so you may need space to fit this.*

Is your home suitable for a ground or air source heat pump? *These technologies work best in well-insulated homes, as they are most effective in homes which warm up quickly, and keep the heat in. Improving the general energy efficiency of your home will help make it suitable for these pumps.*

Have you checked what financial incentives are available for you? *You can earn an income from the Renewable Heat Incentive (RHI) if you install any of the above technologies.*

### CASE STUDY



1860s Farm (Huntingdon), pump by Finn Geotherm

*A ground source heat pump was installed in this 1860s farmhouse to replace an oil-fired boiler. The pump heats up radiators throughout the house, as well as provides hot water. The heat pump also runs entirely on renewable energy generated by the farm's own turbine, making the farm carbon positive.*

### USEFUL RESOURCES

The following are good sources of information on renewable energy technologies, and funding incentives:

Domestic Renewable Heat Incentive (RHI)  
Renewable Energy Consumer Code  
Microgeneration Certification Scheme

Heat Pump Association  
Ground Source Heat Pump Association  
Superhomes.org.uk

## 5 / Adaptable & Future Proof Design

### OBJECTIVE

We can ensure that homes designed today can be used by future generations by designing them to be flexible and adaptable to changing needs.

Internal walls can be lightweight and demountable construction, allowing layout arrangements to be reconfigured if required. The foundations of extensions can be future-proofed to accommodate for a potential additional future floor. Garage spaces could be incorporated in to the design, that have the potential to be converted in to living rooms in the future.

Doorways, floor levels and circulation space within the home and garden areas should be designed for easy access by all abilities and avoid creating trip hazards. Not just internal layouts, but any landscape features should also be designed with potential future needs in mind.

Future-proofing your home when doing extension or refurbishment work to it may help you save on additional costs in the future.

### CASE STUDY



*The Linney (Devon) by Casswell Banks Architects*

*An old 45 sq.m stone barn is refurbished to provide a home for a family of 6. The existing stone walls are left intact and a secondary skin is built behind it, allowing for a more flexible configuration of the interior, built with sustainable materials, without compromising the original walls. A series of lightweight insertions and sliding doors create an open plan ground floor that can be used in many different ways by the family.*

### SOME THINGS TO CONSIDER

Is the layout of your home flexible enough to allow for adaptation, conversion or extension?

*Extensions should be designed to be adaptable - demountable internal walls, foundations able to support an additional floor, and easily accessible circulation will cater to potential future needs.*

Is there space to work from home if you need to?

*In a post Covid-19 society, more people will be working from home and this trend is likely to continue as our digital infrastructure continues to develop. Extensions to a home should look to accommodate future working space, if your home does not currently have it.*

### USEFUL RESOURCES

The following are good sources of information on designing your home to be adaptable and future-proof:

National Design Guide

## 6 / Fabric-First Approach

### OBJECTIVE

A fabric first approach prioritises design and construction that minimises the need for heating and cooling. It is worth following 'energy hierarchy' (introduced under **Energy Efficiency**) to conceptualise this: (1) reduce the need for energy at home, (2) install different types of energy efficiency measures and (3) install renewable energy measures.

This translates to optimising building orientation or elemental aspects (i.e. windows) for passive solar gain; lots of insulation; high-performance windows and doors; and good overall air-tightness, so that no drafts can get in and no warm air can escape. A well-insulated, airtight house relies not just on the efficiency of its components but on the quality of the workmanship behind it.

When building an extension to your home, take care to reduce thermal bridging (where heat escapes from the interior via structural elements that cut across the tightly-sealed fabric). This can occur at weak spots such as junctions between walls, floors and roofs, and around windows and doors.

### SOME THINGS TO CONSIDER

Can walls, floor, and roofs be insulated?  
*This is beneficial to reduce heat loss from your home, reducing your annual energy bills. You could consider insulating the inside face of your external walls, or, the outside face of your external walls where Planning permits.*

Can windows, doors, and rooflight elements be replaced with more energy efficient elements?  
*You should aim for these elements to have low 'u-values' (ideally aim for a u-value below 1.00W/m<sup>2</sup>.K).*

Could you look to measure the existing energy used in your home, with a view to analyse the energy savings you are likely to make once a refurbishment has been completed?

*Monitoring the before-and-after energy use of your home will allow you to quantify the energy and financial savings afforded by the refurbishment.*

### CASE STUDY



*Max Fordham House (London) by bere Architects*

*Designed in collaboration with the renowned physicist and engineer Max Fordham, the elevations of this house are largely driven by the requirement to accommodate horizontally-sliding thermal shutters within the internal fabric of the building. Automatically operated, insulated internal window shutters have been developed for the project, and the intention is to test the completed building without any supplementary heating.*

### USEFUL RESOURCES

The following are good sources of information on adopting a fabric-first approach for your home:

British Fenestration Rating Company  
Green Building Store  
LETI Design Guide  
Superhomes.org.uk

## 7 / Materials & Finishes

### OBJECTIVE

Construction materials frequently cause environmental damage during their production. For example, quarrying damages landscapes; wood can come from unsustainable sources; metals use significant amounts of energy in their production and PVC production results in atmospheric pollution, and even brick needs to be fired at high temperatures using fossil-fuels.

The ambition here is to reduce the use of embodied carbon caused through the use of new materials. Reclaimed materials, products made from recycled material, and adopting offsite construction principles cause less environmental damage than new products and can also reduce waste and land fill. Therefore, wherever possible, it is ideal to first reuse and refurbish your home, before looking to build new ('retro-first'). Where you do have new elements, you should look to reuse existing elements such as bricks, timber rafters, and conservatories, in an innovative way. Where you have the opportunity to aim for embodied carbon target of below 300 kgCO<sub>2</sub>e/m<sup>2</sup>.

### CASE STUDY



*Cork House, Matthew Barnett Howland with Dido Milne and Oliver Wilton*

*The Cork House is a residential extension project which explores the use of low carbon materials. Solid structural cork is used for the walls and roof of this building, resulting in the building having exceptionally low whole life carbon.*

### SOME THINGS TO CONSIDER

Can any demolished elements (walls, roofs, staircases, etc), be reused in your new extension or home?

*Speak to an architect to explore innovative ideas for reuse.*

Are you prioritising low carbon healthy materials (i.e. low VOC emitting materials) and products made of natural materials (e.g. hemp, timber or wool)?  
*For example, when choosing insulation, using a wood fibre insulation might bring embodied carbon benefits over PIR (Polyisocyanurate) insulation options.*

When building an extension, could you reduce the 'dead loads' where possible?  
*Building with lighter materials reduces the structural load and therefore material use of the building.*

### USEFUL RESOURCES

The following are good sources of information on selecting and sourcing sustainable materials and finishes:

LETI Embodied Carbon Primer

## 8 / Indoor Air Quality

### OBJECTIVE

Ensuring good indoor air quality is important for both your health and safety (as air pollution causes more harm than smoking), and for the maintenance of your home. There are ways to improve ventilation within the home; either by promoting natural and 'passive' cross-ventilation (e.g. allowing air move through rooms and corridors via windows on all sides) or 'active' ventilation through installation of mechanical ventilation systems including MVHR (Mechanical Ventilation with Heat Recovery), which filters and warms outside polluted air before distributing this within the home. This is particularly useful with nearby activities which might affect outside air quality such as industrial parks or busy roads.

Additionally, planting trees of particular species have a role to play in helping reduce air pollution; through 'cleaning' the air by absorbing harmful airborne particles and gaseous pollutants. For example, the silver birch tree is more effective than the white willow tree is in capturing particles. It is also known that trees with large leaf areas can remove many times more particulate pollution than small ones.

### SOME THINGS TO CONSIDER

Where you live near an air polluted area, could you look to install an MVHR system?

*Whilst natural ventilation is best to reduce energy consumption, MVHR units will ensure better air quality within your home.*

Could you look to site the spaces you spend the most time in away from busy roads?  
*For example; when designing the layout of your new extension - think about locating your living room to the rear of a home, as this is one of the most occupied rooms of a house.*

In your front or rear garden, could you look to plant tree species that help reduce poor air quality?  
*You can refer to the list of tree species listed by the Woodland Trust's Urban Air Quality guidance, to find out which species are best for improving air quality.*

### CASE STUDY



*Lark Rise (Buckinghamshire), bere Architects*

*Lark Rise is an all-electric, two-bedroom guest house designed to Passivhaus standards, producing at least twice as much energy in a year as it requires, while maintaining a very high level of comfort all year round. Ventilation is provided through MVHR units.*

### USEFUL RESOURCES

The following are good sources of information on ensuring high indoor air quality in your home:

EFDC Air Pollution Mitigation Strategy  
Woodland Trust Urban Air Quality  
Superhomes.org.uk

## 9 / Water Management

### OBJECTIVE

There are many simple measures to take at home to use less water. When designing new bathrooms, we can choose to use low flush WCs, have flow restrictors on taps and have low flow shower heads.

We can also reduce our reliance on mains water through the use of greywater recycling (the use of waste water from baths, showers and hand basins for toilet flushing, irrigation etc.) and rainwater harvesting (the collection of rainwater from roofs to use of toilet flushing, irrigation, the use of water butts etc.).

Consider also how you can manage surface water runoff due to rain sustainably. Covering driveways, gardens and patios with hard surfacing is increasingly popular, yet it prevents rainwater seeping into the ground, forcing the water to run off quickly into drains, or to pool on hard surfaces.

### CASE STUDY



Example of domestic water management; water butts

A water butt is essentially a large container used to capture and store rainwater. When attached to a downpipe, the water butt collects the rainwater that lands on the roof of a building so it can be used later. It is this time of year, when rainfall has been scarce, that water butts become really useful.

### SOME THINGS TO CONSIDER

*Have you considered water saving measures? The installation of relatively affordable and simple water saving appliances in your bathrooms can contribute significantly to more efficient water use in your home. These measures can include low flush WCs and flow restrictors on taps.*

Could you use planting and permeable materials in your landscape to naturally drain rainwater?  
*For example, the use of water butts in gardens can help collect rainwater for use in the house.*

### USEFUL RESOURCES

The following are good sources of information on sustainable water management for your home:

Superhomes.org.uk

## 10 / Waste Management

### OBJECTIVE

Constructing buildings creates huge amounts of waste – over a third of all waste created in the UK. We can make a big difference by designing our buildings to use materials more effectively, using less material, making sure to recycle construction waste where possible and using recycled or renewable materials in the construction of our homes. We should also take care to recycle and compost as much of our household waste as possible.

It is therefore important to think of waste not only in terms of what material is used now, but also in designing for demolition. For example when using brickwork, lime mortars allows the bricks to be easily demolished in the future, so it can be reused in other parts of your house or sold to others.

You can also look to capture and harness waste heat from all sources around your home. Capturing heat that has been realised as a by-product of an existing activity can contribute to meeting energy demands. On a small scale, Exhaust Air Heat Pumps (EAHP) can be explored here; otherwise, exhaust air can be made available to other buildings via heat sharing networks.

### SOME THINGS TO CONSIDER

Could you take measures to reduce the waste that will be created as a result of your extension / refurbishment project?

*It may be possible to recycle your construction waste. Alternatively, look to see if it is possible to use prefabricated building components during construction - which are manufactured off-site and are more efficient in terms of material waste.*

Could you design your home so that the building elements are reusable in the future?  
*Speak to your Architect about making sure that this is a consideration in the early stages of the design.*

Could you explore EAHP to contribute to your annual home heating needs?  
*As a series of ducts are required through the building to allow the flow of air to and from the EAHP, installation should happen during construction.*

### CASE STUDY



Bill Powell's SuperHome (Cambridgeshire)

*This was a householder refurbishment project of an existing 1950's house. The owner implemented a series of energy saving measures, including the installation of an Exhaust Air Heat Pump, which led to an overall reduction by 68% of the home's carbon use.*

### USEFUL RESOURCES

The following are good sources of information on sustainable waste management for your home:

Superhomes.org.uk

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## SUBMISSION

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This section includes the list of submission requirements, and the sustainability statement.

# Checklist

01 / Do you have a **design team** that you will be working with, who have experience in making sustainable buildings?

Yes  No  →



For information on finding the right design team, refer to:

<https://www.greenregister.org.uk/>  
<https://www.aecb.net/>  
<https://www.climatechangeandyourhome.org.uk/>

02 / Are you working with a **historic building**?

No  Yes  →



For additional information on work on existing historic buildings, refer to:

[Energy Efficiency and Historic Buildings EFDC Built Heritage](#)

03 / Are you looking at **grant options** that may be available to you?

Yes  No  →



For information on funding and grants available to individuals, refer to:

[Green Homes Grant](#)  
[Eco Flex](#)  
[Domestic Renewable Heat Incentive](#)

04 / Have you incorporated **sustainable design principles** in your extension / refurbishment project?

No  Yes  →

Please tick the principles (following page) you have incorporated, and use the Sustainability Statement to give an example from the project that illustrates each relevant principle.

04 / (cont.)

- Landscape-Led Design
- Fabric-First Approach
- Orientation & Form
- Materials & Finishes
- Energy Efficiency
- Indoor Air Quality
- Renewable Technologies
- Water Management
- Adaptable & Future-Proof Design
- Waste Management

05 / Pick the following **building elements** that apply to your extension / refurbishment project, and provide specification details for each.

<input type="checkbox"/>	Draught-proofing	
<input type="checkbox"/>	Upgrading windows	
<input type="checkbox"/>	New boiler	
<input type="checkbox"/>	New lighting	
<input type="checkbox"/>	Rainwater harvesting	
<input type="checkbox"/>	Green / brown roof	
<input type="checkbox"/>	Renewable energy technologies	
<input type="checkbox"/>	Insulation	
<input type="checkbox"/>	Other - please specify	

# Sustainability Statement

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Include any additional relevant information below.

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NB. All submitted assessments / reports will be conditioned to the LPA at post completion / pre-occupation stage to ensure that all new developments are being completed to the specified design standards in order to close the performance gap and create truly sustainable communities.

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# APPENDIX

## Appendix 1: Climate Emergency Declaration

### EPPING FOREST DISTRICT COUNCIL

Declaration: Climate Emergency

Date of Declaration: 19th September 2019

Cllrs: S.Nevile + J.Phillip

Adopted Motion / Commitment:

1. Declare a 'Climate Emergency';
2. Pledge to do everything within the Council's power to make Epping Forest District Council area Carbon Neutral by 2030;
3. Call on Westminster to provide the powers and resources to make the 2030 target possible;
4. Work with other governments (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C;
5. Continue to work with partners across the district and region to deliver this new goal through all relevant strategies and plans;
6. In the special circumstances of this district, resolves to protect the Special Area of Conservation through the Local Plan and every other means;
7. Implement an Air Quality Strategy and bring forward Sustainability Guidance on planning; and
8. Engage with young people when considering the issue of climate change and appoint a 'Youth Ambassador' from the Epping Forest Youth Council."

## Appendix 2: Glossary

### Airtightness

Building airtightness is defined as the resistance to air leakage through unintentional points or areas in the building envelope. Heat can be lost through these gaps in the walls, floors and roofs of buildings creating draughts and so it is extremely important to make sure these are eliminated. This down to good detailing and good site workmanship.

### Biodiversity

The variety of plant and animal life in the world or in a particular habitat, a high level of which is usually considered to be important and desirable.

### Carbon Footprint

The amount of carbon dioxide released into the atmosphere as a result of the particular individual, organisation or community. The carbon footprint of a development is counted over its lifetime i.e. the materials used and their sources, construction, lifetime use and demolition.

### Circular Economy

The circular economy is a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. In this way, the life cycle of products is extended.

### Cold Bridge

Occurs when there is a thermal break in the insulating materials between the inside and outside of a building e.g. a gap in the wall or roof insulation, allowing heat to escape.

### Development

'Development' includes building operations (e.g. structural alterations, construction, rebuilding, most demolition); material changes of use of land and buildings; engineering operations (e.g. groundworks); mining operations; other operations normally carried out by a person operating a business as a builder; subdivision of a building (or any part of it) used as a dwelling house for the use as two or more separate dwelling houses. As defined by section 55 of the Town and Country Planning Act 1990.

### Embodied Energy

The sum of the energy requirements associated, directly or indirectly, with the delivery of a good or service. This includes: the energy required to initially produce the building (the processing and the manufacture of the materials of the building as well as their transportation and assembly on site), the energy needed to refurbish and maintain the building over its lifetime, and the energy necessary to demolish and dispose of the building at the end of its life.

### Fossil Fuel

Fossil fuel is a general term for buried combustible geologic deposits of organic materials, formed from decayed plants and animals that have been converted to crude oil, coal, natural gas, or heavy oils by exposure to heat and pressure in the earth's crust over hundreds of millions of years. The burning of fossil fuels by humans is the largest source of emissions of carbon dioxide, which is one of the greenhouse gases that allows radiative forcing and contributes to global warming.

### Green Infrastructure

Green infrastructure is a network of high quality and multifunctional green spaces, both urban and rural, including environmental features such as parks, public open spaces, playing fields, sports pitches, woodlands, and allotments, which are capable of delivering a wide range of environmental and quality of life benefits for local communities. The provision of green infrastructure can provide social, economic and environmental benefits close to where people live and work.

### Local Plan

The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community and stakeholders. Once adopted the Local Plan will legally form part of the Development Plan for the District, superseding the Replacement Local Plan (2006).

## Appendix 2: Glossary (cont.)

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### **National Planning Policy Framework**

National Planning Policy Framework (NPPF) sets out the Government's planning policies for England, and provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflects the needs and priorities of their communities.

### **Operational Energy**

Operational energy is the energy required during the entire service life of a structure such as lighting, heating, cooling, and ventilating systems; and operating building appliances.

### **Quality Review Panel**

An independent panel of planning, architecture, urban design and construction experts set up by the Council to provide impartial expert advice to both applicants and local authorities on design issues in relation to important new development schemes and proposals for important public spaces including significant public spaces, major applications, major planning applications, pre-application development proposals, strategic masterplans and concept frameworks. The Quality Review Panel's feedback is a material consideration for local authorities and the planning inspectorate when determining planning applications. The purpose of the Quality Review Panel is to ensure that new development is of a high quality and contributes to place making.

### **Renewable Energy**

Renewable energy is energy that is collected from renewable resources, which are naturally replenished on a human timescale, such as sunlight, wind, rain, tides, waves, and geothermal heat.

### **Sustainable Drainage Systems**

These are drainage systems designed to manage surface water and groundwater to sustainably reduce the potential impact of new and existing developments on flood risk. They can form part of a wider integrated water management approach.

### **Zero Carbon**

Causing or resulting in no net loss of carbon dioxide into the atmosphere. A zero carbon building is one with zero net energy consumption or zero net carbon emissions on an annual basis.

## Appendix 3: LETI Retrofit Guidance

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The LETI Retrofit Guidance will be inserted in here (under progress and to be released in the coming months).

Table of contents:

1. Sector Emissions Performance
2. Policy Drivers
3. Energy Efficiency Regulations
4. Energy Performance Certificate
5. Embodied Carbon
6. Industry Standards
7. Industry Specifications
8. Drivers to Retrofitting Homes
9. Taxation Levers
10. Variable Stamp Duty
11. Reduction on VAT for Home Improvement
12. Green Finance

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**TO BE UPDATED.**

## **Report to the Cabinet**

**Report reference:** C-067-2020/21  
**Date of meeting:** 11 March 2021



**Epping Forest  
District Council**

**Portfolio:** Finance & Economic Development – Cllr. J Philip  
**Subject:** Digital Infrastructure Investment for Economic Resilience  
**Responsible Officers:** John Houston / Mike Warr (01992 564472)  
**Democratic Services:** Adrian Hendry (01992 564246)

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

- (1) That Cabinet notes and endorses the contribution of the digital infrastructure investment approach, developed and pursued by the Essex + Herts Digital Innovation Zone (DIZ) and EFDC Economic Development team, to the economic resilience of Epping Forest district and the district's ongoing recovery response to the COVID-19 pandemic; and**
- (2) To agree, in principle, the potential investment of up to £35,000 of partnership funding to explore an IoT project with the Connected Places Catapult and Digital Catapult to monitor air quality at and on route to school gates, the funding to come from existing Capital Budget allocations for environmental and climate change related projects.**

### **Executive Summary:**

Epping Forest DC and Essex + Herts Digital Innovation Zone, which the council initiated, has been working, since its formation, to deliver digital infrastructure investment across the DIZ geography, including in Epping Forest District. The council, working with its partners at Essex CC and with the private sector has helped lever in approximately £24m in investment in digital infrastructure in the district. Key achievements in this work programme are set out further in the report.

This investment is considered critical to current economic development and the district's future economic resilience and is a fundamental underpinning layer to support the Council's ongoing work to recover from the impacts of the COVID-19 pandemic. The infrastructure is central to maximising the ability of the district's residents and businesses to engage in an increasingly online world whether that is through delivering goods and services online, working from home, studying from home, shopping locally using online platforms or accessing vital public services digitally.

Additionally, the DIZ has been working to build the reputation of the area as a place to invest and progress on this workstream is also set out in the report.

Building its reputation has led to an approach from Connected Places Catapult to potentially

fund an Internet of things (IoT) project focused on air quality at and on route to schools. The project would analyse and identify patterns in air quality in order to engage with, and influence the behaviour of, school children and their families in respect of healthy and sustainable travel to school. Public health is a key priority for the Council and this project would seek to enable residents to make informed decisions about how they might improve their health and living environment through the choice of alternative routes and transport. The DIZ is liaising with partners over the funding requirement for such a project and this report seeks Cabinet approval in principle for the council to potentially be the single or prime funder for such a project. Approval is sought for up to £35,000 funding for this project, the funding to come from existing allocations of resources in the Capital Budget for environmental and climate change related projects.

**Other Options for Action:**

A reduced maximum investment in the air quality project could be agreed. This may impact on the council's ability to secure participation in the project. The council could also choose not to agree any funding for this project which would mean any participation would be dependent upon other organisational partners of the DIZ choosing to fund the project and locate the pilot site within the district

**Report:**

**Background:**

1. Investment in appropriate infrastructure has long been a key element of economic performance and resilience. In recent years digital infrastructure, such as broadband networks, has become increasingly important to the extent that almost every aspect of daily life for our residents and businesses is reliant in some way on our digital infrastructure.
2. This investment is considered critical to supporting current economic development and the district's future economic resilience. It is a fundamental underpinning layer to support the Council's ongoing work to recover from the impacts of the COVID-19 pandemic and deliver significant economic, social and health benefits to the district's residents and businesses.
3. The COVID-19 pandemic has brought our reliance on digital infrastructure into even sharper focus with more and more people working from home, with schools and colleges required to move towards home-based remote teaching and learning and restrictions on high street businesses driving more and more retail activity online, whether that is to purely online businesses or as a lifeline for high street businesses looking to continue trading during periods of lockdown. In January 2021, NESTA highlighted a report that showed whereas the proportion of people working exclusively from home in the UK was less than 6 per cent at the beginning of the year, this number rose to a staggering 43.1 per cent in April – and at the end of 2020 remained at around 31 per cent.
4. The Essex + Herts Digital Innovation Zone (DIZ), a partnership established by Epping Forest DC, in collaboration with Essex CC and now representing local authorities across Broxbourne, East Herts, Epping Forest, Harlow and Uttlesford districts brings together the public sector, health, education, community and voluntary sectors as well as private sector enterprise to encourage investment in place, attracting investment collectively that would otherwise not have been available to the member organisations acting independently. The partnership is driven by the DIZ Programme Manager, currently seconded to the partnership from Epping Forest DC, and the DIZ Programme Director, a role undertaken by the EFDC economic development lead officer. It is supported by an EFDC Higher Level Apprentice.
5. The DIZ has worked over the last four years to attract investment in critical digital infrastructure, critical both to the economic success and the ongoing economic resilience of its partner districts, including Epping Forest. In addition, this infrastructure investment supports the promotion of digital and social inclusion across the district, supporting the most vulnerable to ensure they too can access the benefits of an increasingly digital world.
6. **Key achievements of the DIZ include the following:**
  - Securing £1.7m DCMS funding for a Local Full Fibre Network (LFN) 'Ultrafast GPs' project to deliver a 'gigabit capable' full fibre broadband network to around 80 GP surgeries across the DIZ, including 20 surgeries in and around Epping Forest district. This is due to complete by the end of Q1 2021/22 and will make 'fibre on demand' available to an additional 11,000+ residential and business premises.
  - As a result of working with CVS and health sector partners to develop a MHCLG bid for a digital inclusion project, £178k of funding has subsequently been secured from the NHS Charities Fund which will see a pilot project across West Essex address digital inclusion through access to equipment, skills training and, critically,

connectivity. Voluntary Action Epping Forest is linked into this project through WECAN and the project will also dovetail with the council's digital buddy programme to support the delivery of digital skills training.

- The DIZ has directly linked up with Newcastle City Council as part of a project funded by MHCLG to support recovery post-COVID-19. The project is exploring the use of CCTV systems to produce footfall analysis of the high street and the use of that analysis to provide residents, through an online platform, with the information they need to make informed decisions about a safe return to shopping on the high street. It is planned that the pilot exercise will take place on Epping High Street early in 2021 and work is in progress involving EFDC's ICT and CCTV teams, as well as the DIZ Programme Manager, the Urban Observatory and Newcastle CC to deliver this.

## 7. **Epping Forest DC Local Interventions**

The DIZ Programme Manager also leads on behalf of Epping Forest DC on a number of key local initiatives:

- Through support for the latest phase of the Superfast Essex ultrafast broadband delivery, works are being delivered which will provide gigabit capable broadband to around 1800 premises throughout Epping Forest District that currently do not have access to superfast connectivity. This is due to complete by December 2021 and is co-funded by the Council with BDUK, Essex CC and Gigaclear, a total infrastructure investment in the current phase of over £15m.

- The previous phase of the broadband delivery saw around 4,000 premises connected up to fibre broadband, in a project, again co-funded by EFDC, BDUK, ECC, and Gigaclear that represented a total infrastructure investment in the district of £7.5m.

- The DIZ Programme Manager is liaising with a national infrastructure provider and coordinating with Housing, Estates and Legal Service colleagues from Epping Forest DC to explore the potential to support a commercial broadband project to deliver fibre broadband to all of the EFDC-owned blocks of flats. This would see over 400 blocks of EFDC owned flats provided with a full fibre broadband network, fully funded by the commercial provider, and capable of delivering ultrafast internet connectivity.

## 8. **Reputational Development – A Place for Investment and Collaboration**

In addition, and in order to further advance its ability to attract investment, the DIZ has sought to build a reputation for innovation and collaboration. This has also resulted in a number of initiatives that impact across the DIZ:

- In October 2020, the DIZ was recognised by Digital Leaders as one of the #DL100 list of digital leaders in the UK. From over 700 nominations, the DIZ was included in the Top 10 Cross-sector Digital Collaborations and this led to the DIZ subsequently being named as the '**Cross-sector Digital Collaboration of the Year**', beating off competition from organisations such as the Cabinet Office Geo-Spatial Unit.

- Following its success in securing funding for the LFFN 'Ultrafast GPs' project the DIZ was approached by NHS Digital to share its learning from the project and to assist them in preparation of their business case for further fibre investment for the health network

- The DIZ has also been approached by health colleagues from the NHS in the East of England to share its experience in establishing the partnership and to explore how this might be further developed to support similar innovation amongst health

organisations across wider Essex and potentially Hertfordshire

- East of England LGA will shortly be presenting at the DIZ Advisory Board meeting with a view to exploring how the digital work programmes of both organisations might support each other and promote recovery from COVID-19

- The DIZ has recently been approached by Connected Places catapult to discuss participation in its IoT4LA (Internet of Things for Local Authorities) programme (see below)

#### 9. **IoT4LA (Internet of things for Local Authorities) programme**

As part of early consultations with local authorities for the IoT4LA, the DIZ has been exploring, in conjunction with the Connected Places Catapult (CPC), a potential project based around air quality monitoring at, and on route to, schools. The proposal is to place air quality sensors at school gates to monitor air quality levels across the day and highlight peak time issues resulting from increased traffic and drop-offs / pick-ups. In addition, the project would explore the potential for children to be given wearable / portable sensors (eg. on a school bag or scooter / bike) that could measure the air quality along their route to school and not only highlight problem areas but also be used to suggest alternative healthier walkable routes that children and parents could take.

10. CPC have indicated that funding of £35,000 would be required to participate in the programme although discussions are ongoing at CPC over whether this requirement might be adjusted in the light of feedback from local authorities including DIZ partners and collaborators. This funding would secure all the necessary SME expertise, IoT equipment and project management and delivery by the Catapults. It is possible that the costs could be shared for a single location amongst participating partners and the DIZ has approached both Herts CC and Essex CC about potential collaboration. The DIZ has also spoken to authorities further afield about potentially running a wider number of parallel projects. However, it could be also be possible for a single partner authority to fund the project.
11. Epping Forest DC has a responsibility to address issues of poor air quality across the district. EFDC has recognised the importance of air quality to the health and wellbeing of its residents and green infrastructure in the area. This pilot project and expansion beyond it can provide a further platform to develop this work. The project would analyse and identify patterns in air quality in order to engage with and influence the behaviour of school children and their families in respect of healthy and sustainable travel to school. Public health is a key priority for the Council and this project would seek to enable residents to make informed decisions about how they might improve their health and living environment through the choice of alternative routes and transport.
12. It is proposed that the project be scoped in such a way as to make the identified solution portable so that that it can be utilised, not only at other school venues but, potentially at other key air quality locations around the district. In this way it will hopefully be able to support other Council air quality, sustainable travel and public health workstreams elsewhere in the district.
13. Participation is not guaranteed, and will be determined by CPC and the Digital catapult however, in order to be prepared when the programme is formally announced and opened up, Cabinet is asked to approve in principle the use of up to £35,000 of Epping Forest DC funding to support the delivery of the project in the district at one of

the local schools. The funding requirement for the project is to be met from within existing allocations of resources.

**Resource Implications:**

The £35,000 funding requirement for this project is to be met from within existing allocations of resources. A Capital Budget allocation for environmental and climate change projects would be used to fund this project.

**Legal and Governance Implications:**

An appropriate contract for the delivery of the project by Connected Places Catapult, Digital Catapult and the contracted SME on behalf of EFDC would likely be required.

**Safer, Cleaner and Greener Implications:**

The project would provide evidence of air quality issues faced within the district, engage with and influence the behaviour of school children and their families in respect of healthy and sustainable travel to school and enable residents to make informed decisions about how route they can improve their health and living environment through the choice of alternative routes and transport.

It is proposed that the project be scoped in such a way as to make the identified solution portable in order that it can be applied, not only at other school venues but, potentially at other key air quality locations around the district.

**Consultation Undertaken:**

None

**Background Papers:**

Available from Economic Development Team / DIZ Programme Manager

**Risk Management:**

## 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: Essex +Herts Digital innovation Zone, Economic Development

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: Digital Infrastructure Investment for Economic Resilience

Officer completing the EqIA: Mike Warr, Essex + Herts Digital innovation Zone Tel: 4472  
Email: [mwarr@eppingforestdc.gov.uk](mailto:mwarr@eppingforestdc.gov.uk)

Date of completing the assessment: 26/2/21

## Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Yes
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): The first part of this report is a progress report on activity already undertaken. The second and key part as regards this EQIA is an Internet of Things (IoT) project looking at air quality at school gates and on routes to schools.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Commissioning, in collaboration with Connected Places Catapult, an IoT project led by an SME to identify air quality patterns at school gates and on route to the school in order to influence behaviour and choices over means and route of transfer to school.</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>Yes</p> <p>Will the policy or decision influence how organisations operate? Potentially the project may influence school operations</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>Funding of up to £35,000 is currently anticipated from existing budgeted allocations of resources. Tech resources will need to be employed at school gates and possibly on pupil bags / scooters / cars to assess the air quality however it is anticipated that these sensors will be portable and reusable and so will not be permanent features.</p>

2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>The project has the potential to support EFDC policies and approaches to air quality monitoring and mitigation in locations other than at school gates, particularly if the portability element is scoped in such a way as to it not being limited to one type of location ie. schools.</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><b>Age – Younger people</b></p> <p><a href="#">How does air pollution affect children's lungs?</a> (British Lung Foundation)</p> <p>“Why is air pollution especially harmful to infants, toddlers and children? Children are more vulnerable to breathing in polluted air than adults. Their airways are smaller and still developing. They breathe more rapidly than adults. Buggies and prams put them at the level of car exhausts and hand-held cigarettes.</p> <p>If your child breathes high levels of air pollution over a long period, they might be at risk of:</p> <ul style="list-style-type: none"><li>- their lungs not working as well as they grow older</li><li>- developing asthma during childhood or as an adult - and if they have asthma already, air pollution can make it worse</li><li>- wheezing</li><li>- coughs</li><li>- lung cancer when they're older</li><li>- infections like pneumonia”</li></ul> <p><a href="#">More than 90% of the world's children breathe toxic air every day</a> (World Health Organisation)</p> <p>“Key findings:</p> <ul style="list-style-type: none"><li>- Air pollution affects neurodevelopment, leading to lower cognitive test outcomes, negatively affecting mental and motor development.</li><li>- Air pollution is damaging children's lung function, even at lower levels of exposures Globally, 93% of the world's children under 15 years of age are exposed to ambient fine particulate matter (PM2.5) levels above WHO air quality guidelines, which include the 630 million of children under 5 years of age, and 1.8 billion of children under 15 years</li><li>- In low- and middle-income countries around the world, 98% of all children under 5 are exposed to PM2.5 levels above WHO air quality guidelines. In comparison, in high-income countries, 52% of children under 5 are exposed to levels above WHO air quality guidelines.</li><li>- More than 40% of the world's population – which includes 1 billion children under 15 - is exposed to high levels of household air pollution from mainly cooking with polluting technologies and fuels.</li></ul>
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- About 600'000 deaths in children under 15 years of age were attributed to the joint effects of ambient and household air pollution in 2016.
- Together, household air pollution from cooking and ambient (outside) air pollution cause more than 50% of acute lower respiratory infections in children under 5 years of age in low- and middle-income countries.
- Air pollution is one of the leading threats to child health, accounting for almost 1 in 10 deaths in children under five years of age."

[The effects of air pollution on the health of children](#) (Paediatrics Child Health)

"The effects of improved air quality on children's health

A decline in ambient air levels of SO<sub>2</sub> and total suspended particulates in former East Germany following the reunification of Germany led to improvements in the results of lung function studies in children and a reduction in the prevalence of respiratory illnesses such as bronchitis, sinusitis and frequent colds (46). Children in the United States who relocated to states with lower levels of ambient air PM<sub>10</sub> showed increased growth in lung function studies, while those who relocated to states with higher PM<sub>10</sub> experienced decreased growth in lung function (47). A 27.9% decline in daily peak O<sub>3</sub> concentrations from 81.3 parts per billion to 58.6 parts per billion during the 1996 Summer Olympics in Atlanta, Georgia, resulted in a significant reduction in the rates of childhood asthma events (48)."

[School Streets: Can making school roads traffic-free help keep children safe from air pollution? \(Evening Standard\)](#)

"New data released this month from the Breathe London air quality monitoring project, shows that almost 40 per cent of the NO<sub>x</sub> pollution measured outside schools comes from road transport. Diesel cars are the single biggest local contributor to NO<sub>x</sub> pollution outside London primary schools.

The impact on young lungs of breathing polluted air can be dramatic. Dr Ian Mudway, a senior lecturer in the School of Public Health at Imperial College London, led a groundbreaking six-year study focused on eight and nine-year-old children in Tower Hamlets and Hackney .

The study, published in 2018, found that dirty air was stunting the growth of children's lungs by about 80 to 100 millimetres. "People find it difficult to visualise the volume, but we worked out it was about the size of two large eggs that these children were losing in lung capacity," says Mudway.

The impact of that reduced lung development is significant — it places children at risk of lung disease, severe asthma attacks and early death."

**Age – Older People**

[Adverse effects of outdoor pollution in the elderly](#) (Journal of Thoracic Disease)

"With fewer newborns and people living longer, older people are making up an increasing fraction of the total population. Epidemiological evidence shows that older-age-related health problems affect a wide and expanding proportion of the world population. One of the major epidemiological trends of this century is the rise of chronic diseases that affect more elderly than younger people. A total of 3.7

million premature deaths worldwide in 2012 are attributable to outdoor air pollution; the susceptibility to adverse effects of air pollution is expected to differ widely between people and within the same person, and also over time. Frailty history, a measure of multi-system decline, modifies cumulative associations between air pollution and lung function. Moreover, pre-existing diseases may determine susceptibility. In the elderly, due to comorbidity, exposure to air pollutants may even be fatal. Rapid and not-well-planned urbanization is associated with high level of ambient air pollution, mainly caused by vehicular exhausts.

While some individuals may experience no symptom or only clinically irrelevant changes, a similar exposure may trigger serious exacerbations of health problems among the frail subjects. Reduced lung function occurs as a natural part of aging and there is scientific evidence that elderly people are largely affected by the increased impairment resulting from exposure to air pollutants (5). Frailty history, a measure of multi-system decline, modifies the cumulative associations between air pollution and lung function (6).

Moreover, pre-existing diseases may determine susceptibility. Elderly people will most likely suffer from chronic diseases, and there is evidence that co-existing chronic lung, heart or circulatory conditions may worsen following exposure to environmental pollutants (7,8).”

[Air pollution ‘significantly’ affects lung function in the elderly](#) (AirQualityNews.Com)

“The researchers observed significant negative effects of long-term exposure to PM2.5 on lung function in the elderly and believe that the relationship between long-term air pollution on lung function in the elderly may be used to predict mortality.

Their results were significantly higher than previous research which was conducted in an area with lower levels of pollution.

The research also showed that exposure to PM caused several health impacts, such as increased blood pressure, heart rate variability, and asthma.”

## **Disability**

[Study uncovers link between air pollution and intellectual disabilities in children](#)  
(Science Daily)

“British children with intellectual disabilities are more likely than their peers to live in areas with high outdoor air pollution, according to a new Journal of Intellectual Disability Research study funded by Public Health England.

The findings come from an analysis of data extracted from the UK's Millennium Cohort Study, a nationally representative sample of more than 18,000 UK children born in 2000 to 2002.

Averaging across ages, children with intellectual disabilities were 33 percent more likely to live in areas with high levels of diesel particulate matter, 30 percent more likely to live in areas with high levels of nitrogen dioxide, 30 percent more likely to live in areas with high levels of carbon monoxide, and 17 percent more likely to live in areas with high levels of sulphur dioxide.

The authors note that intellectual disability is more common among children living in more socio-economically deprived areas, which tend to have higher levels of air pollution; however, exposure to outdoor air pollution may impede cognitive development, thereby increasing the risk of intellectual disability.

"We know that people with intellectual disabilities in the UK have poorer health and die earlier than they should. This research adds another piece to the jigsaw of understanding why that is the case and what needs to be done about it," said lead author Dr. Eric Emerson, of The University of Sydney, in Australia."

[Air Pollution Linked to Developmental Disabilities](#) (eWeb Schedule)  
[Scientists Find Link between Air Pollution and Intellectual Disabilities in Children](#) (Sci News)  
(Association of Prenatal Exposure to Air Pollution With Autism Spectrum Disorder)

"Increasingly, researchers are finding a link between the incidence of intellectual and developmental disabilities in the population correlates to exposure to pollution. For example, Recent studies have discovered a link between ambient air pollution and increased risk of autism spectrum disorder.

Researchers analyzed the records of 129,436 children born in Vancouver, Canada from 2004 through 2009. The study also investigated air pollution data in the area over the same time period. The objective was to assess the level of air pollution exposure for pregnant woman living in the area.

What was discovered was that pregnant women living in Vancouver, who were exposed to the highest level of airborne, traffic-related pollutants; were more likely to give birth to children later diagnosed with autism.

Other research has utilized Epidemiological and animal studies in order to discover a connection between development and intellectual disabilities and air pollution. These studies suggest that air pollution may negatively affect the central nervous system (CNS) and contribute to CNS diseases. Traffic-related air pollution is a major contributor to global air pollution, and diesel exhaust (DE) is its most important component.

Averaging across ages, children with intellectual disabilities were 33% more likely to live in areas with high levels of diesel particulate matter, 30% more likely to live in areas with high levels of nitrogen dioxide, 30% more likely to live in areas with high levels of carbon monoxide, and 17% more likely to live in areas with high levels of sulfur dioxide."

### **Gender**

[Gender Difference in the Effects of Outdoor Air Pollution on Cognitive Function Among Elderly in Korea](#) (Frontiers in Public Health)

"Results: We found that women than men had a higher risk for decreased cognitive function associated with increased exposure to PM10 and PM2.5–10, respectively, even after adjustments for confounding factors (OR 1.01 [95%CI 1.00-1.03] in PM10; OR 1.03 [95%CI 1.01–1.07] in PM2.5–10). After stratification by metropolitan status, we also found that the adverse effect of NO2 exposure on cognitive function was

higher in women than men [OR 1.02 [95%CI 1.00–1.05] in metropolitan; OR 1.12 [95%CI 1.04–1.20] in non-metropolitan]. Notably, the magnitude of the effect sizes was greater among those in non-metropolitan regions than metropolitan ones.

Conclusions: Although our findings suggest that the adverse effects of outdoor air pollution on cognitive function appeared to be higher in women than men, this should be tentatively reflected due to some limitations in our results. While additional research is warranted to confirm or dispute our results, our findings suggest an indication of the need for developing and implementing prevention or interventions with a focus on elderly women with increased risk for air pollution exposure.”

## **Pregnancy**

[Can air pollution affect pregnancy outcomes?](#) (Medical News Today)

“Air pollution can negatively affect pregnancy, possibly leading to preterm birth, a low birth weight, stillbirth, or congenital abnormalities.

People who live in polluted areas or have exposure to indoor air pollution from toxins such as cigarette smoke have higher rates of negative pregnancy outcomes.

Air pollution can affect the health of the pregnant person and the developing baby. Contaminants in the air can cross the placenta, affecting the health of the placenta itself and disrupting the baby’s development.

Pregnant people who live in polluted areas may be more likely to experience early, or preterm, labor.

One 2018 study established a correlation between exposure to air pollution and stillbirth. The risk was highest during the third trimester of pregnancy.

Exposure to air pollution may disrupt a baby’s development, causing them to be born unusually small. It can also cause preterm delivery, resulting in very small babies with underdeveloped bodies and lungs.

Low birth weight is a risk factor for developmental delays, numerous health issues, and death after birth.

Exposure to air pollution correlates with a higher risk of pregnancy-related complications in the parent.

A study of birth outcomes in Allegheny County, PA, found that exposure to air pollution in the first trimester increased the risk of preeclampsia and high blood pressure. These complications can harm the parent and the baby, and this may necessitate an early birth.

Exposure to air pollution may affect lung development. In some babies, this occurs indirectly, when preterm labor causes a baby whose lungs are not fully functional to be born. This is a risk factor for death after birth.

Exposure to air pollution is also linked to longer-term respiratory issues, such as asthma and allergies.”

	<p><b>Race / Ethnic Background</b></p> <p><a href="#">Ethnic minorities and deprived communities hardest hit by air pollution</a> (Imperial College London)</p> <p>“A new study has found big differences in air pollution across communities in England, with deprived and ethnic minority areas the worst affected.</p> <p>In England, the most deprived 20 per cent of neighbourhoods had higher air pollution levels than the least deprived neighbourhoods - 1.5 µg/m<sup>3</sup> higher PM<sub>10</sub> and 4.4 µg/m<sup>3</sup> NO<sub>2</sub> after adjusting for other factors – but this was not the case in the Netherlands. The biggest differences in air pollution levels according to socioeconomic status were in London.</p> <p>The worst air pollution levels were seen in ethnically diverse neighbourhoods, defined as those where more than 20 per cent of the population are non-white. Even after allowing for the fact that some of these neighbourhoods are more deprived, in England, this difference was 3.0 µg/m<sup>3</sup> for PM<sub>10</sub> and 10.1 µg/m<sup>3</sup> for NO<sub>2</sub>. In the Netherlands, differences were lower, with 1.1 µg/m<sup>3</sup> higher PM<sub>10</sub> and 4.5 µg/m<sup>3</sup> NO<sub>2</sub>.</p> <p>The reasons for the associations between ethnic minorities and air pollution are unclear. “England and the Netherlands have a long history of immigration. It’s possible that immigrants settled in particular areas may tolerate poorer air quality for the benefits of living close to friends and family, even when their communities become less deprived,” said Dr Fecht.”</p> <p><a href="#">Associations between air pollution and socioeconomic characteristics, ethnicity and age profile of neighbourhoods in England and the Netherlands</a> (Environmental Pollution 198)</p> <p>“Our analysis suggests that associations of air pollution concentrations with socioeconomic characteristics, ethnicity and age are complex and can vary by country, by urban or rural setting and by subpopulation. Whether a neighbourhood is urban or not is one of the strongest determinants of environmental inequality in exposure to air pollution. Substantial inequalities in air pollution exposure also exist for areas with high proportions of ethnic minorities, even when area level deprivation is taken into account. Both PM<sub>10</sub> and NO<sub>2</sub> are markers for traffic-related pollution, thus our results suggest that measures to reduce environmental inequality should include a focus on traffic-related measures in urban areas.”</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>No consultation has yet taken place. The project is currently a potential project as the scheme of collaboration and funding with Connected Places catapult is currently in a developmental stage.</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>In the event a project along the lines anticipated is delivered consultation with local education authorities and identified participant schools including their teachers, pupils and parents / carers is suggested. There is also likely to be outreach to a community of SMEs before identifying and procuring a delivery partner for any project.</p>
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## 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	<p>Positive</p> <p>The project is intended to identify and highlight patterns of poor air quality associated with school gate locations and the routes chosen to visit the schools. In this way it would hope to influence the choices made by individuals and families about the routes they choose and the means of travel to reduce these negative patterns. Where negative impacts of poor air quality have been identified in studies of these groups it is hoped to reduce the occurrence of such impacts but the project would hope to increase positive outcomes for all visitors to and users of schools whatever their individual background or characteristics based on improvements in air quality at the school gates.</p> <p>Young Children – Attend school on a daily basis</p> <p>Elderly People – Some older people eg. grandparents have caring roles for children and will be responsible for the drop-off and collection of children from school.</p>	H
Disability	<p>Positive – see above</p> <p>Children, parents and grandparents with disabilities and ongoing conditions will attend school during drop-off and collection.</p>	H
Gender	Positive – see above	H
Gender reassignment	Positive – see above	H
Marriage/civil partnership	Positive – see above	H
Pregnancy/maternity	<p>Positive - see above</p> <p style="text-align: center;">Page 213</p>	H

	Pregnant parents may need to attend school for drop-off and collection of older siblings	
Race	Positive – see above	H
Religion/belief	Positive – see above	H
Sexual orientation	Positive – see above	H

## Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No	X
			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: Nick Dawe

Date: 28/2/21

Signature of person completing the EQIA: Mike Warr

Date: 26/2/21

**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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## **Report to the Cabinet**

**Report reference: C-068-2020/21**

**Date of meeting: 11<sup>th</sup> March 2021**



**Epping Forest  
District Council**

**Portfolio: Finance & Economic Development – Cllr. J Philip**

**Subject: Update on Business Database development**

**Responsible Officer: John Houston (01992 564094).  
Democratic Services: Adrian Hendry (01992 564246).**

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

**Members are asked to note:**

- 1) the progress in development of a corporate business database to assist the council to engage with and support local businesses; and**
- 2) Plans to develop an online, monthly economic newsletter, sent directly to local businesses, including information on grants and other support, new initiatives, surveys etc.**

### **Executive Summary:**

In July last year members approved a series of measures to assist economic recovery in the district. The development of the database and new methods of communication are a key element underpinning this process.

There are in excess of 8,000 businesses in the Epping Forest District. 92% of these are categorised as micro (0-9 employees), with a further 3% defined as small. Epping Forest businesses have, like so many other businesses in the UK suffered severe disruption with the effects of COVID and need support and advice from the local authority. To assist the Council to effectively engage with local businesses, a database has therefore been purchased from an external company which includes contact and email addresses. A staged approach to further develop the database and Economic Development's capacity to engage with and support local businesses is set out in the report.

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

To support the Council's economic recovery programme and underpin the Council's digital outreach to, and support of, businesses in Epping Forest District.

**Other Options for Action:**

To continue with the current corporate approach and direct mail.

## Report:

Effective business engagement can play a hugely valuable role in helping to build future resilience in the economy. The planning for this work needs to start now and, with the first action to create intelligence and knowledge of the local business community and develop an effective tool to communicate with businesses. The engagement will enable the Council to:

- Inform of grants available.
- Update on COVID restrictions and other regulation.
- Inform of public sector procurement opportunities.
- Consult on strategies and council plans.
- Update on government initiatives such as skills and employment for example the Kick Start Programme and Apprenticeships.
- Provide a channel for Epping Forest Members and Corporate Team to communicate with the private sector.

Creating and maintaining an up to date and workable database would be crucial to enable effective communication and the database should include:

- Address and contact details complying to General Data Protection Regulation (GDPR)
- compliant email
- Business name
- Named contact
- Activity/sector
- Size

The Council already has a number of business contacts across various departments, particularly through the Non-Domestic Rates Team. However, these databases lack crucial email address information and key information around businesses size and sector. They also include Sole Trader contact information which presents data protection issues. Therefore, to make the new database more manageable and GDPR compliant, any extracted data should be restricted to limited companies only.

A staged approach to develop an effective communication tool when engaging with local businesses has been agreed.

### *Stage 1 – Purchase of database - December 2020*

To assist the Council to effectively engage with local businesses, a database has been purchased from an external company which includes 7,844 businesses of which 2,256 have emails and 3,442 have telephone numbers. This provides a good starting point for developing a comprehensive contact list. The database was purchased in December and includes company size and company activity to enable a targeted approach.

### *Stage 2 – Merging with other council databases – February/March 2021*

Where appropriate, other council department's databases will be incorporated into one comprehensive business database and details will be merged. Adding email addresses to complete the database is particularly important as the council's business databases currently lack this information in many cases.

The most effective way of communicating with businesses is by email and this is particularly important during the current closure of many businesses, who may not collect their post.

### *Stage 3 – Campaign to build and develop the database – February onwards*

A key reason for having a database is to provide current and important information to local businesses from departments across the Council and this will be done through a monthly business e-Newsletter. The first edition of the 'Business Matters' e-Newsletter will be distributed in March 2021 linking with key government business announcements where appropriate. It will include current and relevant information on grants and regulations. Other council departments are encouraged to contribute to the content of the newsletter to enable a coordinated approach when engaging with local businesses. **(A draft version of the e-newsletter may be available to include as an appendix)**

A campaign will be undertaken to encourage businesses to sign up and provide an email address and a named contact person. Details of Sole Traders can also be added as and when permission has been obtained as per GDPR rules set out above. The campaign will include:

- Asking companies to provide email addresses and a named contact when applying for COVID grants.
- Promoting the sign up to the database when sending out Business Rates Billing letters.
- Setting up a dedicated email address for businesses to contact and provide their details.
- Promote the sign up on all communication to businesses and on the Council website.
- Sending a welcome letter from the Leader and Chief Executive to new businesses moving into the district.

### **Resource Implications:**

The costs of the database and the monthly e-newsletters will be met from existing economic development resources.

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

The database will be established and maintained in line with all current regulations and guidelines.

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

The effective communication with local businesses will result in improved awareness of COVID safety regulations and will provide an opportunity for other council departments such as Environmental Health to send out information of new regulations and initiatives.

### **Consultation Undertaken:**

Consultation has been undertaken with other council departments and with other Essex Council's Economic Development departments.

**Background Papers:**

None

**Risk Management:**

The database establishment and monitoring will be included within the Economic Development Department's risk management procedure.

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## **Report to the Cabinet**

**Report reference:** C-069-2020/21  
**Date of meeting:** 11 March 2021



**Epping Forest  
District Council**

**Portfolio:** Customer & Corporate Support Services – Cllr. S Kane

**Subject:** Calendar of Council Meetings 2021/22

**Responsible Officer:** R Perrin (01992 56243).

**Democratic Services:** A Hendry (01992 564243).

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

**That, as attached at Appendix 1, the draft Calendar of Council Meetings for 2021/22 be recommended to the Council for adoption.**

### **Executive Summary:**

The Cabinet considers the calendar of meetings each year prior to its final approval by the Council. The calendar has been developed over time to meet the changing needs of the authority and again no fundamental changes have been proposed.

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

To review the proposed Calendar of Meetings for 2021/22, prior to its final adoption by the Council.

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

Individual frequencies of meetings could be varied. In practice, additional meetings are added as and when issues dictate. Similarly, meetings can be cancelled if there is a lack of business.

### **Report:**

1. Democratic Services submit a draft Calendar of Council meetings each year to the Cabinet for consideration prior to its approval by the Council.
2. This year, the focus has been to ensure that the correct report lines are created to allow the relevant committees to become informed, to scrutinise and make valuable contribution to the the decisions of Council. Emphasis has been made in relation to the financial framework and the scrutiny of the Medium-Term Financial Plan which includes the Budget Strategy and Capital programmes. Democratic Services have consulted the various departments to ensure that their requirements for reporting have been considered.
3. Friday evenings have continued to be kept free of meetings, and any encroachment into August has been kept to a bare minimum due to holidays. However, the Regulatory Committees have always continued to meet throughout August in the past and this practice has been continued.

### The Executive

3. The Cabinet is scheduled to meet 10 times throughout 2021/22 and the Cabinet Sub-Committees have been scheduled for four times a year.

### Overview & Scrutiny

4. The Overview and Scrutiny Committee is scheduled to meet 7 times throughout 2021/22, with the first of these meetings to confirm the membership and Chairmen of each Select Committee and a meeting scheduled on the 7 December for external scrutiny.

5. The Select Committees have again been scheduled to meet 4 times a year with the addition of two extra meetings for Stronger Council and one for Stronger Communities. The purpose of these meetings is to allow for timely Quarterly Performance reporting and for an entire meeting to be dedicated to the District Police Commander and related reports.

### Planning

6. The Area Planning Sub-Committees continue to meet on a four-weekly cycle with DDMC meetings meeting on an 8-weekly cycle. It has been proposed that the Wednesdays that were previously free are provisionally highlighted in this year's calendar as it was appreciated that once the Local Plan had been adopted there may be an increase in planning applications coming forward.

7. The week of the Annual Council meeting has again been kept free of Planning meetings and to enable further training to take place. However, Planning meetings have been arranged for the other weeks in May between the Election and the Annual Council meeting, to prevent any detrimental impact upon the Planning Performance Indicators.

### Licensing

8. Licensing Sub-Committee meetings have remained on the first Tuesday morning of each month and additional meetings have been provisionally set aside due to an increase of applications in 2020/21.

9. There have been no evening meetings for Licensing in 2020/21 and this continues although a Premises Review could be held in the evening if the Chairman of the Licensing Committee felt that it would be in the public interest to do so. All members of the Licensing Committee continue to meet twice a year to consider policy and procedural matters.

### Miscellaneous Committees

10. Both the Youth Council and the Local Highways Panel have not been included in this schedule as it is felt that they are meetings that sit outside the Council Calendar. The Youth Council have their own programme, and although the Local Highways Panel involves both the County and District Councillors, they are not organised by the District Council.

11. The Appointments Panel has been scheduled for Tuesday 18 May a week before the Annual Council and following the Local Elections on 6 May 2021.

12. The Local Councils Liaison Committee will again meet twice in the year.

13. There are also dedicated dates proposed for member briefings if required.

### Conclusion

14. The Cabinet is requested to consider the draft Calendar of Council meetings for 2021/22, as attached at Appendix 1, and advise whether any further changes are required. However, it should be noted that the current Calendar is extremely congested, and the organisation of any additional meetings should be given very careful consideration. Any changes requested by the Cabinet will be incorporated into the final version to be considered by the Council on 28 April 2021.

**Resource Implications:**

No identifiable savings as there are no significant changes planned for next year's Calendar.

**Legal and Governance Implications:**

None foreseen, as the proposed Calendar allows the Council to fulfil its obligations under the various Local Government Acts.

**Safer, Cleaner and Greener Implications:**

Any substantial increase in the number of Member meetings would hinder the Council in meeting its obligations under the Nottingham Declaration and successor agreements.

**Consultation Undertaken:**

Management Teams, Portfolio Holder, the Leader the Overview and Scrutiny Chairman and the Members Bulletin.

**Background Papers:**

None.

**Risk Management:**

That an insufficient number of meetings would be scheduled for a Committee to complete its business for the year; however, if this became apparent then additional meetings could be arranged as necessary.

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## Equality Impact Assessment

Is this a new policy (or decision) or a change to an existing policy, practice or project?	No	
Describe the main aims, objectives and purpose of the policy or decision	To ensure the Council's business for the year is completed through a properly planned and programmed schedule of meetings	
What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?	Agree the Calendar of Council meetings for 2021/22	
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>	No direct equality impact on service users, employees or the wider community.	
Will the policy or decision influence how organisations operate?	No	
Will the policy or decision involve substantial changes in resources?	No	
Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?	The Council's policies are agreed by Cabinet and Council are first being scrutinised by Overview and Scrutiny.	
What does the information tell you about those groups identified?	N/A	
Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?	N/A	
If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:	N/A	
<b>Use this section to assess any potential impact on equality groups based on what you now know.</b>		
Age, Disability, Gender, Gender reassignment, Pregnancy/maternity, Marriage/civil partnership,	The Council of meetings is a statement of fact and there is no impact on any equality groups.	

Race, Religion/belief, Sexual orientation		
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Does the EqIA indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No	See comment above
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<b>Action plan to address and monitor adverse impacts</b>		
What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
N/A		

## Calendar of Meetings 2021/22

	2021								2022				
Mtg	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Executive</b>													
Council	25		29			28		16		24		28	26
Cabinet		7/21	12		13	11	8	6		7	7	11	
AMED			6			18		21			21		
CHBCC		14			28			13			8		
LPCC		28			7		15			15			
<b>Scrutiny</b>													
O&S		3	1		30		18	7	27		31		
Stronger Council Select Com			20		14		16		18		3	14	
Stronger Communities Select Com		15			21				11		1* & 22		
Stronger Place Select Com		22			23				13		15		
<b>Constitution Wk Grp</b>													
		24				5				3		7	
<b>Licensing</b>													
Licensing Com						13					15		
Licensing Sub-Com		1	6	3	7	5	2	7	4	1	1	5	
Extra (If required)		(15)	(20)	(17)	(21)	(19)	(16)	(21)	(18)	(15)	(15)	(19)	
<b>Miscellaneous</b>													
Members Briefing		17	8		9	7	11	9	24	10	10	7	
A&G			15		6		22		17		17		
LCLC					27						14		
App Panel	18												17
DDMC Chair					20						29		
O&S Chair			22						20				
JCC			13			21			25			4	
Standards Committee	(As and when required)												
<b>Planning</b>													
DDMC		9	(7)	4	(1)/29	(27)	24	(22)	26	(23)	23	(20)	25
East	26	23	21	18	15	13	10	8	12	9	9	6	11
West		2 & 30	28	25	22	20	17	15	19	16	16	13	18
South	19	16	14	11	8	6	3	1	5	2	2 & 30	27	

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## **Report to the Cabinet**

**Report reference: C-071-2020/21**

**Date of meeting: 11<sup>th</sup> March 2021**



**Epping Forest  
District Council**

**Portfolios: Customer and Corporate Services – Cllr. S Kane  
Finance and Economic Development – Cllr. J Philip**

**Subject: Amendments to the Additional Restrictions Grant Policy for  
Business Support**

**Responsible Officers: Rob Pavey (01992 564211)  
John Houston (01992 564094)**

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

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

#### **That Cabinet approve:**

- 1. That those businesses already awarded a grant under the Additional Restrictions Grant Policy received a further payment for the same amount;**
- 2. That the ARG scheme is extended to:
  - a) taxi drivers licensed by EFDC who will receive a single payment of £500 each;**
  - b) driving instructors with Approved Driving Instructor (ADI) registration who will receive a single payment of £1,000 each;**
  - c) kennels and catteries.****
- 3. The use of up to £500,000 to fund key programmes in the priority areas identified in this report as part of an Economic Resilience Fund.**
- 4. That future changes to the ARG scheme are delegated to the Customer Service Director in consultation with the Portfolio Holder for Customer and Corporate Services and Portfolio Holder for Finance and Economic Development.**

### **Executive Summary:**

The pandemic has impacted on businesses right across the Epping Forest District. The Council has worked hard to ensure the timely distribution of central government and local government support funding direct to local businesses. This direct support is critical to the continued survival of many businesses in a variety of different sectors. This report reviews current performance and suggests revisions to policy and approach linked to experience of administration and the needs of local businesses. Amendments to current policy and establishment of new funding priorities for local action are included.

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

To ensure practice on business grant distribution and business support reflects changes in the needs of local businesses and the local economy.

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

To maintain the current approach.

### **Report:**

1. In November 2020 the Government announced an extra fund for Councils to support businesses known as Additional Restrictions Grants (ARG). The amount of the fund was calculated as £20 per head of population for each district. This fund amounted to £2.6m for Epping Forest District Council as a one-off payment which was to last until 31<sup>st</sup> March 2022. Each authority was to devise its own scheme to distribute funds bearing in mind the timeframe until the end of next financial year.
2. The Government laid out criteria around where the scheme was to be targeted. The intention was to support those businesses which – while not legally forced to close (closed businesses receive separate grants) – are nonetheless severely impacted by the restrictions. This was aimed at:
  - businesses which supply the retail, hospitality, and leisure sectors
  - businesses in the tourism and events sectors
  - business required to close but which do not pay business rates
3. Councils had their own discretion to prioritise funding to certain groups within their own local economy, particularly those who had received limited or no support thus far. The Council's current ARG policy is laid out in Appendix 1 and was approved by the Council Leader under Emergency Powers in order to get payments out to struggling businesses as soon as possible. The first phase of these grant payments has completed and its possible now to take stock and assess where the Council can look at immediate additional financial support for businesses and longer-term initiatives for the use of the ARG fund.
4. The total spend on the first phase of the ARG fund has seen around £500,000 in grants being awarded. This leaves the authority with £2.1 m available for further grant awards and the ARG scheme also allows for initiatives to support the local economy other than by direct business grants.
5. The original grant award levels within the policy were targeted at small and micro businesses in line with the district's previous business grant discretionary policy:
  - £3,000 where 'small' businesses meet the required criteria
  - £2,000 where 'micro' businesses meet the required criteria
  - £1,000 where all 'other' businesses meet the required criteria including regular market traders

The recommendation is that the initial grant payment that the business received is repeated as a one-off award eg. a qualifying small business would receive an additional £3,000 payment. This would take the spend on the ARG scheme to £1m.

6. In addition to this, there are other aspects of the business community that have been identified as not receiving support despite the best efforts of the initial policy to cover all areas. There relate to kennels and catteries which require the business of holidaymakers leaving their pets with them whilst on vacation. Clearly this business sector has been adversely affected during Covid's restrictions and it is recommended that this business sector is included within the policy. There are 18 of these qualifying kennels and catteries around the district.

7. Another area where support could be provided is to individual taxi drivers who are licensed with this authority for private hire or as hackney carriage licence holders. The number of journeys undertaken by taxis has reduced dramatically. The current ARG policy recognises taxi companies but not individual taxi drivers. According to Licensing information there are around 500 potential beneficiaries. Other authorities have started to recognise that these drivers have largely missed out on support and have awarded one-off payments to them. A typical award amount has been £500 and it is recommended that a £500 one-off payment is made to those taxi drivers who are licensed by this authority. This would amount to £250,000.

8. A similar position applies to Approved Driving Instructors resident in the district whose trade has been severely curtailed during the Covid pandemic and indeed negated during the full lockdown. It is recommended that a payment of £1,000 is made to each such driving instructor.

8. From the ARG fund it is possible to top-slice an amount from the grant to help wider economic activity and development in a new economic resilience fund, rather than direct grants to businesses, with the intention of future-proofing the local economy.

9. The Economic resilience fund will provide direct investment into sectors in the district that have been severely impacted by the pandemic and which have significant potential long-term benefit to the district's development.

10. The fund will be established following approval by cabinet in March and will consist of the top slice of up to one third of the funds unallocated from ARG, amounting to a one-off sum of £500k. The remaining two thirds will be retained for a programme of enhanced grants direct to businesses and expansion of the eligibility criteria where possible, linked to experience of local business sectors that were inadequately served initially.

11. The fund will focus on a number of key priorities through targeted practical programmes to encourage and enable growth in sectors that have been highlighted by members and partners. The suggested priorities for the fund are:

- A Town centres and High Street Fund; to implement the recommendations of the Town Centre appraisals, which are currently being approved by Cabinet, and the investment in the 'Clickit Local' and 'Maybe' packages
- A Young Entrepreneurship and Apprenticeship Skills fund to; support the development of young entrepreneurs business products and ideas and expand the technical apprenticeship offer within the council, particularly in the Highway Ranger sector.
- A digital infrastructure and Applications fund; to enhance the roll out of access to the highest connectivity speeds and use of new technology to support business in the area, including

enhanced training and awareness for local businesses on access to new platforms for growth

- The Rural fund; to rollout where appropriate in rural communities the learning from town centre and other packages of support, in consultation with stakeholders, also focusing on retaining local infrastructure, and promoting opportunities for the visitor economy and staycations

12. Officers have already begun discussion with other public sector partners such as ECC and business representatives to understand how these priority programmes can be delivered in a co-ordinated manner at a local level.

13. Taking the extensions to the current ARG scheme, additional payments and local economic development fund this would leave the authority with £800,000 remaining from the ARG fund of £2.6m to fund further ARG grants until 31<sup>st</sup> March 2022. This is not the totality of grant funding left for businesses as there are at least 10 other business grants that have been or are in operation to support businesses during Covid. Additional funding continues to be received from Government as Covid circumstances change and at the time of writing it is not known how the current Lockdown will be lifted and the type of grants that would then be in operation. Should, during 2021/22 there is anticipated to be an underspend on the remaining ARG funding available further options to use this money will be presented.

14. The situation regarding Covid remains fluid including how the pandemic affects businesses. It would greatly assist businesses if the Council were to be able to be more responsive in meeting business need. It is therefore recommended that future changes that are needed to the ARG policy can be undertaken by the Customer Service Director in consultation with the Portfolio Holder for Customer and Corporate Services and Portfolio Holder for Finance and Economic Development.

**Resource Implications:**

£2.6m has been provided by the Government for Covid Additional Restrictions

**Legal and Governance Implications:**

None

**Safer, Cleaner and Greener Implications:**

None

**Consultation Undertaken:**

None

**Background Papers:**

Additional Restrictions Grant Guidance from the Government

**Risk Management:**

None



## 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 EqIA on behalf of another function, service area or team, specify the originating function, service area or team:

Title of policy or decision: Amendments to the Additional Restrictions Grant Policy

Officer completing the EqIA: Tel: 4211 Email: rpavey@eppingforestdc.gov.uk

Date of completing the assessment: 15<sup>th</sup> February 2021

## Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project? Change</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): To provide financial support to businesses during the Covid period</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? The award of grants to qualifying businesses and establishment of a fund to support economic development</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>It will affect small businesses in our community</p> <p>Will the policy or decision influence how organisations operate? Financial support</p>
2.4	<p>Will the policy or decision involve substantial changes in resources? Grants funded by Government</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? Supporting the local economy</p>

### 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?  Businesses need financial support during the Covid lockdown period.
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? Feedback obtained from businesses during Covid period
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 would delay payments to intended recipients

## 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	N	L
Disability	N	L
Gender	N	L
Gender reassignment	N	L
Marriage/civil partnership	N	L
Pregnancy/maternity	N	L
Race	N	L
Religion/belief	N	L
Sexual orientation	N	L

## 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**

<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:

Date:

Signature of person completing the EqIA: Rob Pavey

Date: 15<sup>th</sup> February 2021**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.

# Epping Forest Council Additional Restrictions Grants (ARG) Scheme

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## Definitions

The following definitions are used within this document:

**'Additional Restrictions Grant (ARG)'** means the additional funding provided by Government. Funding will be made available to eligible Local Authorities at the point that national restrictions are imposed or at the point the Local Authority first entered LCAL 3 local restrictions;

**'Department for Business, Energy & Industrial Strategy (BEIS)'**; means the Government department responsible for the scheme and guidance;

**'Effective date'**; means, for eligibility of the grant, the date of the local restrictions or the date of widespread national restrictions. For the purpose of this scheme the date cannot be before 14<sup>th</sup> October 2020;

**'Hereditament(s)'**; means the assessment defined within Section 64 of the Local Government Finance Act 1988;

**'Local Covid Alert Level'** (LCAL) means the level of alert determined by Government and Local Authorities for the area. LCALs have three Tiers. Tier 1 (Medium): Tier 2 (High) and Tier 3 (Very High). For the purposes of these schemes the definitions used are LCAL1, LCAL2 and LCAL3.

**'Local lockdown'**; means the same as **'Local restrictions'**;

**'Local rating list'**; means the list as defined by Section 41 of the Local Government Finance Act 1988

**'Local restrictions'**; and **'Localised restrictions'** means legally binding restrictions imposed on specific Local Authority areas or multiple Local Authority areas, where the Secretary of State for Health and Social Care requires the closure of businesses in a local area under regulations made using powers in Part 2A of the Public Health (Control of Disease) Act 1984 in response to the threat posed by coronavirus and commonly as part of a wider set of measures;

**'Local Restrictions Support Grant Scheme (Closed)'**; means the grant scheme developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 9<sup>th</sup> September 2020 and amended on 9<sup>th</sup> October 2020 and which is applicable to businesses forced to close under either LCAL3 or where national restrictions are in place;

**'Local Restrictions Support Grant Scheme (Closed) Addendum'**; means the changes made to the Local Restrictions Support Grant Scheme (Closed) due to widespread nationwide restrictions;

**'Ratepayer'**; means the person who, according to the Council's records, was the ratepayer liable for occupied rates in respect of the hereditament at the date of the local restrictions or widespread national restrictions;

**'State Aid Framework'**; means the Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak published on 19 March 2020; and

**'Temporary Framework for State aid'**; means the same as the **'State Aid Framework'**.

## **1.0 Purpose of the Scheme and background.**

- 1.1 The purpose of this document is to determine eligibility for a payment under the Council's Additional Restrictions Grant Scheme (ARG). The Council, as the Business Rates Billing Authority is responsible for payment of these grants.
- 1.2 This discretionary grant scheme has been developed by the Council in response to an announcement made by the Secretary of State for Business, Energy & Industrial Strategy made on 31<sup>st</sup> October 2020 which sets out the basic circumstances whereby an additional restriction grant payment may be made by the Council to a business which has to close or are severely affected due to localised or widespread national restrictions being put in place to manage coronavirus and save lives.
- 1.3 Whilst the awarding of grants will largely be at the Council's discretion, the Department for Business, Energy & Industrial Strategy (BEIS) has set down criteria which **must** be met by each business making an application.
- 1.4 The scheme applies where local restrictions (LCAL3) are put in place **or** where a widespread national lockdown is announced.
- 1.5 Localised restrictions are legally binding restrictions imposed on specific Local Authority areas or multiple Local Authority areas, where the Secretary of State for Health and Social Care requires the closure of businesses in a local area under regulations made using powers in Part 2A of the Public Health (Control of Disease) Act 1984 in response to the threat posed by coronavirus and commonly as part of a wider set of measures.
- 1.6 National restrictions are nationally binding widespread restrictions imposed by Parliament under legislation. The current national restrictions are made under the Health Protection (Coronavirus, Restrictions) (England) (No. 4) Regulations 2020.
- 1.7 Grants under this scheme will be available for the 2020/21 and 2021/22 financial years only.
- 1.8 No grant shall be paid for any period where the localised or widespread national restrictions were in place prior to 14<sup>th</sup> October 2020.
- 1.9 Where any area enters either a localised restriction (LCAL3) or where a national restriction applies, additional assistance may be given to businesses under the Council's Local Restrictions Support Grants (Closed) Scheme (as amended).

## **2.0 Funding**

- 2.1 Under the Additional Restrictions Grant Scheme (ARG) provisions, Local Authorities will receive a one-off lump sum payment amounting to £20 per head in each area when local restrictions (LCAL3) or widespread national restrictions are imposed.

- 2.2 Once the Council's area is removed from local restrictions (LCAL3) or widespread national restrictions, no additional funding will be received from Government even if either the local restrictions or widespread national restrictions are re-instated.

### **3.0 Eligibility criteria and awards**

- 3.1 The Council is able to use this funding for business support activities and Government envisage that this will primarily take the form of discretionary grants although it can be used for wider business support activities.
- 3.2 If Local Authorities use the Additional Restriction Grant for direct business support grants, Government has stated that the same conditions of grant **must** apply as for the Local Restrictions Support Grant (Closed) scheme. However, the Council will have the discretion to alter the amount of funding offered to individual businesses and the frequency of payment.
- 3.3 Government has stated that the Council *may* also consider making grant payments to those businesses which, while not legally forced to close are nonetheless severely impacted by the restrictions put in place to control the spread of Covid-19. Government has also stated that the Council may also wish to assist business which are outside of the rating system and which are effectively forced to close.

#### **Eligibility Criteria**

- 3.4 For the purposes of this scheme the Council has decided that the following eligibility criteria must be met in order to receive an Additional Restriction Grant. Businesses must:
- (a) Be a Micro or Small business; **and**
  - (b) Have ongoing fixed property related costs; **and**
  - (c) Can demonstrate that they have suffered a significant fall in income due to the COVID-19 crisis;

#### **Priority Businesses for Receipt of Grants**

- 3.5 The Council has decided that the following businesses will be considered priority for this scheme:

##### **Non-essential retail regular market traders operating in the EFDC district**

Those with fixed property costs, such as rent, who do not have their own business rates assessment and are currently unable to trade due to Covid-19 restrictions.

##### **Bed & Breakfasts**

Where they pay Council Tax instead of business rates.

##### **Charities**

Charity properties in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.

### **Storage premises connected to events, hospitality or leisure**

Events, hospitality or leisure businesses that require premises for storage of goods or equipment and the occupying business has not received a Business Grant relating to another business property.

### **Retail businesses who do not show as such on the ratings list**

Properties not described as 'shop and premises' or similar within the rating list but undertake retail sales open to the public at the premises.

### **Business centres**

Business operating in an incubation environment and who are the ratepayer of the premises.

### **Retail manufacturing**

Businesses involved in manufacture for retail.

### **Supply chain businesses whose customers are legally forced to close**

Businesses not legally forced to close but whose trading has been impacted by its customers being required to close.

### **Wholesale retail and vehicle repair and servicing stores**

Businesses within the motor trade impacted by the government directives not to travel that have reduced vehicle usage and therefore demand and customer footfall.

### **Taxi/minicab/minibus/coach hire businesses**

Taxi and minicab operators who have been impacted by the call for people to make essential journeys only and relied on the leisure, hospitality, retail trade and commuters to generate business.

### **Other businesses suffering directly from the impact of lockdown**

Businesses not on this list but who have a genuine case for discretionary consideration due to the impact of lockdown on their business or the importance of their business to the local economy or future recovery.

## **Award Levels**

3.6 The Council has decided the following grant award levels:

- £3,000 where 'Small' businesses meet the required criteria;
- £2,000 where 'Micro' businesses meet the required criteria;
- £1,000 where all 'other' businesses meet the required criteria including regular market traders.

## **Excluded businesses – both local and national restrictions**

- 3.7 The following businesses will **not** be eligible for an award:
- (a) Businesses in areas outside the scope of the localised restrictions, as defined by Government and not subject to a widespread national restriction;
  - (b) Businesses that have chosen to close but not been required to, will not be eligible;
  - (c) Businesses which have already received grant payments that equal the maximum levels of State aid permitted under the de minimis and the COVID-19 Temporary State Aid Framework; and
  - (d) Businesses that were in administration, are insolvent or where a striking-off notice has been made at the date of the local restriction or widespread national restriction.

## **The Effective Date**

- 3.8 The effective date for eligibility is the date of the widespread national or local restrictions (LCAL3). Businesses **must** have been trading on the first full day of national or LCAL3 restrictions to be eligible to receive grant support.

## **Who can receive the grant?**

- 3.9 In **all** cases, Government has stated that the person who will receive the grant will be the person who, according to the Council's records, was the ratepayer in respect of the hereditament at the effective date.
- 3.10 Where the Council has reason to believe that the information it holds about the ratepayer at the effective date is inaccurate, it may withhold or recover the grant and take reasonable steps to identify the correct ratepayer. Where, it is subsequently determined that the records held are incorrect, the Council reserves the right to recover any grant incorrectly paid.
- 3.11 Where any business misrepresents information or contrives to take advantage of the scheme, the Council will look to recover any grant paid and take appropriate legal action. Likewise, if any ratepayer is found to have falsified records in order to obtain a grant.
- 3.12 Where there is no entry in the rating list for the business, the Council will have discretion to determine who should receive the grant.

## **4.0 How will grants be provided to Businesses?**

- 4.1 The Council is fully aware of the importance of these grants to assist businesses and support the local community and economy. The Council's Additional Restrictions Grant (ARG) scheme together with the Local Restrictions Support Grant (Closed) will offer a lifeline to businesses who are struggling to survive during to the COVID-19 crisis.

- 4.2 Details of how to obtain grants are available on the Council's website:  
<https://www.eppingforestdc.gov.uk/business/business-support-grants/additional-restrictions-grant/>
- 4.3 In all cases, businesses will be required to confirm that they are eligible to receive the grants. This includes circumstances where the Council already has bank details for the business and are in a position to send out funding immediately. Businesses are under an obligation to notify the Council should they no longer meet the eligibility criteria for any additional grants.
- 4.4 The Council reserves the right request any supplementary information from businesses, and they should look to provide this, where requested, as soon as possible.
- 4.5 An application for an Additional Restriction Grant is deemed to have been made when a duly completed application form is received via the Council's online procedure.
- 4.6 All monies paid under this scheme will be funded by Government and paid to the Council under S31 of the Local Government Act 2003.

## **5.0 EU State Aid requirements**

- 5.1 Any grant is given as aid under the Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak published on 19 March 2020. This means that businesses receiving support under these provisions can receive up to €800,000 in aid over three years (being the current and the previous two years).
- 5.2 Any grant awarded is required to comply with the EU law on State Aid. This will involve the applicant declaring to the Council if they have received any other de minimis State aid or aid provided under the EU Commission COVID-19 Temporary Framework.
- 5.3 If the applicant has not received any other de minimis State aid, they are not required to make that declaration to the Council or to complete any declaration statement.

## **6.0 Scheme of Delegation**

- 6.1 The Council has approved this scheme.
- 6.2 Officers of the Council will administer the scheme and the Section151 Officer is authorised to make technical scheme amendments to ensure it meets the criteria set by the Council and, in line with Government guidance.

## **7.0 Notification of Decisions**

- 7.1 Applications will be considered on behalf of the Council by the Revenues and Benefits Service.

7.2 All decisions made by the Council shall be notified to the applicant either in writing or by email. A decision shall be made as soon as practicable after an application is received.

## **8.0 Reviews of Decisions**

8.1 The Council will operate an internal review process and will accept an applicant's request for a review of its decision.

8.2 All such requests must be made in writing to the Council within 14 days of the Council's decision and should state the reasons why the applicant is aggrieved with the decision of the Council. New information may be submitted at this stage to support the applicant's appeal.

8.3 The application will be reconsidered by a senior officer, as soon as practicable and the applicant informed in writing or by email of the decision.

## **9.0 Complaints**

9.1 The Council's 'Complaints Procedure' (available on the Council's website) will be applied in the event of any complaint received about this scheme.

## **10.0 Taxation and the provision of information to Her Majesty's Revenues and Customs (HMRC)**

10.1 The Council has been informed by Government that all payments under the scheme are taxable.

10.2 The Council does not accept any responsibility in relation to an applicant's tax liabilities and all applicants should make their own enquiries to establish any tax position.

10.3 All applicants should note that the Council is required to inform Her Majesty's Revenue and Customs (HMRC) of all payments made to businesses.

## **11.0 Managing the risk of fraud**

11.1 Neither the Council, nor Government will accept deliberate manipulation of the schemes or fraud. Any applicant caught falsifying information to gain grant money or failing to declare entitlement to any of the specified grants will face prosecution and any funding issued will be recovered from them.

11.2 Applicants should note that, where a grant is paid by the Council, details of each individual grant may be passed to Government.

## **12.0 Recovery of amounts incorrectly paid**

12.1 If it is established that **any** award has been made incorrectly due to error, misrepresentation or incorrect information provided to the Council by an applicant or their representative(s), the Council will look to recover the amount in full.

## **13.0 Data Protection and use of data**

13.1 All information and data provided by applicants shall be dealt with in accordance with the Council's Data Protection policy and Privacy Notices which are available on the Council's website.

## **Report to the Cabinet**

**Report reference:** C-072-2020/21

**Date of meeting:** 11 March 2021



**Epping Forest  
District Council**

**Portfolio:** Environment and Technical Services – Cllr. N Avey

**Subject:** Covid 19 Development Projects - Travel Local Demand Responsive Transport (DRT) trial

**Responsible Officer:** Qasim (Kim) Durrani (01992 564055).  
Stephen Lloyd-Jones (01992 562414 ext 2414).

**Democratic Services:** Adrian Hendry (01992 564470).

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

(1) To note good progress being made on the commencement of trial flexible Demand Responsive Transport (DaRT87) bus service which commenced on 2 January 2021 and the challenges posed by ongoing restrictions due to Covid-19;

(2) To agree to extend the trial for a full year from 1 April 2021 to enable the service to build on experiences in the lock down period and benefit from higher number of journeys and vehicle capacity once the lockdown eases;

(3) Subject to recommendation (2) above allocate £85,000 from the Sustainable Travel Projects for a full year trial of the Demand Responsive Transport (DaRT87) bus service to be operated by Epping Forest Community Transport (EFCT); to be offset by fare revenue returned by EFCT;

(4) A report be presented to Cabinet post election with the progress of the trial and opportunities to extend the DRT service to other parts of the District to improve connectivity; and

(5) To agree to set aside Procurement Rules to enable the extension of the Contract with EFCT.

### **Executive Summary:**

On 3<sup>rd</sup> December 2020, cabinet approved a three-month trial of a 'hybrid' Demand Responsive Transport (DaRT87) service with Epping Forest Community Transport (EFCT), to replace Arriva's 87 service which ECC felt unable to subsidise further. The trial commenced on time on 2<sup>nd</sup> January. Given it is a new concept, set up with very little notice and run during a lockdown suppressing all but essential travel, it can be judged to have been a success, justifying strong consideration of extension further into 2021. By industry norms, a three month trial is also too short to prove and refine the marketing approach and to fully test and show the benefits of new technology such as the journey booking app which was still in beta trial in Q1.

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

To accept the positive trajectory of the initial trial (against the odds) as evidence of demand for a novel service such as DaRT87 which can grow a lot more as Covid restrictions relax and potentially expand to cover other areas of the District. This report outlines evidence and assumptions that show a higher passenger capacity later in 2021 would mean the service can be closer to self-sufficiency or even generate a surplus for reinvestment. There are also possibilities for financial support from DfT's Covid Bus Recovery Fund if the trial is extended and has proven demand. The trial supports the Council's Climate Change Declaration and our Local Plan's focus on sustainable transport protection and growth, as well as retaining a much-needed connection between SW Harlow, Epping Green, Epping, Theydon Bois and Loughton.

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

All the evidence, both county and UK-wide is that public subsidy of bus services will be under severe pressure for years. Ceasing the DaRT87 trial at this stage would leave residents open to further inconvenient and/or reduced bus options via a financially stressed ECC. It could be speculated that ECC and Trustybus would combine the 542 (Loughton-Debden town circular) and 418 routes to a single service replicating parts of the old 87, **minus** any direct link to Harlow and also effectively cutting off Epping Green and Theydon Bois from all or much of their bus service.

### **Report:**

#### 1. Key wins, learning points and problems to date:

- We have commissioned the service at short notice in accordance with national guidelines and EFDC procurement rules
- EFCT have proven their worth as a trusted community partner with the required expertise and commitment to make the most of the trial in difficult conditions – in return EFDC funding has taken staff off furlough and kept vehicles in use
- Marketing progress:
  - ECC and Arriva's promotion of the ceasing of the 87 was close to non-existent
  - A set of initial EFDC comms/social media prompted registrations, backed up with EFCT posters and face to face activity to capture 'traditional' bus user interest
  - NHS/PAH and CCG staff comms team were engaged
  - Epping Upland Parish Council, St John's Epping School and Savills (for EF Shopping Park) helped promote the service
  - EFDC staff comms has started to feature DaRT87 as a sustainable commuting option as we plan for the post-Covid 'agile' workstyle for the Civic Centre
  - Expressions of interest slowed after the expiry of a 'free travel until 21 Jan' offer; this shows that a drip feed of marketing messages is essential
  - As lockdown has completely suppressed non-essential travel, we postponed a geographically targeted social media campaign but are testing the waters in mid-February with Facebook activity in SW Harlow, where most demand exists and whose residents are less likely to follow EFDC media

2. During January, 55 people pre-registered interest online, although only a minority actually used the service due to lockdown. Key groups: NHS staff (13), those seeking a tube link for essential London commutes (15), EFDC staff (8), college/6<sup>th</sup> formers (4).

3. Key geographical areas of the District that are beneficiaries of the DaRT87 are: SW Harlow; Epping Green (confirming 87's loss impacting a rural community) and Loughton. 186 single trips were taken during January (mon-sat), equivalent to approximately £750 in fare revenue that would have been returned to EFDC by EFCT. Anecdotal evidence is building of some regular

users and some runs being at or close to the Covid-allowed capacity of 7 passengers (out of 16 seats)

4. Whilst no local precedent exists, ECC's bus strategy team are impressed by this level of interest and usage, compared to their rural DRT launches in rural Essex pre-Covid and experience elsewhere in the UK. Due to compressed timescales, Christmas and Covid pressures on their works, Traffic Commissioners office (a mandatory process for bus services) did not approve this service until early February so **no fares** could be taken during January

5. Given the progress above, the groundwork has been done to exploit a phased return to 'normality' to include: return to schools/colleges; reopening of non-essential retail and hospitality; increase in commuting and leisure trips; relaxation of bus seat to passenger ratio (currently only 7 of 16 minibus seats can be occupied)

6. At just over one month into the first trial (at the time of writing) and because of lockdown suppressing demand, it is very hard to predict future fare income. Factoring in the signs of repeat essential travel users in January, some success in local marketing including in Harlow during February, some school age groups returning from mid March and early signs of 65+ year olds feeling more confident in travelling due to the vaccination programme, the following forecast is proposed for the initial trial:

	January	February	March	Total
Trips	186	250	450	886
Fares	£750 est	£1,000	£1,800	£3,550

7. For the one year trial extension now proposed from 1 April 2021 reasonable assumptions for an optimistic scenario include: full school and college return from May; resumption of non-essential shopping, hospitality, gyms, sports, relaxation of advisory and mandatory work from home for non-key workers. DfT relax seat to passenger ratios on buses from June to allow up to 16 passengers; return of some consumer discretionary spending and mass business reopening May/June; continued marketing throughout the period.

	April	May	June	July	August	September	October	November	December	Total
Trips (high uptake)	750	1250	2,000	2,500	2,000	2,750	2,750	2,750	2,500	19,250
Fares	£3,000	£4,000	£8,000	£10,000	£8,000	£11,000	£11,000	£11,000	£10,000	£76,000
Trips (low uptake)	560	950	1,500	1,875	1,500	2,050	2,050	2,050	1,875	14,410
Fares	£2,250	£3,000	£6,000	£7,500	£6,000	£8,250	£8,250	£8,250	£7,500	£57,000

8. In conclusion, an investment of £85,000 could return a viable sustainable and repeatable public transport model and generate over, £70,000 in best case and £50,000 in low uptake, returned fare revenues (excluding any possible central government support for the bus industry).

9. The initial appointment of EFCT to carry out a three month trial was within the Procurement Rules. However, the proposed extension will increase the costs and trigger the need for a competitive procurement exercise. Given that we do not have enough information as well as time to conduct a market testing exercise it is proposed that the Procurement Rules be waived to allow EFCT to carry out the one year trial. It is anticipated that during the year enough information and evidence will become available to allow a competitive market testing for any future DRT in the District. This will include the provision of attracting large DRT providers for example: Zeelo and Shottl etc.

#### Resource Implications:

Since January 2021, the Council has contributed £26,574 for the running of the DaRT87 three-month trial. It is recommended that further ongoing financial commitment of £85,000 be made to EFCT to extent the trial DRT service from 1<sup>st</sup> April to 31<sup>st</sup> March 2022.

All one-off setup costs from the first trial no longer apply.

Ongoing operating cost:

Operating cost per Driver/Bus route (2 driver' covering a 12hr shift)	£77,328 (£6,444 per month)
Marketing (including digital and social media)	£8,000

Total costs:	£85,328
Income from fares (mid range forecast):	£50,000
Net cost	£35,328

Fares as per the fare table below. Fares to remain as per historic Arriva 87 fares. Single fares are shown below, but return fares offer 25-35% discount on two singles (for example, Harlow to Epping Station return = £5.20 versus two £3.50 single fares). Concessionary passes/fares will be accepted under normal ECC T&Cs – this service does qualify for central government reimbursement of journeys made with passes, so they do generate some income.

**Single Fares (Fare Stages shown – additional stops exist)**

Bus Station, Harlow													
2.0	Northbrooks												
2.0	2.0	Sumners / Katherines											
2.0	2.0	2.0	Staple Tye (All Stops)										
2.5	2.5	2.5	2.0	Jacks Hatch									
3.0	3.0	3.0	3.0	2.5	Epping Green								
3.5	3.5	3.5	3.5	3.0	3.0	Epping / Maltings Ln / Church							
3.5	3.5	3.5	3.5	3.0	3.0	1.0	Railway Station, Epping						
3.5	3.5	3.5	3.5	3.0	3.0	1.0	1.0	Sunnyside Rd / Epping Woodland					
3.5	3.5	3.5	3.5	3.0	3.0	1.0	1.0	1.0	Ivy Chimneys / Spotted Dog				
4.5	4.5	4.5	4.0	4.0	4.0	3.0	3.0	3.0	3.0	Theydon Bois			
5.0	5.0	5.0	5.0	5.0	4.0	3.0	3.0	3.0	3.0	3.0	Debden		
5.0	5.0	5.0	5.0	5.0	4.0	3.0	3.0	3.0	3.0	3.0	1.5	Loughton	
5.0	5.0	5.0	5.0	5.0	4.0	3.0	3.0	3.0	3.0	3.0	1.5	1.5	Debden.

**Legal and Governance Implications:**

DaRT 87 has been approved by the Traffic Commissioner under a Section 22 license under the Transport Act 1985. These permits allow the holder to operate transport services for hire or reward without the need for a full public service vehicle operator's (PSV 'O') licence. Section 22 does allow ad hoc pickup of passengers at bus stops, but as Covid restrictions are likely for a long period, pre-registration of journeys by phone call or app is still required. Part of the DRT approach is to run services according to demand, so a fixed timetable may not exist (although an indicative one may) but journeys may run earlier, later, or not at all according to demand.

Bus Services Support Grant (CBSSG) funding is an England-wide, outside of London scheme from the DfT to help the bus industry survive and run a viable core service during Covid conditions. This is likely to be renewed soon and DaRT87 may well qualify for support as an established service. This avenue will be explored in full if the trial is extended.

With regard to creation of additional DRT routes, we would have to be mindful of commercial and contractual arrangements between ECC and commercial bus operators. Any 'abstraction' of revenue from commercial routes such as the 420 (Ongar - North Weald – Epping - eastern Harlow) or the 13 (Waltham Cross/Abbey to Epping) could be met with hostility from the operators and they may object to future applications to the Traffic Commissioner and/or the section 22 status of EFCT. On the other hand, with a successful trial, ECC may well see EFCT as a proven, cost-effective provider and offer them more tender opportunities for DRT type replacement of failing conventional bus services.

**Safer, Cleaner and Greener Implications:**

EFCT minibuses remain lower emission Euro 6 standard. There are no plans at this stage to replace them with or to trial ultra low emission vehicles. This is on cost and infrastructure grounds and current unsuitability for a DRT route that could involve daily mileage well in excess of an EV minibus range. This will remain under review as technology and funding opportunities are changing rapidly and the District's currently very poor public EV charging infrastructure will increase over the next 12-18 months.

**Consultation Undertaken:**

EFCT, ECC (Integrated Passenger Transport Unit),

**Background Papers:**

Covid 19 Development Projects Update

**Risk Management:**

If the usage of the service, as a result of continuing Covid-19 restrictions or lack of confidence among users does not increase, then the estimated income will not materialise.

There is a reputational risk for the Council if the service is unable to perform at the expected level of service. This will be mitigated by Officers liaising closely with EFCT, ECC and other stakeholders.

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## Appendix 2. 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: **Environmental and Technical Services**

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team: No

Title of policy or decision: Development of Licensing arrangements for Pavement Licence applications

Officer completing the EqlA: Tel: 4055 Email: qdurrani@eppingforestdc.gov.uk

Date of completing the assessment: 16/02/2021

## Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p><b><i>Yes a new policy</i></b></p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p><b><i>To agree to fund a trial Demand Responsive Transport (DRT) service along the current Bus Route 87</i></b></p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p><b><i>Work with Essex as a Transport Authority and Epping Forest Community Transport to trial a Demand Responsive Transport (DRT) service which will link some of the current Bus Route 87 communities. Provide a sustainable travel alternative to NHS, key workers, EFDC staff as well as residents. Route 87 in its current form will be ceasing at the end of 2020 as ECC feel they cannot justify subsidising it on grounds of low and declining usage.</i></b></p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"><li>• service users – <i>yes local bus route users</i></li></ul> <p>Will the policy or decision influence how organisations operate?</p> <p><i>No</i></p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p><i>No</i></p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p><b><i>Yes it is linked to the Covid 19 Development Projects</i></b></p>

## 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><b><i>Bus Route 87 offers connectivity between Harlow Town, Epping Green, Epping Town, Theydon Bois, Debden and Loughton. Unfortunately due to Covid 19 restrictions it has not been possible to get qualitative data on bus users. It is likely that residents could be using the service for visit to Princess Alexandra Hospital, Harlow as well as students heading for Harlow College, New City College or East 15 acting school. SW Harlow commuters heading for Epping tube station appear another significant element of usage. Similarly it is likely that students and visitors from Harlow could be using the bus route to visit Epping Forest District or to travel beyond.</i></b></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><b><i>Due to Covid restrictions and time limitations it has not been possible to carry out a wider consultation. It is intended that the trial will enable Epping Forest Community Transport to carry out impact assessment. Cessation of the current service 87 would leave many residents heading for Harlow needing to change buses at Epping, unless the proposed DRT service is launched.</i></b></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>N/A</p>

## Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	<p>Neutral</p> <p>This service should make a positive impact on the elderly if they wish to travel within and out of District to Harlow. Concessionary passes will be accepted at all times where allowed on the public bus network.</p> <p>The aim for cashless operation and the use of online and smartphone booking has been considered. Journey booking by phone will still be allowed by those without internet access and concessionary pass use is cashless.</p>	L
Disability	Neutral (wheelchair-accessible vehicles)	L
Gender	<p>Neutral</p> <p>This service will operate on the same policy and guidelines for customers of all gender</p>	L
Gender reassignment	<p>Neutral</p> <p>This service will operate on the same policy and guidelines for customers of all gender</p>	L
Marriage/civil partnership	<p>Neutral</p> <p>This service will operate on the same policy and guidelines for all customers</p>	L
Pregnancy/maternity	Neutral	L

Race	Neutral This service will operate on the same policy and guidelines for all customers	L
Religion/belief	Neutral This service will operate on the same policy and guidelines for all customers	L
Sexual orientation	Neutral This service will operate on the same policy and guidelines for all customers	L

## 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	
			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: Qasim (Kim) Durrani

Date: 27/10/2020

Signature of person completing the EqlA: Qasim (Kim) Durrani

Date: 27/10/2020

**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.