

# EPPING FOREST DISTRICT COUNCIL LOCAL COUNCILS' LIAISON COMMITTEE MEETING MINUTES

Thursday 1 February 2024, 7.00 pm - 8.30 pm

## Council Chamber - Civic Offices

<b>Members Present:</b>	Councillors D Sunger (Chairman), H Kane, J Lea, R Balcombe, J H Whitehouse, L Paine and D Wixley
	Epping Upland Parish Clerk, Loughton Town Clerk, Nazeing Parish Clerk, Sheering Parish Clerk, Stapleford Abbots Parish Clerk and Waltham Abbey Town Clerk
<b>Other Councillors:</b>	Epping Upland Parish Clerk, Loughton Town Clerk, Nazeing Parish Clerk, Sheering Parish Clerk, Stapleford Abbots Parish Clerk and Waltham Abbey Town Clerk
<b>Apologies:</b>	Councillor(s) R Bassett, R Morgan, Buckhurst Hill Parish Clerk, Epping Town Clerk, North Weald Bassett Parish Clerk and Theydon Bois Parish Clerk
<b>Officers In Attendance:</b>	Georgina Blakemore (Chief Executive), Nigel Richardson (Service Director (Planning Development), Pat Seager (Chairman's Officer), Therese Larsen (Democratic Services Officer) and Gary Woodhall (Team Manager - Democratic & Electoral Services)

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

#### 8 WEBCASTING INTRODUCTION

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

#### 9 MINUTES OF PREVIOUS MEETING

##### RESOLVED:

The minutes of the meeting of the Committee held on 21 September 2023 be taken as a correct record.

#### 10 CHAIRMAN OF QUALIS

Chairman of Qualis, Brian Johnson, introduced the Qualis team; Ben Johnson Manager of operations at Qualis Property Solutions, Simon Rutter Manager of Development of Qualis, Kath Worth Manager of Corporate Services and Jen Fry from Communications at Qualis Group.

Brian Johnson then made a brief introduction about the Qualis group objectives –

- 1) Generating income &
- 2) provide and grow services for Epping Forest District Council.
- 3) Support Epping Forest District Councils regeneration.

Brian Johnson went on to explain the governance of Qualis Group.

Brian Johnson handed over to Ben Johnson, Operations Manager, who gave the Committee a presentation regarding the Year End Performance and Business Update (attached).

The presentation on Qualis Property Solutions, covered four main points of interest;

- 1) Achievements
- 2) Challenges
- 3) End of Year Performance 2022/23 and
- 4) Business Plan & Next 12 Months.

Ben Johnson handed over to Simon Rutter who gave the Committee a short presentation on Qualis Commercial current building projects (attached).

Simon Rutter handed over to Kath Worth, Manager of Corporate Services, and Jen Fry, Communication, who spoke about Communications and the Qualis website being improved.

Following the presentations, the Committee asked the following questions:

- Has Qualis got any plans of applying for ISO9001 Quality Assurance? Ben Johnson said yes as Qualis develop this is something they will be consider.
- The budget quilter is out of sync with Parish Councils, could this be addressed?
- The grant system mentioned in presentation – the forms ask for some information not available to Parish Councils, so how can Parish Councils specify target audiences? What is the total amount of money available?  
Ben Johnson replied - beneficiaries needs to be specified as this money is from HRA and therefore needs to benefit those tenants. Fund itself is £35 000, and each application can apply for up to £5000.
- Is the cinema and retail units planned for the Cottis Lane site still coming?  
Simon Rutter replied – the cinema market is low at the moment, and the proposals are being marketed but are financially challenging. Be in position by summer to discuss next phase.
- Job opportunities – why is local employment not higher than 40%? How many apprentices? How many staff totally? Operatives outside versus internal staff? How many of the developments are truly affordable housing?  
Ben Johnson replied - 45 % of employees are from the district. There are 150 employees across the whole Qualis group: 120 in maintenance and 75 to 80 internal operatives. Local employees are preferred; however, some staff were tupe'd from EFDC. There are currently 5 apprentices, but Qualis is hoping to grow that to 7 within 12 months. Affordable homes – out of the 342 homes with planning consent/or planning consent applied for, 52 are affordable.
- Can the funding information be sent to Parish Councillors.  
Ben Johnson said yes that can be done. Jen Fry explained it has gone out as a press release to EFDC and is also available on Qualis' website.
- Can the Community fund be used for grounds maintenance, as a maintenance contract for Qualis? Ben Johnson replied – there must be a link to benefit HRA tenants. Decision making panel decides the applications.
- Some previous Council Tenants who still have council neighbours have problems with their fencing being broken from the Council Tenants side – can they claim for repairs anywhere? Ben Johnson replied that that sounds like a Housing Management issue, and queries should be looked at individually by Housing Management. Qualis does not get involved with Housing Management.
- When will work start on the Roundhills estate? With Qualis now being on Facebook, can this be used to pre-empt issues? Simon Rutter replied to the Roundhills question, saying that tenders have been returned for Roundhills and within 2 to 3 months announcements will be made. Brian Johnson replied to the communications question,

saying Qualis have had supply chain issues and being up front and open about that would be good.

- The Community benefit fund, is has to benefit Council Tenants, but some applications might benefit whole community. Please clarify the scope. Ben Johnson replied, if there are HRA tenants within that community, then that is within scope – it does not need to be 100% HRA tenants.
- When homes are built, people are concerned about infrastructure that needs to be around them. What Section 106 money are coming your way, and what work is done with that money to make sure infrastructure is in place? Chairman replied that will be answered in Agenda item 5. Simon Rutter said – Qualis' Section 106 contributions for the three sites in Epping amounts to £2.4 mill, will be across a broad range of facilities such as education, library, healthcare, open space and play areas. Part of the remit is to ensure that facilities provided by County is provided sooner.
- Will Qualis contribute to Section 106? Simon Rutter confirmed Qualis contribute to Section 106.

## 11 ISSUES RAISED BY LOCAL COUNCILS

### a) Review of Terms of Reference

Democratic Services Manager Gary Woodhall updated the Committee that the review has not been undertaken fully. Local Councils Liaison Committee is an outside body, and it is therefore not in Epping Forest District Councils constitution. However, District and Local Council Charter has previously been reviewed, and members can at the next meeting take a view if a separate term of reference is needed or if the charter can be used.

Local Council Liaison Committee is a liaison committee to discuss items of mutual interest, it is not a decision-making committee, and this will be reflected in the terms of reference.

The Chairman pointed out that although no terms of Reference is available at this time Local Councils can still ask for issues to be raised.

The Committee asked the following question:

- Is it the role of Essex Association of Local Councils to look at the Terms of Reference? Gary Woodhall confirmed that currently there is no secretary appointed to the Essex Association of Local Councils, and therefore there is no single point of contact. If the Epping Forest branch of the Essex Association of Local Councils wants to take on that role, Gary Woodhall would be happy to provide guidance.

#### **Action:**

Woodhall will report back to the Local Council Liaisons Committee at the next meeting and the Committee can then decide whether to adopt the Terms of Reference.

### b) Section 106 legal agreement funding

Service Director Nigel Richardson presented on Section 106 Legal Agreement Process (attached), explaining when Section 106 is needed, how it can be done and what they will cover.

Here are some links to relevant documents mentioned in the presentation;

[Infrastructure Delivery Fund](#)

[Air Pollution Mitigation Strategy](#)

[Annual Infrastructure Statement](#)

The Committee asked the following questions:

- How can Councillors influence the Section 106 conversations with their local knowledge? Nigel Richardson replied, there has been a lot of consultations, however this needs to be captured at pre-planning application stage, and this will be looked at.
- There is no mention of Highways, Epping is congested – is any Section 106 money going to Highway improvements? Nigel Richardson said he cannot comment on individual applications, however confirmed that Epping Forest District Council (EFDC) does consult Essex County Council and they do comment on applications and can ask for S38 and S278 Highway contributions.
- The Parishes ask for small amounts of money compared to the sums in the development. Local Councillors have a hard time explaining that there is no money even for small aids like high visibility vests for Community Speed Watch or for Village Gates. The Chairman advised the Parish Councillors to speak to their County Councillor.
- The area where the construction and development are done should be the area that benefits from the Section 106 money. Nigel Richardson explained that the Section 106 contributions should be spent where relevant and necessary i.e. the local area the development is in. Cllr Sam Kane confirmed that Essex County Councils education contribution may however be pooled and used outside the immediate area of development. County Councillor Marshall Vance informed the Committee that Corporate Scrutiny at Essex County Council is asking the same question.
- Regarding the Section 106 money paid for the forest in respect of the recreation pressures and air quality. Is the money currently being used? If so, how is the money used? Nigel Richardson replied: we are still collecting money. Cabinet on 4<sup>th</sup> December 2023 states how much money has been collected.
- Whilst the Section 106 money is being collected is it held by EDFD, or passed to City of London? Nigel Richardson said EFDC holds the money.
- How and when are you going to progress Epping Forest Special Area of Conservation (SAC). Regarding affordable homes – why is there a difference between what Nigel Richardson says and what Qualis said earlier? Nigel Richardson replied that it is still very early days, however it is Essex County Council looking to support EFDC on the delivery of the SAC. The 40% affordable homes, is the goal, however this is not always viable.
- At what stage does the developer pay? Nigel Richardson confirmed that this varies - some prior to commencement, others after a proportion of the development being built, and yet others a proportion once finished.
- Is it possible thought Section 106 or through planning applications – that bonds can be put on the builder to repair pavement damage? Nigel Richardson explained the difficulty of proving who caused the damage, and then enforcing this. It would be a legal agreement for every single application, and for smaller applications EFDC does not have the staff or resource to do this, we might be able to look into this for larger developments. Cllr S Kane suggested a small per-home levy to repair damage.

#### **Action**

- County Councillor Marshall Vance will invite someone from Essex County Council to present on where the money goes and the reasons behind the decisions.
- Nigel Richardson will find out how the Section 106 contributions are being spent in respect of recreation pressures and air quality in Epping Forest.
- Nigel Richardson to look into adding a bond/levy to larger applications – to fix damage caused to pavements etc.

**12 DATES OF FUTURE MEETINGS**

The Committee noted that its next meeting would be held on 26 September 2024 at 7.00pm.

**CHAIRMAN**

# Minute Item 9

## EPPING FOREST DISTRICT LOCAL COUNCILS' LIAISON COMMITTEE MINUTES

**Date:** Thursday 21 September 2023 **Time:** 7.00 - 8.00 pm

**Place:** Council Chamber - Civic  
Offices

**Members  
Present:**

**Representing Epping Forest District Council:**

Councillors D Sunger (Chairman), H Kane, J Lea, R Morgan and  
J H Whitehouse

**Other Councillors:**

Councillors D Wixley and L Paine

**Representing Essex County Council:**

County Councillors J McIvor and S Kane

**Representing Local Councils:**

Matching Parish Clerk, Nazeing Parish Clerk,  
North Weald Baseett Parish Clerk, Sheering Parish Clerk,  
Stanford Rivers Parish Clerk, Stapleford Abbots Parish Clerk,  
Waltham Abbey Town Clerk.

**Apologies:**

**Epping Forest District Council –**

Councillors R Bassett

**Essex County Council –**

Councillors L Scott, H Whitbread, C Whitbread, Chris Pond and  
M Vance

**Parish/Town Councils: -**

None.

**Officers  
Present:**

N Richardson (Service Director (Planning Development)),  
G Woodhall (Team Manager - Democratic & Electoral Services) and  
R Moreton (Corporate Communications Officer)

---

### 1. WEBCASTING INTRODUCTION

The Democratic & Electoral Services Team Manager reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

**2. APPOINTMENT OF CHAIRMAN & VICE-CHAIRMAN****Resolved:**

(1) That District Cllr D Sunger, in his capacity as the Chairman of the District Council, be appointed as Chairman of the Local Councils Liaison Committee for the 2023/24 municipal year; and

(2) That Town Cllr C Burgess, in her capacity as the Chairman of the Epping Forest branch of the Essex Association of Local Councils, be appointed as Vice-Chairman of the Local Councils Liaison Committee for the 2023/24 municipal year.

**3. MINUTES OF PREVIOUS MEETING****RESOLVED:**

(1) That the minutes of the meeting of the Committee held on 28 March 2023 be confirmed as a correct record.

**4. EPPING FOREST LOCAL HIGHWAYS PANEL - NEW STRUCTURE**

Cllr S Kane, the Chairman of the Epping Forest Local Highways Panel, informed the Liaison Committee of the new arrangements for the Epping Forest Local Highways Panel. The rules concerning the Local Highways Panels had changed at Essex County Council and a discussion had taken place on how the Epping Forest Local Highways Panel should operate in the future. A number of options had been considered and it was decided that no Town or Parish Council representative should be invited to future meetings, and that any representations from Town or Parish Councils should be directed through their Essex County Councillor.

Cllr S Kane added that a new Panel had been set up, consisting of the Chairmen from each of the Local Panels across the County. This new Panel had their own budget for approving schemes, and each of the Local Panels could refer schemes to this new Panel for consideration.

The Local Councils enquired about the procedure that the Panel used to make decisions. Cllr S Kane stated that the Epping Forest Panel had a budget of £174,000 available to fund schemes across the District, but there were schemes totalling £700,000 on the work programme. Therefore, the Panel members had to review the proposed schemes with a critical eye and make a balanced decision for each scheme proposed. Schemes relating to safety issues took priority. It was accepted that the rural areas might have less schemes approved, and the advice to the Local Councils was to lobby their County Councillor.

**Actions:**

(1) Cllr S Kane to ascertain whether the Local Councils could talk directly to the Highways Officers at the County Council; and

(2) Democratic & Electoral Services Team Manager, G Woodhall, to add the link to the Panel's agenda and minutes on the County Council website to the minutes of this meeting:

<https://www.essexhighways.org/epping-forest-lhp>.

**5. ECC CABINET MEMBER FOR HIGHWAYS MAINTENANCE AND SUSTAINABLE TRANSPORT - CLLR LEE SCOTT**

Cllr S Kane reported that County Cllr L Scott was unavailable for tonight's meeting, and therefore could not provide an update on his plans for the future of highways in the County nor address any concerns that the Local Councils might have.

In relation to the four specific points raised by the Local Councils, Cllr S Kane had received the following responses from Essex Highways Officers:

(i) The efficacy of the Local Highways Panel and the adequacy of the budgets provided to them:

"Where there is a solution then the Local Highways Panel will provide one, however it's not always practical or in some cases legal to commit to every proposal. The scheme list for each panel is generally in excess of the amount of funding available, therefore schemes are prioritised based upon the returned benefit."

(ii) The prime remit of Local Highways Panels:

"Information on the Panels remit can be found at the following link <https://www.essexhighways.org/local-highway-panels>."

(iii) What (if any) options are available for introducing traffic calming measures on rural country roads:

"Traffic calming measures are subject to the classification of the highways network. Where sections of the network allow traffic calming measures to be installed they are dependent upon the constraints at the intended location, rural roads are often subject to national speed limits making them inappropriate locations. Where rural roads pass through villages which are subject to 30mph and there are no constraints then traffic calming measures can be considered."

(iv) The contract with Ringway Jacobs, how long this is in place for, when it is due for renewal, and whether or not they offer value for taxpayers money:

"The Ringway Jacobs contract runs until April 2027. An exercise is underway within ECC to determine the contract type that will follow on from the Ringway Jacobs contract, so it will not be 'renewed' as such. It is difficult to respond to the 'value for money' part of question, however when the contract was originally bid, it was competitively tendered, so it is expected it provided value for money. In addition, over the last couple of years, RJ has been working closely with ECC to successfully identify significant savings and efficiencies and this will continue until the end of the contract."

Cllr S Kane also highlighted that every scheme cost a considerable amount of money as there was validation and survey work that needed to be undertaken.

**Actions:**

(3) Cllr S Kane to enquire of Highways Officers when better quality 'Road Closed' signs would be available.

**6. ISSUES RAISED BY LOCAL COUNCILS**

(a) **Copies of the Local Plan**



The Local Councils had requested the District Council to provide each of the 24 Town and Parish Councils within the District with a hard copy of Part 1, Part 2 and the Policies Map of the Local Plan.

The Service Director for Planning, N Richardson, informed the Local Councils that it cost approximately £120 to print a copy of the Local Plan, and the District Council simply did not have a budget to provide the Local Councils with a copy as requested. The documents were freely available on the District Council's website and individual Local Councils could print off their own copy.

The Local Councils felt that the District Council should be more sympathetic over this issue as £120 was a lot of money for some of the smaller Local Councils, and there were concerns about the lack of access to a printed copy of the Local Plan.

Some suggestions were made at the meeting by District Councillors to reduce the cost for Local Councils, such as sharing a printed copy or contacting a number of different printing companies to find the best price. North Weald Bassett Parish Council offered a copy for any of the Local Councils that required one.

#### **(b) Planning Policy & Implementation Team Officers**

The Local Councils had requested an update on the Officers and roles within the Planning Policy and Implementation Team.

N Richardson displayed a structure chart showing the current composition of the Team (attached as an Appendix to these minutes). There were a considerable number of interim posts within the Team, and there were a variety of reasons for this, including:

- The proximity of London and the salaries offered by the borough Councils;
- Private sector competition;
- Insufficient Planning Officers coming through the system; and
- The increasing complexity of the planning system.

N Richardson stated that other authorities in Essex had similar issues, and the Council was looking at the possibility of shared services with neighbouring authorities.

#### **(c) Arcos Planning System**

(i) N Richardson stated that the system did not allow you to identify which properties had been consulted on a particular planning application. The Council was in discussions with the provider to add this feature.

(ii) To search for the history of a particular property using the 'file number', N Richardson stated that users should select the 'Advanced Search' function to achieve this. The Chairman, Cllr D Sunger, explained that Planning Officers had demonstrated how he could search for all previous planning applications submitted from a particular road within the District.

(iii) In respect of a possible two-hour tutorial on the system for Town and Parish Councils, N Richardson requested that if the Local Councils informed him of their issues with the system, then Officers would consider the viability of running such a session. The Local Councils felt that a two-hour tutorial would be of value, even if it would not solve all the issues with using the system, and it could be held on Microsoft teams and recorded so that it could be re-watched. The Local Councils also stated that they had provided a list of issues to the previous Planning Service Manager a year ago but had had no response. N Richardson requested that this list be sent to him, and Officers would respond to the Local Councils.

**(d) The Weekly Planning List**

The Local Councils had highlighted that the weekly planning list was not sometimes distributed on a Friday afternoon due to staff leave or sickness and could not another remember of staff distribute the list on these occasions. N Richardson stated that this was a business support function and Officers were aware of the issue, and they would look at increasing the resilience for this function.

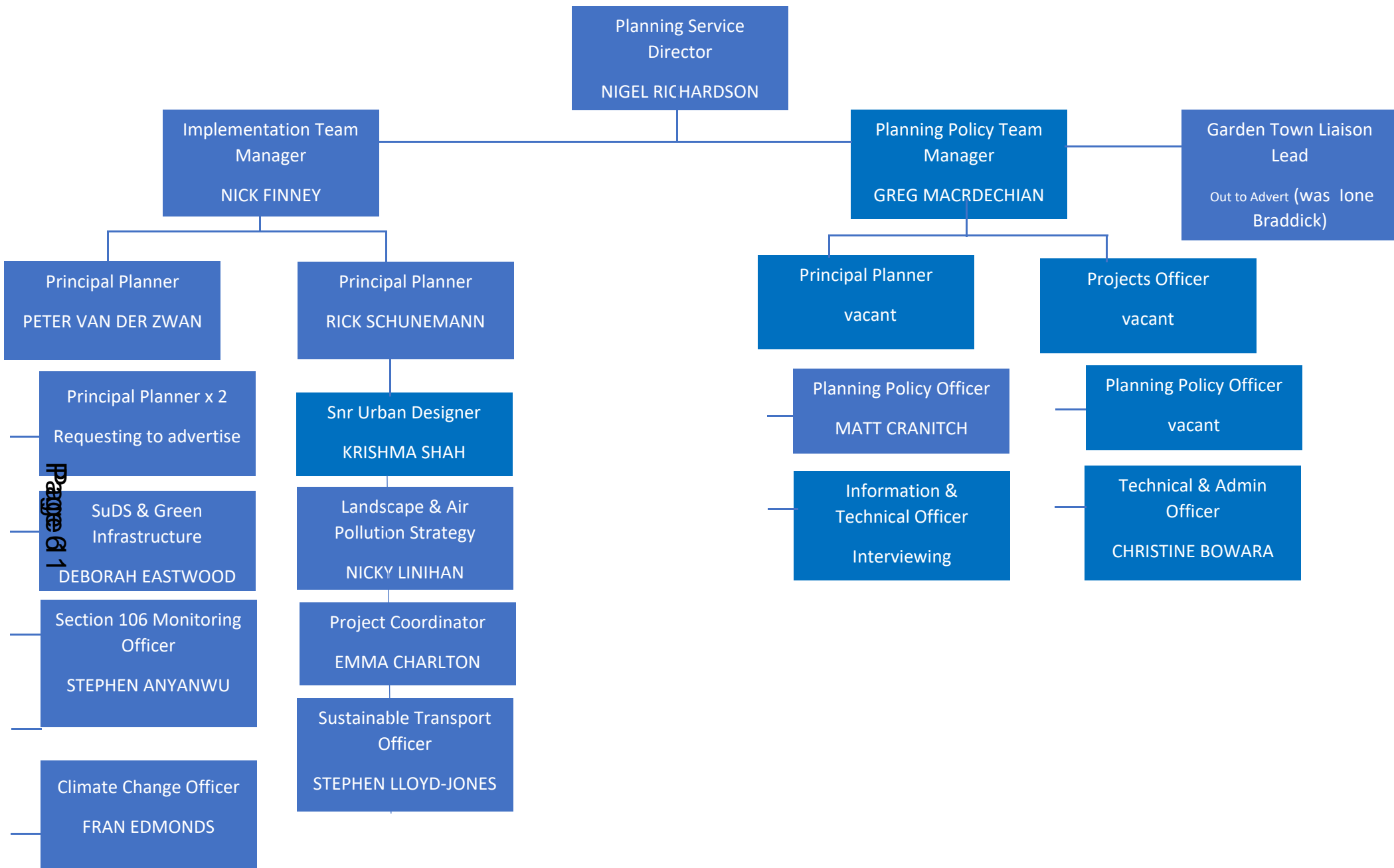
**(e) Qualis**

The Local Councils had requested that the new Chairman of the Qualis Group attend the meeting to provide an update on the Qualis organisation. G Woodhall reported that the new Chairman of Qualis had been invited but was unavailable. However, he would attend the Committee's next meeting in early 2024.

**7. DATES OF FUTURE MEETINGS**

The Committee noted that its next meeting would be held on 1 February 2024 at 7.00pm.

**CHAIRMAN**



Page 61

**Qualis**



**PROPERTY  
SOLUTIONS**

---

## **2023/24 Year End Performance and Business Update**

Local Councils' Liaison Committee  
1 February 2024

# Agenda

---

- Page 13
1. Achievements
  2. Challenges
  3. End of Year Performance 2022/23
  4. Business Plan & Next 12 Months



# Key Achievements

---

**Mobilised 9 work streams**, in 2022/23 boiler installations, GM and Aids and Adaptations.

**Below inflation prices increases**, in 2022/23 and 2023/24, helping to reduce costs in the HRA.

**Independently benchmarked** as median performance and cost.

**Five Apprenticeships**, offered to the local community.

**Strong customer satisfaction** with 93% of our customers happy with the service we provided in 2022/23.



# Key Achievements

---

Page 15



**Local employer** with 40% of staff living in the Epping district and 55% living in Essex or nearby neighbouring areas, created \ recruited over 100 local jobs.



**Provided additional value** through our community benefit initiatives such as, estate litter pick days and supporting employment events.



**Improved technology** which includes call back and webchat feature in our customer services centre.



# Key Challenges

---

Page 16

## Key Challenges Over the Period:

- Global Pressures, Cost inflation, Materials supply, Sub-contractors
- Increase in Demand and Speed of Repairs
- Skills and Recruitment / Retention
- Rapid Growth and Resources
- Sub-Contractor performance (first 6 months) in Voids.





# 2022/23 Performance (Year End)

Measure	21/22 Year End	22/23 Target	Q1	Q2	Q3	Q4	22/23 Year End
Customer Satisfaction	93%	92%	92%	92%	94%	93%	93%
First Time Fix	86%	85%	87%	84%	83%	84%	85%
Productivity	3.4 jobs	4 jobs	4	4	4	4.1	4.1 jobs
Repairs (Completions on time)	84%	90%	84%	86%	84%	82%	84%
All Voids Returned in Target	93%	90%	26%	64%	87%	92%	67%
Planned Maintenance Programme on time	N/A	95%					95%
Electrical Testing	N/A	600					585
Gas Compliance	99.6%	100%	99.8%	99.5%	99.9%	99.9%	99.9%
Gas handed over on time (40 days)	N/A	95%	96%	93%	96%	98%	95%

# Complaints and Compliments (End of Year)

## Complaints YTD

- Formal 128
- Informal 86
- Total = 214

## Compliments YTD = 2033

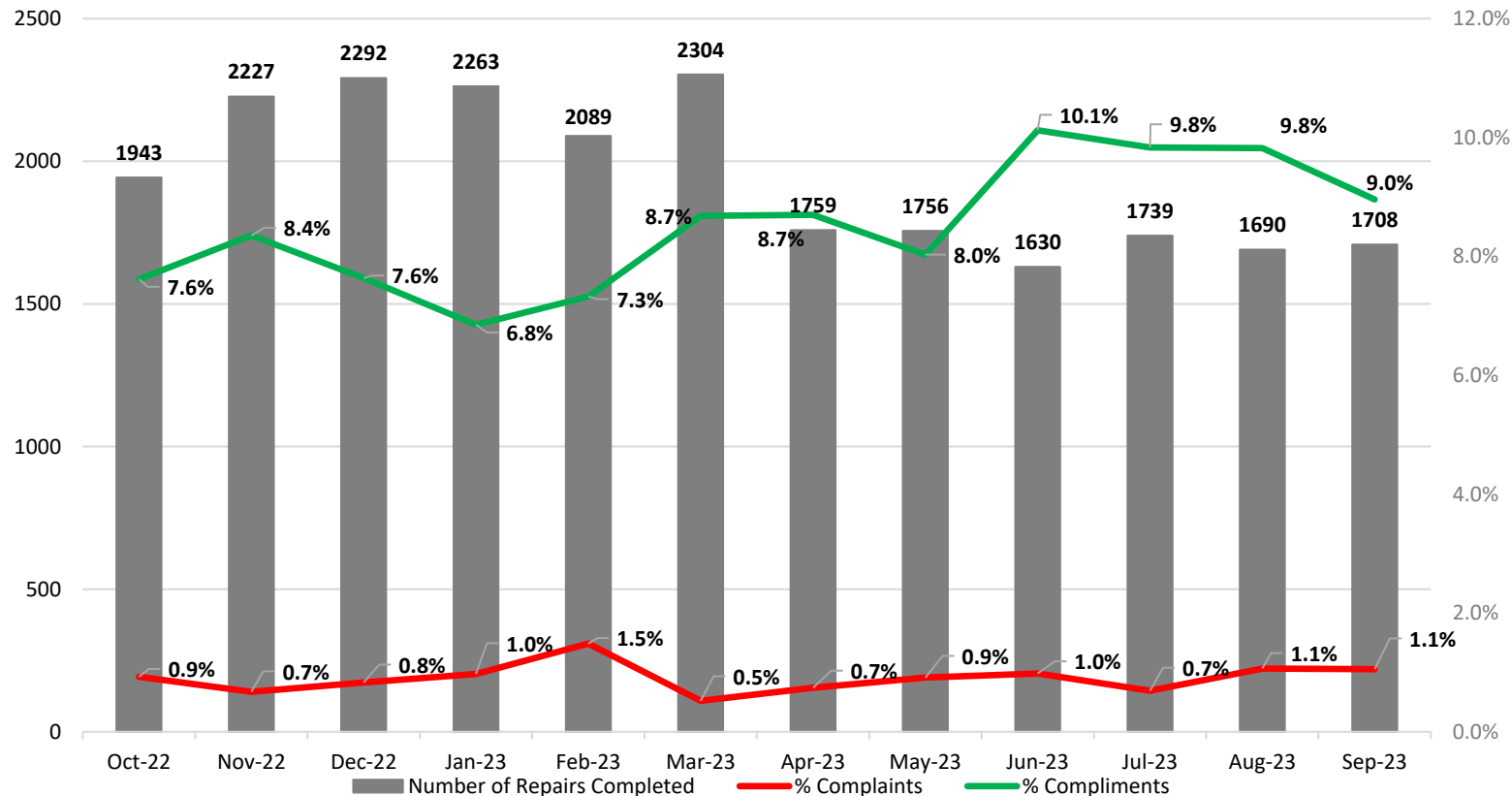
Complaints relate to:

- Length of time to complete repairs
- Material supply issues

## Key Actions:

- Additional staff recruited in Contact Centre
- Planning Team Leader added to the structure, starts this month
- WIP team to deal with catchup repairs

Number of Repairs vs % Complaints: Oct 22 - Sep 23



# Business Plan and Next 12 Months

Over the course of the 4-year Business Plan, Qualis Property Solutions will deliver the following six corporate objectives outlined below:

## **Enhance the customer experience**

- Upper quartile performance
- My Qualis

## **Increase community investment**

- Projects and initiatives
- Apprenticeships

## **Continue to develop a great place to work**

- Training and development
- IIP accreditation



# Business Plan & Next 12 Months

---

Over the course of the 4-year Business Plan, Qualis Property Solutions will deliver the following six corporate objectives outlined below:

Page 20

## **Remain financially strong and grow the business.**

- Supporting the council

## **Enhance our partnerships**

- Materials supply
- Education providers

## **Continue to decarbonise our business.**

- Fleet
- Carbon Audit



# Qualis



## COMMERCIAL

**Presented by Simon Rutter,  
MD Qualis Commercial**

Local Councils' Liaison Committee  
1 February 2024

# Springwood Grove



Springwood Grove - 26 January 2024



Springwood Grove - 31 January 2024

# Cartersfield Road



Cartersfield Road – 26 January 2024



St John's – 31 January 2024





---

## **Qualis Company Structure**

Local Councils' Liaison Committee

1 February 2024



100%  
Ownership



Dormant Companies:  
Qualis Management - Reg No: 14556543  
Qualis Living - Reg No: 12251541

100%  
Ownership

Teckal Exemption



100%  
Ownership



100%  
Ownership



100%  
Ownership



Qualis Land  
Reg No: 15196534

# Section 106 Legal Agreements Process

Page 27



Minute Item 11

# When are they needed?

- Required where development will have significant impacts on the local area & infrastructure that cannot be moderated by conditions attached to a planning decision.
- Balance impact: infrastructure improvement to local area and community

# How else is infrastructure delivered?

- Government funding sources e.g. RIS
- S38 & S278 highway contributions
- Community Infrastructure Levy

Page 29



3

# What will they cover?

- Vary, depend on need & nature of the development - Most common:-

Page 30

- Public Open Space
- Affordable Housing
- Education
- Highways
- Town Centre Improvements
- Health
- Air Quality of Epping Forest (SAC)



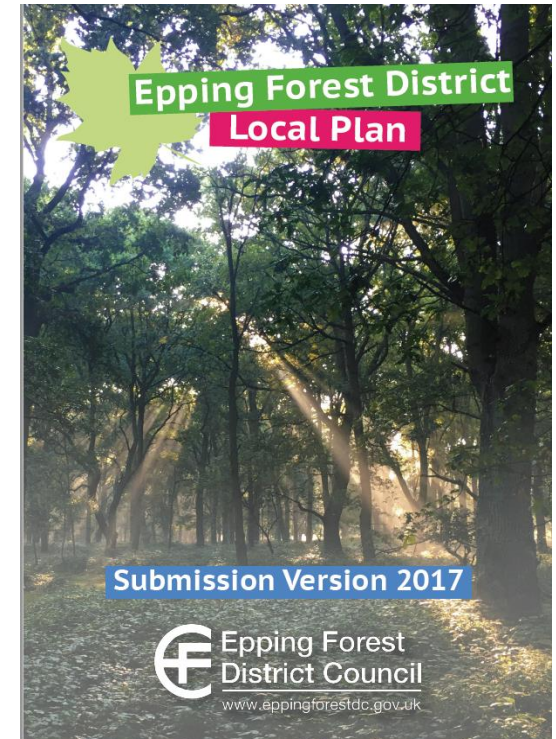
# Adopted Local Plan 2023

- Proposals that require s106 be considered in accordance with Local Plan

Page 39

Appendix 6 – sets out site specific requirements for non-strategic allocated sites

- Policy D 1 – D 6 Policy framework for infrastructure



# Infrastructure Delivery Plan

- Policy D 1 introduces the Epping Forest District Infrastructure Delivery Plan (IDP):
  - ..development must be served and supported by appropriate infrastructure and services identified through the IDP
  - Where development requires additional infrastructure capacity, measures must be agreed with the Council and the appropriate infrastructure provider



# What the IDP sets out

- includes what infrastructure might be expected dependant on type of development coming forward on strategic/non strategic sites and Harlow and Gilston Garden Town.
- identifies development contribution to site related and wider infrastructure needs to deliver the planned level of housing and employment growth in the district to 2033.

# Updating the IDP

- IDP is a 'live document' allowing updated.
- IDP topic paper and Addenda on infrastructure delivery.
- a high-level framework for apportionment and pooling arrangements to be taken forward for key infrastructure.
- Viability – Current Plan

# Affordable Housing

- Policy H 2 - on development sites which provide 11 or more homes, the Council will require 40% of those homes to be for affordable housing provided on site

Page 35

expect planning applications to include proposals to meet the Local Plan requirements for the provision of affordable housing in full, but subject to viability

# Education

- Policy D 2 – ‘provide or improve the essential facilities and services required to serve the scale of the proposed development’
- IDP Topic paper & addenda.
- Essex County Council - 25 or more dwellings to mitigate impact on education facilities. On sites smaller than 25 dwellings will not be sought.
- ‘Essex County Council Developers’ Guide to Infrastructure Contributions (2016).

# Epping Forest Special Area of Conservation ('SAC')

- Interim Approach to Managing the Recreational Pressures on the SAC adopted by Cabinet on the 18 October 2018
- Cabinet approved an Air Pollution Mitigation Strategy (APMS) in April 2019
- material consideration in the determination of planning applications for residential development resulting in net increase in new homes

# How the Council will deliver infrastructure

- Stage 1: Masterplanning/Concept framework/Pre-applications
- Stage 2: Submission of the planning application; and
- Stage 3: Approval and agreement of a planning obligation.

# Reporting

- Reports to Planning Committees will identify requirements for the delivery of infrastructure/appropriate agreements – Heads of Terms;
- NOT a sweet shop
- NOT seen to be buying a permission
- Drafted by Lawyers
- Permission issued when its signed.

Page 39

# Infrastructure Funding Statement

- Annual report that show:-
- Monetary (and non-monetary) contributions sought and received from developers for the provision of infrastructure
- Subsequent use of those contributions
- Reported to Cabinet 4<sup>th</sup> December 2023