



**Webcast  
Meeting**



**SCRUTINY**

 Epping Forest District Council

## **Overview and Scrutiny Committee Thursday, 5th June, 2008**

**Place:** Council Chamber, Civic Offices, High Street, Epping

**Time:** 7.30 pm

**Democratic Services Officer:** Simon Hill, Senior Democratic Services Officer, The Office of the Chief Executive  
email: [shill@eppingforestdc.gov.uk](mailto:shill@eppingforestdc.gov.uk) Tel: 01992 564249

### **Members:**

Councillors R Morgan (Chairman), K Angold-Stephens (Vice-Chairman), M Colling, A Green, Mrs A Haigh, J Hart, D Jacobs, G Mohindra, Mrs P Richardson, B Rolfe and Mrs L Wagland

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

### **WEBCASTING NOTICE**

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If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

## **1. WEBCASTING INTRODUCTION**

1. This meeting is to be webcast. Members are reminded of the need to activate their microphones 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 and will be capable of repeated viewing and copies of the recording could be made available for those that request it.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery”

**2. APOLOGIES FOR ABSENCE**

**3. SUBSTITUTE MEMBERS**

(Assistant to the Chief Executive). To report the appointment of any substitute members for the meeting.

**4. DECLARATIONS OF INTEREST**

(Assistant to the Chief Executive). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

**5. MINUTES (Pages 9 - 36)**

**Decisions required:**

To confirm the minutes of the meetings of the Committee held on 10 April 2008.

**6. LOCAL PCT HEALTH PROPOSALS (Pages 37 - 52)**

(Deputy Chief Executive) To receive a presentation from Catherine O’Connell, the Locality Director of the West Essex Primary Care Trust on their proposals to:

- 1) Develop a GP led health centre for West Essex; and
- 2) Improve health services in Chipping Ongar.

The PCT Proposals for each of the above schemes are attached to this agenda for

information.

**7. APPOINTMENT OF MEMBERSHIP OF STANDING PANELS (Pages 53 - 54)**

**Decision Required:**

**(1) To appoint members to the following Standing Panels in accordance with pro-rata in the proportions shown below:**

Standing Panels	Appointments to places required:
Housing	Cons (7): Lib Dem (2): LRA (1): Independents (1): BNP (1):
Constitutional and Member Services	Cons (7): Lib Dem (2): LRA (1): Independents (1): BNP (1):
Finance and Performance Management	Cons (7): Lib Dem (2): LRA (1): Independents (1): BNP (1):
Safer, Cleaner, Greener	Cons (7): Lib Dem (2): LRA (1): Independents (1): BNP (1):
Planning Services	Cons (7): Lib Dem (2): LRA (1): Independents (1): BNP (1):

**(2) To Consider requests for appointments to Standing Panels by non affiliated members; and**

**(3) To appoint a Chairman and Vice Chairman to the following Standing Panels:**

Standing Panels	Appointments Required:
Housing	Chairman: Vice Chairman:
Constitutional and Member Services	Chairman: Vice Chairman:
Finance and Performance Management	Chairman: Vice Chairman:
Safer, Cleaner, Greener	Chairman: Vice Chairman:

Planning Services	Chairman: Vice Chairman:
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1. (Assistant to the Chief Executive). The Council has agreed that pro rata apply to Overview and Scrutiny Standing Panels only. The Overview and Scrutiny rules provide that the memberships must reflect pro rata requirements and the lowest number of members required to achieve cross-party representation whilst allowing the inclusion of members who are not members of a political group or are not members of the Overview and Scrutiny Committee. This year the Standing Panels should have 12 members.

2. The Committee are asked to make appointments to Standing Panels in accordance with the Overview and Scrutiny Procedure rules.

3. Nominations to Chairman and Vice Chairman of these Panels are excluded from the calculation required under the Council's protocol regarding allocation of Chairman and Vice-Chairman positions between the political groups.

4. Nominations to the Panels, which may be submitted up until the day of the meeting, were sought through the Members Bulletin and officer liaison with the Group Leaders. A list of the proposals submitted to date is attached. Those outstanding will be circulated for consideration at the meeting.

## **8. APPOINTMENT OF MEMBERSHIP OF TASK AND FINISH PANELS (Pages 55 - 56)**

### **Decisions Required:**

**(1) To appoint members to the following Task and Finish Panels in accordance with Overview and Scrutiny procedure rules:**

**(a) Leisure Task and Finish Panel.**

**(b) Customer Transformation Task and Finish Panel.**

**(2) To appoint a Chairman and Vice Chairman to the Task and Finish Panels.**

1. (Assistant to the Chief Executive). The Committee are asked to consider appointments to Task and Finish Panels. The Overview and Scrutiny Committee had reviewed the requests for reviews and has determined that two Task and Finish Panel Reviews should be undertaken.

2. The Overview and Scrutiny Rules state that 'Task and Finish' Scrutiny Panels shall be flexible as to the number of Councillors appointed to membership. There is no restriction on the numbers appointed.

3. Any Councillor may be a member of a 'Task and Finish' Scrutiny Panel, save that a member of the Cabinet may not be a member of any Panel which bears directly on his or her portfolio. Additionally no 'Task and Finish' Scrutiny Panel can be comprised of members of a single political group only.

4. It is a requirement of the procedure rules that a Chairman and Vice - Chairman should be appointed to each Panel.

5. Nomination to the Panels, which may be submitted up until the day of the meeting, were sought through the Members Bulletin and officer liaison with the Group Leaders. A list of the proposals submitted to date is attached. Those outstanding will be circulated for consideration at the meeting.

**9. WORK PROGRAMME MONITORING (Pages 57 - 72)**

**(a) Updated Schedule**

The Committee are asked to note the updated schedule.

**(b) Reserve Programme**

A reserve list of scrutiny topics is required to ensure that the work flow of OSC is continuous.

OSC will 'pull out' items from the list and allocate them accordingly once space becomes available in the work plan following the completion of existing reviews.

Members can put forward any further suggestions for inclusion in the reserve list either during the meeting or at a later date.

Existing review items will be dealt with first, and then time will be allocated to the items contained in the reserve work plan.

Any space within the work plan is filled on an ongoing basis.

**10. BEST VALUE PERFORMANCE PLAN 2008/09 (Pages 73 - 74)**

To consider and comment on the Council's Best Value Performance Plan. The Plan has been circulated separately and members are asked to bring this with them to the meeting.

**11. TO AGREE THE LAST MINUTES OF THE ENVIRONMENT AND PLANNING STANDING PANEL (Pages 75 - 108)**

As the Environment and Planning Standing Panel has now been disbanded, the Committee are asked to agree the last set of minutes for this Panel from their meeting held on 23 April 2008.

**12. O&S CHANGE TO 2008/09 CALENDAR (Pages 109 - 110)**

To note that the Calendar for 2008/09 has been changed to reflect that the Environment and Planning Services Standing Panel has now changed its name to the Safer, Cleaner, Greener Standing Panel (keeping the dates originally scheduled for the Environment and Planning Panel).

The new Planning Services Standing Panel has been put on the Calendar and given

the following meeting dates:

19 June 2008;  
 09 September 2008;  
 18 November 2008;  
 06 January 2009;  
 12 February 2009; and  
 13 April 2009.

A copy of the calendar is attached to this agenda.

**13. CABINET REVIEW**

**Recommendations:**

- (1) To review the Cabinet agenda and indicate matters of concern/comment for the Chairman to discuss with the Cabinet; and**
- (2) To raise any further matters to be discussed with the Cabinet at their next meeting on 9 June 2008.**

The Executive Procedural Rules (Rule 2.2 (iii) and (v) provide an opportunity at Cabinet meetings for Members of this Committee to raise any matters for consideration by the Cabinet (Overview and Scrutiny Rule 16). This item provides an opportunity to raise such matters either in relation to proposed Cabinet items or other matters of concern.

The Chairman of the Committee will report accordingly to the Cabinet at its next meeting.

**14. DATES OF FUTURE MEETINGS**

To note the scheduled dates of future meetings of this Committee:

10<sup>th</sup> July 2008;  
 28<sup>th</sup> August 2008;  
 29<sup>th</sup> September 2008;  
 06<sup>th</sup> November 2008;  
 11<sup>th</sup> December 2008;  
 29<sup>th</sup> January 2009;  
 05<sup>th</sup> March 2009; and  
 16<sup>th</sup> April 2009.

**15. EXCLUSION OF PUBLIC AND PRESS**

**Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

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

**Confidential Items Commencement:** Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

**Background Papers:** Paragraph 8 of the Access to Information Procedure Rules of the Constitution 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 (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

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## EPHING FOREST DISTRICT COUNCIL OVERVIEW AND SCRUTINY MINUTES

<b>Committee:</b>	Overview and Scrutiny Committee	<b>Date:</b>	Thursday, 10 April 2008
<b>Place:</b>	Council Chamber, Civic Offices, High Street, Epping	<b>Time:</b>	7.30 - 9.27 pm
<b>Members Present:</b>	Councillors R Morgan (Chairman) K Angold-Stephens (Vice-Chairman) D Bateman, Mrs A Haigh, Mrs H Harding, D Kelly, G Mohindra, R Bassett and B Rolfe		
<b>Other Councillors:</b>	Councillors R Frankel, Mrs A Grigg, Mrs M Sartin, Mrs P Smith, D Stallan, C Whitbread, Mrs J H Whitehouse and J M Whitehouse		
<b>Apologies:</b>	Councillors R Church, M Colling, J Hart and Mrs P Richardson		
<b>Officers Present:</b>	D Macnab (Deputy Chief Executive), J Gilbert (Director of Environment and Street Scene), K Durrani (Assistant Director Environmental Services), S G Hill (Senior Democratic Services Officer), A Hendry (Democratic Services Officer), P Tredgett (Information Assistant) and G J Woodhall (Democratic Services Officer)		
<b>By Invitation:</b>	D Forkin (Essex County Council) and S Williams (London Underground Limited)		

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### 80. WEBCASTING INTRODUCTION

The Chairman made a short address to remind all present that the meeting would be broadcast on the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

### 81. SUBSTITUTE MEMBERS

It was reported that Councillor B Rolfe was substituting for Councillor R Church, and that Councillor R Bassett was substituting for Councillor M Colling.

### 82. DECLARATIONS OF INTEREST

No declarations of interest were reported pursuant to the Councils Code of Conduct.

### 83. MINUTES

#### RESOLVED:

That the minutes of the meeting held on 6 March 2008 be taken as read and signed by the Chairman as a correct record.

### 84. AREA HIGHWAYS MANAGER - PRESENTATION

The Committee received a presentation from David Forkin, the West Area Highways Manager from the County Highways Department. He began by telling the committee

what the Highways Department had done in the last financial year. They had completed:

- 39 carriageway maintenance schemes, which covered about 22 kilometres of road;
- Approximately 16 footway schemes covering about 5 kilometres of roads;
- Completed 2 major parking reviews in the district;
- Implemented 40 disabled parking bays with plans to introduce a further 25 this coming year;
- Implemented 4 safer journeys to school schemes and 5 accident remedial schemes.

These were specifically targeted schemes that were conducted along with their regular upgrading/maintenance work. Mr Forkin stated this was a reasonably successful year in which they had completed most of their commitments for the year.

Mr Forkin said that the County were still setting some of their programmes and there were no details as yet on their full Capital expenditure programme for next year. As soon as they had any detailed information it would be published in the Members Bulletin.

Mr Forkin then went on to talk about 'Localism' a new initiative which had started on 1<sup>st</sup> April. There are three pilot areas, Castle Point, Colchester and Brentwood. He was responsible for the Brentwood pilot.

Localism was where the County worked with, and through a District Council to set up "Highways Panels". This allowed them to have some influence over some of the money in the Highways department. This would not be new money but came from existing budgets within the control of Highways. District Councils would be able to make recommendations as to where Highways could spend certain sums of money. Pilot areas had already set up local Highway Panels which also involved parish and other local representation. Each pilot council had set up these Panels in a different way, e.g. Brentwood had taken an existing committee and added local representatives to consider schemes that could be implemented. These needed to conform to the County's overall policy. There would be 6 months of the pilots and if successful it would be rolled out across the County to all the districts.

Also introduced as a pilot, were "Highway Rangers". They worked through the Highway Panel to pick up areas of concern. They would work in two men teams to do minor repairs on carriageways, cleaning, minor repairs to bollards and other street furniture, trimming of vegetation etc. Over the course of the pilot they would be able to say how successful it had been. The 'Rangers' would also have contact with the more specialist teams to handle the jobs that they could not.

Also launched, was a £1million "Highways Community Infrastructure Fund" a County wide fund whereby local bodies could make bids for minor highway schemes to be carried out. Mr Forkin undertook to provide more information on how it would work when more information was available.

The County Council had invested approximately £45million over the last three years on the Highways Maintenance Initiative (HMI), mainly on classified roads, classed A or B roads), Epping got a lot of this money. It was know that unclassified roads were in need of a lot of attention and hopefully this year the County would change their emphasis to cover this. HMI would come to an end on 31 March and the County are currently considering the next round to tackle the unclassified and estate roads and footways to do in the next financial year (2009-10), where they would be looking for a similar level of investment as last year.

The County had now received requests for the District's top three schemes and would try to address them.

The Chairman thanked Mr Forkin for his update and opened the session out to questions from the meeting.

Councillor Bateman asked the following question: "Can we please have the re-surfacing work completed in Fencepiece Road, Chigwell, especially the area at the junction with Limes Avenue.

This is a complete mess, and also has a deep hole near a drain cover; the residents are very pleased that the pavements have been resurfaced.

I have in the past suggested a mini roundabout at this junction, which has been refused, as it is regarded as a '4' way junction. However, Shrubberies is a cul-de-sac with just 22 properties, so it is really only accessed during commuter rush hours, there are of course several precedents, at much busier junctions in our district. Redbridge Council do not seem to have a problem with '4' way access, and it would be a very major contribution to traffic calming on this busy 'A' Road."

Mr Forkin replied that Essex County Council did not regard mini roundabouts at four way junctions as safe and had a specific rule against it, but it maybe something that they could look at.

Councillor Mrs Whitehouse asked the following question:

"(i) Over the last 12 months how much has been spent on the provision and installation of new road signs in Epping Forest? By new I mean a new location, not replacement signs. Over the equivalent period, how much has been spent on road and pavement maintenance?

(ii) At a recent meeting we discussed the proliferation of street signs in Epping High Street. You were positive about improving communication. Will you be introducing specific procedures for your officers to consult the district council (Paul Sutton) before new signs are installed in conservation areas?

(iii) Following on from Question 2 could town/parish councils be notified of plans to install new road signs in their area so that they can comment if they feel this will cause a problem?"

Mr Forkin replied that Epping District had approximately £60,000 spent on new signs. Also £5 million had been spent in the Epping District last year on planned maintenance schemes. However it should be noted that planned maintenance and new signs came from different budgets. As for question two, there were no specific measures in place, but he would attend meetings with the Town and District Councils. Mr Forkin undertook to make his officers aware of conservation areas in the district and ask them to treat them sensitively. The County would endeavour to tell everyone when planned works were beginning in the next financial year.

Councillor Frankel asked: "Does he consider the contractual situation between May Gurney and Essex County to be beneficial to the taxpayers, and does he have any view about a better model of contract that might be tried?"

Mr Forkin replied that the current contract had a method of measurement in place. The contract had been subject to competitive tender. In his opinion the current contract was better than the previous one.

Councillor Jon Whitehouse asked:

“(i) What monitoring of congestion in Epping High Street takes place and are there any plans to address it (e.g. by linking the traffic signals along the High Street).

(ii) What's the maintenance and investment programme for the forthcoming financial year?

(iii) What arrangements does ECC Highways have for dealing with graffiti on highways street furniture (including bollards and street lighting)?”

Mr Forkin replied that there was not a lot of monitoring at the present. They were currently looking at the more strategic roads in the County. The County Council had a new initiative called ‘Essex Works’. This included a number of pledges such as the monitoring of the air quality. As for the second part of the question, they were still setting their programmes, but there would be in the order of £1.8 million for maintenance work and approximately £3.5 million on capital investment. Lastly, the County dealt with some graffiti and also worked with the District Council on the street care scene. Certain areas of highway furniture were also cleaned.

Councillor Ken Angold-Stephens asked: “If the Highways services had guarantees from their contractors for their highway works. There was work done last year that is showing signs of subsidence now, do we go back and ask the contractors to put these right.”

Mr Forkin replied that they had a twelve month maintenance period with the contractor and if the County were not satisfied within that period then they asked them to go back and put it right.

Councillor Bassett asked: “There were potholes appearing in all parts of the district, does he know why this is so, and is there a ‘hit team’ set up to get the worst filled?”

Mr Forkin said there was no specific reason for the potholes appearing; perhaps people are more aware of them. Winter conditions tend to bring out potholes. The County had no ‘hit teams’ as such at present. Our contract specifies different reaction times for various potholes categories. There is a team that fixes potholes but they are not a specialist team.

Councillor Mrs Haigh asked if the Count was satisfied with the quality of work undertaken, for instance there are very many very deep potholes in her ward. Mr Forkin replied that they inspected the main roads more frequently than unclassified roads. They inspected all that are reported to them. They did not expect to pay for defective work, but could not be everywhere and relied on reports sent in.

Councillor Mrs Sartin asked about parking restrictions, yellow lines were to be put down. Where are we with those? Mr Forkin replied that he was aware of two major parking reviews in the Epping District, but he was not sure of the details.

Councillor Mrs Harding thanked Mr Forkin for the parking restriction put into Lower Sheering, and asked what County did to lobby the Government about underfunded services and the need for a good infrastructure. Mr Forkin replied that it was up to the appropriate Cabinet member and Head of Service along with the Leader to get what they could. This was a country wide problem; there had been issues of under investment for the last twenty years.

The Chairman thanked Mr Forkin for his presentation and for answering member's questions so fully.

## 85. LONDON UNDERGROUND LIMITED - PRESENTATION

The Committee received a presentation from Simon Williams, from London Underground Limited. He gave a presentation updating the Committee on their latest work plans for the District (the presentation is attached as an appendix).

In answer to Councillor Jon Whitehouse's question: 'Can we have an update on plans to improve parking provision at stations in Epping on the Central Line, specifically the proposal outlined at our last meeting to expand Epping Station car park, including an outline timescale?' Mr Williams said that a previous network study concluded there was only room for 70-150 additional spaces without major road alterations, although the decking cost would be prohibitive for a small number of spaces. London Underground had developed a scheme for the builder's yard but it would only accommodate 51 spaces and would cost about £200,000. This would necessitate a long payback period and there was no funding available.

In answer to Councillor Frankel's question: "Do LUL have any plans or are they likely to consider using their land on the East side of Theydon Bois station for additional commuter parking?" Mr Williams suggested there was an alternative for a new build at an alternative site e.g. Theydon Bois which might be feasible if other issues such as access and cost could be resolved.

Answering another question from Jon Whitehouse 'Is the future of the kiosk at Epping Station now assured?' Mr Williams said that following Council representations, LU were seeking ways to retain tenants. The tenants were likely to remain in situ in the meantime due to the difficulty experienced in finding an appropriate relocation solution, although discussions were to be progressed.

Mr Williams was not sure of the litter issue raised by Councillor Jon Whitehouse ('who is responsible for litter clearance along the embankment at Epping station adjoining Station Approach'). Metronet were responsible, but he stated that any specific problems should be reported to the Station Supervisor.

Mr Williams told the Committee that the new Advanced Fare Machines (AFMs) had been installed in every station and were proving to be very successful, but all stations would remain staffed throughout the day. The demand for tickets had fallen significantly with the success of Oyster Cards.

Councillor Bateman asked the following question about Freedom Passes: "I keep getting phone calls and letters from Pensioners living very close to the boundary with the London Borough of Redbridge about the free Underground passes enjoyed by their neighbours living just over the border, and would be glad if this could be kept under review." Mr Williams responded that the passes were paid for by local authorities through the Association of London Government and this would be a matter for Essex County Council to take up. He did point out that holders of Senior Railcards can now receive discounts on Oyster travel and there was now national free bus travel that included London buses.

Mr Williams reported that both Metronet companies went into Administration in the summer of 2007, but PPP Administration had enabled work to continue, with routine safety and maintenance work being prioritised. The companies were transferred to

TfL to operate on a contractual basis and long term arrangements were currently under discussion. He did note that the Victoria Line update was being prioritised.

Because of Metronet administration most of the Modernisation work had been stopped, however most EFDC area stations were already completed. The committee noted that Buckhurst Hill Station was in a unique position, it had been scheduled to be completed by 2011, but now long term plans for Buckhurst Hill and Grange Hill would now be rescheduled for completion around 2013. Currently, money that was available is going to the Zone 1 stations. However, LUL was liaising with Metronet and the Council to put in CCTV, linked to the exiting town system in Buckhurst Hill.

Councillors Bateman's posed the following question on extending the Central line to Stansted Airport: "My main question is to make the request again for a rail link to Stansted across the southern part of our district via, I would suggest, Chigwell or Buckhurst Hill, Abridge, Epping or Ongar. This would make it far easier for residents in this urban part of our district to reach Stansted, avoid the congestion on the M11 and cut back the parking needed at the airport.

I know a lot of people in this southern area, including myself, now use Gatwick because it is much easier to access. It might also be helpful for the Olympics and maybe some financial help could be obtained with this connection."

Mr Williams said that Stansted was not part of the TfL area and was beyond the Greater London Authority area. Any extension to Stansted would command large capital costs to fulfil only local demand. Also there was already the faster Stansted Express to Tottenham Hale and Liverpool Street Service.

Councillor Mrs Whitehouse asked "Who is responsible for electric lights that are on during day light hours at stations? Is this due to faulty lights? Is a record kept of this as the cost of the wasted electricity must be considerable?"

Mr Williams replied that the lights should be switched off automatically when the daylight was bright enough as most stations now had light sensors. Across the network energy usage is 14% lower than in 2000 despite new systems needing power.

Councillor Mrs Haigh said that an eight year delay for the refurbishment of Buckhurst Hill Stations was very poor for her residents – when they do look at refurbishment for the station would they consider that the camber on the east side was very steep especially for elderly and /or disabled persons, but, she was very pleased to hear that a CCTV system would be put in. Also the pavement and kerbs at the front of the station were broken and needs to be fixed urgently. Mr Williams said he would take this back for attention.

Councillor Angold-Stephens asked if there were any plans to increase the capacity of parking at Debden. Mr Williams replied that there were no particular plans at present but they were looking at all stations in the district to put them "into the mix".

Councillor Stallan thanked LUL for dealing with the rat problem at Epping. He went on to say that when there were problems with on the Underground Central line, trains tended not to go past Debden, and these were usually packed solid, the passengers paid a lot of money in fares and needed to get home. Mr William promised to take this back.

In concluding his presentation Mr Williams told the Committee that this would be the last time he addressed this meeting as he was moving on to a different job.

The Chairman thanked Mr Williams for his presentation and for answering all the questions. He added he would be sorry to lose his contributions, but wished him well in his new position.

**86. THE FUTURE OF WASTE IN ESSEX**

The Committee was asked to empower the Environmental and Planning Services Standing Panel to reply directly to the Essex County Council Waste and Recycling questionnaire, due to the tight timescales involved. Essex County Council required a reply by 5 May 2008.

**RESOLVED:**

That the Environmental and Planning Services Standing Panel be authorised to reply directly to the Essex County Council Waste and Recycling questionnaire.

**87. REVIEW OF CONTRACT STANDING ORDERS, FINANCIAL REGULATIONS AND DELEGATION TO OFFICERS**

In order that the reviews can be completed in accordance with Audit Commission expectations at the Annual Council meeting, approval was sought for the report of the Constitution and Member Services Scrutiny Panel to be submitted directly to the Annual Council meeting.

**RESOLVED:**

That the Constitution and Member Services Scrutiny Standing Panel be authorised to report directly to the Annual Council meeting on its Review of Contract Standing Orders, Financial Regulations and Delegation to Officers.

**88. 2007-08 - OVERVIEW AND SCRUTINY ANNUAL REPORT**

The Committee considered the draft Overview and Scrutiny Annual Report which had been considered in detail at the last meeting, where amendments had been identified.

**RESOLVED:**

That the Annual Overview and Scrutiny Report for 2007-08 be agreed and submitted to the Full Council meeting in April 2008.

**89. LEISURE TASK AND FINISH PANEL END OF YEAR REPORT**

Councillor Mrs Harding introduced the Leisure Task and Finish Panel's end of year report which reported back on the four topics covered by the Panel this year. They were:

- Future Management of Waltham Abbey Sports Centre;
- Review of Arts Development in the District;
- Monitoring of the Youth Initiatives Scheme;
- Legacy from the Olympic/Paralympic Games.

The Committee were very happy to endorse the report and agreed that it was a first class report produced by a well run Task and Finish Panel.

**RESOLVED:**

That the Leisure Task and Finish Report be endorsed by the Overview and Scrutiny Committee and be submitted to the Cabinet for adoption.

**90. DISTRICT TRANSPORT SURVEY**

The Deputy Chief Executive introduced a report outlining the latest position of the District Transport Survey. This survey had been sent out in the spring edition of 'The Forester' and on the Council's website, and around 380 replies had been received, which would be sent on to County for their further consideration.

**RESOLVED:**

That the Committee notes the current position of the District Transport Survey.

**91. WORK PROGRAMME MONITORING**

**(i) Task and Finish Panels**

(a) The Committee noted the position report for the Provision of Value for Money within Planning Services and the Crime and Disorder Task and Finish Panels.

(b) The Committee received and noted the Leisure Task and Finish Panel's end of year report.

**(ii) 2008/09 Proposed Work Programme**

The Committee noted that items of work not completed this year by the main Overview and Scrutiny Committee and the Standing Panels would be carried over to next year's work programme.

It was agreed that the Housing Standing Panel, Constitution and Member Services Standing Panel and the Finance and Performance Management Standing Panel would continue in the new municipal year.

The Committee next considered the new proposals for Standing and Task and Finish Panels for the coming year. They agreed that:

- (i) The current Environment and Planning Services Standing Panel should be disbanded.
- (ii) The current Crime and Disorder Task and Finish Panel be disbanded.
- (iii) The current Provision of Value for Money within Planning Services Task and Finish Panel be disbanded and its work carried forward to a new Standing Panel.
- (iv) A new Safer, Cleaner Greener Standing Panel be established. This Panel is to take on all the Environmental work from the current Environment and Planning Services Standing Panel and the remaining work of the current Crime and Disorder Task and Finish Panel.
- (v) A new Planning Standing Panel be established. This Panel would take on the planning work from the current Environment and Planning Services Standing Panel, the work from the current Provision of Value for Money within Planning



- Services Task and Finish Panel; look at the new legislation on forward planning and development Control and at section 106 agreements.
- (vi) The Leisure Task and Finish Panel be re-established with revised Terms of Reference.
  - (vii) A new Customer Transformation Task and Finish Panel be established to consider where any customer focused improvements can be achieved, to look at current performance and make recommendations on how services to customers could be enhanced.

The Committee noted that there would be five Standing Panels established in the new municipal year:

- Housing Standing Panel;
- Constitution and Member Services Standing Panel;
- Finance and Performance Management Standing Panel;
- Safer, Cleaner Greener Standing Panel; and
- Planning Standing Panel.

And that two Task and Finish Panels be established in the new municipal year:

- Leisure Task and Finish Panel; and
- Customer Transformation Task and Finish Panel.

The Committee asked that draft terms of references for all the Panels be issued to all members (via the Members Bulletin) so that they could make an informed decision as to what panel they would like to sit on.

**RESOLVED:**

1. That the following Panels be disbanded:
  - The Crime and Disorder and the Value for Money within Planning Services Task and Finish Panels; and
  - The Environment and Planning Services Standing Panel.
2. That two new Standing Panels be established:
  - A Safer, Cleaner, Greener Standing Panel; and
  - A Planning Services Standing Panel.
3. That two Task and Finish Panels be established:
  - A Leisure Task and Finish Panel; and
  - A Customer Transformation Task and Finish Panel.
4. That draft terms of reference be published, for all the Panels to be established, in the Members Bulletin.

**92. MINUTES FROM CONSTITUTION AND MEMBERS SERVICES SCRUTINY STANDING PANEL**

The Committee was asked to note the minutes of the meeting of the Constitution and Members Services Scrutiny Standing Panel held on 4 March 2008, the conclusions made in respect of the members training review and the results of consultation with members of the Council and officers on next year's Member Training Programme.

**RESOLVED:**

That the minutes of the Constitution and Members Service meeting held on 4 March 2008 be noted and the recommendations made on the proposed members training programme be endorsed.

**93. CABINET REVIEW**

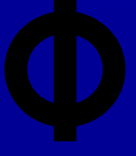
The Committee considered the Cabinet agenda for its meeting on 14 April 2008. No further issues were raised for consideration by the Cabinet.

**CHAIRMAN**

**Epping Forest District Council Liaison  
Meeting 10<sup>th</sup> April 2008**

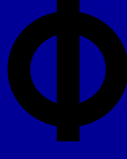
**Simon Williams**

**Business Manager, Operational Strategy Implementation**



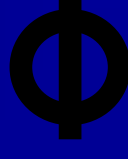
# Agenda

- **Epping Car Park, Retail Unit and Litter Clearance**
- **Ticket Selling and Freedom Passes**
- **Update on Metronet**
- **Station Modernisation and Refurbishment Programme**
- **Works at Buckhurst Hill**
- **Request for Extension to Stansted Airport**
- **Daytime Lighting and Energy Efficiency**
- **Questions and Discussion**



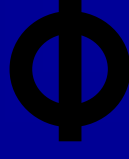
## **Epping Car Park (Cllr Whitehouse)**

- **Previous network study concluded only room for 70-150 additional spaces without major road alterations**
- **Decking cost prohibitive for small number of spaces**
- **LU developed scheme for builders' yard but would only accommodate 51 spaces**
- **Long payback period and no funding available**
- **Council have suggested might be willing to part fund decking – LU would like to discuss further – who is best contact?**
- **Alternative of new build at alternative site e.g. Theydon Bois might be more feasible if other issues such as access and cost can be resolved (Cllr Frankel)**



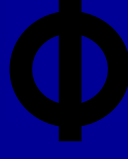
## **Epping Retail Unit (Cllr Whitehouse)**

- **Following Council representations LU are seeking way to retain tenant**
- **Proving difficult to find appropriate solution for relocation**
- **Hence costs for relocation not yet available and difficult to make decision**
- **Tenant likely to remain in situ in the meantime although discussions to be progressed**



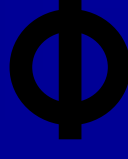
# **Epping Litter Clearance (Cllr Whitehouse)**

- **Embankment adjacent to Station Approach responsibility of Metronet**
- **Would be useful to understand specific issues**
- **Any problems should be reported to Station Supervisor in first instance who can fault report to Metronet**



# Ticket Selling

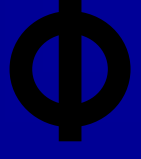
- **New Advanced Fare Machines (AFMs) now installed at every station – proving very successful**
- **Demand for tickets continues to fall significantly with the success of Oyster**
- **Said last time this would lead to reductions in ticket office opening hours and some closures**
- **Currently on hold following customer, stakeholder and Trade Union feedback**
- **If it does go ahead all stations will remain staffed throughout the day**





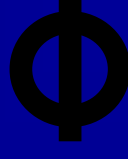
# **Freedom Passes (Cllr Bateman)**

- **Paid for by local authorities through Association of London Government**
- **Matter for Essex County Council**
- **Holder of Senior Railcards can now receive discounts on Oyster travel**
- **National free bus travel includes London Buses**

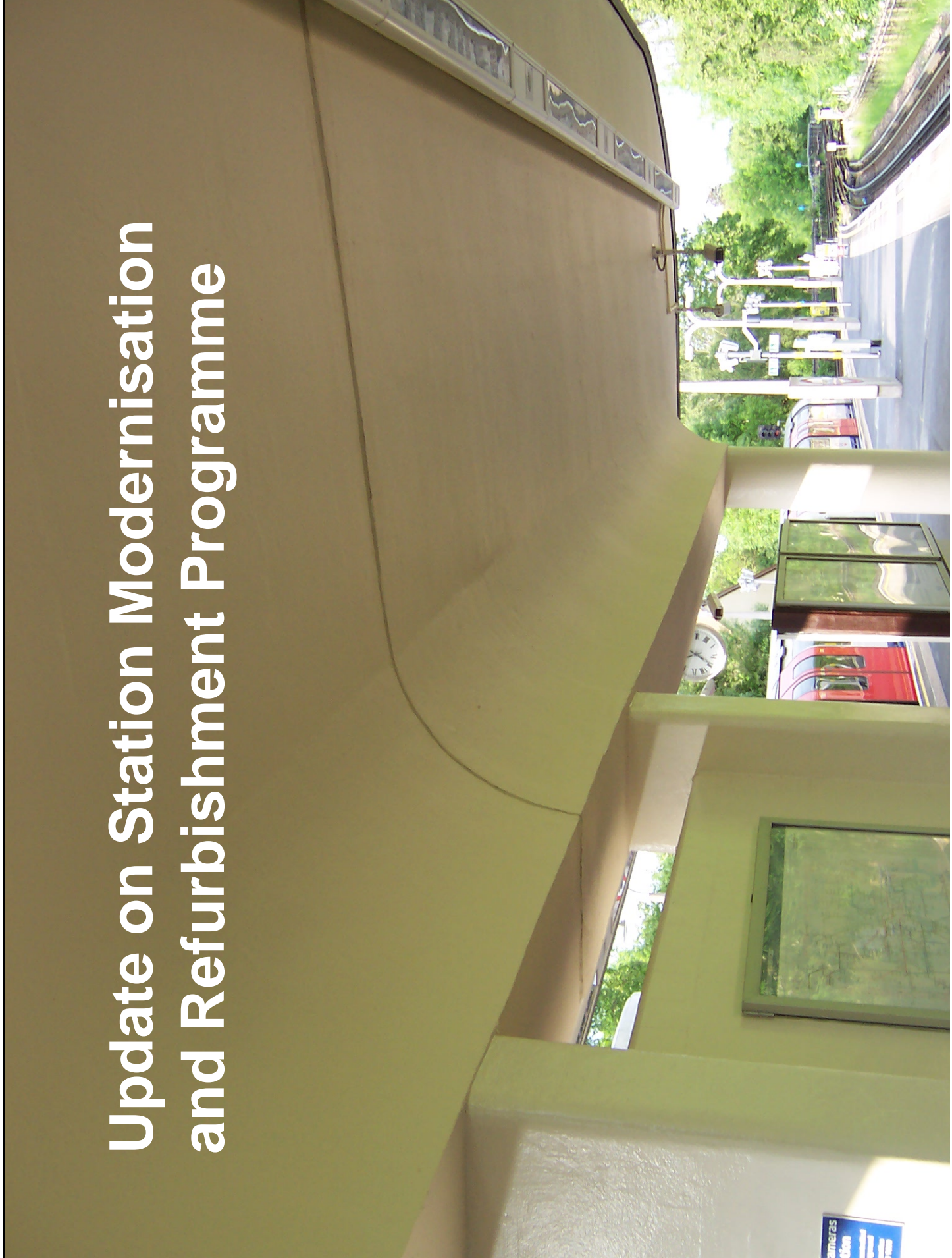


# Update on Metronet

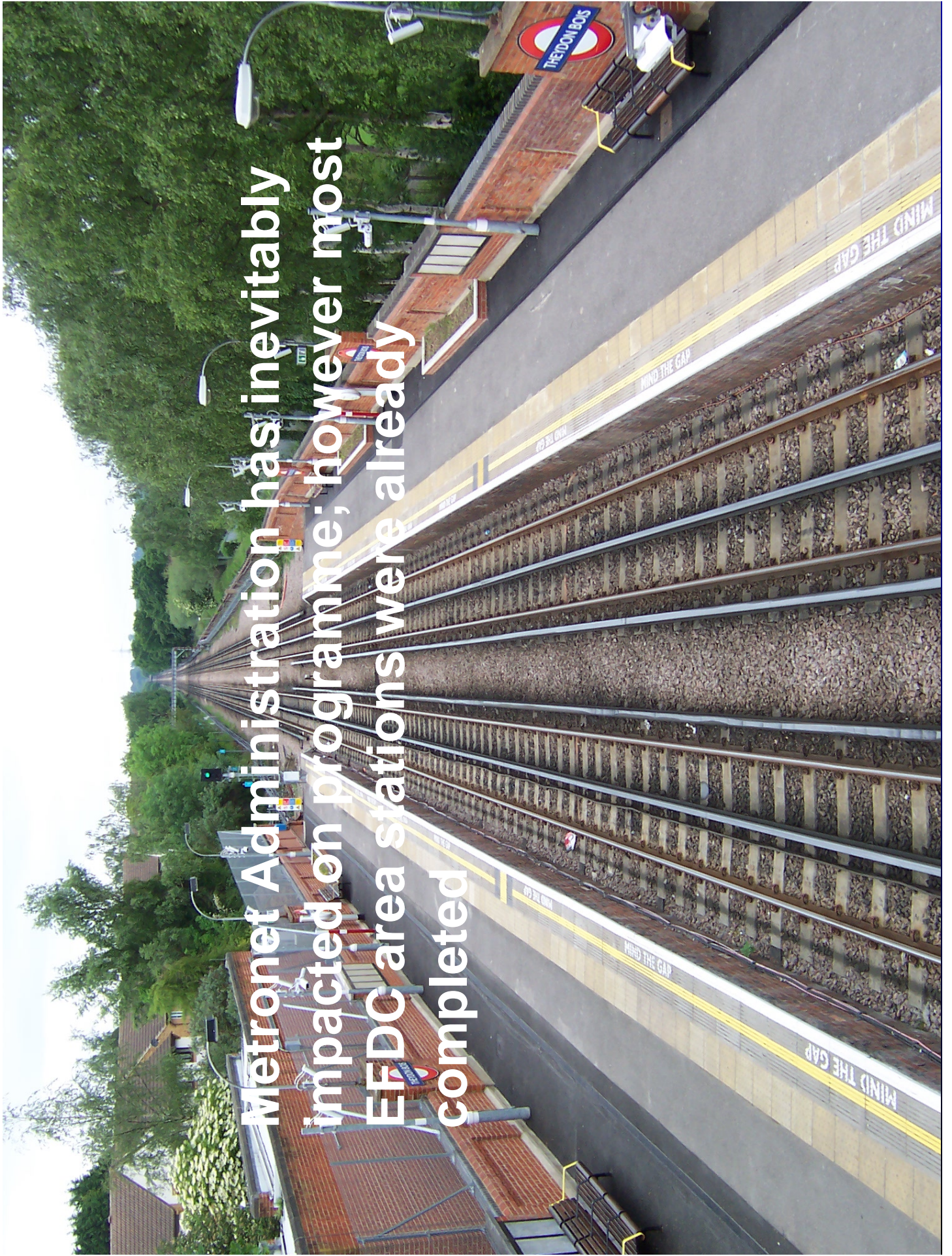
- Both Metronet companies went into Administration in Summer 2007
- “PPP Administration” enabled work to continue, with routine safety and maintenance work prioritised
- Transfer of companies into TfL close to completion
- Long term arrangements under discussion



# Update on Station Modernisation and Refurbishment Programme

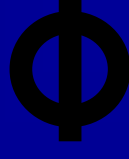


Metronet Administration has inevitably impacted on programme; however most EFDC area stations were already completed



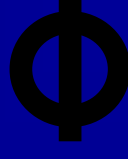
# Stations Completed

- Epping
- Theydon Bois
- Debden
- Loughton
- Chigwell
- Roding Valley
- (Any outstanding snagging items will be completed)



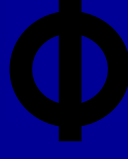
# Stations Outstanding (Cllr Whitehouse)

- Buckhurst Hill (previously delayed to ca 2011)
- Grange Hill (previously due for completion in 2009)
- With current Metronet position work is limited to completing stations already on site (including Mile End) and progressing work on busy (mostly Zone 1) stations
- Long term plans and funding still unclear; however tentatively Buckhurst Hill and Grange Hill will be rescheduled for completion around 2013
- But there may be some more positive news...



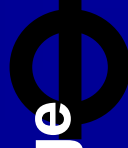
# Works at Buckhurst Hill

- **Metronet are proposing to undertake structural maintenance works to the subway**
- **Refurbishment as part of this**
- **Council proposal to install CCTV in subway linked to existing town system**
- **Work ongoing to develop and integrate works**
- **Potentially on site this year**



# **Request for Extension to Stansted Airport (Cllr Bateman)**

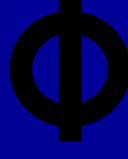
- **Not currently part of TfL plans or funding**
- **Beyond GLA area**
- **Huge capital cost**
  - **Power supply**
  - **Tunnelling**
  - **Track and signalling**
- **Estimate of extension to Harlow was £215m at 2004 prices**
- **Business case weak due to much faster Stansted Express service to Tottenham Hale and Liverpool Street**
- **Local demand would be insufficient to justify huge capital cost**

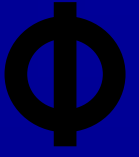




# Daytime Lighting and Energy Efficiency (Cllr Whitehouse)

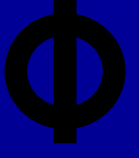
- **Lights should be switched off when daylight is bright enough**
- **At most stations this happens automatically**
- **Energy challenge competition to encourage stations to reduce energy consumption**
  - Overall energy usage 14% lower than in 2000 despite new systems needing power
  - Central line in 3<sup>rd</sup> place
  - Buckhurst Hill Group 22<sup>nd</sup> out of 41
- **Specific examples would be helpful**





**Me**

# Questions and Discussion



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# Proposals to develop a GP led health centre for west Essex

May 2008

# Introduction

In July 2007 the government announced a review of the NHS and undertook to involve and engage people, on a national and local basis, to ask what they wanted from their health services locally. The review was to take a year and is being led by Professor Sir Ara Darzi, one of the world's leading surgeons.

Following Professor Darzi's interim report in October, the Government announced £250m of funding for 100 new GP practices in areas with the fewest doctors, poorest health outcomes and lowest patient satisfaction with access to care. Beyond this the funds were also to establish a further 152 GP led health centres, one in each PCT area, on top of existing services. These have been given many different names by the media including polyclinics, primary healthcare centres and super surgeries.

Regardless of what we call them, the principle for these GP led health centres is to develop innovative ways of providing a wide range of integrated services to people in a community setting; including pre-bookable GP appointments and walk-in services for registered and non-registered patients. The plan is for the health centres to be in readily accessible locations and open from 8 am to 8 pm, seven days a week.

As they develop over time, the centres might also offer other services such as dentistry, podiatry, physiotherapy and community mental health support along with services for which patients have previously had to travel to hospital, such as outpatient clinics and minor surgery. This will vary according to local need.

It is about making health care more personalised and patient-centred.

The PCT, working with local stakeholders, has undertaken some initial planning work and identified the potential location along with some of the services we feel need to be included. However we want to ask for the views and experiences of those who use GP services in Loughton, as well as those who provide them and of the population as a whole about the best way to develop a new GP led health centre.

The consultation will run from 9 May to 9 July and this document is designed to seek your views on our plans and identify anything we may not have considered.

The outcomes of the meetings and any written submissions will inform the final decision on these proposals and how we will implement them. The West Essex PCT Board will review the outcomes of this consultation at the PCT Board meeting in July 2008.

## Our commitment to public consultation

Our most important partners are our local population, service users and their carers. We promised in our *Strategy for healthcare in west Essex 2008 – 2012* to engage with the public at every opportunity in the development of our strategic approach; in the planning of specific service developments and changes; and in monitoring the quality of the services we commission. This consultation is a key part of our community engagement.

# The local picture

West Essex PCT is taking the opportunity to build on our existing excellent primary care provision to provide a GP led health centre which delivers this extended service and meets the intentions set out by Professor Darzi in his interim report.

We plan to do this by extending the standard GP services already provided at Traps Hill Surgery in Loughton. The new service will run from 8 am to 8 pm seven days a week, including all bank holidays. The health centre will offer booked and walk-in appointments to both patients registered at the practice and to those who are not registered but need to access primary care for any reason between these hours.

We have looked at a number of different factors before deciding to locate the health centre in Loughton. We considered:

- information on where access to a GP is very good and where it is not quite so good in west Essex
- which parts of west Essex have fewer GPs
- which location would be convenient for the majority of people.

We also considered our future plans for where primary care and community services will need to be located and what type of services we should be commissioning to meet the needs of people.

The PCT, working with our local GPs, looked at all these factors and decided that Loughton would be the best location for the health centre. Increasing the numbers of GPs in Loughton will bring it in line with the rest of west Essex. Access to a GP will improve by giving local people and the large commuter population the ability to see a GP outside normal working hours.

The PCT plans to run the service across two sites in central Loughton and is currently negotiating for the second site, details of which will be available when the PCT has completed these discussions.

# How will this be achieved?

The PCT are going to advertise for anyone interested in running the new health centre under a contract known as Alternative Provider of Medical Services (APMS). This means that the services could be run by local GPs or GP practices, NHS organisations or other commercial providers. Regardless of who runs them, the NHS services will remain free at the point of delivery.

The existing staff in the practice will continue to work there and will transfer to the employment of the new provider. Their terms and conditions of employment will remain the same as they are now. It is important to note that this is an enhancement of the service and the staff will not be adversely affected by this.

# How will we select the new provider?

The PCT will place an advertisement in the relevant publications requesting interested parties to apply. Applicants will be evaluated through a staged process:

1. formal evaluation based on a written application and against pre-determined criteria. Prospective providers are required to produce a full tender bid in two stages:

## Stage 1: Financial Plan

The financial plan will be evaluated for robustness, affordability and value for money. Bidders that do not adequately demonstrate these qualities within their financial plan will be rejected at this stage.

## Stage 2: Service Delivery Plan – Core Services

The bid must demonstrate competency and track record in providing all services and must include the following sections as a minimum:

- core services plan
- access plan
- clinical governance plan
- workforce development plan
- information management and technology plan
- patient participation plan.

2. an applicant presentation event where applicants will present their plans to a panel of stakeholders which will include practice patient representation

Based on the above evaluation and views expressed the PCT will then decide who to award the contract to.

## What criteria will the PCT use?

All applicants will be asked to provide details of their plans around the following areas:

- ability to provide quality services and clinics that meet the needs of the practice population such as asthma clinics in the evening so people don't have to take time away from work
- access arrangements to meet the extended opening hours, availability of appointments for booked and walk-in patients
- patient consultation through patient groups and provision of patient information
- plans around recruitment and retention of staff. This will include training and development opportunities
- proposals to develop the use of IT to support better patient care
- commitment to working with other organisations such as local hospitals and social services.

These criteria will also form the basis for monitoring the performance of the successful applicant once the contract has been awarded.

## Who will be involved in making this decision?

Senior clinicians and managers from the PCT, along with patient representatives from Traps Hill Surgery and the local community.

## When do you expect the contract to start?

We are working towards a deadline of 31 December 2008 to award the contract.

## Next steps

When the health centre is up and running, it will offer a variety of new services to local people and we want to hear from you on the types of services you would wish to see in the new health centre.

The PCT believes our proposal will provide the best possible use of the new resources for west Essex. We also believe we have focused on where the need is the greatest to increase access to GP services. However, we want to hear your views. Perhaps we have overlooked something? Perhaps you feel there are factors we have not taken into account?

This consultation lasts from 9 May to 9 July 2008 and we hope you will take the time to let us know your views, preferences or other options you think we should have considered by completing the feedback form in Appendix 1.

You will see while we have asked some specific questions there is space for any comments or alternative suggestions you may have.



You can either complete the form online at [www.westsexpct.nhs.uk](http://www.westsexpct.nhs.uk) or send the form in by post to the address below:

West Essex PCT  
The Laurels  
St Margaret's Hospital  
The Plain  
Epping, Essex  
CM16 6TN

All responses will be acknowledged within three working days.

## Public Meetings

We have arranged two public meetings and everyone is welcome to attend. The meetings will be attended by senior members of the PCT team who will be able to explain the overall plan and answer any questions you may have. The meetings are listed below:

Venue	Date	Time
Wesley Hall, Loughton Methodist Church 260 High Road, Loughton	Tuesday 27 May	7 – 9 pm
Church Hall, Loughton Methodist Church 260 High Road, Loughton	Monday 9 June	3 – 5 pm

We shall keep notes of each of the public meetings, analyse responses and other matters raised. However, if you are a member of a group or organisation who would like us to come and meet with you, please contact the communication team on freephone 0800 7833396 or via e-mail at [mail@westsexpct.nhs.uk](mailto:mail@westsexpct.nhs.uk).

We will use this information at the end of the consultation to finalise the plans to develop the new health facilities. The Board will then review the plans at their meeting in July 2008.

More copies of this document can be requested by:

**Post:** Communication Team  
West Essex PCT  
The Laurels  
St Margaret's Hospital  
The Plain  
Epping, Essex  
CM16 6TN

**Telephone:** Freephone 0800 7833396

**E-mail:** [mail@westsexpct.nhs.uk](mailto:mail@westsexpct.nhs.uk).

If you have any comments, questions or complaints about this consultation please contact our Patient Advice and Liaison Service on freephone 0800 7833396 or, alternatively, you can write to the chief executive, Mr Aidan Thomas, at the above address.

# Feedback Form

We want to know what you think so please answer the questions below. You can either visit our website [www.westsexpct.nhs.uk](http://www.westsexpct.nhs.uk) to complete and submit the form online or send it to us in an envelope to the following address no later than 5 pm on 9 July 2008.

West Essex PCT  
The Laurels  
St Margaret's Hospital  
The Plain  
Epping, Essex  
CM16 6TN

## About you:

Although you can respond anonymously, your name, address and contact details are very important as they will help us analyse the results.

Name: .....

Address: .....  
.....  
.....  
.....

Postcode: .....

e-mail: .....

Are you happy for us to keep your details for future health development news or consultations, (please tick as appropriate)  YES  NO

Preferred method of contact, (please tick as appropriate)  Post  e-mail

Are you responding as, (please tick as appropriate)  
 Staff  GP  Public  Carer  Organisation/Group  
Other (please state): .....

Do you think our plans for the development of a new health centre are fit for the future?  
.....  
.....  
.....  
.....  
.....



Do you think we have missed out any key service from our plans?

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Are there other areas we should consider to meet the community's needs?

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Do you think the location is appropriate?

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Are there any other comments you would like to make?

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*Thank you for your time and contribution*

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# Proposals to improve health services in Chipping Ongar and surrounding district

May 2008

# Introduction

The town of Ongar has seen development of health services over the past seven years as a result of investment by both the West Essex Primary Care Trust (the PCT) and through local people via the League of Friends and other charitable organisations. These include new primary care services in both the GP surgeries and the refurbishment of Ongar War Memorial Hospital.

However, the town's current health care facilities are poor and lack the space to meet even present day needs. Further improvement and development cannot be made unless urgent action is taken to address the inadequacies of the building stock.

The PCT has been discussing with a group of local stakeholders, options around how to improve local health facilities so they meet the town's needs now and in the future. This paper sets out the options agreed during these initial meetings on how best to re-develop the health care facilities in Chipping Ongar.

We now want to ask for the views and experiences of those who use the services in Chipping Ongar, as well as those who provide them and of the population as a whole about the best way to improve local health facilities.

The consultation will run from 6 May to 6 August and this document is designed to seek your views on our plans and to identify anything we may have not considered.

The outcomes of the meetings and any written submissions will inform the final decision on these proposals and how we will implement them. The West Essex PCT Board will review the outcomes of this consultation at the PCT Board meeting in September 2008.

## Our commitment to public consultation

Our most important partners are our local population, service users and their carers. We promised in our *Strategy for healthcare in west Essex 2008 – 2012* to engage with the public at every opportunity in the development of our strategic approach; in the planning of specific service developments and changes; and in monitoring the quality of the services we commission. This consultation is a key part of our community engagement.

# Current position

The town has two excellent GP surgeries, Bansons Lane and The High Street, along with the Ongar War Memorial Hospital. Each has its own issues which are set out below.

## Bansons Lane

The Bansons Lane surgery is a teaching practice, a vital role to ensure the NHS trains GPs for the future. There are six GPs and two trainees, providing care for approximately 9815 patients.

The building they operate from is a rented property which, although in a good location, has significant structural problems and is short of space to enable the development of the services the practice would like to provide. It is not possible to extend the building.

## The High Street

The High Street is a single handed practice providing services to approximately 2189 people. The building, again though in a good location, is old fashioned and too small to provide the extended services that the modern NHS expects primary care to deliver.

## Ongar War Memorial Hospital

Ongar War Memorial Hospital was built in the 1930s and, whilst the PCT recognises the local contribution made into improvement of the building over recent years, the building cannot now meet modern standards for privacy and dignity and infection control.

While the inpatient standard of care is very high, facilities are too small to enable effective rehabilitation and are a safety hazard for staff. The toilets are too small to enable safe access for disabled patients and there is only one single bedroom, all other patients are nursed in the more traditional multiple bed ward. This also compromises the hospital's ability to manage patients who have infections.

The out patient facilities are too small to effectively provide modern health care and the wooden lean-to structure will require replacing within the next year.

In addition to the specific problems outlined above, a number of other points need to be taken into consideration:

- land available for development in Chipping Ongar, at a price the NHS can afford, is at a premium and previous attempts in the recent past to secure suitable sites have failed
- the Department of Health has funds available for capital schemes to develop primary care facilities. These will be available from early summer
- we cannot integrate the two GP practices on either of the existing locations
- the existing GP premises cannot develop locally based services which will reduce or remove the need for hospital visits
- significant investment is required at Ongar War Memorial Hospital to enable it to be used as a health care facility for in-patients or out-patients
- the hospital is unable to provide the therapeutic or rehabilitation intervention which is available at the PCT's other community hospital settings at St Margaret's Hospital, Epping, or Saffron Walden Hospital
- the majority of patients using the Ongar in-patient facility are from outside the Chipping Ongar area.

## Options considered

The PCT believes no change is not an option as the health care facilities available to the people of Chipping Ongar and surrounding areas are substandard. Whilst there is absolutely no criticism of the quality of care being provided, the building stock does not allow the huge potential and enthusiasm of local health care professionals to develop and deliver increased services to local people.

The PCT has considered the use of the lorry park facility. However, this is an expensive option as the land would have to be purchased and it is on a flood plain.

The PCT has considered expansion of current facilities. However, due to their location and construction this is not an option.

## Proposal

The PCT proposes building a new health centre on the current Ongar War Memorial Hospital site to provide a full range of primary care, diagnostic and therapy services incorporating both GP practices and to relocate the in-patient beds to the new Epping Forest Unit at St Margaret's Hospital.

This would be a significant enhancement of facilities currently available and service developments could include:

- minor surgery, including joint injections and vasectomy
- a local family planning clinic
- cardiac and chest rehabilitation
- incontinence and urology services
- increased physiotherapy service and orthopaedic triage for conditions such as chronic back pain management
- counselling services
- greater integration with social services
- improved children's services
- ultrasound investigations
- pre surgical assessment for all patients prior to their admission for any surgical procedure
- increased training facilities for staff to improve services further
- increased opportunity for the community to use the building for other health related activities such as group stop smoking services, patient education or keep fit

- specific patient groups to help people to manage their long term conditions such as diabetes.

The Epping Forest Unit at St Margaret's Hospital is a purpose built modern unit which meets all the new infection control and privacy and dignity standards. It has additional ward space to incorporate the bed requirements from Ongar War Memorial Hospital. The unit has the full range of rehabilitation services to provide an enhanced patient experience. The PCT does not anticipate any redundancies due to this redevelopment.

The PCT will be bidding for Department of Health monies to develop the new health care facility. Initial feasibility studies indicate the current hospital site is large enough to build the new health care premises.

The redevelopment will require the relocation of services currently provided at the site; the PCT will ensure that essential services are provided locally using alternative facilities while work is underway.

The PCT acknowledges the local wish for the name Ongar War Memorial to continue as the name for the new centre.

## Next steps

This consultation lasts from 6 May to 6 August 2008 and we hope you will take the time to let us know your views, preferences or other options you think we should have considered by completing the feedback form in Appendix 1.

You will see while we have asked some specific questions there is space for any comments or alternative suggestions you may have.

We want to know if you think we have considered all the options for the development of local health facilities, your thoughts on what should be delivered locally and if you think our plans are sound.



You can either complete the form online at [www.westsexpct.nhs.uk](http://www.westsexpct.nhs.uk) or send the form in by post to the address below:

West Essex PCT  
The Laurels  
St Margaret's Hospital  
The Plain  
Epping, Essex  
CM16 6TN

All responses will be acknowledged within three working days.

## Public Meetings

We have arranged two public meetings and everyone is welcome to attend. The meetings will be attended by senior members of the PCT team who will be able to explain the overall plan and answer any questions you may have. The meetings are listed below:

Venue	Date	Time
Theatre Resource, Great Stoney, Ongar	Friday 23 May	7 – 9 pm
Budworth Hall, High Street, Ongar	Friday 20 June	1.30 – 3.30 pm

We shall keep notes of each of the public meetings, analyse responses and other matters raised. However, if you are a member of a group or organisation who would like us to come and meet with you, please contact the communication team on freephone 0800 7833396 or via e-mail at [mail@westsexpct.nhs.uk](mailto:mail@westsexpct.nhs.uk).

We will use this information at the end of the consultation to finalise the plans to develop health facilities in Chipping Ongar. The Board will then review the plans at their meeting in September 2008.

More copies of this document can be requested by:

**Post:** Communication Team  
West Essex PCT  
The Laurels  
St Margaret's Hospital  
The Plain  
Epping, Essex  
CM16 6TN

**Telephone:** Freephone 0800 7833396

**E-mail:** [mail@westsexpct.nhs.uk](mailto:mail@westsexpct.nhs.uk).

If you have any comments, questions or complaints about this consultation please contact our Patient Advice and Liaison Service on freephone 0800 7833396 or, alternatively, you can write to the chief executive, Mr Aidan Thomas, at the above address.

# Feedback Form

We want to know what you think so please answer the questions below. You can either visit our website [www.westessexpct.nhs.uk](http://www.westessexpct.nhs.uk) to complete and submit the form online or send it to us in an envelope to the following address no later than 5 pm on 6 August 2008.

West Essex PCT  
The Laurels  
St Margaret's Hospital  
The Plain  
Epping, Essex  
CM16 6TN

## About you:

Although you can respond anonymously, your name, address and contact details are very important as they will help us analyse the results.

Name: .....

Address: .....  
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.....  
.....

Postcode: .....

e-mail: .....

Are you happy for us to keep your details for future health development news or consultations, (please tick as appropriate)  YES  NO

Preferred method of contact, (please tick as appropriate)  Post  e-mail

Are you responding as, (please tick as appropriate)  
 Staff  GP  Public  Carer  Organisation/Group

Other (please state): .....

Do you think our plans for the development of a new health centre are fit for the future?  
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Do you think we have missed out any key service from our plans?

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Are there other areas we should consider to meet the community's needs?

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Do you think the location is appropriate?

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Are there any other comments you would like to make about health services in your area?

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***Thank you for your time and contribution***

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## Overview and Scrutiny Panels Nominations 2008/09

### Standing Panels

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#### Constitution and Member Services Panel

**Members –**

**Conservative Group (7):** J Demetriou, Mrs M McEwen, Mrs J Hedges, J Philip, B Rolfe, D Stallan

**Liberal Democrats Group (2):** Mrs J Whitehouse, Mrs P Brooks

**LRA Group (1):** J Markham

**BNP Group (1):**

**Independent (1):** R Morgan

**Chairman – Mrs M McEwen**  
**Vice-Chairman – R Morgan**

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#### Finance and Performance Management

**Members –**

**Conservative Group (7):** M Colling, J Collier, J Hart, G Mohindra, J Philip, B Pryor, A Watts

**Liberal Democrats Group (2):** D Jacobs, Jon Whitehouse

**LRA Group (1):** K Angold-Stephens

**BNP Group (1):**

**Independent Group (1):**

**Chairman – Jon Whitehouse**  
**Vice-Chairman – G Mohindra**

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#### Housing

**Members -**

**Conservative Group (7):** D Bateman, K Chana, J Collier, Mrs R Gadsby, Mrs J Lea, Mrs L Wagland, J Wyatt

**Liberal Democrats Group (2):** Mrs J Whitehouse, D Dodeja

**LRA Group (1):** Mrs R Brookes

**BNP Group (1):**

**Independent Member:** S Murray

**Chairman – S Murray**

**Vice-Chairman – Mrs R Gadsby**

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**Safer, Cleaner, Greener**

**Members –**

**Conservative Group (7):** K Chana, M Colling, R Cohen, Mrs J Hedges, J Philip, G Pritchard, Mrs L Wagland

**Liberal Democrats Group (2):** R Frankel, D Jacobs

**LRA Group (1):** R Barrett

**BNP Group (1):**

**Independent Group (1):**

**Chairman - M Colling**

**Vice-Chairman – K Chana or G Pritchard**

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**Planning Services**

**Members –**

**Conservative Group(7):** T Boyce, K Chana, M Colling, J Hart, B Pryor, H Ulkun, Mrs L Wagland

**Liberal Democrats Group (2):** R Frankel, Mrs A Haigh

**LRA Group (1):** Mrs C Pond

**BNP Group (1):**

**Independent (1):** Mrs A Cooper

**Chairman – Mrs L Wagland**

**Vice Chairman – K Chana or J Hart**

## Task and Finish Panels 2008/09

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### Leisure

#### Members -

**Conservative Group:** T Boyce, Ms R Cohen, Mrs R Gadsby, G Pritchard, B Rolfe, H Ulkun

**Liberal Democrats Group:** D Dodeja, Jon Whitehouse

**LRA Group:** D Wixley

**BNP Group:**

**Independent Member:** S Murray

**Chairman:** Mrs R Gadsby

**Vice Chairman:**

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### Customer Transformation

#### Members -

**Conservative Group:** D Bateman, T Boyce, J Demitrou, Mrs Hedges, Mrs J Lea, J Philip, B Rolfe

**Liberal Democrats Group :** Jon Whitehouse

**LRA Group:** Mrs R Brookes

**BNP Group:**

**Independent Member:**

**Chairman:** B Rolf

**Vice Chairman:**

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**Overview and Scrutiny Work Programme – May 2008**

<b>Overview and Scrutiny Committee</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Scrutiny of Essex Police – Community Policing Initiative	2009	<b>Came in March 2008</b> – to arrange again for sometime in 2009.	5 <sup>th</sup> June 2008 10 <sup>th</sup> July
(2) OS Annual Review/ Annual Report	16 April 2009		28 <sup>th</sup> August 29 <sup>th</sup> September
(3) Scrutiny of London Underground Ltd	2009	<b>Came in April 2008</b> – to arrange again for sometime in 2009	6 <sup>th</sup> November 11 <sup>th</sup> December
(4) Scrutiny of Highways Local Service Agreement	2009	<b>Came in April 2008</b> – to arrange again for sometime in 2009	29 <sup>th</sup> January 2009
(5) Provision of Youth Services within the District	To arrange in 2008 (possibly 10 July)	Lonica Vancloy (who is the local officer responsible for youth provision in the District) has offered to attend a meeting to discuss this issue	5 <sup>th</sup> March 16 <sup>th</sup> April
(6) West Essex PCT – Proposal for Joint Scrutiny Review		Officers are currently awaiting Uttlesford Council to arrange an officer meeting.	
(7) District Transport in Rural Areas		<b>Survey now completed</b> – to report back to the Committee when County has taken any follow up action.	
(8) Scrutiny of Epping Forest Local Strategic Partnership – Chairman and Member level EFDC representatives	September/November 2008	Representatives of the partnership to report on an annual basis	

(9) Scrutiny of Cabinet Forward Plan	July 2008		
(10) Six monthly review - (a) Monitoring of OS recommendations (b) OS work programme	6 November 2008		
(11) To conduct a review of O&S in January 2009	January 2009		
(12) To review the strategic direction of Epping Forest College, and its relationship with the Community	To arrange in 2008 (to July meeting if possible)		Item suggested by Cllr. K Angold -Stephens
(13) Budget Report	January 2009		
(14) To receive a presentation from the PCT on their Clinical vision for the NHS, now and for the next decade.	July 2008 if possible		

## Standing Panels

### Housing Standing Panel

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Progress on Meeting PSA7 target on Decent Homes	High	Progress report to be given to the March 2008 meeting	3 July 2008 9 October
(2) Implementation of Housing Assistance Policy 2007	High	<b>In progress</b> – An update on implementation was given to the Scrutiny Panel in October 2007, as part of the presentation on the Private Sector Housing Strategy Action Plan. A more detailed update will be given in <b>July 2008</b>	8 January 2009 26 March
(3) Ongoing Traveller Issues		Work transferred to the Housing Standing Panel from the Environment and Planning Services Standing Panel.	
(4) Draft Housing Strategy Statement & Strategic Housing Action Plan	High October 2007	<b>Limited progress</b> – A committee of the London Commuter Belt Housing Sub Region is considering how local housing strategies should be linked to the sub regional housing strategy. It should be possible to make progress on this issue in the next few months.	
(5) Six-monthly Progress Report on Strategic Housing Action Plan	Medium April 2008	Not yet required	
(6) Review of Careline Service	Medium January 2008	Not yet required – County to be consulted on this	
(7) Unauthorised Parking on Housing Estates	Medium	Initially considered at the March 2008 meeting – <b>work ongoing.</b>	

(8) Implementation of Choice Based Lettings	High	<b>Completed</b> – The Council's Choice Based Lettings Scheme was successfully introduced in November 2007. A report on the introduction is being reported to this meeting of the Scrutiny Panel. The Scrutiny Panel will also undertake a formal six-month review of the implementation.	
(9) Private Sector Housing Strategy Action Plan	High	<b>Completed</b> – A presentation on progress being made with the Action Plan was given at the Scrutiny Panel's meeting in October 2007	
(10) Annual Ethnic Monitoring Review of Housing Applicants	Medium July 2007	<b>Completed</b> – At the April 2007 meeting of the Panel	
(11) Annual Review of the Housing Allocations Scheme	High October 2007	<b>Completed</b> - Considered at the October 2007 meeting	
(12) Review of Incentives for Tenants to move to smaller accommodation	Medium October 2007	<b>Completed</b> – As part of the Annual Review of the Housing Allocations Scheme in October 2007	
(13) Six-monthly Progress report on Housing Business Action Plan	Medium January 2008	<b>Completed</b> – 22 January 2008	
(14) Updated draft HRA Business Plan	High April 2008	<b>Completed</b> – 18 <sup>th</sup> March 2008	
(15) Housing Service Strategy on Energy Efficiency	Medium October 2007	Considered at the October 2007 meeting	
(16) Housing Service Strategy on Housing Information.	Medium October 2007	Considered at the October 2007 meeting.	
(17) Housing Service Strategy on Tenant Participation.	Medium October 2007	Considered at the October 2007 meeting.	
(18) Housing Service Strategy on Rent Arrears.	Medium October 2007	Considered at the October 2007 meeting.	
(19) Housing Service Standards and Housing Charter	Medium October 2007	Considered at the October 2007 meeting.	

## Constitution and Members Services Standing Panel

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Review of May 2008 Elections	June 2008		30 June 2008 8 September 3 November
(2) Local Government White Paper: Changes to OS (including Community Call for Action) Electoral Cycle Local Strategic Partnerships Executive Functions		Report on Whole Council Elections agreed at OSC on 31 Jan 08 and to be submitted to Council on 19 Feb 08.  Reports on Executive to be considered by the OSC on 6 March and Council on 22 April 08  Further reports on Overview and Scrutiny will be made when government regulations available <b>Completed</b> – report taken to Council	12 January 2009 6 April
(3) Annual Review of Contract Standing Orders/Financial Delegation	28 April 2008		
(4) Review of Protocol on Outside Organisations	11 October 2007	<b>Completed</b> - on 11 October 2007	
(5) Cabinet operations in Emergency Situations	11 October 2007	<b>Completed</b> - on 11 October 2007	
(6) Review of Polling Stations	11 October 2007	<b>Completed</b> on 11 October 2007	
(7) OS Review Seminar - 18 September 2007	11 October 2007	<b>Completed</b> - on 11 October 2007	
(8) Determination of Members' Planning Applications	11 October 2007	<b>Completed</b> - on 11 October 2007 Report to be submitted to Full Council in December 2007	

(9) Cabinet Committees	11 October 2007	<b>Completed</b> - on 11 October 2007 - Report to be submitted to Full Council in December 2007	
(10) Communications and access to information both within this Council and between other Authorities.	20 November 2007	<b>Completed</b> by the Panel on 20 November 2007	
(11) Review of meeting cycle of Area Plans Sub Committees	20 November 2007	<b>Completed</b> Report submitted to the OSC which asked for a further report	
(12) Member Training Review	4 March 2008		

Safer, Cleaner, Greener Standing Panel			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
Items from old Environment & Planning Standing Panel			
(1) Essex County Joint Waste Procurement Process	To receive the minutes from the last meeting/s.		24 June 2008 2 September 21 October 9 December
(2) Monitoring of the Safer Cleaner Greener Initiative			
(3) Clean Neighbourhoods and Environment Act 2005 – Implementation of provisions		<b>Completed:</b> Report submitted to 31 January OSC. Request submitted for further work to be carried out on issues arising from the Rogers Review	24 February 2009 21 April
(4) Anti Social Behaviour in Car Parks	High	New Item added to the work plan by the OSC on 4 October 2007.	
(5) Parking on Grass Verges/ Parking in Residential Area		West Area Highways Manager attended meeting on 29 October 2007.	
To monitor the recommendations of the 2005/06 Task and Finish Panel on Parking in Residential Areas and identify any follow action required.			
(6) Climate Change – April 2007 Council motion	Cabinet has now adopted this	Further reports to be submitted to future Panel meetings.	
(7) ECC Speed Management Plan		Action Plan to be submitted to Panel	
(8) Essex Freight Strategy		Panel members to be given access to the plan for any comments they may have.  Still awaiting County's report to be published.	

From Crime and Disorder T&F Panel	
(9) To consider the Crime and Disorder Reduction Partnership (CDRP) and its effect on Scrutiny in EFDC and how it could be improved.	
(10) To consider the involvement of Overview and Scrutiny in the new 'Scrutiny Plus' arrangements to be conducted with other partner agencies.	
(11) To consider the proposal for a 'Community Call for Action' and its implications for EFDC Scrutiny.	
(12) To consider the role of EFDCs Crime Reduction Team and the resources available to it.	



Planning Services Standing Panel			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) New Local Development Scheme and East of England Plan – EFDC Response to Final Version	See comments	Final version of the East of England Plan – Issued in May 2008.	19 June 2008 09 September 18 November
(2) Re use of buildings in the Green Belt/Traffic Issues in the Roydon and Nazeing Areas.	Ongoing	<b>On going</b> – VOSA attended meeting of the old Environment and Planning Standing Panel on 28 Feb 2008	06 January 2009 12 February 13 April
(3) To consider in detail the provision of Value For Money within the Development Control (Planning Services) function, focusing specifically on:  (a) The success of the 'hit squad' established to focus on the backlog of planning applications; (b) How and to what extent performance in relation to the determination of planning applications has improved as a result of the 'hit squad' and other additional resources such as the new integrated computer system, the restructure of Planning Services and the application of Planning Delivery Grant; and (c) How unit cost and other benchmarking information in relation to the Development			

Control function can be obtained to increase the effectiveness of the Value For Money Analysis for 2006/07 and future years.			
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Finance and Performance Management Standing Panel			
Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Best Value Performance Plan 2007/08	Report considered annually - end February	Arrangements for consideration of Full BVPP for 2007/08 agreed on 12 February 2007. BVPP for 2008/09 to be considered in February 2008.	17 June 2008 19 August 11 November
(2) Key Performance Indicators - Quarterly Monitoring	Reports considered on a quarterly basis.	<b>Underway</b> First Quarter information considered at the 14 August 2007, 13 November '07 meeting and the February 08 meeting.	13 January 2009 10 February 31 March
(3) Quarterly Financial Monitoring	Reports to be considered on a quarterly basis.	<b>Underway:</b> First Quarter information to be considered in August '08, November '08 meeting and the February 09 meeting.	
(4) Local Area Agreement – Performance Monitoring	Reports considered on a six monthly basis	LAA 1 has now run it's course – to produce an outturn report for completion.	
(5) LAA2	Date?		
(6) Council Plan 2006-2010 – Performance Monitoring	Report considered on an annual basis.	Performance monitoring commenced from start of 2007/08 municipal year. Next report due May/June 2009??	
(7) Annual Consultation Plan	Report considered on an annual basis.	Consultation Plan considered at first meeting of each municipal year. Next report due May/June 2008	
(8) Detailed Portfolio Budgets	13 January 2009	Annual review of the Portfolio holders budgets.	
(9) Medium Term Financial Strategy	To go to the January 2009 meeting. ?	To review the Council's medium term financial strategy.	
(10) Race Equality Scheme Monitoring and Progress with Equalities Work	Date?		
(11) Gender Equality and Disability Scheme Monitoring	Date?		
(12) Performance (Services to be scrutinised in Rotation)	<b>Completed</b>	<b>Completed:</b> Panel looked at the Council's land and accommodation strategy at the November meeting.	

(13) Annual Value for Money Analysis	<b>Completed</b> (further report to be brought back to a later meeting)	<b>Completed:</b> Sub-Group set up to consider VFM Analysis for 2006/07. Sub-Group met on 8 March 2007 to consider the analysis and propose areas for possible Task and Finish Panels. The Sub-Group suggested the VFM on Planning Task and Finish Panel.	
(14) CPA Improvement Plan – Performance Monitoring	Reports considered on a six-monthly basis	Performance monitoring of outstanding CPA actions commenced from start of 2007/08 municipal year. <b>To be Deleted from WP</b>	
(15) Value for Money in Leisure Services	<b>Completed</b>	<b>Completed</b> at June 2007 meeting. <b>To be Deleted from WP</b>	

## Task and Finish Panels

### Leisure Services

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
<p>(1) Future Management of Waltham Abbey Sports Centre - (a) to assess the feasibility of providing a new Sports Hall at Waltham Abbey Swimming Pool; and (b) to evaluate the service and financial implications as opposed to entering into longer term Dual Use Management arrangements at Waltham Abbey Sports Centre.</p>		<p><b>Underway:</b> New dual agreement and timetable to be brought to next meeting.</p>	
<p>(2) Monitoring of Youth Initiatives Scheme</p>		<p><b>Ongoing</b> - Scope of review considered on 5 July 2007 – consultations will not take place until <b>autumn 2008</b>.</p>	
<p>(3) Provision of Sports facilities for Epping Forest College.</p>			

<b>Customer Transformation – New Task and Finish Panel</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
<ol style="list-style-type: none"> <li>1. To improve access to services and improve response to enquiries.</li> <li>2. There is a need to revisit the Customer Services Agenda, to see where improvements can be practically achieved.</li> <li>3. To improve services to customers of the Council.</li> <li>4. The Council has a duty under Equalities Legislation to ensure that all sections of the Community have access to the Council's Services. The provision of high quality and timely information is necessary to this end.</li> <li>5. Within the new National Indicator Set are measures to assess the effectiveness of the Council's ability to deal with enquiries. The</li> </ol>	March 2009	Terms of Reference submitted to OSC on 10 July 2008	

<p>Council does not have a CRM (Customer Relationship Management System) in place to enable the authority to readily assess its current performance.</p>			
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## **Report to the Overview and Scrutiny Committee**



**Date of meeting: 5 June 2008**

**Portfolio:** Finance and Performance Management

**Subject:** Best Value Performance Plan 2008/09

**Responsible Officer:** S. Tautz (01992 564180)

**Democratic Services Officer:** Adrian Hendry, Ext.4246

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### **Recommendations:**

**That the Committee consider the Council's draft Best Value Performance Plan for 2008/09, and comment to the Cabinet accordingly.**

### **Report**

1. The Local Government Act 1999 and the Best Value regime has until recently required all local authorities to publish an annual Best Value Performance Plan (BVPP) by no later than the end of June each year. The adoption of the BVPP is a key decision and a matter reserved to the Council by its constitution. In addition, the BVPP is statutorily required to be formally adopted by the authority, and must therefore be considered by the Cabinet at its meeting on 9 June 2008, and at the meeting of the full Council on 26 June 2008.

2. The requirement to prepare an annual performance plan provides an opportunity for local authorities to articulate proposals for improvement in the coming year, including how weaknesses will be addressed, opportunities exploited and better outcomes delivered for local people. The Council's BVPP is required to.

- (a) summarise its successes in meeting its key priorities, objectives and targets for the last year (2007/08);
- (b) show where these priorities, objectives and targets were not met; and
- (c) detail key priorities, objectives and targets for the forthcoming year (2008/09).

3. The BVPP is produced in two versions each year. The detailed version subject of this report is primarily prepared for the Council itself, the Government, the Audit Commission, and other bodies involved in the evaluation and assessment of performance. It is intended that the audience for performance plans should be primarily the authority itself, as members and officers with responsibility for delivering local services need to be aware of priorities in order to influence improvement measures. However, the detailed BVPP is also available to those who require a comprehensive explanation of how well the Council is performing and its future plans. In addition and in accordance with a recommendation of the Audit Commission, a summary of the BVPP is distributed to all households in the district within the explanatory leaflet issued with the annual Council Tax demands in March each year. The draft version of the Council's BVPP for 2008/09 has been circulated separately to all members of the Council.

4. The statutory requirement to produce an annual BVPP has been revoked as part of the Government's new performance framework for local government, set out in the 2007

'Strong and Prosperous Communities' White Paper. This will therefore be the last performance plan to be produced in the current form, although it will nevertheless be important for the Council to continue to publish information in regard to its priorities and performance, and this may in future be achieved through an expansion of the E-Annual Report.

5. The BVPP is required to include details of outturn performance over the past year for the former Best Value Performance Indicators (BVPIs). Although these details are provided within the draft BVPP for the majority of BVPIs, the results of number of indicators are still being finalised, and it has not therefore been possible to include performance outturns for these indicators. These outstanding details will be incorporated within the BVPP prior to the consideration of the draft plan by the Council, together with key objectives to be identified by individual Portfolio Holders.

6. The Committee is requested to consider the draft BVPP for 2008/09, and to comment to the Cabinet accordingly. The draft BVPP has also been circulated to all members of the Finance and Performance Management Scrutiny Panel for 2007/08, which has not yet met during the 2008/09 municipal year. Any comments received from members of the Scrutiny Panel will also be reported direct to the Cabinet meeting.

#### **Resource Implications:**

Publication of the BVPP can be met from the budget and staff provision of the Performance Improvement Unit for 2008/09.

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

The publication of an annual BVPP is a requirement of the Local Government Act 1999. This statutory requirement has been revoked for 2009/10 onwards. There are no legal implications or Human Rights Act issues arising from the recommendations in this report.

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

There are no implications arising from the recommendations in this report for the Council's commitment to the Nottingham Declaration for climate change, the corporate Safer, Cleaner and Greener initiative, or any Crime and Disorder issues within the district.

#### **Consultation Undertaken:**

The draft BVPP for 2008/09 has been issued to all members of the Finance and Performance Management Scrutiny Panel. The format and content of the draft BVPP has been agreed by the Corporate Executive Forum.

#### **Background Papers:**

None

#### **Impact Assessments:**

There are no risk management or equality implications arising from the recommendations in this report. Risk management and equality implications arising from the Council's identified priorities, objectives and targets for 2008/09 will have been addressed by the relevant director.

**EPPING FOREST DISTRICT COUNCIL**  
**NOTES OF A MEETING OF ENVIRONMENTAL AND PLANNING SERVICES STANDING**  
**SCRUTINY PANEL**  
**HELD ON WEDNESDAY, 23 APRIL 2008**  
**IN COMMITTEE ROOM 1, CIVIC OFFICES, HIGH STREET, EPPING**  
**AT 7.00 - 9.25 PM**

<b>Members Present:</b>	Mrs P Smith (Chairman), , R Bassett, R Frankel, G Pritchard and Ms J Hedges
<b>Other members present:</b>	Mrs M Sartin
<b>Apologies for Absence:</b>	Mrs A Cooper, Mrs P Richardson, H Ulkun, Mrs L Wagland and M Woollard
<b>Officers Present</b>	J Gilbert (Director of Environment and Street Scene), K Durrani (Assistant Director Environmental Services), J Preston (Director of Planning and Economic Development) and A Hendry (Democratic Services Officer)

**56. SUBSITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

It was noted that Councillor Mrs J Hedges was substituting for Councillor Mrs L Wagland.

**57. DECLARATION OF INTERESTS**

None were reported.

**58. NOTES OF THE LAST MEETING**

The notes from the last meeting, held on 28 February 2008, were agreed.

**59. THE FUTURE OF WASTE IN ESSEX**

The Director of Environment and Street Scene gave a presentation on the Future of Waste in Essex (attached). This was the second waste strategy consultation exercise; in 2002 there was the "War on Waste". Also in 2002 the County Council, District and Borough Councils, with Southend-on-Sea, established the Waste Management Advisory Board (WMAB) to examine the many aspects of waste management in the County. The WMAB has always seen public and stakeholder involvement as key in developing a strategy.

This proposed strategy is crucial to the future management of waste within the County. It will determine the way forward in terms of procuring the infrastructure for waste collection and disposal for the next 25 years as well as meeting the statutory requirement for the County, Districts & Boroughs to adopt an agreed Joint Municipal Waste Management Strategy (JMWMS) to take forward the management of all the component elements of the waste stream.

To put the draft strategy into some context, so the scale of the problem to be managed is understood, the following key statistics were given to the Panel:

- in 2006/07 around 740,000 tonnes of municipal solid waste was produced in

Essex;

- on average each Essex resident produces around half a tonne of waste per annum (500 kilos);
- in 2006/07 36% of this waste was recycled (via collection and/or at the Recycling Centres for Household Waste);
- around 68% of all waste produced is biodegradable i.e. can break down to produce greenhouse gases and leachate;
- the EU landfill directive requires significant reductions in biodegradable waste going to landfill with a penalty (at present) of £150 per tonne where allowances are exceeded;
- if the allowances for 2009/10 are exceeded Essex taxpayers could face a penalty of £9 million and if no change was to be made this would reach £24 million per annum by 2013;
- each tonne of waste going to landfill currently costs £24 in landfill tax, increasing by £8 per tonne per annum. This could result in a total tax bill of £22 million by 2010/11 on top of the EU penalties;
- the Waste Strategy for England 2007 has set challenging targets for the diversion of waste from landfill with new national targets for recycling and composting of 40% by 2010, 45% by 2015 and 50% by 2020;
- the Waste Strategy for England has also set challenging targets for residual waste per person (i.e. that not reused, recycled or composted) of 225kg by 2020 this being a reduction of 50% from 2000 levels;
- the County Council's waste disposal costs have increased from £36 per tonne in 2001/02 to £61 per tonne in 2006/07, reflecting the increased costs of landfill. The districts' and boroughs' costs range from £35 to £78 per household per annum depending upon performance and other local issues (2006/07 data).

The Panel noted that about two-thirds of landfill waste is biodegradable organic matter and that the decomposition of biodegradable materials within landfill sites results in the production and limited escape of methane, which is a potent greenhouse gas. Also, leachate is formed and needs to be managed to protect water courses. EU directives require that by 2010 25% of biodegradable municipal waste be diverted from landfill, going up to 65% by 2020.

Overall, Essex is aiming to exceed the levels of recycling and composting of household waste as set out in Waste Strategy for England 2007 by having a stated ambition of a 60% recycling target by 2020. They will also focus on waste prevention and reduction.

The Essex Waste Partnership favour composting technologies such as an anaerobic digestion (AD). AD is a form of biotreatment and produces a gas which can be used to generate 100% renewable electricity.

Although reducing and recycling the amount of waste produced, there will always be some waste that still needs to be disposed of. For this they propose to introduce new treatment plants using Mechanical Biological Treatment (MBT). MBT facilities separate 'black bag' waste by mechanical processes so that further materials can be separated for recycling or to make soil improvers. Some MBT facilities separate and manufacture some of the waste into a solid recovered fuel (SRF) which could be used to generate electricity in an energy plant (energy from waste). Essex is prepared to consider the use of this type of MBT facility. A strategic Environmental Assessment (SEA) has been undertaken to test this draft strategy. An Environmental Report has been produced which is also subject to this consultation process. This report assesses the environmental impact of implementing the key targets and actions of the strategy. Also, the involvement of the community is of paramount

importance to the development of the strategy and to this end about 25 road shows have been undertaken throughout Essex, along with questionnaires available on line.

The Panel debated the pros and cons of collecting trade waste but found it to be uneconomical. They also discussed the collection of recycled waste from blocks of flats in the District. A solution was being devised but it may be that a unique solution may have to be devised for each block of flats as they all have their unique problems.

**RESOLVED:**

That the Panel agreed:

- (1) with the basic underpinning policy of reuse, recycling and composting;
- (2) that 60% is a realistic ambition for recycling by 2020 but that it should not be as yet a target;
- (3) that Anaerobic Digestion and Mechanical Biological Treatment (MBT) are appropriate technologies for the handling of Essex waste; and
- (4) that the strategy should include the potential use of the outputs from the MBT to produce a fuel for renewable energy (Solid Recovered Fuel) rather than being sent for landfill.
- (5) that a corporate response will be made based on the above.

**60. WORK PROGRAMME**

The Panel went through the work programme as set out in the agenda. In keeping with the imminent split of the Panel in the new year into a Planning Services Standing Panel and a Safer, Cleaner, Greener Standing Panel, the work programme was split into its Environmental side and its Planning side.

**Work Programme:**

**Item 1: Essex County Joint Waste Procurement Process – to go to the new Safer, Cleaner Greener Standing Panel.**

**Item 2: New Local Development Scheme and East of England Plan – EFDC Response to Final Version – to go to the new Planning Services Standing Panel.**

**Item 3: Re use of buildings in the Green Belt/Traffic Issues in the Roydon and Nazeing Areas - to go to the new Planning Services Standing Panel.**

**Item 4: Clean Neighbourhoods and Environment Act 2005 – Implementation of provisions - to go to the new Safer, Cleaner Greener Standing Panel.**

**Item 5: Anti Social Behaviour in Car Parks - to go to the new Safer, Cleaner Greener Standing Panel.**

**Item 6: Parking on Grass Verges/ Parking in Residential Area – to go to the Housing Standing Panel.**

**Item 7: Nottingham Declaration - to go to the new Safer, Cleaner Greener Standing Panel.**

**Item 8: ECC Speed Management Plan** – *to go to the main Overview and Scrutiny Committee directly – any local issues to come out of this to come back to the Safer, Cleaner, Greener Standing Panel.*

**Item 9: Essex Freight Strategy** - *to go to the new Planning Services Standing Panel.*

**Item 10: Local Better Regulation Office – Draft Strategy 2008 – 2011** – *noted that this item was now completed.*

## **61. FUTURE MEETINGS**

The Chairman marked this as the last meeting of this Panel before it was split up into a Safer, Cleaner, Greener Standing Panel and a Planning Services Standing Panel. She thanked all the officers involved in the Panel over the years for their help and advice as well as the numerous outside speakers who came to speak to the Panel. She also thanked all the members that had served on the Panel over the years of its existence.

The Chairman, in turn, was thanked for her fair and firm chairmanship of the Panel over the past few years.

# The draft Joint Municipal Waste Management Strategy for Essex



# Overview

- What is the waste strategy?
- Why do we need a waste strategy?
- Pressures on landfill – financial
  - environmental
  - legislative
- What does the waste strategy say?
- Waste reduction initiatives – home composting, real nappies, junk mail
- Waste treatment plants
- What is Mechanical Biological Treatment?
- What is solid recovered fuel?
- Strategic Environmental Assessment
- Community involvement
- Consultation



# The Waste Strategy

## What is the waste strategy?

- The draft waste strategy sets out key objectives & targets for the management of municipal waste in Essex (*municipal waste is household waste & any other waste that is collected for treatment & disposal by a local authority*).
- From previous consultations on the waste strategy Essex authorities have received a strong message from householders & communities that we should be changing the way we manage waste – a drive towards waste reduction, high recycling & composting.
- Legal requirement – Waste & Emissions Trading Act 2003

## Why do we need a waste strategy?

- In 2006/07 Essex produced over 700,000 tonnes of household waste.
- 36% of this was recycled
- Over 440,000 tonnes of household waste was landfilled

**Relying on landfill sites to hide the problem of rubbish is simply not a sustainable way to carry on.**

There are a number of different pressures effecting the use of landfill sites to dispose of our rubbish.

## Pressures on landfill (financial)

### Landfill Tax

- WDAs are taxed on the amount of waste they send to landfill.
- 2007/08 Landfill Tax is £24/tonne for active waste & £2/tonne for inactive waste.
- The standard rate of Landfill Tax for 2007/08 has been increased by £3 per tonne on the previous year's levels.
- April '08 standard rate of Landfill Tax will escalate by £8 per tonne per annum until reaching £48 per tonne in 2010/11.

## Pressures on landfill (environmental)

- About two-thirds of landfilled waste is biodegradable organic matter.
- The decomposition of biodegradable materials within landfill sites results in the production & limited escape of methane.
- Methane is a potent greenhouse gas – emissions have to be reduced.
- Leachate is formed & needs to be managed to protect water courses



- Paper & card – 25%
- Metal – 4%
- Plastic – 11%
- Glass – 6%
- Food & Garden waste – 30%
- Textiles – 3%
- Other – 21%

# Pressures on landfill (legislative)

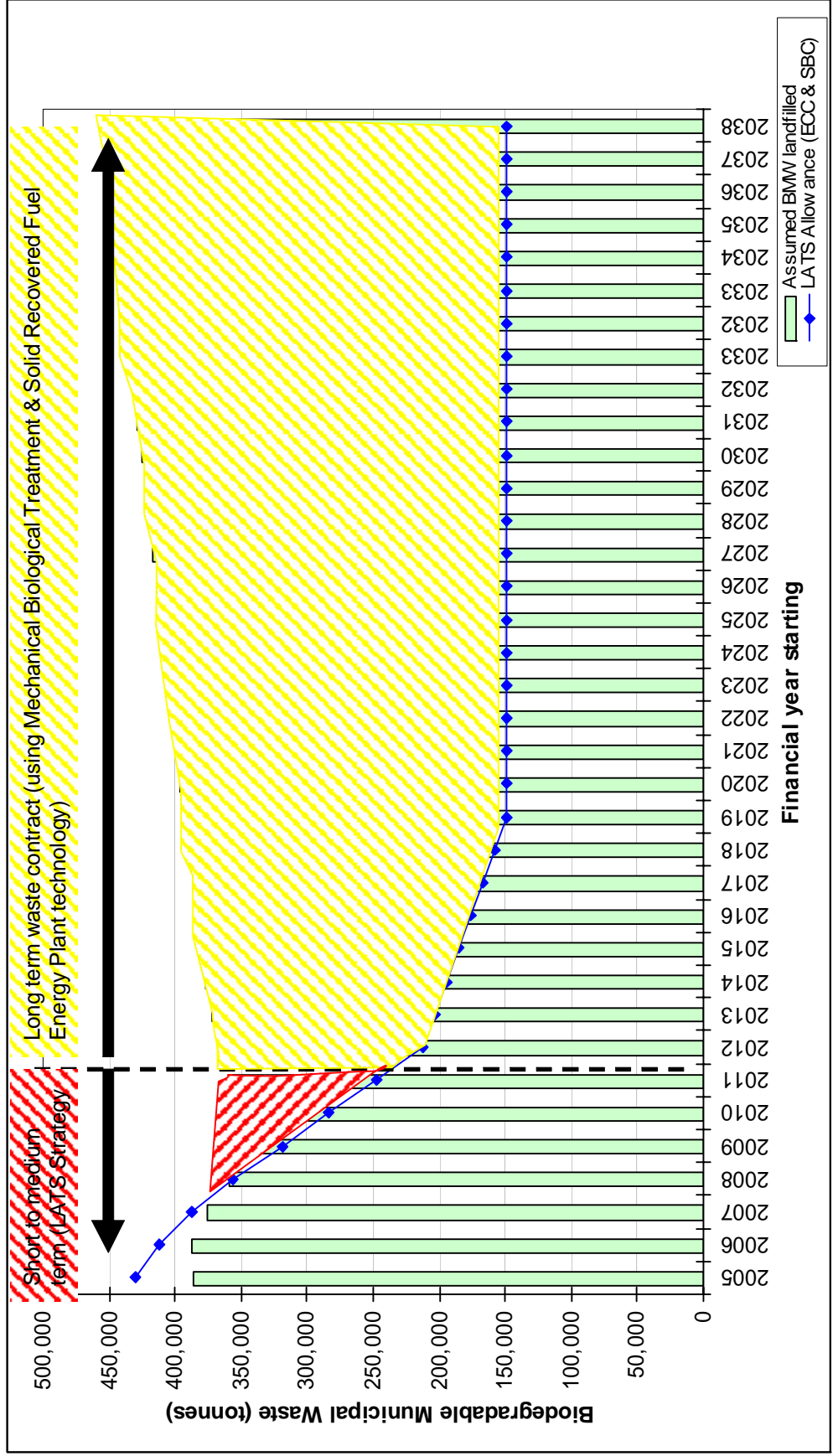
## Landfill Directive

- The EU Landfill Directive requires these proportions of biodegradable municipal waste to be diverted from landfill, compared with 1995 quantities:



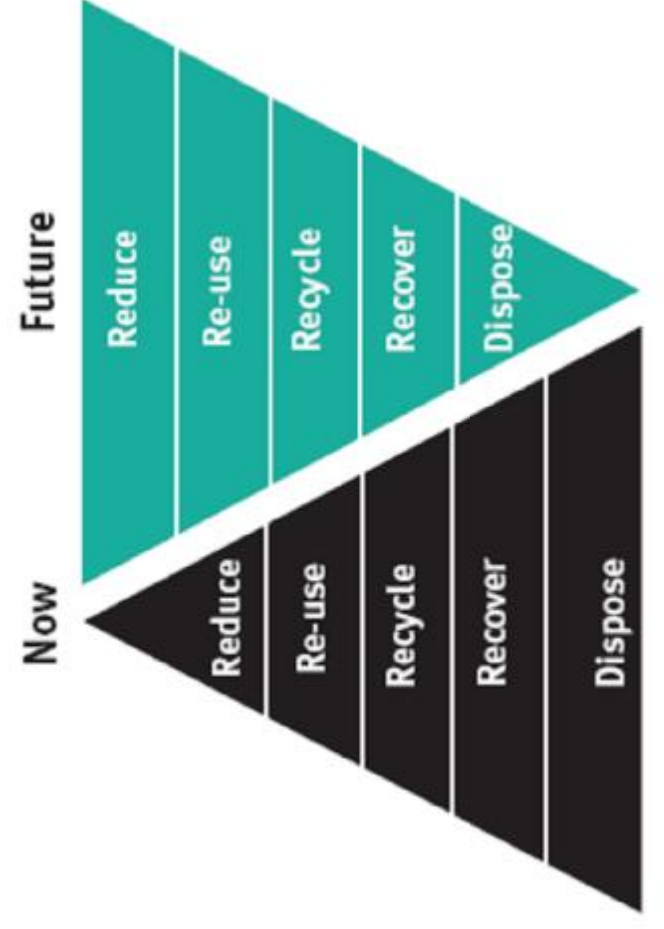
Target Year	Percentage diversion
2010	25%
2013	50%
2020	65%

# Diversification from Landfill of Biodegradable Waste



# What does the waste strategy say?

- We will work hard to **reduce** the amount of waste produced in the first place & **re-use** more of the waste that is produced.
- Ambition – **60% recycling of household waste by 2020** – from recycling & composting kerbside schemes, the Recycling Centres for Household Waste & recovery of recyclable materials through new treatment plants.





## Recycling targets

- Essex will aim to exceed the levels of recycling and composting of household waste as set out in Waste Strategy for England 2007:
  - **40% by 2010**
  - **45% by 2015**
  - **50% by 2020**
  - **Ambition to hit 60% recycling by 2020**

## Waste reduction targets

- As well as high recycling focus of the strategy is also **waste prevention & reduction**.
- Essex will seek to achieve the national targets (Waste Strategy for England 2007) for **household waste not re-used, recycled or composted**.
- The targets (kg/per head of the population of residual waste) are to not produce more than:
  - 310kg in 2010;
  - 270kg in 2015;
  - 225kg in 2020

# Waste reduction initiatives

# The Essex Home Composting Scheme

*30% of your household waste could be composted at home.*

- A partnership between ECC, all 12 WCAs plus Southend and Thurrock
- Commenced April 2005
- Over 40,000 compost bins sold
- Estimated average diversion by WRAP:  
145kg/hh/yr = 5,694 tonnes/hh/yr for Essex



## The Essex Cloth Nappy Campaign

***Each baby on average has 5,000 nappy changes: that's a third of a million nappies each day just in Essex.***

- A partnership between ECC, all 12 WCAs plus Southend and Thurrock
- Encourage parents / carers to try cloth nappies as an alternative to disposable nappies.
- The aim of the campaign is to decrease the amount of nappies in the waste stream.



## Stamp Out Junk Mail

*4% of household waste is made up of junk mail, that's the equivalent weight of 5,500 elephants in Essex each year.*

- Launched March 2007
- To help householders control the amount of junk mail coming through their door
- The 'Stamp Out Junk Mail' pack - 3 simple steps to reduce junk mail
  - No junk mail letterbox sticker
  - Opt out postcard for unaddressed mail from the Royal Mail
  - Registration form to remove details from Direct Mailing databases



# Waste Treatment Plants

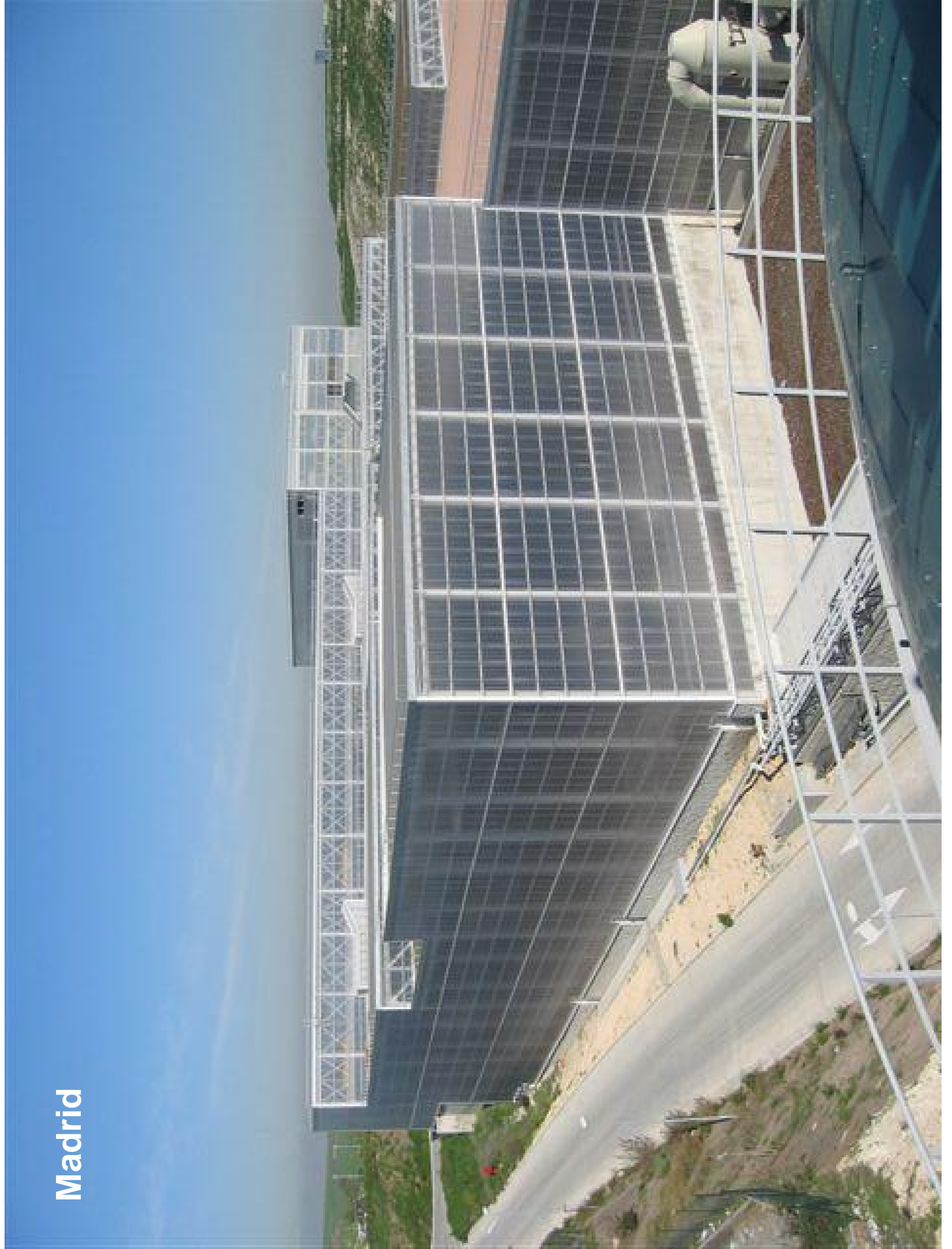
- The Essex Waste Partnership favour **composting** technologies such as an **anaerobic digestion** (AD), for source segregated organic wastes. AD is a form of biotreatment & produces a gas which can be used to generate 100% renewable electricity.
- Whilst we can work on reducing the amount of waste produced & recycling as much of it as possible, there will always be some waste that still needs to be disposed of. For this we propose to introduce new treatment plants using **Mechanical Biological Treatment** (MBT).



## What is MBT?

- MBT facilities separate the 'black bag' waste by mechanical processes – means further material can be separated for recycling &/or to make soil improvers.
- Some MBT facilities separate & manufacture some of the waste into a *solid recovered fuel* which could be used to generate electricity (& sometimes heat too) in an energy plant.

Madrid





Inside the Madrid facility





Plage 06

## What is Solid Recovered Fuel?

- One output from a MBT process can be the production of a **solid recovered fuel (SRF)**.
- It is produced from the material that has not been recycled.
- The biomass component of SRF is typically in excess of 50% & could be a valuable source of renewable energy.
- Essex authorities will explore the option of producing a SRF from the MBT process & recovering energy from it. Markets for SRF are being explored with current energy users. Essex believes that using SRF in an energy plant has **climate change benefits** & could prove to be a more cost effective solution than sending it to landfill.

# Strategic Environmental Assessment

## Strategic Environmental Assessment

- SEA undertaken on the draft strategy.
- SEA process helps to ensure that draft waste is developed with a focus on sustainability & the environment.
- SEA process produces an **Environmental Report**. This assess the environmental impact of implementing the key targets & actions of the strategy.
- The Environmental Report must also be consulted on at the same time as the draft strategy.

# Public & stakeholder consultation



## Community involvement

- The successful delivery of the strategy rests on the willingness & desire of Essex authorities & householders to work together to take responsibility for their waste. Therefore, **the involvement of the community is of paramount importance to the development of the strategy.**

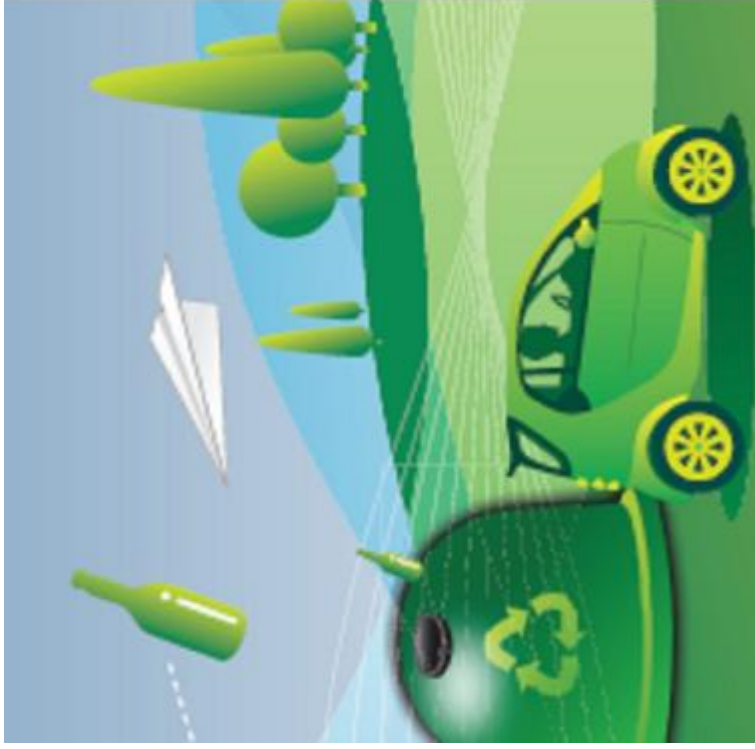
# Consultation

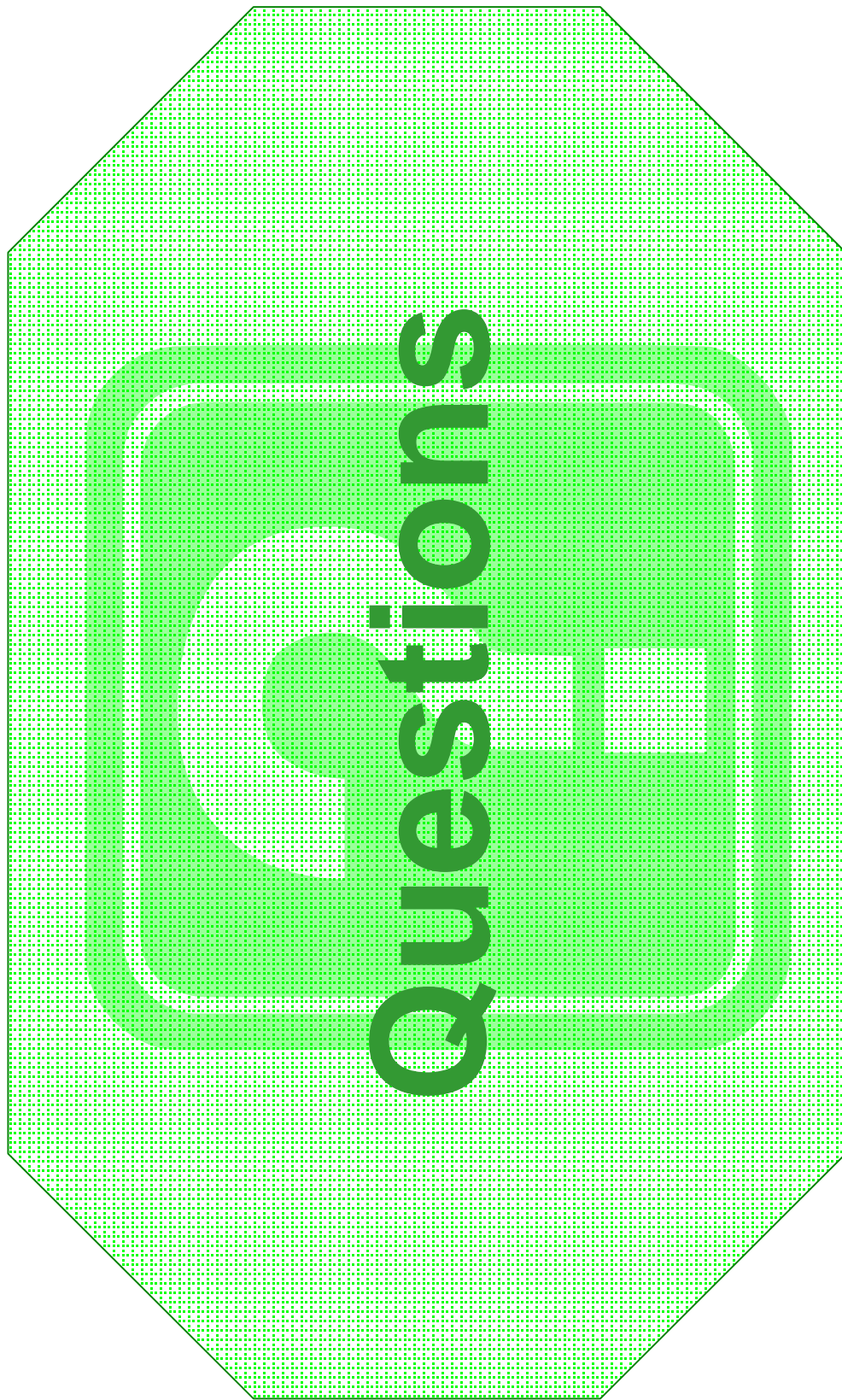
- Running for 12 weeks from 18 February 2008.
- 25 roadshows throughout Essex.
- Questionnaire – also available to complete online
- Article & questionnaire included in the County Council magazine which is delivered to every household in the county.
- All Parish Councils written to.
- A list of 100 key stakeholders (including Environmental Groups, Residents Associations etc) written to.
- Website: [www.essex.gov.uk/wasteconsultation](http://www.essex.gov.uk/wasteconsultation)



## Consultation - continued

- Focus Groups – conducted by independent facilitators
- Information available in every library in Essex
- Posters promoting the consultation & questionnaires available in District & Borough Council buildings
- Display in County Hall, Chelmsford
- Essex Youth Assembly





**EFDC Calendar of Meetings 2008/09**

Meeting	May	June	July	August	September	October	November	December	January	February	March	April	May
<b>Council</b>	15 <sup>th</sup> Annual	26 <sup>th</sup>	29 <sup>th</sup>		(30 <sup>th</sup> )	28 <sup>th</sup>		16 <sup>th</sup>		Budget 17/19 <sup>th</sup>		28 <sup>th</sup>	Annual 21 <sup>st</sup>
<b>Cabinet</b>		9 <sup>th</sup>	14 <sup>th</sup>		1 <sup>st</sup>	6 <sup>th</sup>	10 <sup>th</sup>	15 <sup>th</sup>		2 <sup>nd</sup>	9 <sup>th</sup>	20 <sup>th</sup>	
<b>Overview and Scrutiny</b>													
O & S Committee		5 <sup>th</sup>	10 <sup>th</sup>	28 <sup>th</sup>	29 <sup>th</sup>		6 <sup>th</sup>	11 <sup>th</sup>	29 <sup>th</sup>		5 <sup>th</sup>	16 <sup>th</sup>	
O & S Agenda Planning Group	21 <sup>st</sup>	25 <sup>th</sup>		6 <sup>th</sup>	17 <sup>th</sup>	22 <sup>nd</sup>	26 <sup>th</sup>	18 <sup>th</sup>	14 <sup>th</sup>	18 <sup>th</sup>	25 <sup>th</sup>		
<b>O &amp; S Standing Panels</b>													
Housing			3 <sup>rd</sup>			9 <sup>th</sup>			8 <sup>th</sup>		26 <sup>th</sup>		
Constitutional & Member Services		30 <sup>th</sup>			8 <sup>th</sup>		3 <sup>rd</sup>		12 <sup>th</sup>			6 <sup>th</sup>	
Finance & Performance Management.		17 <sup>th</sup>		19 <sup>th</sup>			11 <sup>th</sup>		13 <sup>th</sup>	10 <sup>th</sup>	31 <sup>st</sup>		
Safer, Cleaner, Greener		24 <sup>th</sup>			2 <sup>nd</sup>	21 <sup>st</sup>		9 <sup>th</sup>		24 <sup>th</sup>		21 <sup>st</sup>	
Planning Services		19 <sup>th</sup>			9 <sup>th</sup>		18 <sup>th</sup>		6 <sup>th</sup>	12 <sup>th</sup>		13 <sup>th</sup>	
<b>Licensing Committee</b>													
Licensing Sub-Committee		5 <sup>th</sup>	3 <sup>rd</sup>	7 <sup>th</sup>	4 <sup>th</sup>	2 <sup>nd</sup>	6 <sup>th</sup>	4 <sup>th</sup>	8 <sup>th</sup>	5 <sup>th</sup>	5 <sup>th</sup>	2 <sup>nd</sup>	

## EFDC Calendar of Meetings 2008/09

Meeting	May	June	July	August	September	October	November	December	January	February	March	April	May
Plans 'South'	21 <sup>st</sup>	11 <sup>th</sup>	2 <sup>nd</sup> / 23 <sup>rd</sup>	13 <sup>th</sup>	3 <sup>rd</sup> / 24 <sup>th</sup>	15 <sup>th</sup>	5 <sup>th</sup> / 26 <sup>th</sup>	17 <sup>th</sup>	21 <sup>st</sup>	11 <sup>th</sup>	4 <sup>th</sup> -25 <sup>th</sup>	15 <sup>th</sup>	13 <sup>th</sup>
Plans 'East'	7 <sup>th</sup> /28 <sup>th</sup>	18 <sup>th</sup>	9- 30 <sup>th</sup>	20 <sup>th</sup>	10 <sup>th</sup>	1 <sup>st</sup> / 22 <sup>nd</sup>	12 <sup>th</sup>	3 <sup>rd</sup>	7 <sup>th</sup> / 28 <sup>th</sup>	18 <sup>th</sup>	11 <sup>th</sup>	1 <sup>st</sup> / 22 <sup>nd</sup>	20 <sup>th</sup>
Plans 'West'	14 <sup>th</sup>	4 <sup>th</sup> / 25 <sup>th</sup>	16 <sup>th</sup>	6 <sup>th</sup> / 27 <sup>th</sup>	17 <sup>th</sup>	8 <sup>th</sup> / 29 <sup>th</sup>	19 <sup>th</sup>	10 <sup>th</sup>	14 <sup>th</sup>	4 <sup>th</sup> /25 <sup>th</sup>	18 <sup>th</sup>	8 <sup>th</sup> / 29 <sup>th</sup>	27 <sup>th</sup>
District Dev. Control		3 <sup>rd</sup>		5 <sup>h</sup>		7 <sup>th</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>		7 <sup>th</sup>	
Housing Appeals		19 <sup>th</sup>	24 <sup>th</sup>	21 <sup>st</sup>	18 <sup>th</sup>	23 <sup>rd</sup>	20 <sup>th</sup>	18 <sup>th</sup>	22 <sup>nd</sup>	12 <sup>th</sup>	19 <sup>th</sup>	23 <sup>rd</sup>	
Standards Committee			15 <sup>th</sup>			13 <sup>th</sup>			27 <sup>th</sup>			14 <sup>th</sup>	
Cabinet Finance Citee.		16 <sup>th</sup>			22 <sup>nd</sup>		17 <sup>th</sup>	8 <sup>th</sup>	26 <sup>th</sup>		16 <sup>th</sup>		
Audit & Governance Citee.		23 <sup>rd</sup>			15 <sup>th</sup>		24 <sup>th</sup>			9 <sup>th</sup>	30 <sup>th</sup>		
JCC			17 <sup>th</sup>		16 <sup>th</sup>				15 <sup>th</sup>			2 <sup>nd</sup>	
Local Council Liaison Committee		11 <sup>th</sup>					5 <sup>th</sup>				4 <sup>th</sup>		

Key:

	Daytime Meeting
(30 <sup>th</sup> )	Provisional