

Committee Agenda



**Epping Forest
District Council**

Council Housebuilding Cabinet Committee Thursday, 14th March, 2013

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

**Committee Room 1, Civic Offices, High Street, Epping
on Thursday, 14th March, 2013
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

Jackie Leither 01992 564532
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors D Stallan (Chairman), R Bassett, W Breare-Hall, Ms S Stavrou and G Waller

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- 1. APOLOGIES FOR ABSENCE**
 - 2. DECLARATIONS OF INTEREST**

(Assistant to the Chief Executive) To declare interests in any item on this agenda.
 - 3. INTRODUCTION**

Introduction to EFDC Officer and representatives from East Thames and Pellings.
 - 4. TERMS OF REFERENCE (Pages 5 - 6)**

To note the terms of reference of this committee. (Attached)
 - 5. BACKGROUND TO THE DEVELOPMENT AGENCY PROCUREMENT AND APPOINTMENT**

To receive an oral report.
 - 6. POTENTIAL EFDC DEVELOPMENT SITES (Pages 7 - 116)**

To receive an oral report from Alan Hall. (Cabinet Report attached for background information).

7. HOUSEBUILDING PROGRAMME - STRATEGIC APPROACH

To receive oral reports for:

- (a) Proposed first sites for Programme and progress to date.
- (b) Possible acceleration of Programme.
- (c) Feedback from strategic meeting with planning officers.

8. MARDEN CLOSE CONVERSION SCHEME (Pages 117 - 126)

To receive an oral report. (See Cabinet Report of 13 February 2013 for background information.)

9. FUNDING THE HOUSEBUILDING PROGRAMME

To receive oral reports for discussion.

- (a) One-for-One RTB Replacements.
- (b) PWLB Loans
- (c) Section 106 contributions.
- (d) Grants from the Homes and Communities Agency (HCA).
- (e) Sales of sites.

10. SECURING HCA INVESTMENT PARTNER STATUS FOR EFDC

To receive an oral report and to discuss the current position and timescale.

11. DEVELOPMENT AND FINANCIAL APPRAISALS

To receive oral reports for discussion.

- (a) Proposed format of Development Appraisals and reports to Cabinet Committee.
- (b) Proposed assumptions for Financial Appraisals.
- (c) Proposed format of Financial Appraisals and reports to Cabinet Committee.
- (d) Consultation with ward members through invitations to Cabinet Committees and proposed approach at meetings.

12. USE OF EAST THAMES STANDARD DOCUMENTS FOR HOUSEBUILDING PROGRAMME

To receive oral reports for discussion.

- (a) Framework Agreements for works.
- (b) Design Standards (with EFDC revisions).

13. AFFORDABLE RENTS POLICY

To receive an oral report for discussion.

14. DEVELOPMENT STRATEGY

East Thames to report on the proposed approach and timescale.

15. RISK REGISTER

Pellings to report on the proposed approach.

16. CABINET COMMITTEE MONITORING ARRANGEMENTS

To receive oral reports.

- (a) Strategic Project Plan – Each meeting.
- (b) Project Plans for sites in development – Each meeting.
- (c) Housebuilding cash-flow reports/budget – Quarterly.
- (d) Use of one-for-one RTB replacement receipts – Initially annually and then possibly each meeting.
- (e) Availability and use of Section 106 contributions and EFDC land sale receipts – Quarterly.
- (f) Risk Register – Annually.

17. FREQUENCY OF MEETINGS

To discuss the frequency of meetings and the possible programme of meeting dates.

18. DATE OF NEXT MEETING**19. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

20. EXCLUSION OF PUBLIC AND PRESS

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

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any

currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

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.

Agenda Item 4

Council Housebuilding Cabinet Committee

TERMS OF REFERENCE AND MEMBERSHIP

Terms of Reference

1. To consider and recommend to the Cabinet the Development Strategy for the Council's Housebuilding Programme on an annual basis.
2. To consider and sign-off development appraisals and financial appraisals produced by the Council's appointed Development Agent for sites previously identified by the Cabinet as having development potential and that could be included within the Council's Housebuilding Programme.
3. To approve the submission of detailed planning applications, and/or if more appropriate outline planning applications, by the Council's appointed Development Agent for sites that the Cabinet Committee considers are suitable for development and viable, having regard to the development appraisals and financial appraisals for the sites.
4. To invite ward members to attend meetings of the Cabinet Committee when potential development sites in their ward are under consideration, and to provide an opportunity for ward members to provide comments on proposed developments, before development appraisals and financial appraisals are signed-off and approvals to submit planning applications are given.
5. To approve the subsequent development of sites considered suitable for development and viable that receive planning permission, subject to the acceptance of a satisfactory tender for the construction works.
6. To approve, and include within financial appraisals, the use of the following sources of funding for the development of individual sites within the Council's Housebuilding Programme:
 - (a) The agreed Housing Capital Programme Budget for the Housebuilding Programme;
 - (b) Capital receipts made available through the Council's Agreement with the Department of Communities and Local Government allowing the use of receipts from additional Right to Buy (RTB) sales as a result of the Government's increase in the maximum RTB Discount to be spent on housebuilding;
 - (c) Financial contributions received from developers for the provision of affordable housing within the District, in lieu of on-site affordable housing provision, in compliance with Section 106 Planning Agreements; and
 - (d) Grant funding received from the Homes and Communities Agency.
7. To approve the submission of the Council's Pre-Qualification Questionnaire to the Homes and Communities Agency (HCA), applying for Investment Partner status with the HCA.
8. To consider and accept tenders received for the construction works on sites included within the Council Housebuilding Programme.
9. To determine whether, in addition to the potential development sites already considered by the Cabinet, sites with development potential within the following categories should be added to either the Housebuilding Programme's Primary List or Reserve List and detailed development appraisals and financial appraisals undertaken by the Council's Development Agent:
 - (a) Other specific garage sites comprising 6 or less garages;
 - (b) Specific garage sites where garage vacancies arise with no waiting list of applicants; and
 - (c) Specific areas of Council-owned land on housing sites considered to be surplus to requirements.

10. To determine whether sites on the Reserve List of potential development sites previously agreed by the Cabinet should be promoted to the Primary List, and detailed development appraisals and financial appraisals undertaken by the Council's Development Agent, due to:
 - (a) There being insufficient numbers of properties that can be viably developed from the Primary List of potential development sites to deliver a Housebuilding Programme of 120 new homes over a six-year period; and/or
 - (b) The Cabinet subsequently deciding to increase the size of the Housebuilding Programme and there being insufficient numbers of properties that can be viably developed to deliver a larger Programme.
11. To monitor and report to the Cabinet on an annual basis:
 - (a) Progress with the Council Housebuilding Programme; and
 - (b) Expenditure on the Housing Capital Programme Budget for the Council Housebuilding Programme, ensuring the use (within the required deadlines) of the capital receipts made available through the Council's Agreement with the Department of Communities and Local Government allowing the use of receipts from additional Right to Buy (RTB) sales as a result of the Government's increase in the maximum RTB Discount to be spent on housebuilding.
12. To oversee the delivery of the Marden Close, Chigwell Row Conversion Scheme scheme, and in particular to:
 - (a) consider the Development and Financial Appraisals;
 - (b) approve the submission of a detailed planning application and approve the scheme being undertaken, subject to the estimated works costs being acceptable;
 - (c) approve the proposed procurement methodology of the works contractor;
 - (d) award the works contract for the conversion scheme, following the receipt of competitive tenders; and
 - (e) agree the capital budget requirement for the Housing Capital Programme;

Membership

Housing Portfolio Holder (Chairman)
Finance and Technology Portfolio Holder
Planning Portfolio Holder
Environment Portfolio Holder
Safer, Greener and Highways Portfolio Holder

Frequency of Meetings

As and when required, as determined by the Housing Portfolio Holder.

Report to the Cabinet

Report reference: C-008-2012/13

Date of meeting: 23 July 2012



**Epping Forest
District Council**

Portfolio: Housing

Subject: Council Housebuilding Programme – Potential Development Sites

Responsible Officer: Alan Hall (01992 564004).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the progress made, and the current position, with the appointment of a Development Agent to manage the Council's Housebuilding Programme be noted;**
- (2) That the Council-owned garage sites and other housing land with development potential listed in Appendix 2 be separated into a Primary List and a Reserve List according to the following criteria:**

Primary List

- (a) All Garage sites with vacancy rates of 20% or more as at 1st July 2012;**
- (b) The 5 small areas of Council-owned land identified as having development potential; and**
- (c) (Currently) 1 garage site that has structural problems, that would be expensive to repair;**

Reserve List

- (a) Small garage sites (i.e. comprising 6 or less garages), with no current vacancies, but that have been difficult to let in the past; and**
 - (b) All garage sites with more than 6 garages, vacancy rates of less than 20% as at 1st July 2012 and no waiting list.**
- (3) That detailed development and financial appraisals be undertaken by the Development Agent, once appointed, for those sites on the Primary List;**
 - (4) That sites on the Reserve List be promoted to the Primary List, and that detailed development and financial appraisals also be undertaken for these sites by the Development Agent, if the percentage of vacant garages within the site increases to 20% or more;**
 - (5) That garage sites remain on the Primary List, even if their vacancy rates fall to below 20% in the future;**
 - (6) That the proposed methodology for determining the order in which the detailed development appraisals, and the subsequent development of sites to be taken forward,**

should be undertaken be included within the Development Strategy to be approved by the Cabinet in due course;

- (7) Subject to the Cabinet's approval at a later date, detailed development and financial appraisals be undertaken by the Development Agent for any other sites on the Reserve List if;
- (a) There are insufficient numbers of properties that can be viably developed from the Primary List to deliver a Housebuilding Programme of 120 new homes over a six-year period; or
 - (b) The Cabinet subsequently decides to increase the size of the Housebuilding Programme and there are insufficient numbers of properties that can be viably developed to deliver a larger Programme;
- (8) That further initial development assessments be undertaken over time by either officers or the Development Agent of:
- (a) All other garage sites comprising 6 or less garages;
 - (b) Any further garage sites that start to have vacancies with no waiting list; and
 - (c) Any Council-owned land on housing sites considered to be surplus to requirements.

with further reports submitted to the Cabinet (as appropriate) once a number of such initial assessments have been undertaken, in order to consider whether or not these sites should be added to either the Primary List or Reserve List; and

- (9) That the Council's garage sites at Vere Road and Burton Road, Loughton be excluded from consideration for inclusion within the Housebuilding Programme for the time being, so that they can be considered as part of the wider regeneration proposals for The Broadway, Loughton, in accordance with the adopted Design and Development Brief for the area.

Executive Summary:

The Council has previously agreed its approach to the introduction and implementation of a new Council Housebuilding Programme, initially based on the construction of around 20 new homes each year for at least 6 years.

Good progress has been made with the appointment of the Development Agent to manage the Council's Housebuilding Programme; formal tenders will be invited at the end of July 2012 and it is currently planned that the contract will be signed around January 2013.

The next stage, and the purpose of this report, is for the Cabinet to agree a list of potential development sites for which the Council's Development Agent, once appointed, will undertake detailed development and financial appraisals.

Potentially, a maximum of 227 new rented Council homes could be developed on the 69 Council-owned difficult to let and small garage sites, and other housing land, listed in Appendix 2, whose development potential has been initially assessed by officers – although many of these sites are very problematical to develop, with the number of properties that can actually be developed likely to be much less.

The report proposes a methodology for separating the sites into a “Primary List” and “Reserve List”, and recommends that detailed development and financial appraisals only be undertaken at this stage of all those sites on the Primary List. However, the report also recommends when sites should be promoted from the Reserve List to the Primary List, and the circumstances when appraisals should be undertaken for sites on the Reserve List in the future.

A Development Strategy will be formulated in due course for adoption by the Cabinet, which will include a proposed methodology for determining the order in which the detailed development appraisals, and the subsequent development of sites be taken forward, should be undertaken.

Further initial development assessments will be undertaken over time of other garage sites that may be suitable for development, with further reports submitted to the Cabinet as appropriate to consider whether or not they should be added to either the Primary List or Reserve List.

Reasons for Proposed Decision:

The Council needs to identify Council-owned sites for its Housebuilding Programme, that may have development potential, in order to instruct the Council’s Development Agent, when appointed, to undertake detailed development and financial appraisals of the sites.

Other Options for Action:

The main options appear to be;

- (a) Not to have Primary and Reserve Lists, or to have different criteria for the 2 Lists;
- (b) To add or delete sites from the Primary and/or Reserve Lists, or swap sites between the two Lists;
- (c) Not to have criteria now for subsequently adding to, or promoting from, the Primary or Reserve Lists; and
- (d) Not to undertake any further initial development assessments of garage sites.

Background

1. At its meeting on 5th December 2011, following detailed consideration by the Housing Scrutiny Panel and the Scrutiny Panel’s recommendations, the Cabinet agreed its approach to the introduction and implementation of a new Council Housebuilding Programme, initially based on the construction of around 20 new homes each year for at least 6 years. A summary of the key decisions made by the Cabinet is as follows:

- A suitably experienced organisation be appointed through a competitive process (based on the most economically advantageous tender in terms of price and quality) to provide a Housebuilding Development Agency Service for the Council for up to 7 years, including all development and project management services and the provision of all professional building services, including: architectural, employer’s agency, quantity surveying, cost consulting, planning supervision, engineering and surveying, but excluding works construction.
- Once the initial development assessments of garage and other housing sites have been completed by officers, and the HRA Financial Plan has been agreed, a report be submitted to the Cabinet on a proposed list of potential development sites, seeking approval to undertake development appraisals for each of the sites – which is the purpose of this report.

- “Affordable rents” (not “social rents”) be charged for the completed Council properties, in accordance with the Government’s Affordable Rents Framework, with rent levels to be charged for individual properties agreed as part of the detailed financial appraisals.
- The Cabinet approves all detailed financial and development appraisals, any borrowing requirements, and the required Housing Capital Programme funding for proposed “development packages” on an individual basis.
- Such development packages be funded from the following sources (with full details to be set out in the financial appraisals for individual schemes approved by the Cabinet), on the basis that the Council Housebuilding Programme is self-funded, without any financial support from the General Fund:
 - (a) Capital receipts from additional Right to Buy sales as a result of the Government’s decision to increase discounts for tenants purchasing their property under the Right to Buy;
 - (b) S106 Agreement contributions from developers in lieu of on-site affordable housing provision;
 - (c) Funding from the Homes and Communities Agency (HCA) (where possible);
 - (d) Borrowing (if necessary);
 - (e) Housing Revenue Account (HRA) surpluses; and/or
 - (f) Cross-subsidy from the sale of other development sites within the Housebuilding Programme on the open market (if necessary);
- Once the Development Agent has been appointed:
 - (a) A Development Strategy be formulated setting out the proposed approach to planning and delivering the Housebuilding Programme, for adoption by the Cabinet;
 - (b) The selected Development Agent be required to seek development partner status for the Council from the HCA, in order to seek funding from the HCA; and
 - (c) The Development Agent be required to procure works contractors to construct the properties within the development packages on behalf of the Council.

2. The Cabinet previously determined that, following the receipt of expressions of interests from organisations - in response to the advert placed in the Official Journal of the European Union (OJEU) - to be considered for the selection of Development Agent, the Cabinet itself should approve both the pre-qualification questionnaire (PQQ) to be used for short-listing applicants down to 5-7 organisations to be invited to tender and the Selection Criteria to be used to select the successful applicant from the detailed tender submissions. The Cabinet also agreed that the Housing Portfolio Holder should be involved in the PQQ shortlisting process itself, and appointed a Selection Panel - comprising members and officers - to recommend an appointment to the Cabinet, following a formal technical appraisal of each tender and a presentation to the Selection Panel.

3. At its meeting on 12th March 2012, the Cabinet agreed the content of the PQQ, including the associated PQQ Selection Criteria and, at its meeting on the 23rd April 2012, the Cabinet also agreed the Selection Criteria for the main tender exercise.

4. The current position is that the PQQ process has been completed. 13 completed PQQs were received and, following a detailed assessment/scoring of each PQQ using the Cabinet's agreed Selection Criteria, and a formal validation/moderation process involving the Housing Portfolio Holder, 6 organisations have been shortlisted to provide detailed tender submissions, comprising 5 housing associations and 1 private organisation. The formal Invitation to Tender is expected to be issued at the end of July and, due to EU procurement requirements, it is currently planned that the contract with the appointed Development Agent will be signed around January 2013. The current Project Plan is attached as Appendix 1.

List of Potential Development Sites

5. The next stage in the process is for the Cabinet to consider and agree a list of potential development sites in the Council's ownership for which the Council's Development Agent, once appointed, will undertake detailed development and financial appraisals. The Cabinet has previously agreed that the appointed Development Agent should be paid a flat fee for undertaking each development/financial appraisal, with the level of fee as stated within the Development Agent's submitted competitive tender. These appraisals will then be reported to the Cabinet to determine for which sites the Development Agent should work up detailed development proposals and submit planning applications.

6. The Council adopted a policy a number of years ago (before the concept of the Council having its own Housebuilding Programme was conceived) that consideration should be given to the development of Council-owned garage sites that have more than 20% of the garages vacant, with no waiting list. In addition, at its meeting held on 6th February 2006, the Cabinet agreed a list of 10 sites (comprising a mix of garage sites, amenity land and other sites) for which Home Housing should be asked to investigate their development potential, with a view to those with development potential being transferred to Home Housing for the provision of affordable housing. Home Housing did undertake some feasibility work but, in view of the Government's policy changing to allow local authorities to build affordable housing themselves, Home Housing was asked to cease undertaking the development feasibilities since it was likely that the sites would be developed by the Council. At its meetings on 7th March 2011 and 30th January 2012, the Cabinet agreed in principle to develop the Council-owned site of the former Red Cross Hall (and adjacent land) in Roundhills, Waltham Abbey as part of the Council's Housebuilding Programme.

7. Over a period of time, the Council's Senior Architectural Assistant has visited garage sites that have had vacancies and no waiting list – together with a number of small garage sites (ie comprising 6 or less garages) that, although currently have no vacancies, have had vacancies and been difficult to let in the past - and undertaken a very brief and initial assessment of each site's development potential.

8. This has established that:

- 52 garage sites with vacancy rates over 20% could potentially be developed to provide a maximum of 192 new rented Council homes – an average of 3.8 properties per site;
- 7 garage sites with current vacancies less than 20% and no waiting list could potentially be developed to provide a maximum of 13 new homes;
- 4 small garage sites (i.e. comprising 6 or less garages), with no current vacancies but that have been difficult to let in the past, could potentially be developed to provide a maximum of 4 new homes;
- 1 garage site at Stonyshotts, Waltham Abbey that has structural problems which would be expensive to repair, could potentially be developed to provide 1 new home; and

- 5 other identified small areas of Council-owned land (non-garage sites) could potentially be developed to provide a maximum of 17 new rented homes;

9. As can be seen, potentially, a maximum of 227 new rented Council homes could be developed on the 69 sites referred to above. However, it is emphasised that many of these sites are very problematical to develop and the number of properties that can actually be developed is likely to be much less than this number - and will only be known once more detailed feasibility studies have been undertaken and, indeed, planning permission granted. Issues include some garage sites;

- Having private vehicular accesses to residents' own garages (some licenced, some unauthorised and some with acquired rights);
- Needing access roads widened (particularly at road junctions);
- With leaseholders and tenants having rights over land;
- Having rights of way or easements for third parties;
- Having planning issues; and
- Having electric sub-stations requiring relocation.

10. A list of all the sites referred to above is shown at Appendix 2 - providing, for each site, details of:

- Site location
- Total no. of garages on the site
- Current no. of vacant garages
- % of vacant garages
- Location of the entrance to the site
- An assessment (by the Council's Senior Architectural Assistant) of the site's "ease of development" on a scale of 1-5 (1=Easy; 5=Hard)
- The **maximum** no. of homes that could be provided on the site

11. Site plans for all of the sites will be placed on the Council's Committee Management (COMS) system in advance of the Cabinet meeting – under the details for the Cabinet meeting – and a hard-copy pack of site plans will be placed in the Members Room.

12. One of the first tasks of the appointed Development Agent will be to produce a Development Strategy, in consultation with officers, for adoption by the Cabinet. This will include a proposed methodology for determining the order in which the detailed development appraisals, and the subsequent development of sites to be taken forward, should be undertaken, as well as setting out a proposed Development Programme. The types of issues that are likely to be taken into account when formulating the Development Strategy and the order of development include:

- % of vacancies on garage sites
- Total nos. of garages on sites
- No. of homes that can be provided
- Unit costs of construction
- Ease of development
- Location of sites (in terms of packaging developments into works contracts)

13. The Council has currently included borrowing capacity to support a Council Housebuilding Programme of around 20 new rented homes per annum for 6 years. However, it is clear from the Council's HRA Financial Plan that a Programme could be sustained over a longer period, provided that there are a sufficient number of development sites.

14. The Cabinet has also previously identified that a larger Programme could be supported - with either more homes constructed each year and/or over more years - once the outcome of the detailed development appraisals is known and a further review of the Council's HRA Financial Plan has been undertaken. This is because better interest rates were obtained from the PWLB on the day the loan was secured, compared to the interest rates assumed in the latest iteration of the Financial Plan adopted by the Cabinet at the beginning of March 2012.

15. In agreeing a list of potential sites for which the appointed Development Agent will be asked to undertake detailed development and financial appraisals, it is proposed that two lists be formulated – a “Primary List” and a “Reserve List” – using the following criteria:

Primary List

- All Garage sites with current vacancy rates 20% or more;
- The 5 small areas of Council-owned land identified as having development potential; and
- (Currently) 1 garage site that has structural problems which would be expensive to repair;

Reserve List

- Small garage sites (comprising 6 or less garages), with no current vacancies but that have been difficult to let in the past; and
- All garage sites with: more than 6 garages, current vacancy rates of less than 20% and no waiting list.

16. The list of potential development sites at Appendix 2 has been separated into two lists based upon this criteria. The proposed Primary list comprises 58 sites, that has the maximum development potential to provide 210 new homes (an average of 3.6 homes per site) and the proposed Reserve List comprises 11 sites, that has the maximum development potential to provide 17 new homes (an average of 1.5 homes per site). It is proposed that, for the time being, detailed development and financial appraisals only be undertaken by the Development Agent (when appointed) for those sites on the Primary List. However, it is suggested that such appraisals be undertaken for those sites on the Reserve List if:

- (a) The % of vacant garages on the site increases to 20% or more; or
- (b) Subject to the Cabinet's approval at a later date;
 - (i) There are insufficient numbers of properties that can be viably developed from the Primary List to deliver a Housebuilding Programme of 120 new homes over a six-year period; or
 - (ii) The Cabinet decides to increase the size of the Housebuilding Programme and there are insufficient numbers of properties that can be viably developed to deliver a larger Programme.

17. It is further suggested that garage sites should remain on the Primary List, even if their vacancy rates happen to fall to below 20% in the future. This is because, historically, the sites have been difficult to let – with high levels of vacancies over a good period of time – and it is felt that it would be inappropriate to demote them to the Reserve List, or delete them from the potential programme altogether, simply because, at “a moment in time” in the future, the vacancy rate drops to below 20%.

18. Since the time of undertaking the initial development assessments for each of the sites in Appendix 2, a number of further Council-owned garage sites now have vacancies. Furthermore, vacancy rates on garage sites do vary from time to time, and some sites with low vacancy rates

may have vacancies in excess of 20% in the future. Therefore, it is also proposed that further initial development assessments be undertaken by either officers or the Development Agent of:

- (a) All garage sites comprising 6 or less garages;
- (b) Any further garage sites that start to have vacancies with no waiting list; and
- (c) Any Council-owned land on housing sites considered to be surplus to requirements.

19. Once a number of such initial assessments have been undertaken, further reports will be submitted to the Cabinet as appropriate to consider whether or not they should be added to either the Primary List or Reserve List.

20. It should be noted that the Council's garage sites at Vere Road and Burton Road, Loughton have been excluded from consideration for inclusion within the Housebuilding Programme for the time being, so that they can be considered as part of the wider regeneration proposals for The Broadway, Loughton, in accordance with the adopted Design and Development Brief for the area.

21. It is acknowledged that those members with potential development sites within their ward need to be aware of the recommendations being made to this Cabinet meeting. Therefore, an item will be included in the Council Bulletin in advance of the meeting drawing all members' attention to this report.

Indicative Timeline

22. As explained earlier, Appendix 1 sets out the time-frame for the appointment of the Development Agent; it is currently envisaged that the Development Agent will be appointed around January 2013. The Indicative Timeline for the key milestones beyond this appointment are as follows:

Milestone	Estimated Date
Appointment of Development Agent	January 2013
First set of sites passed to Development Agent to undertake Development and Financial Appraisals	February 2013
Cabinet approval of Development Strategy	April 2013
First Development and Financial Appraisals considered by Cabinet - approval/rejection of first sites to proceed to planning application	June 2013
Submission of first detailed planning applications	September 2013
Receipt of first planning permissions	November 2013
Completion of works contractor procurement / tendering process	April 2014
First sites commenced on site	July 2014
Completion/handover of first sites	December 2014

Resource Implications:

The only resource implication in respect of the issue under consideration is that the more sites that are selected for development/financial appraisal, the greater the total cost of undertaking the appraisals. However, the cost cannot be determined yet, since the flat fee per site will be dependent on the tender submitted by the organisation subsequently appointed as the Council's Development Agent through a competitive exercise.

It should also be noted at this stage that the more garages that are currently let and subsequently demolished through redevelopment, the greater the loss of rental income from those garages. However, the rental income is far lower than the rental income that would be obtained from the newly-developed properties, especially in view of the high number of vacant garages or the low number of total garages on the sites being considered. Part of the subsequent financial appraisals to the Cabinet will include details of the loss of income to be incurred if the development goes ahead.

Legal and Governance Implications:

Housing Act 1985.

Safer, Cleaner and Greener Implications:

Since many of the garage sites that will be developed are unsightly and attract vandalism and anti-social behaviour, their development for affordable housing should make them safer, cleaner and greener.

Consultation Undertaken:

None on this issue, although the Housing Scrutiny Panel and the Tenants and Leaseholders Federation have previously considered and supported the proposed approach to the Council Housebuilding Programme (with the original recommendations to the Cabinet coming from the Housing Scrutiny Panel).

Local residents will be consulted on any development proposals by the Planning and Economic Development Directorate when planning applications are submitted for any proposed developments.

Background Papers:

Housing Policy File H496, including the List of Potential Development Sites set out at Appendix 2, but with expanded information about each site's development potential and a list of the sites assessed as having no development potential.

Impact Assessments:

Risk Management

All the key identified risks for the Council Housebuilding Programme, together with the proposals for mitigation, were set out in the Housing Scrutiny Panel's report to the Cabinet on 5th December 2011.

With regard to the issues under consideration for this report, the main risk is that the most appropriate Council-owned sites for development are not put forward to the next stage – i.e. to have development and financial appraisals undertaken. This could result in less appropriate sites being developed, less properties being able to be developed through the Council's Housebuilding Programme overall and/or the overall cost of the Housebuilding Programme being higher than necessary.

Equality and Diversity

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications?

No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken?

No (*)

(*) However, an Equality Impact Assessment has previously been undertaken for the Council's Housing Strategy and Development functions, and still applies.

What equality implications were identified through the Equality Impact Assessment process?
None.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?
N/A.

Appointment of EFDC's Development Agent Project Plan (as at June 2012)

Initiative Programme 2012/2013

Ref	Date	Month																																			
		Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	2	9	16	23	30	6	13	20	27	3	10	17	24	31	7	14	21	28					
1	Consultant Appointment																																				
2																																					
3	Selection Stage																																				
4	Prepare information pack and POQ																																				
5	Develop POQ Evaluation Document																																				
6	POQ etc. approved by Officers																																				
7	POQ etc. approved by Members																																				
8	Prepare Contract Notice																																				
9	Place contract CDD Notice/COI																																				
10	Expression of Interest Period-42 days																																				
11	Issue POQ to applicants																																				
12	Market Response and Clarifications																																				
13	POQ Responses returned-42 days																																				
14	POQ Evaluation																																				
15	POQ Moderation/Decision																																				
16	Notify Success and Failures																																				
17	Feedback to Candidates-as requested																																				
18	John Bigby's Holiday -1																																				
19																																					
20	Award Stage																																				
21	Prepare selection Criteria																																				
22	Member approval of selection criteria																																				
23	ITT-Documents																																				
24	Service specification																																				
25	Approval of Tender documents-Officers																																				
26	Approval of Legal Agreement-Officers																																				
27	Issue ITT																																				
28	Tender response and clarifications																																				
29	Tenders returned-42 days																																				
30	Tender Analysis																																				
31	Interviews/Presentations/Moderation																																				
32	Tender Report/Officer Decision																																				
33	Members Decision																																				
34	Contract Notification																																				
35	Notify Success and Failures																																				
36	10 day standstill period -ADN																																				
37	Contract Award																																				
38	Contract Commences																																				
39	Final Pledgers Holiday																																				
40	John Bigby's Holiday-2																																				

**LIST OF POTENTIAL COUNCIL-OWNED DEVELOPMENT SITES
FOR COUNCIL HOUSEBUILDING PROGRAMME**

Primary List									
Ref	Garage Location	Garage Nos.	Total on Site	No. Vacant (1.7.12)	% Vacant	Location of Site / Entrance	Ease of Devt. 1=Easy; 5=Hard	Max. no. of Properties	Comments
Buckhurst Hill									
1	Bourne House	12-36	25	16	64%	Rear/side (south) of Bourne House	3	4	
2	Hornbeam Close	1-24 25-38	38	11	29%	Adjacent (north and south) to 2-40 Hornbeam Close	2	7	
Page 18	Hornbeam House	1-22	22	14	65%	Rear/side (north) of Hornbeam House	3	6	
	Pentlow Way	1-10	10	4	40%	Adjacent to 23 Pentlow Way	2	4	
	5	Loughton Way	1-24	24	8	33%	Rear of 142 – 196 Loughton Way	4	2
Coopersale									
6	Parklands – Site A	75-100	26	9	35%	Adjacent to 44 Parklands	3	3	
7	Parklands – Site B	60-68	9	2	22%	Adjacent to 71 Parklands	2	2	
8	Parklands – Site C	119-122	4	1	25%	Between 52 Parklands and 53 Garnon Mead	3	2	

Epping									
9	Centre Avenue	1-20	20	9	45%	Adjacent to 18 Centre Avenue	4	2	
10	Centre Drive – Site B	N/A	N/A	N/A	N/A	Adjacent to 71 Centre Drive	2	1	Cabinet (6.2.06) previously agreed to investigate development potential
11	Springfield – Site B	2-16	15	7	47%	Between 34 and 36 Springfield	4	1	
12	Springfield – Site C	1-39	39	9	23%	Between 15 and 17 Springfield	3	3	
13	Stewards Green Road	1-20	20	11	55%	Adjacent to 52 Stewards Green Road	1	5	
High Ongar									
14	Millfield	1-12	12	5	42%	Between 48 and 49 Millfield	3	2	
Loughton									
15	Bushfields	51-70	20	7	35%	Between 82 Alderton Hall Lane and 139 Chequers Road	3	2	
16	Chester Road	654-675	22	11	50%	Rear of 121 and 125 Chester Road	3	2	
17	Chequers Road – Site A	146-171	26	19	73%	Between 2 and 12a Chequers Road	3	2	
18	Chequers Road – Site B	231-258	28	19	68%	Between 75 and 81 Chequers Road	1	9	Cabinet (6.2.06) previously agreed to investigate development potential

19	Etheridge Road	676-712	36	12	33%	Between 72 and 74 Etheridge Road	3	3	
20	Hillyfields	13-24	12	8	67%	Between flat blocks 80/98 and 100/112 Hillyfields	3	2	
21	Kirby Close	1-4	4	1	25%	Between 17 and 20 Kirby Close	4	8	Proposed that the adjacent bank, access road and access via Valley Hill is incorporated within the Appraisal. Cabinet (6.2.06) previously agreed to investigate development potential
22	Ladyfields	332-353	22	9	41%	Opposite 39-45 Ladyfields	1	2	
23	Langley Meadow – Site A	N/A	N/A	N/A	N/A	Adjacent to 21-24 Langley Meadow	1	4	Currently an amenity area for the flat block. Cabinet (6.2.06) previously agreed to investigate development potential
	Langley Meadow – Site B	N/A	N/A	N/A	N/A	Adjacent to 25-28 Langley Meadow	1	4	Currently an amenity area for the flat block. Cabinet (6.2.06) previously agreed to investigate development potential
25	Lower Alderton Hall Lane	440-445	6	2	33%	Opposite 1-6 Lower Alderton Hall Lane	2	3	
26	Marlescroft Way - Site B	581-591	11	6	55%	Adjacent to 85-89 Marlescroft Way	3	2	
27	Pyrles Lane – Site A	1-12	12	6	50%	Rear of blocks 109-127	3	2	
28	Pyrles Lane – Site B	82-109	28	7	25%	Rear of 100-108 Pyrles Lane	3	3	

29	Thatchers Close	N/A	N/A	N/A	N/A	Adjacent to 7 Thatchers Close	2	1	Currently unused land Cabinet (6.2.06) previously agreed to investigate development potential
30	Whitehills Road	354-380	27	12	44%	Rear of 4 Whitehills Road	3	3	Cabinet (6.2.06) previously agreed to investigate development potential
Matching Green									
31	Colvers	8-18	18	4	22%	Adjacent to 25 Colvers	3	2	
Nazeing									
32	Palmers Grove	1-25	25	6	24%	Rear of 30-44 Palmers Grove	3	4	
33	Pound Close	1-12	12	3	25%	Between 14(a) and 15 Pound Close	2	3	
North Weald									
34	Bluemans End	1-16	16	5	31%	Between 16 and 17 Bluemans End	2	4	
35	Queens Road	1-55	55	16	29%	Between 17 and 19 Queens Road	3	12	
Ongar									
36	Queensway	1-38	38	18	47%	Between 97 and 99 Queensway	3	3	

37	St Peter's Avenue	1-30	30	11	37%	Between 42 and 44 St. Peter's Avenue	3	8	Cabinet (6.2.06) previously agreed to investigate development potential
Roydon									
38	Parkfields - Site A	4-19	16	8	50%	Between 2 Parkfields and 52 Hansells Mead	2	3	
Theydon Bois									
39	Graylands	1-6	6	4	67%	Between 24 and 25 Graylands	3	2	
40	Green Glade	12-38	27	7	26%	Between 59 and 61 Green Glade	3	3	
Waltham Abbey									
41	Beechfield Walk	1-23	23	9	39%	Between 92 and 94 Beechfield Walk	1	6	
42	Bromefield Court	302-309	8	6	75%	Adjacent to 14 Bromefield Court	3	2	
43	Denny Avenue	8-32	25	15	60%	Between 34 and 35 Denny Avenue	2	3	
44	Gant Court	99-126	28	7	25%	4no. separate blocks between 6 & 7, 12 & 13, 19 & 20 and adjacent to 23 Gant Court	3	2	
45	Harveyfields	1-40	40	14	35%	Adjacent to 14 Harveyfields.	2	12	Cabinet (6.2.06) previously agreed to investigate development potential

46	Mallion Court	220-256	37	10	27%	6no. separate blocks: between 4 & 5; below 18-25; and adjacent to 12, 40-50, 51 and 52 Mallion Court	2	4	
47	Mason Way	200/202/ 204	3	1	33%	Adjacent to 204 Mason Way	3	1	
48	Pick Hill	1-21	21	17	81%	Between 14 Oxeyes Road and 18 Conybury Close	4	3	
49	Roundhills	N/A	N/A	N/A	N/A	Site of former Red Cross Hall, and adjacent land. Rear of Roundhills Shops	3	7	Cabinet (7.3.11 and 30.1.12) previously agreed to investigate development potential
50	Roundhills – Site 4	225-232	8	2	25%	Opposite 198 Roundhills	1	4	
51	Roundhills – Site 5	241-249 252-255	13	6	46%	Rear of 89-95 Roundhills	2	2	
52	Roundhills – Site 6	256-259 272-275	8	3	38%	Between 15 and 17 Greenleas	2	2	
53	Roundhills – Site 7	176-180 187-208 219-224	33	11	33%	Between 79 and 81 Roundhills	2	6	
54	Shingle Court	318-325	8	2	25%	Adjacent to 16 Shingle Ct	3	2	
55	Stonyshotts	1-3	3	0	0%	Between Cross Terrace and Honey Lane	2	1	Garages suffer from major structural problems – expensive to repair
56	St. Thomas's Close	1-12	12	6	50%	Between 15 and 17 St. Thomas' Close	4	6	
57	Woollard Street	1-39	39	10	26%	Adjacent to 15 Woollard St.	2	6	

58	Wrangley Court	388-394	7	2	29%	Adjacent to 7 Wrangley Ct	3	2		
Total Vacant Garages				428	Total Maximum No. of Properties				210	
					"Average" Ease of Development			2.6		

Reserve List

Ref	Garage Location	Garage Nos.	Total on Site	No. Vacant (1.7.12)	% Vacant	Location of Site / Entrance	Ease of Devt. 1=Easy; 5=Hard	Max. no. of Properties	Comments
Buckhurst Hill									
Page 9	Thaxted Road	1-12	12	2	17%	Adjacent to 4A Thaxted Road	3	2	
Whipping									
60	Centre Drive – Site A	1-7	7	1	14%	Adjacent to 24 Western Avenue	2	2	
61	Coronation Hill – Site A	1-17 37-38	19	1	5%	Between 51 and 53 Coronation Hill	4	2	
62	Coronation Hill – Site B	21-28	8	1	13%	Rear of 48 Coronation Hill	4	2	
Loughton									
63	Marlescroft Way – Site A	573-580	8	1	13%	Adjacent to 26 Marlescroft Way	3	1	

Roydon										
64	Hansells Mead	1-3	3	0	0%	Adjacent to 2 Hansells Mead	2	1	Small site (6 or less garages)	
65	Parkfields – Site D	32-34	3	0	0%	Between 15 and 17 Parkfields	2	1	Small site (6 or less garages)	
66	Parkfields – Site B	20-21 28-31	6	0	0%	Adjacent to 99 Parkfields	2	1	Small site (6 or less garages)	
67	Parkfields – Site C	22-25	4	0	0%	Between 88 and 90 Parkfields	2	1	Small site (6 or less garages)	
Toot Hill										
Page 8	Barnmead	1-7	7	1	14%	Adjacent to Green Man PH	4	2		
Waltham Abbey										
69	Sudicamps Court	310-317	8	1	13%	Adjacent to 14 Sudicamps Court	3	2		
Total Vacant Garages				8	Total Maximum No. of Properties				17	
					“Average” Ease of Development		2.8			

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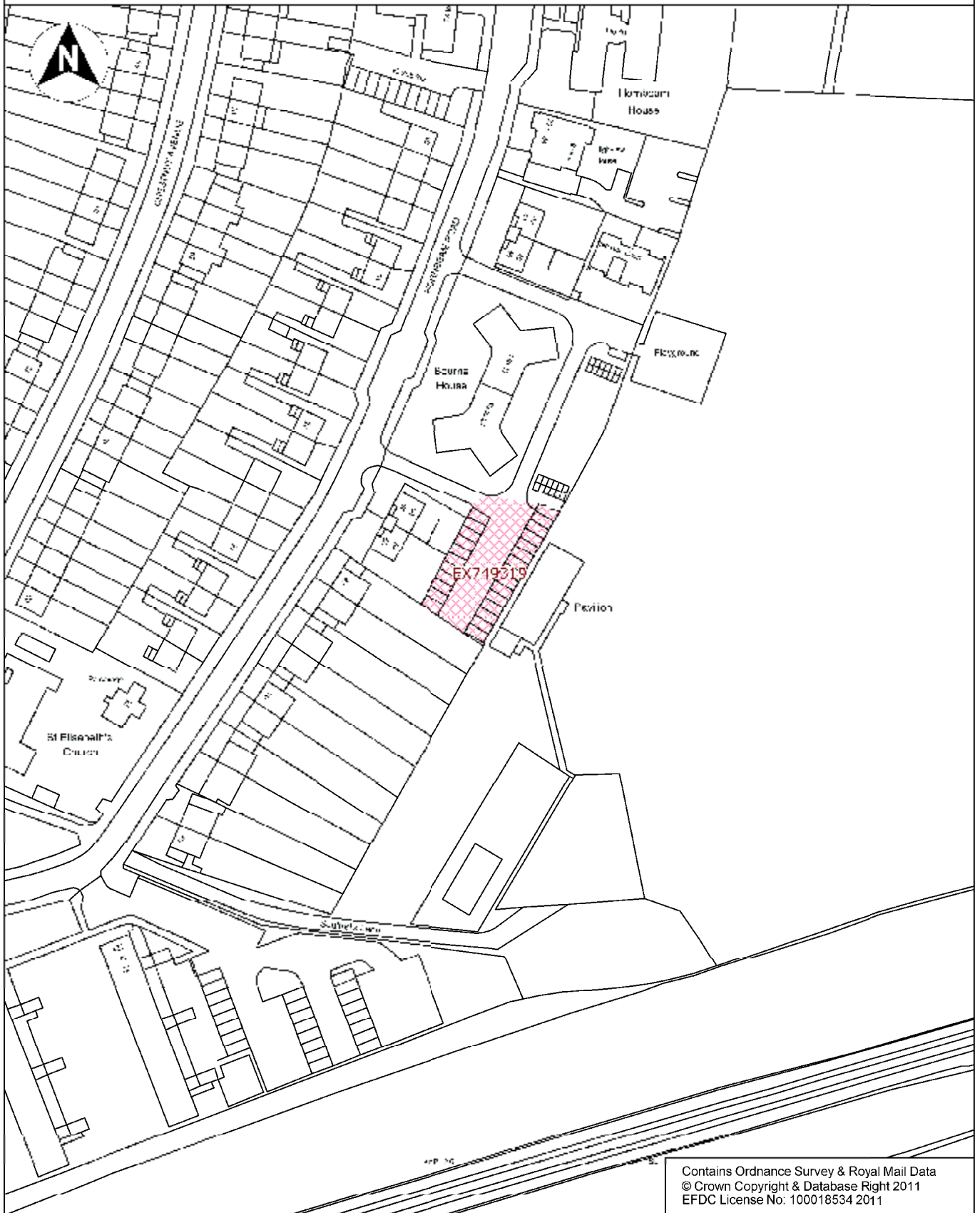
Plans of Potential Development Sites for the Council's Housebuilding Programme

**All sites are those referred to in the
report of the Housing Portfolio Holder
to the Cabinet**

on 23rd July 2012

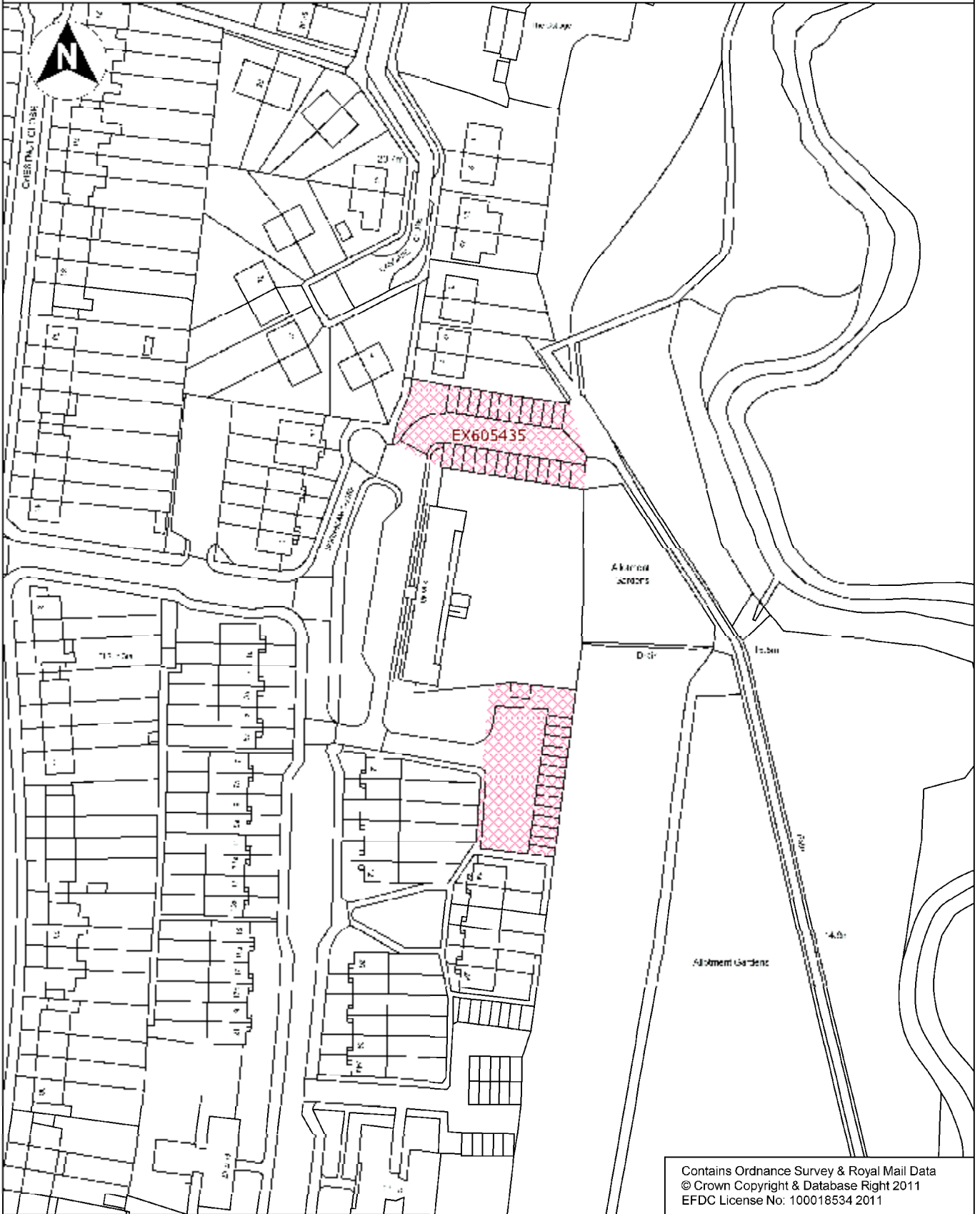
PRIMARY LIST

Buckhurst Hill



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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Bourne House Hornbeam Road Buckhurst Hill	Date 04/07/12
	Drawing No. 201206014 - A		Scale 1:1250 @ A4 Drawn By Robert Irwin



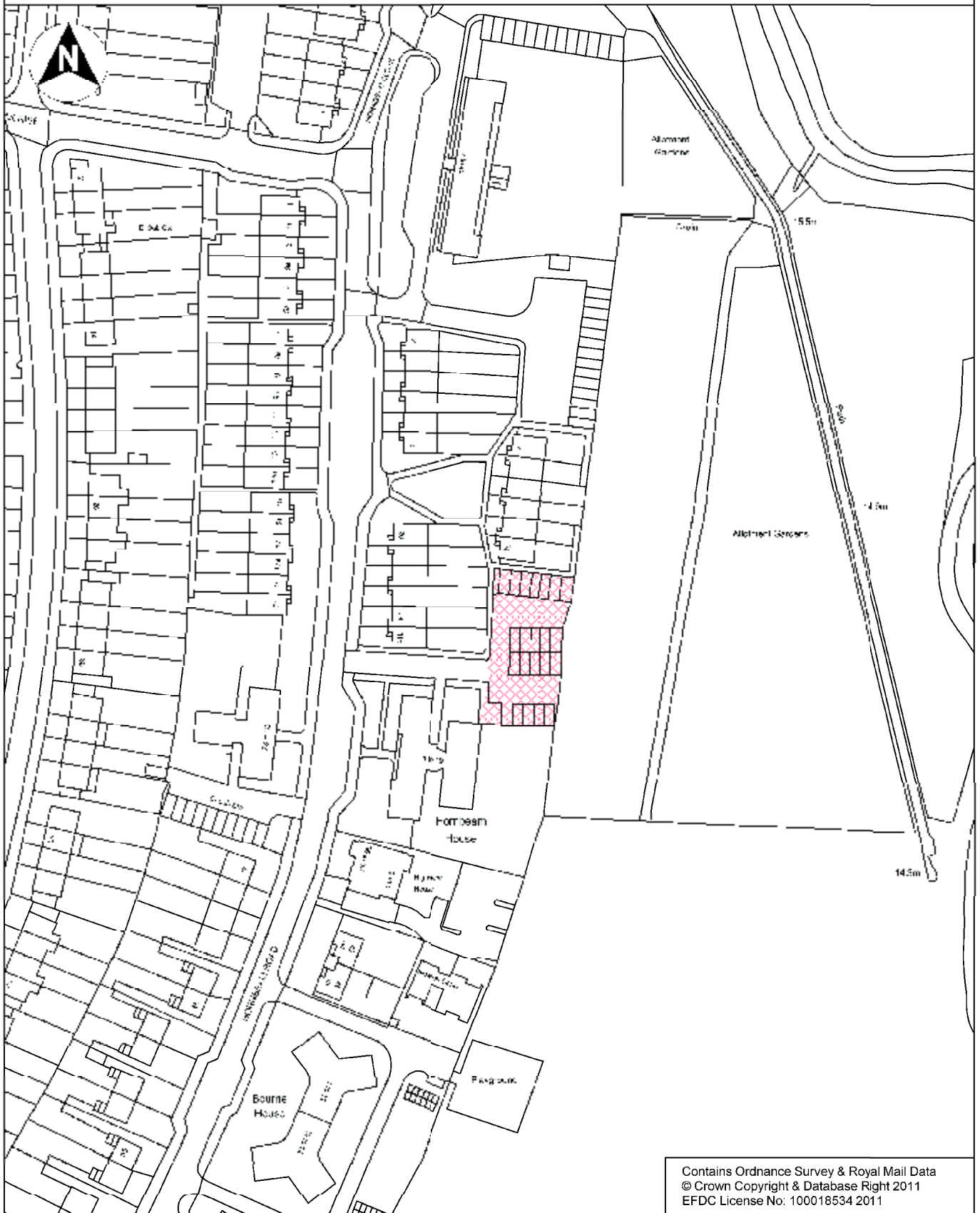
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 Tel. 01992 564000

Project
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 Building Program

Drawing No.
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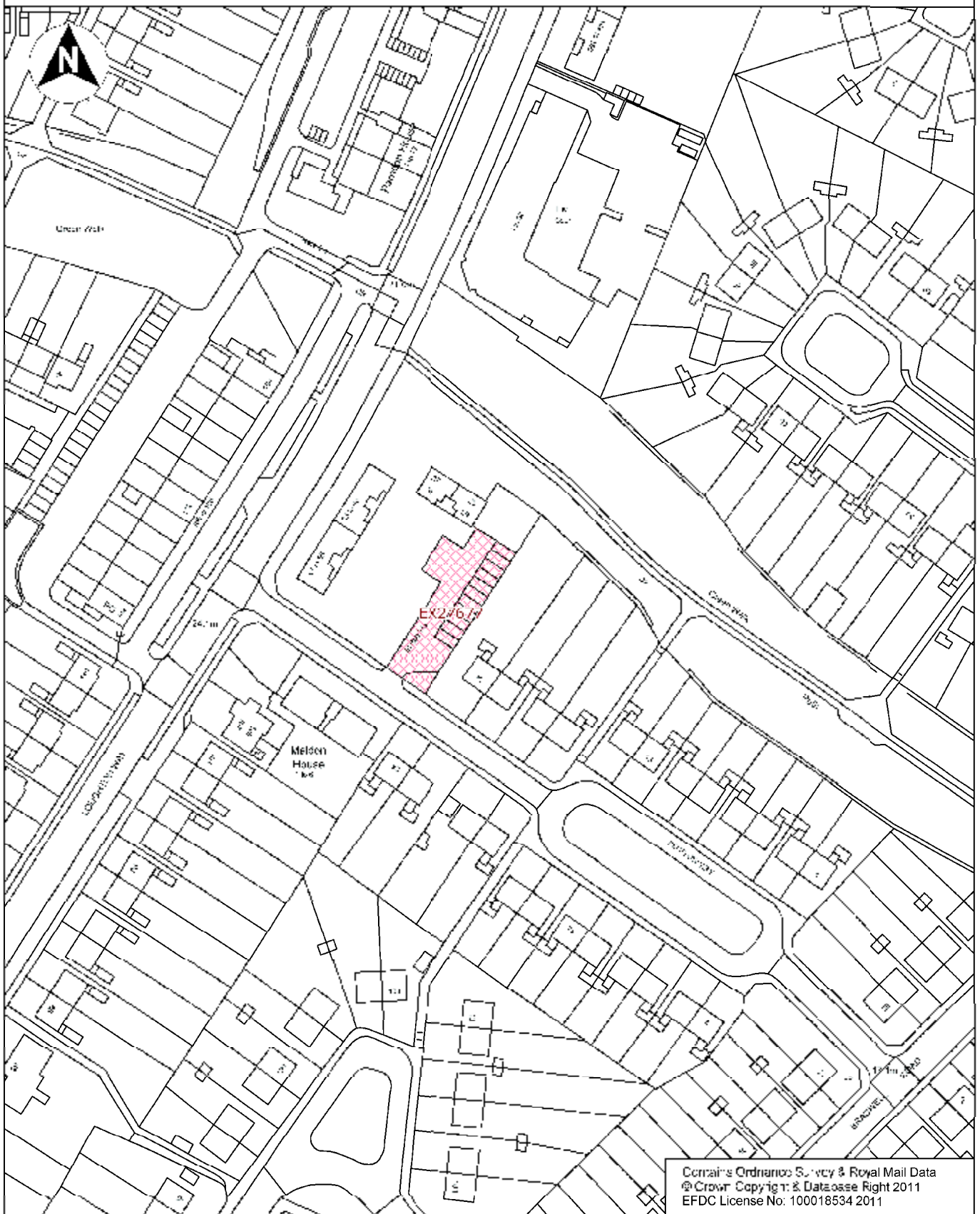
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 Hornbeam Close
 Buckhurst Hill

Date
 04/07/12
 Scale
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 Drawn By
 Robert Irwin



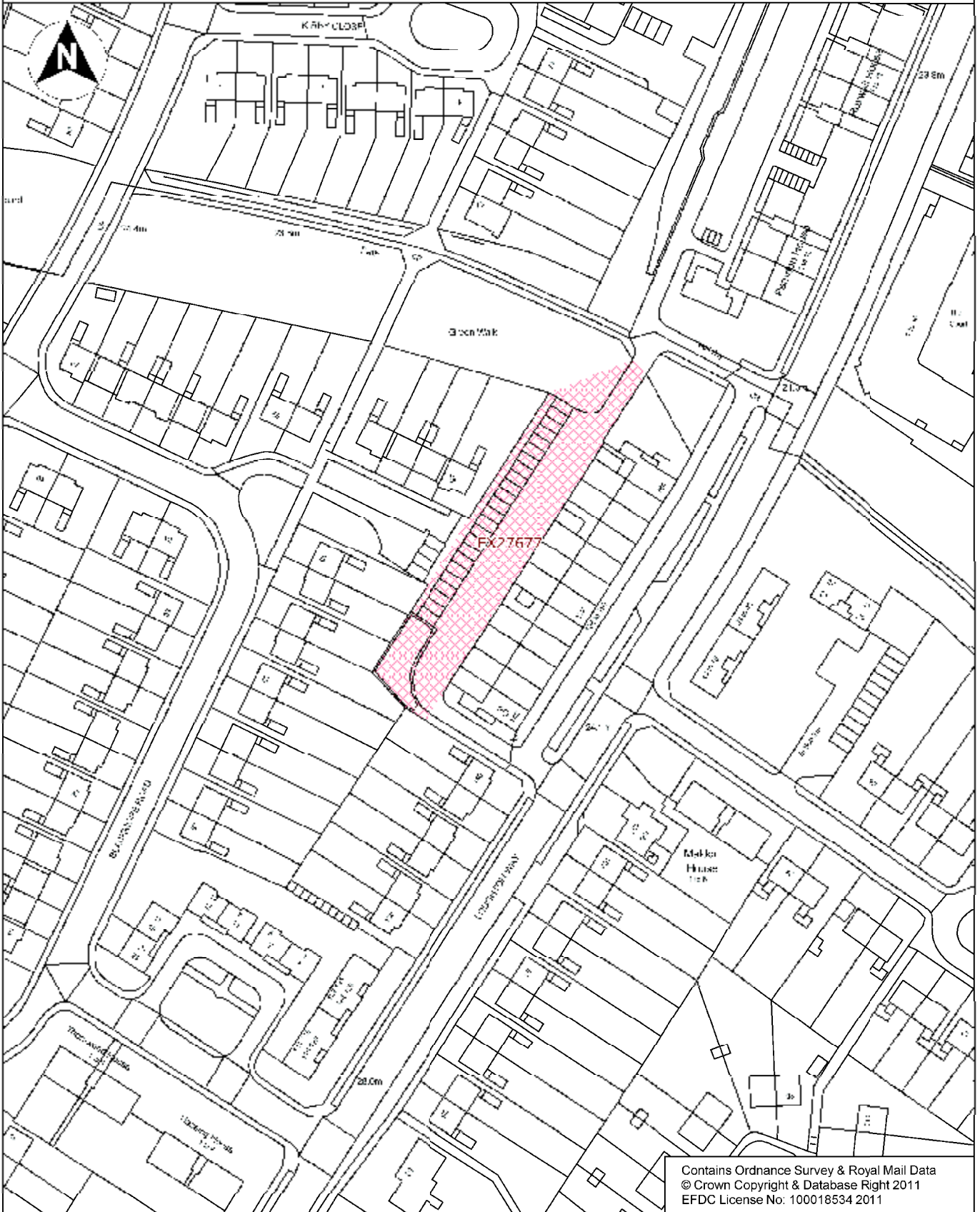
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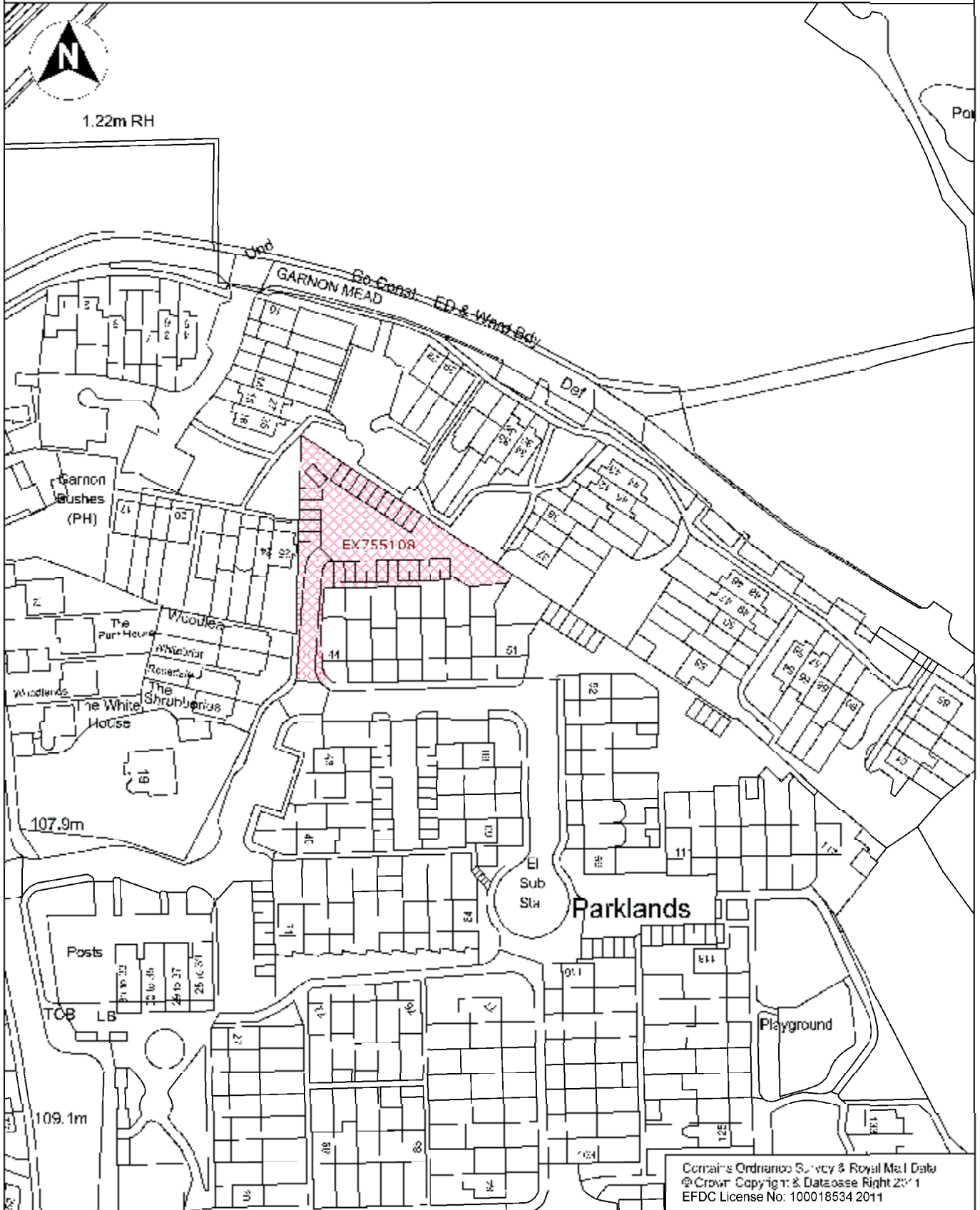
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 Building Program

Drawing No.
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 Loughton Way
 Buckhurst Hill

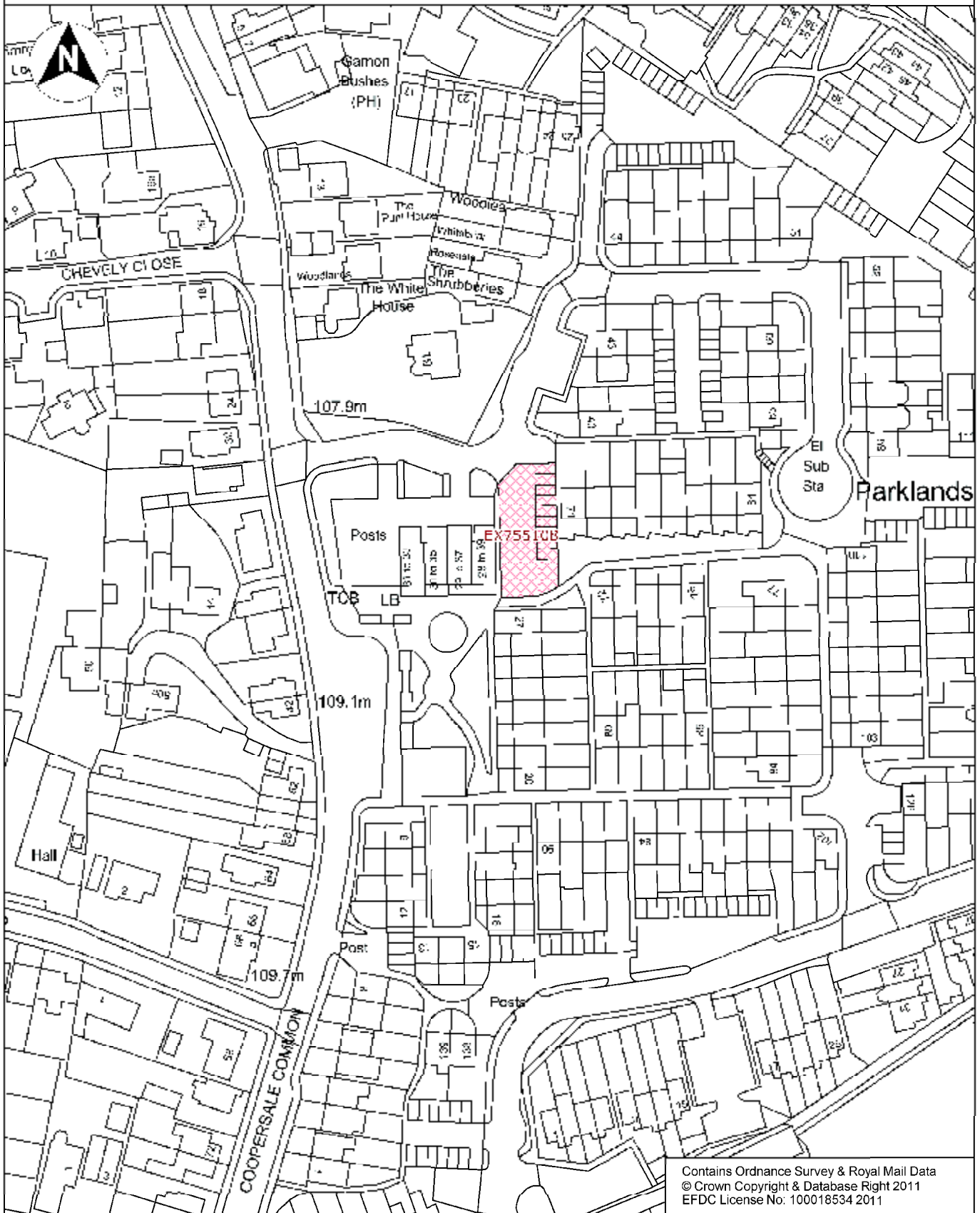
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Coopersale



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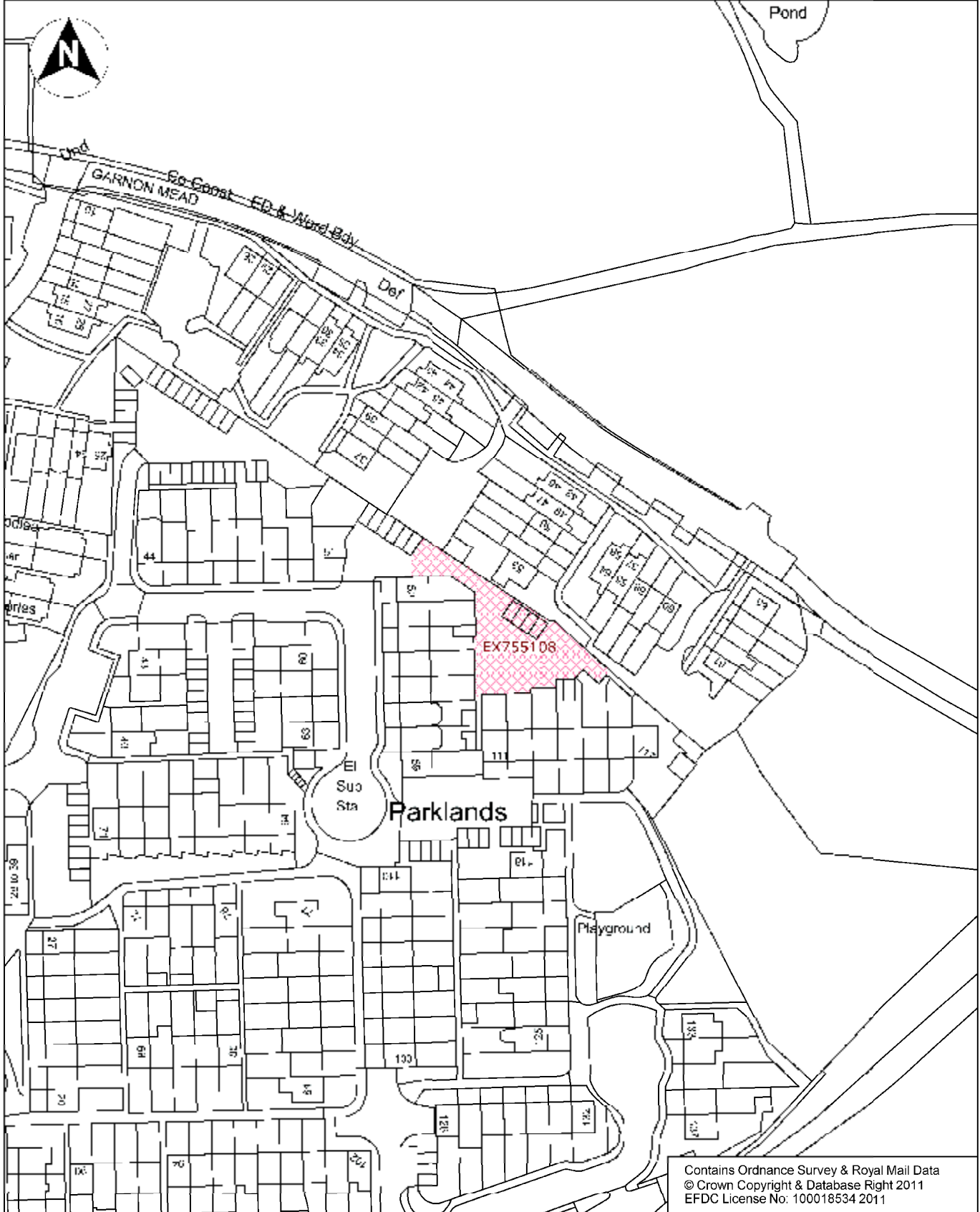
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Project
 Potential Site for Council House
 Building Program

Drawing No.
 201206014 - H

Content
 Site B
 Parklands
 Coopersale
 Epping

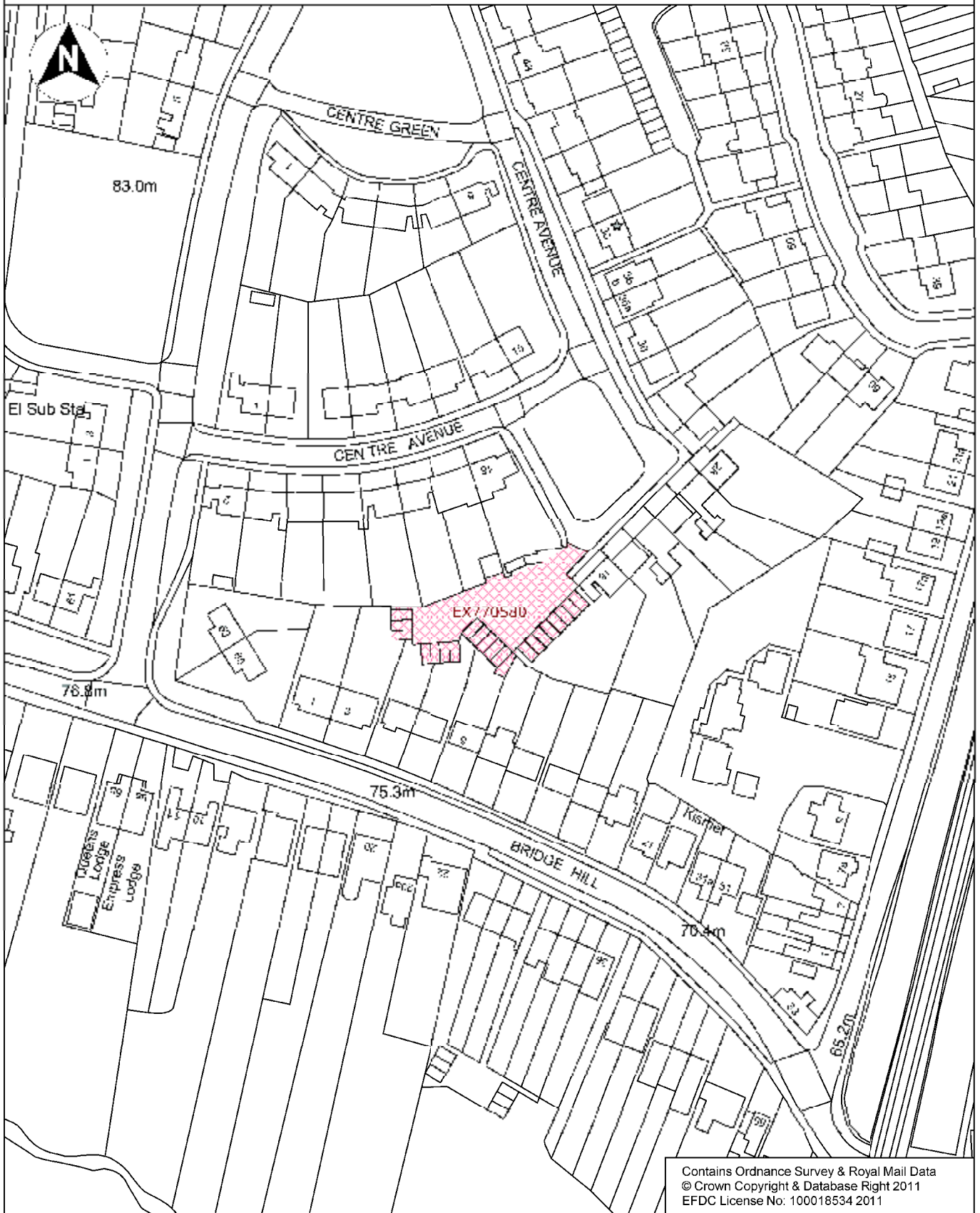
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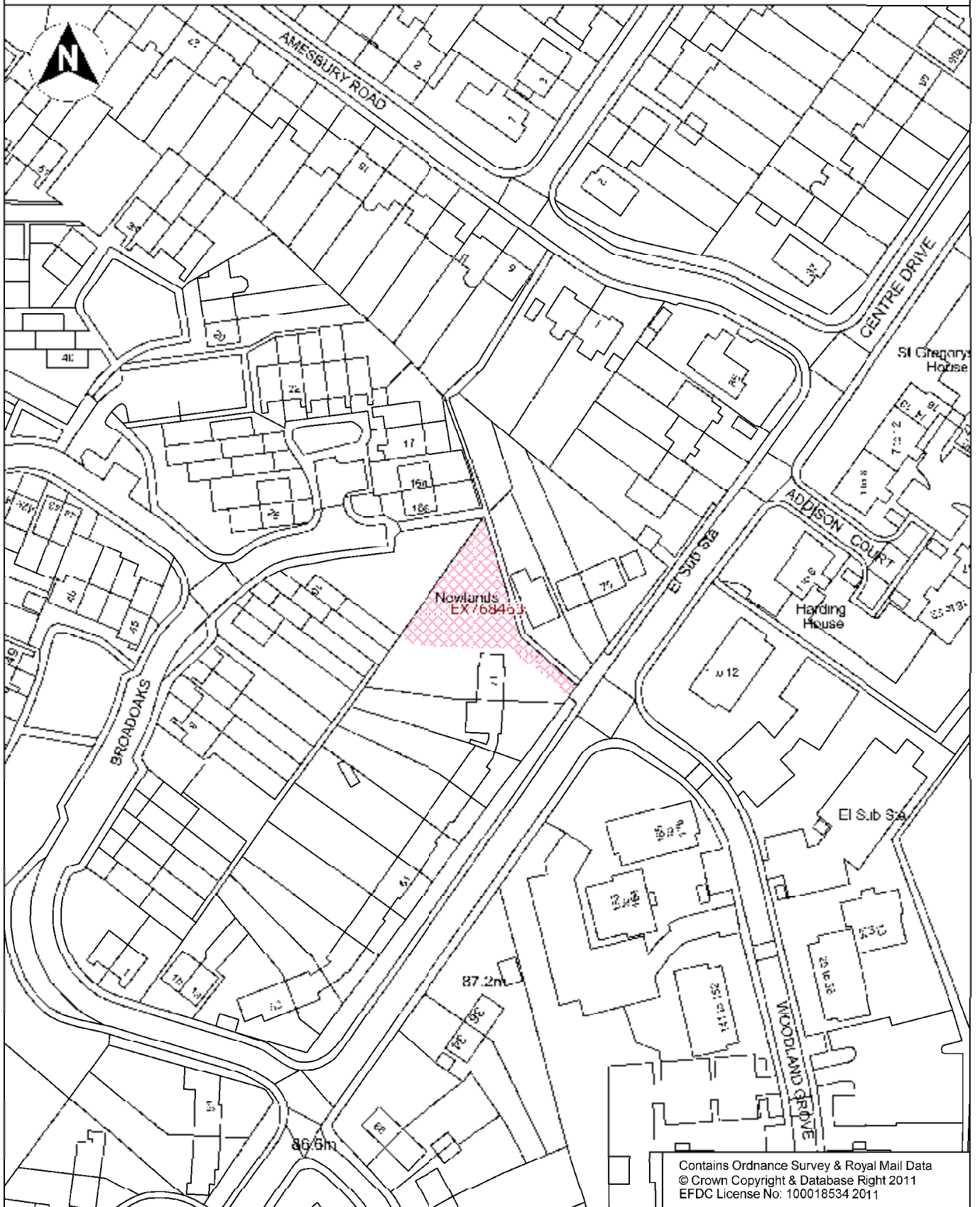
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Epping



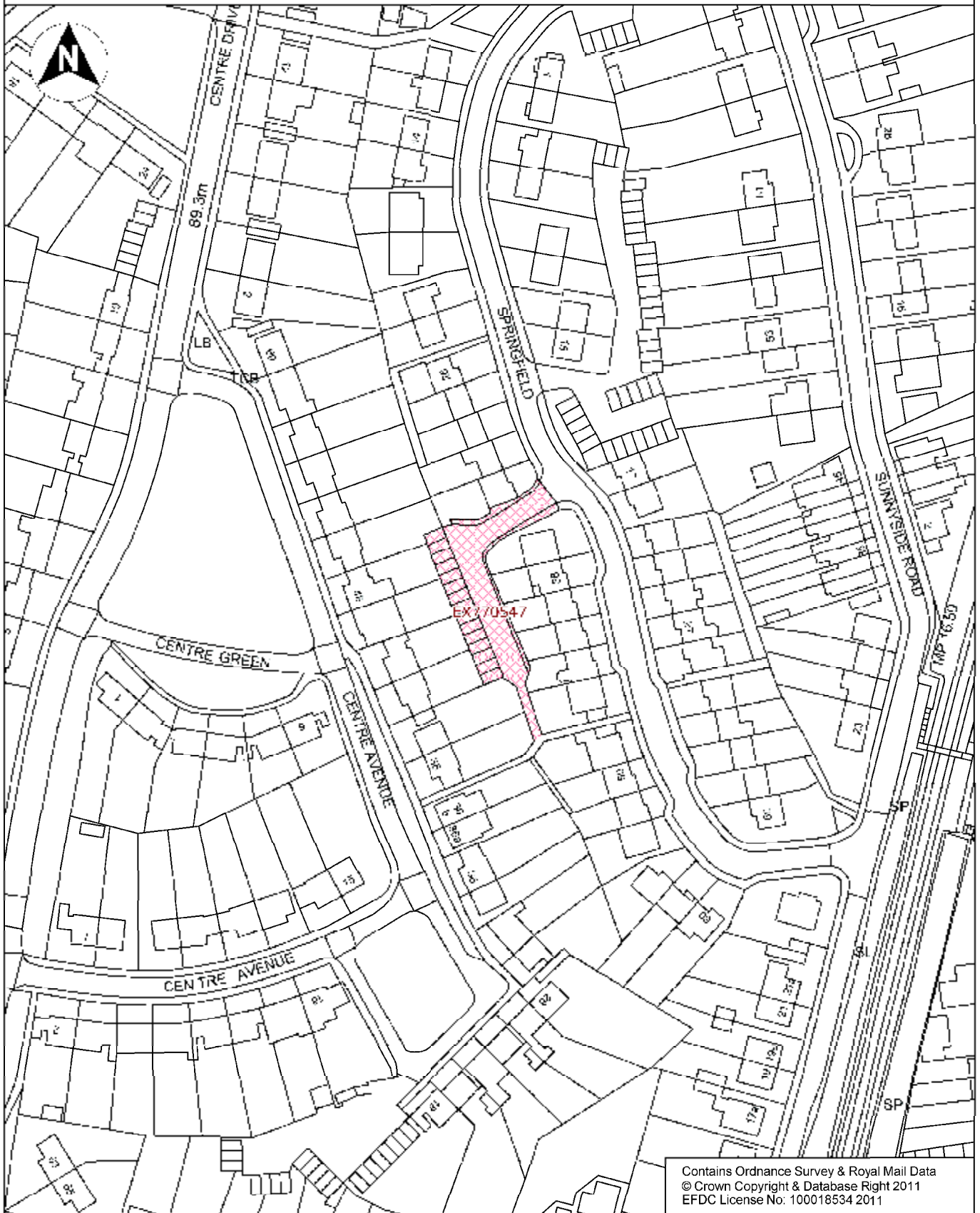
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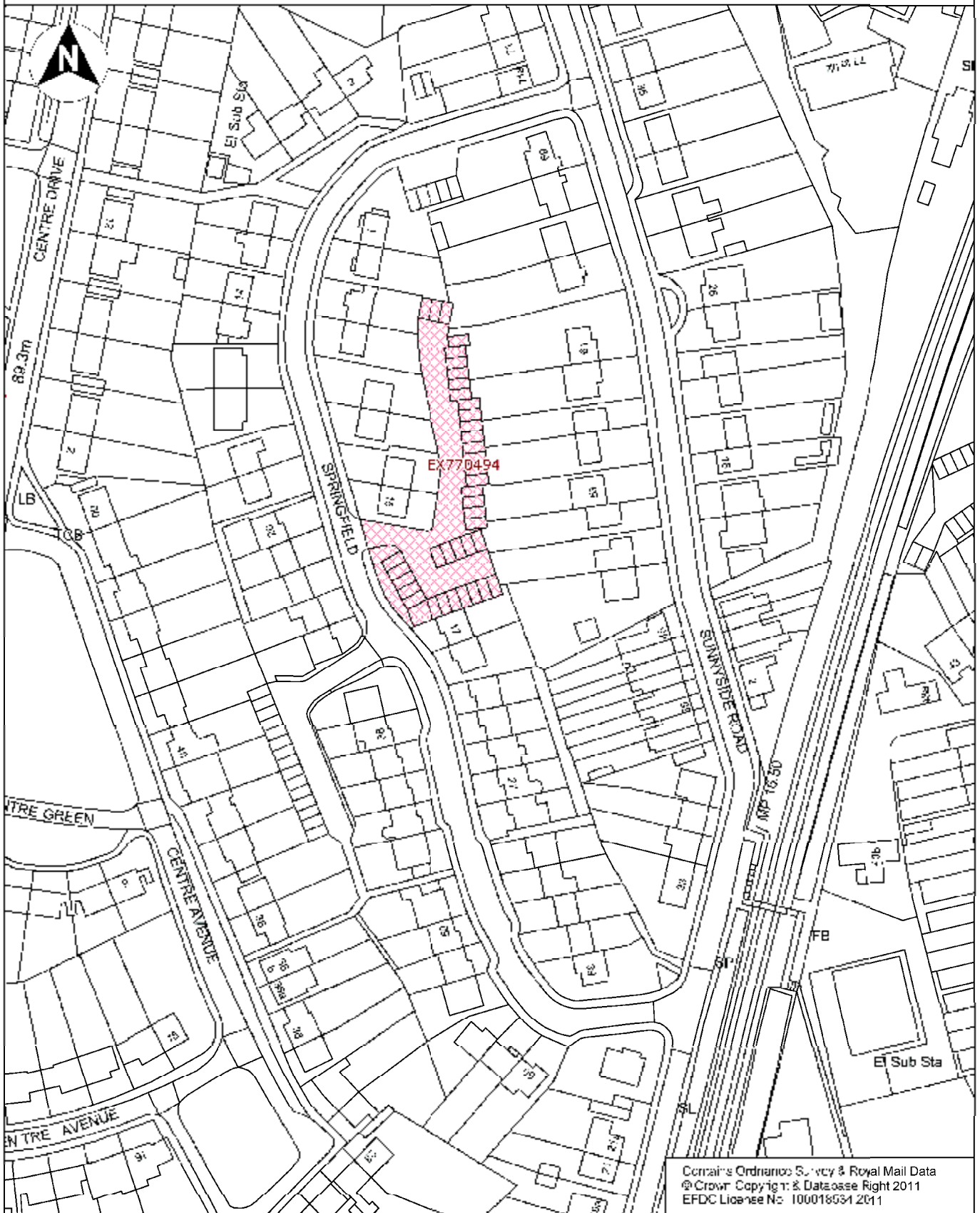
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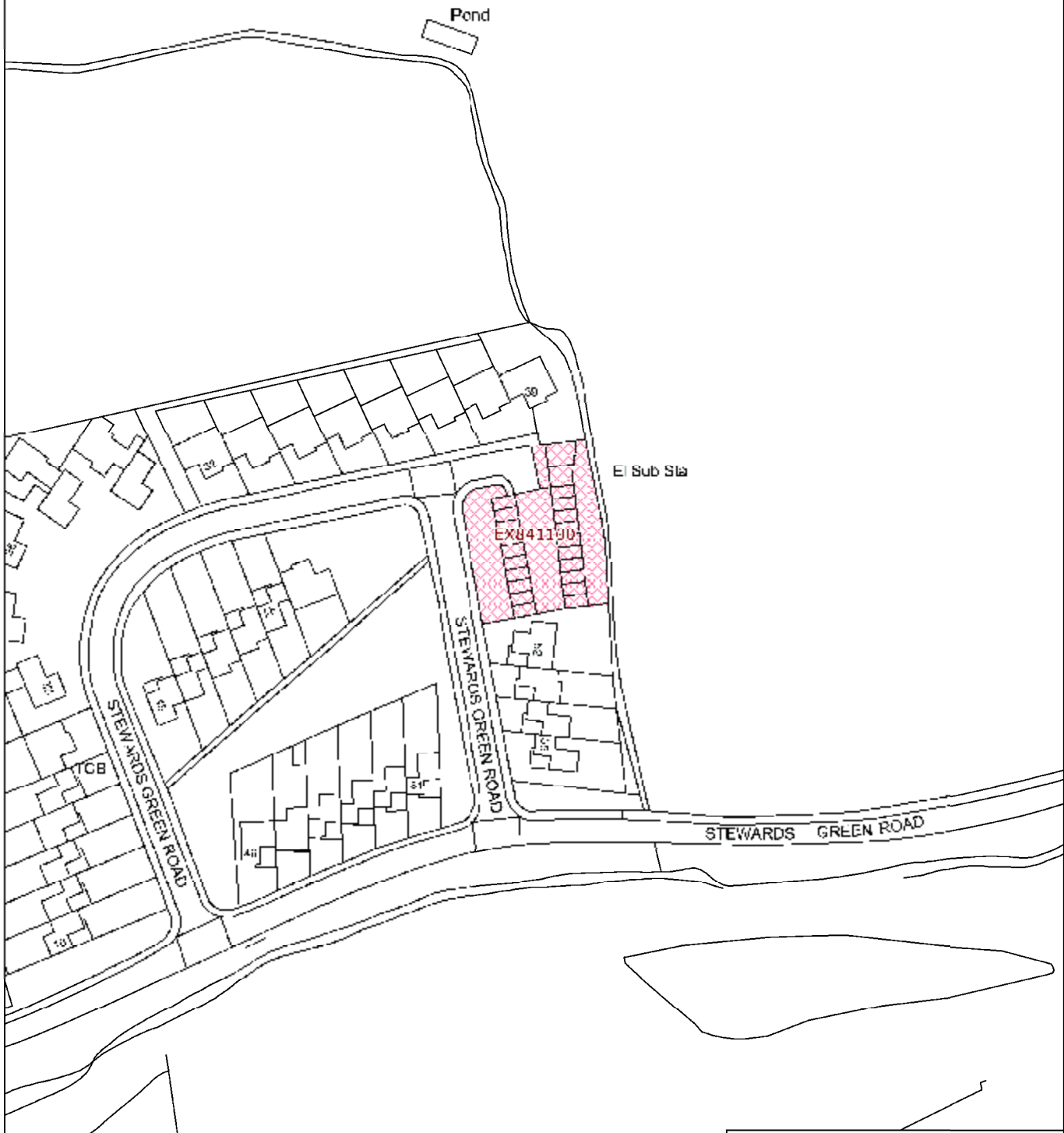
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Project
Potential Site for Council House
Building Program
Drawing No.
201206014 - AB

Content
Site C
Springfield
Epping

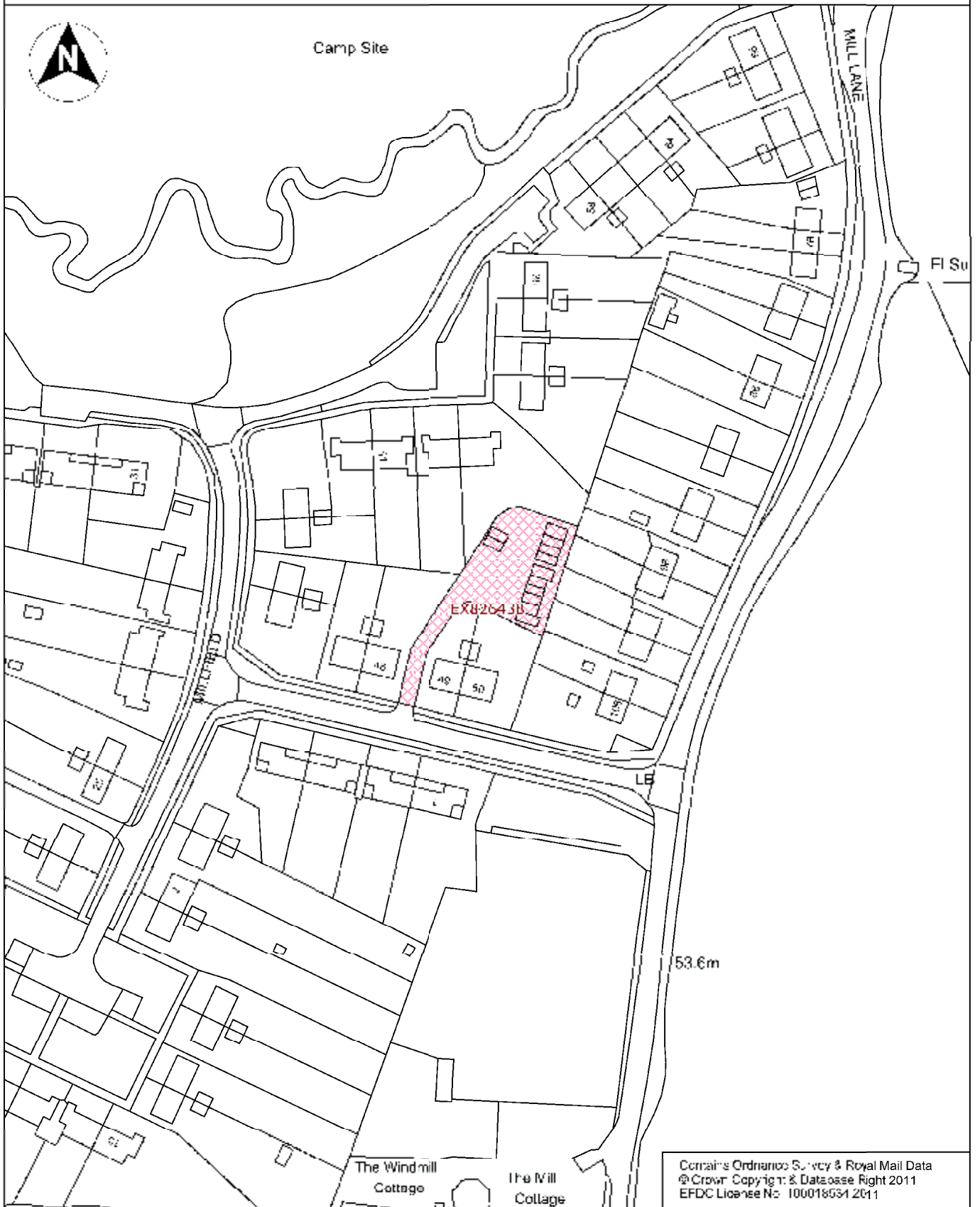
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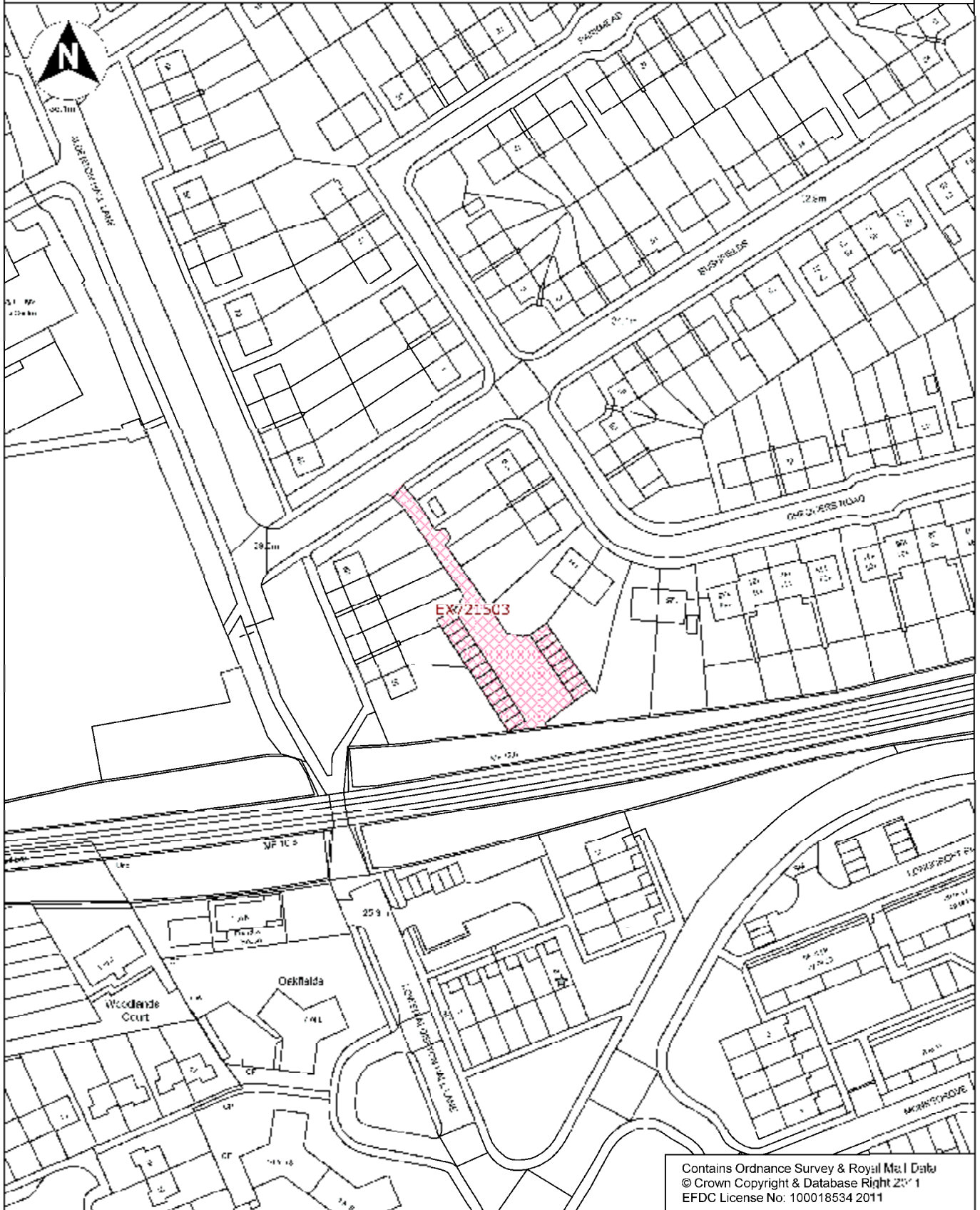
High Ongar



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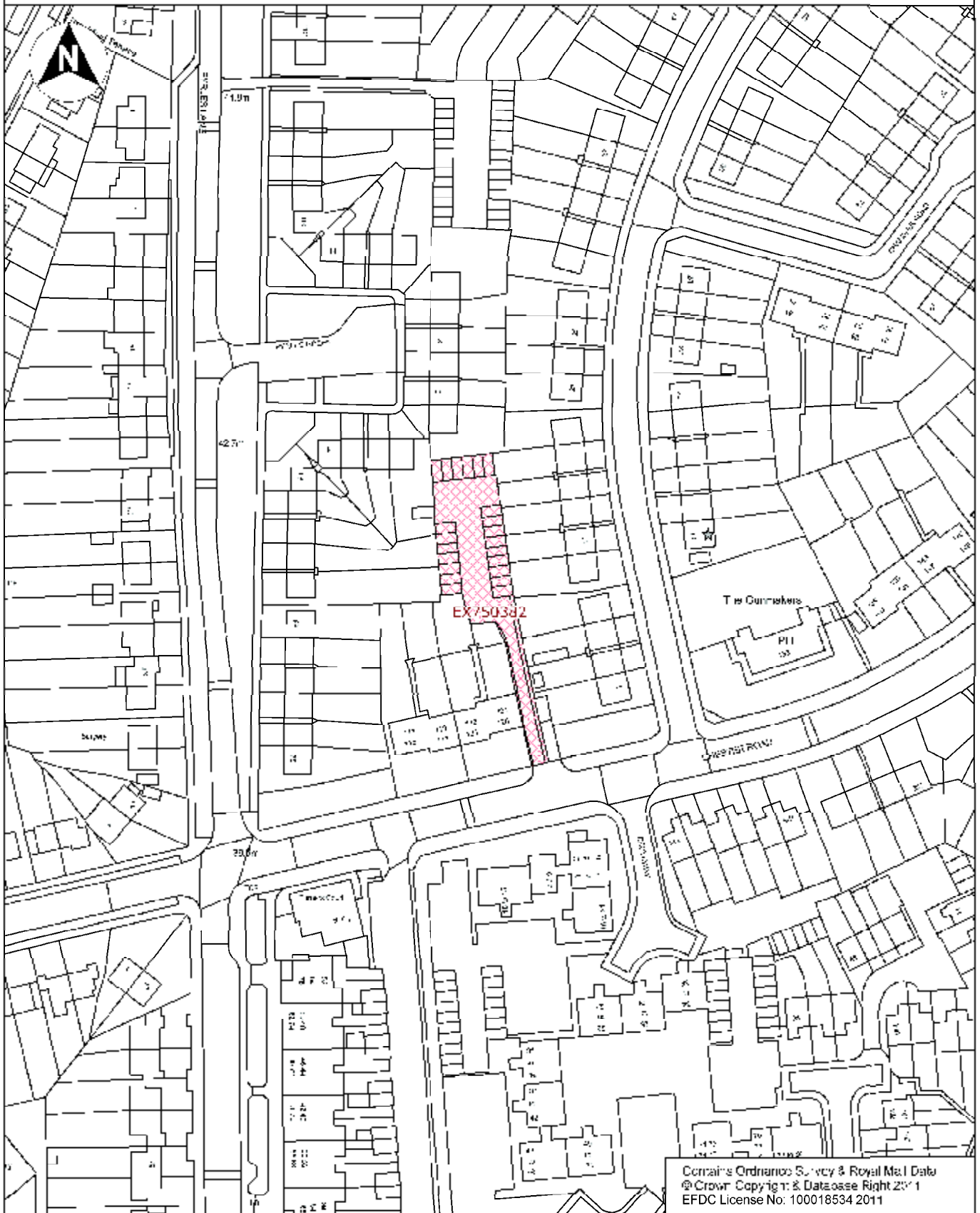
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Loughton



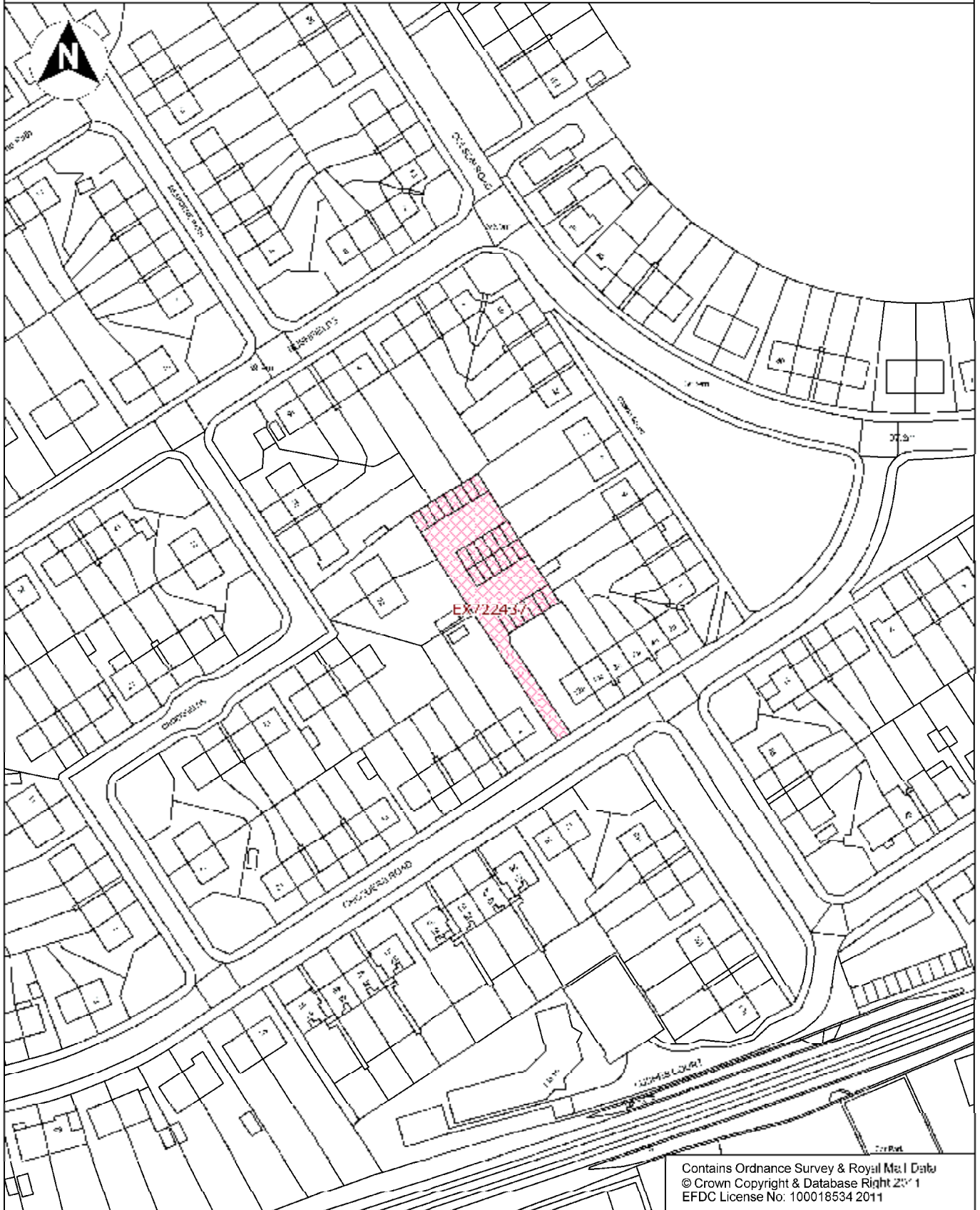
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Drawing No. 201206014 - AW	Scale 1:1250 @ A4 Drawn By Robert Irwin		



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Project
 Potential Site for Council House
 Building Program

Drawing No.
 201206014 - Y

Content
 Site A
 Chequers Road
 Loughton

Date
 04/07/12

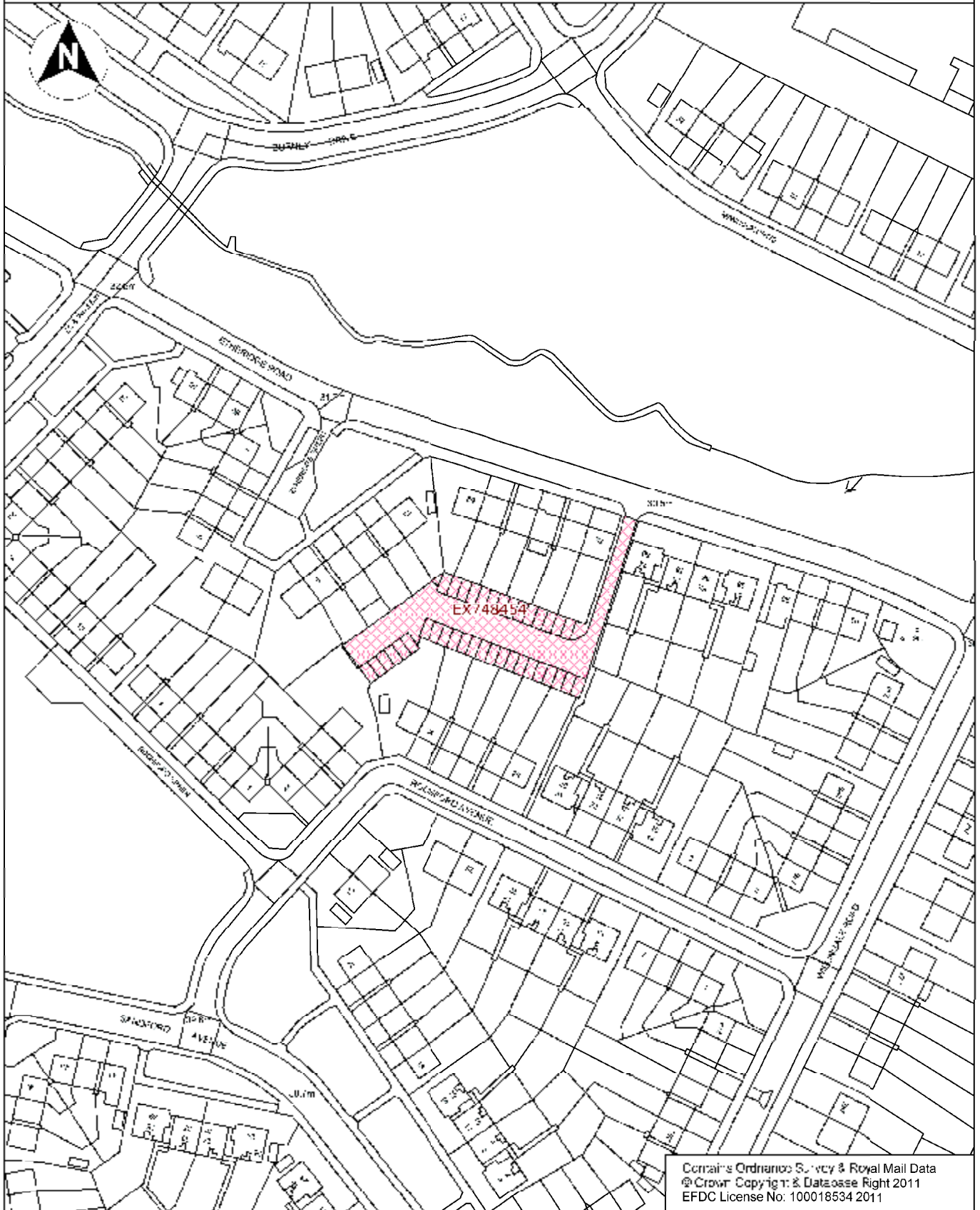
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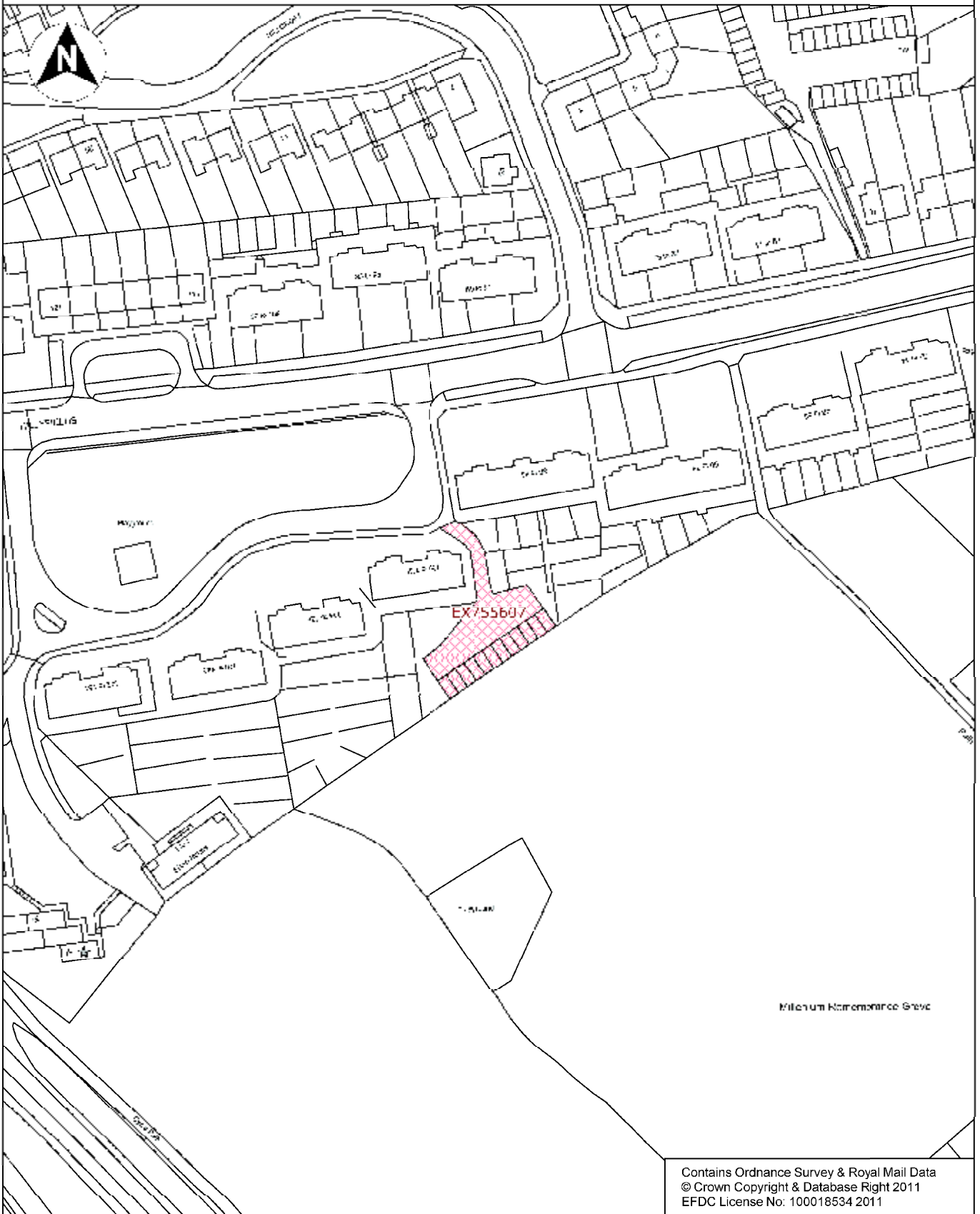
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Project
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 Building Program

Drawing No.
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Content
 Etheridge Road
 Loughton

Date
 04/07/12
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 Epping, Essex,
 CM16 4BZ
 Tel. 01992 564000

Project
 Potential Site for Council House
 Building Program

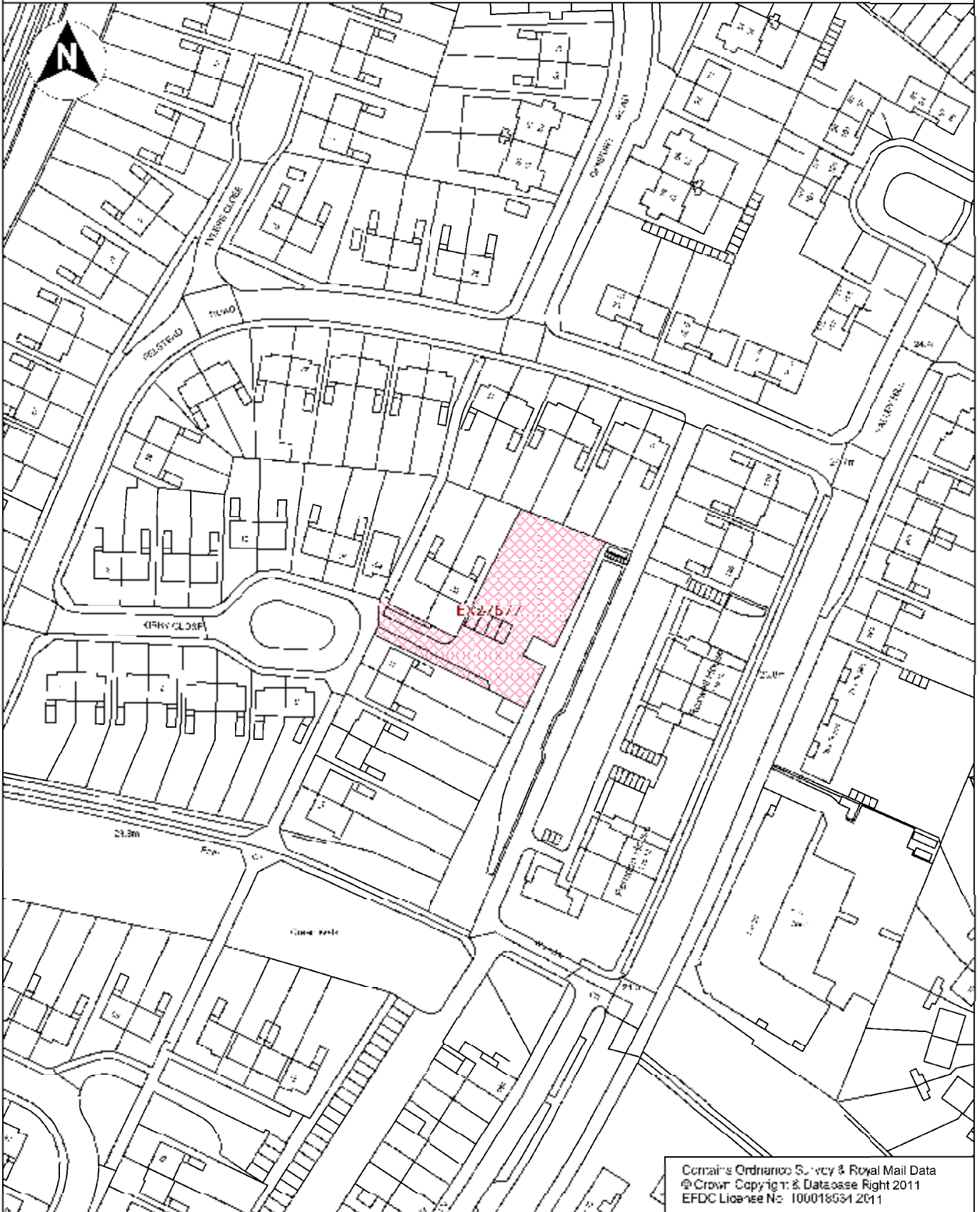
Drawing No.
 201206014 - AI

Content
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 Loughton

Date
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Scale
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Drawn By
 Robert Irwin



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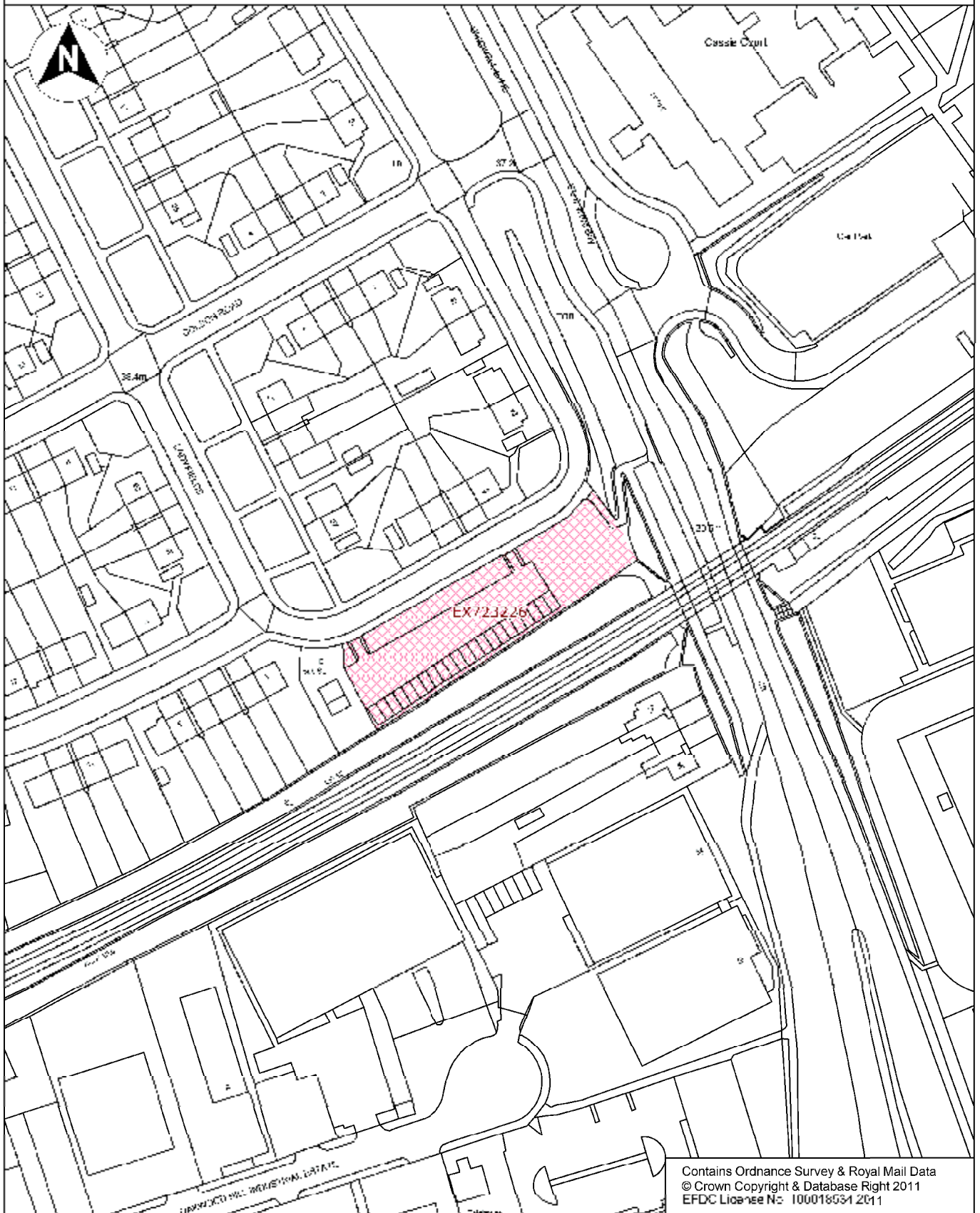
Directorate of Environment & Street Scene
Civic Offices
High Street
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CM16 4BZ
Tel. 01992 564000

Project
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Building Program

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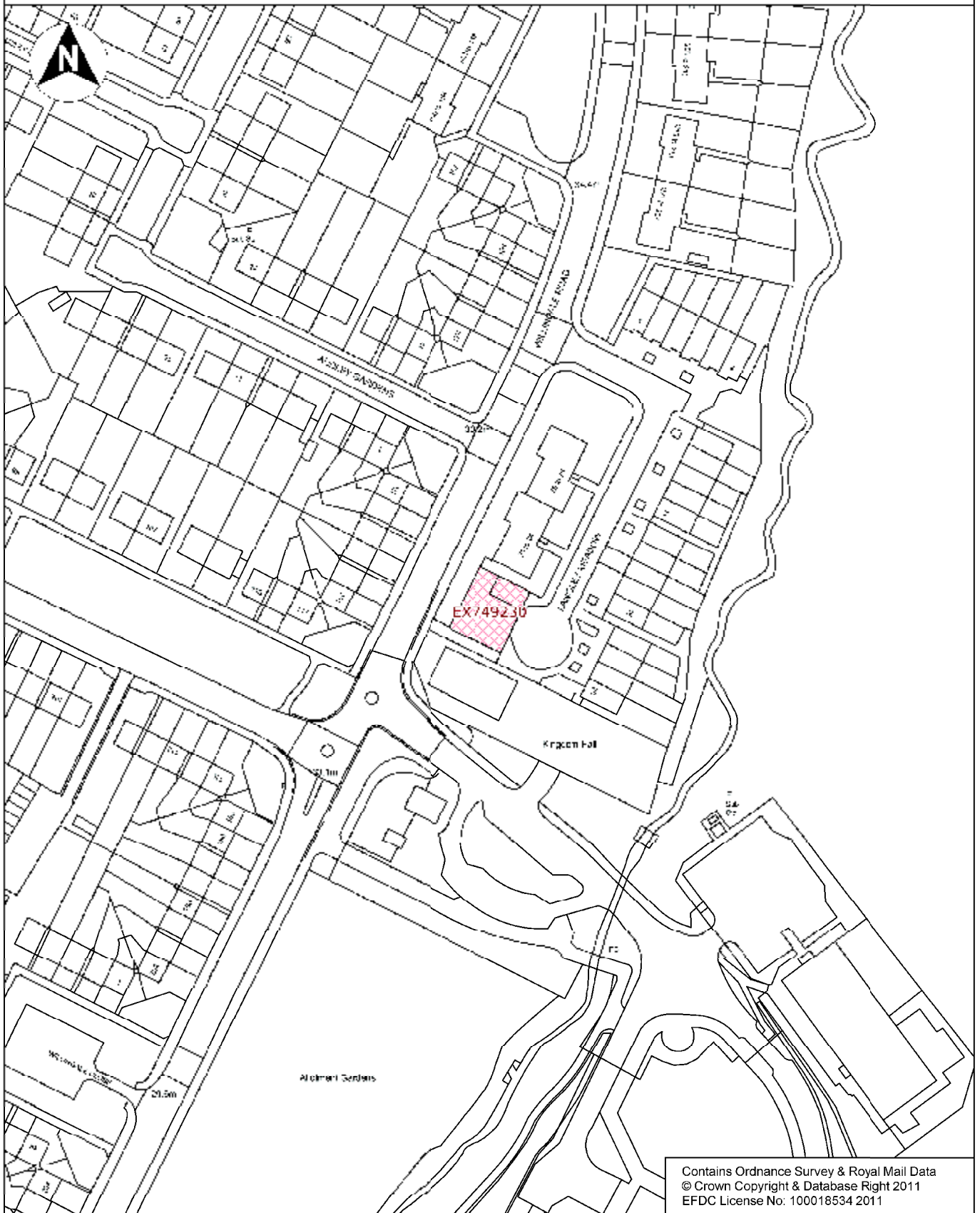
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Loughton

Date
04/07/12
Scale
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Drawn By
Robert Irwin



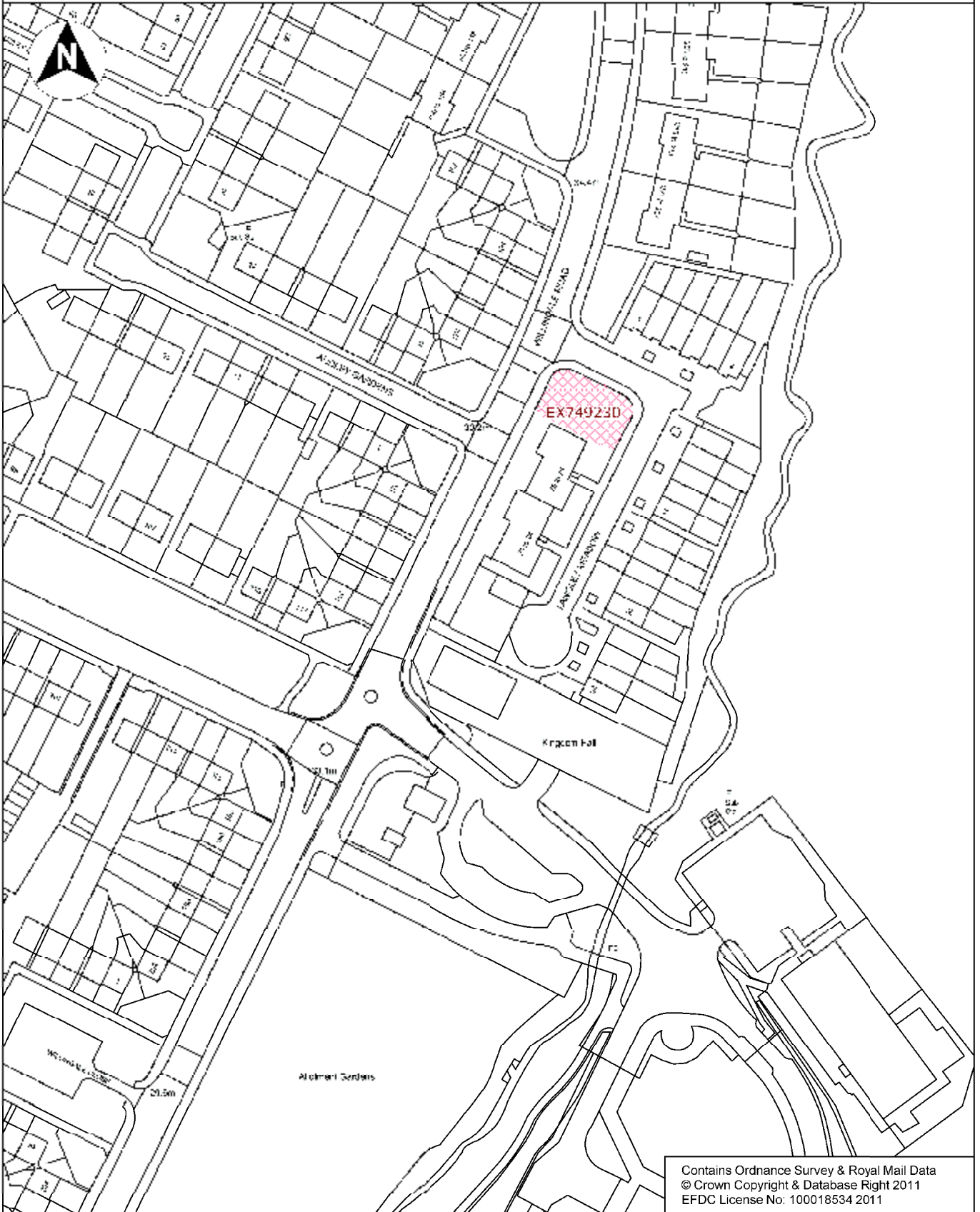
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - AK	Content Ladyfields Loughton	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - L	Content Site A Langley Meadow Loughton	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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Directorate of Environment & Street Scene
 Civic Offices
 High Street
 Epping, Essex,
 CM16 4BZ
 Tel. 01992 564000

Project
 Potential Site for Council House
 Building Program

Drawing No.
 201206014 - M

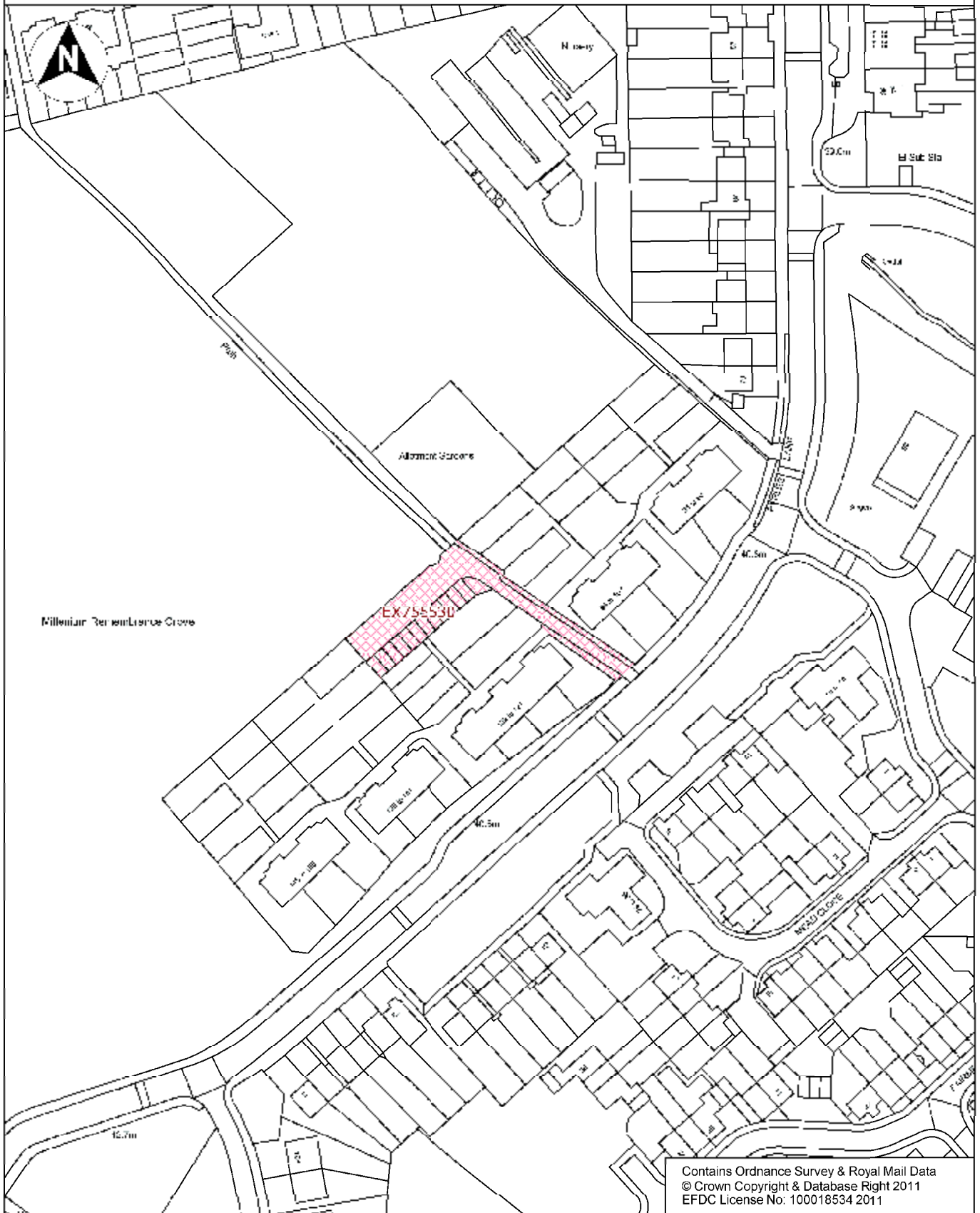
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 Site B
 Langley Meadow
 Loughton

Date
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 Scale
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 Drawn By
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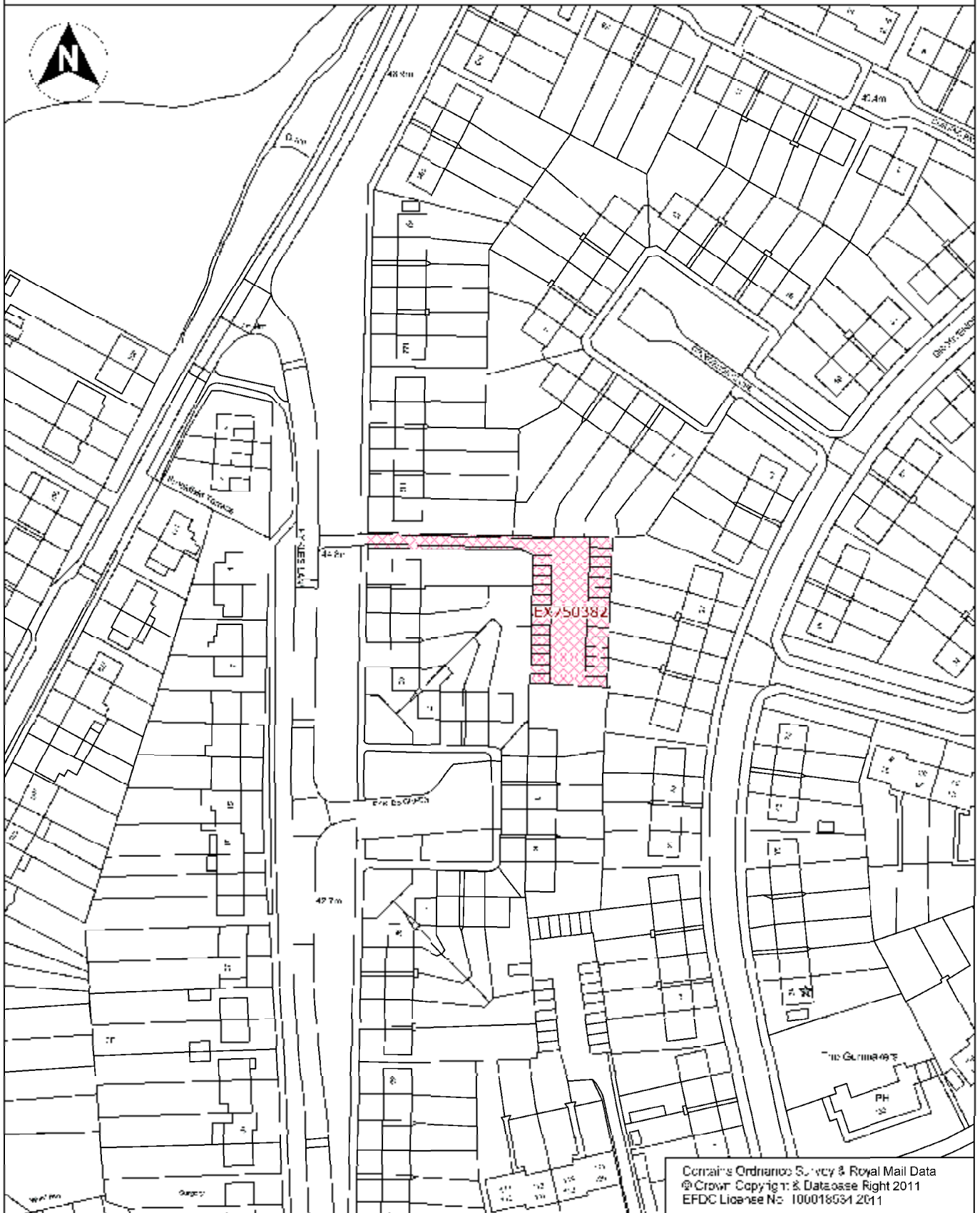
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Site B Marlescroft Way Loughton	Date 04/07/12
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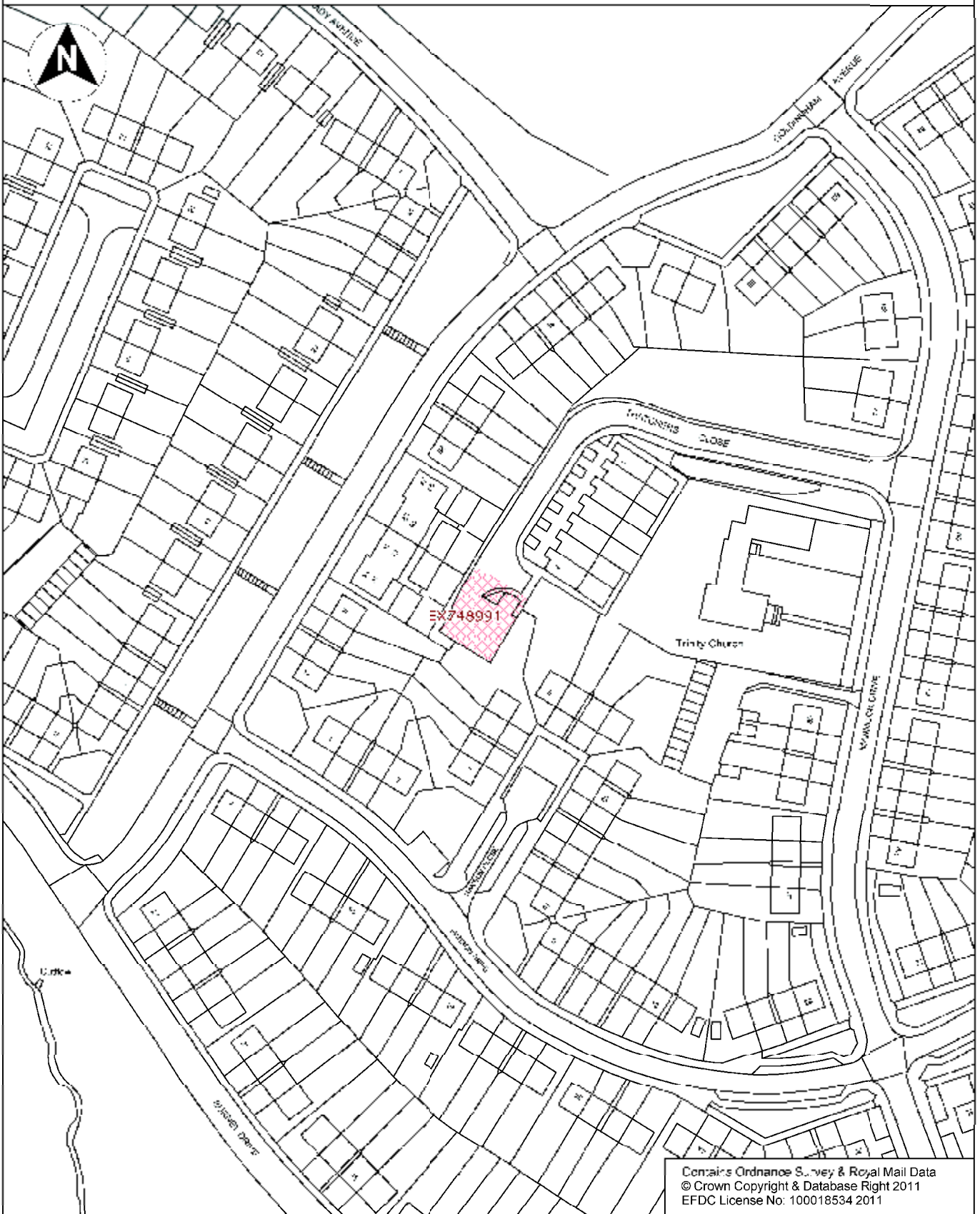
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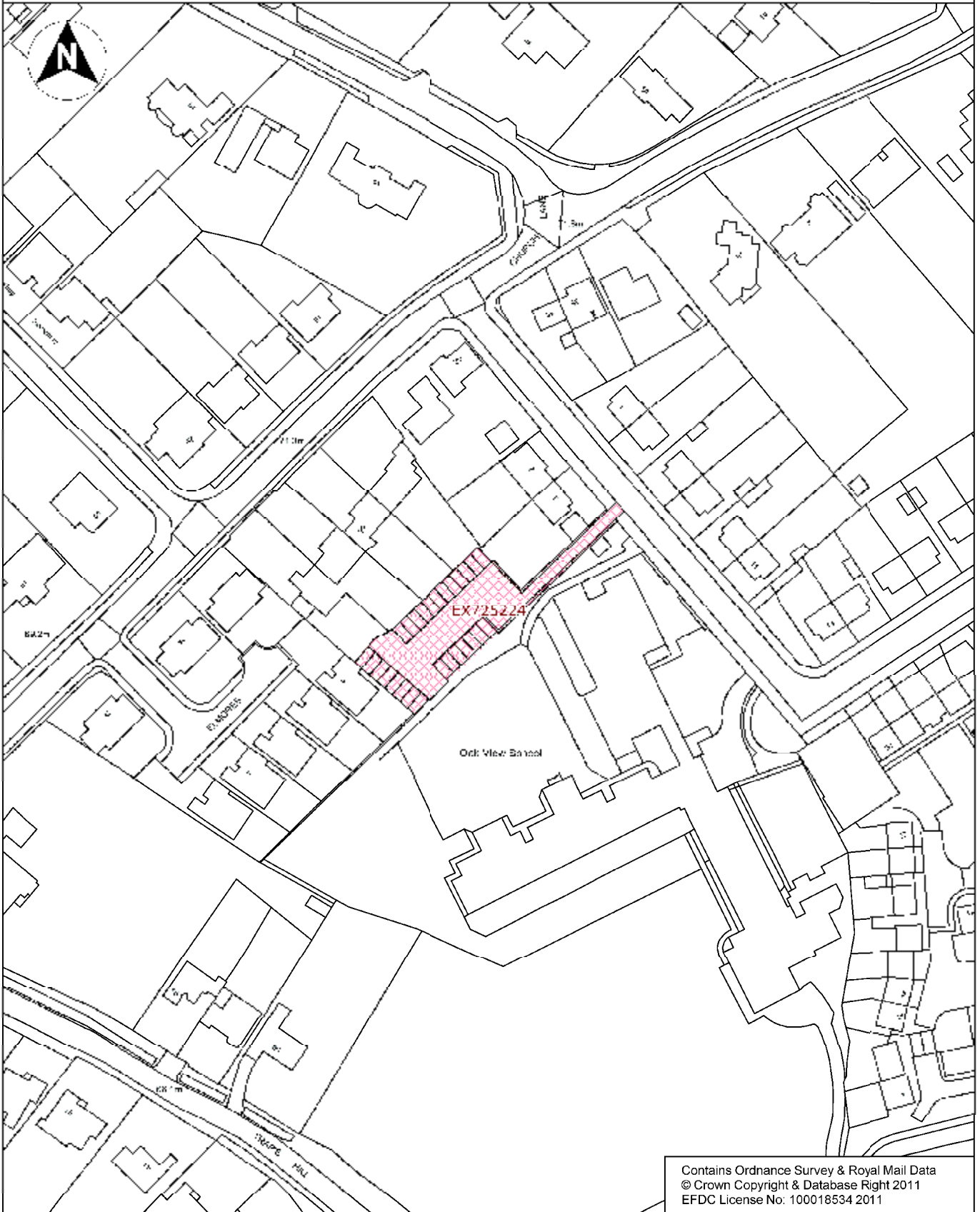
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - AS	Content Site B Pyrles Lane Loughton	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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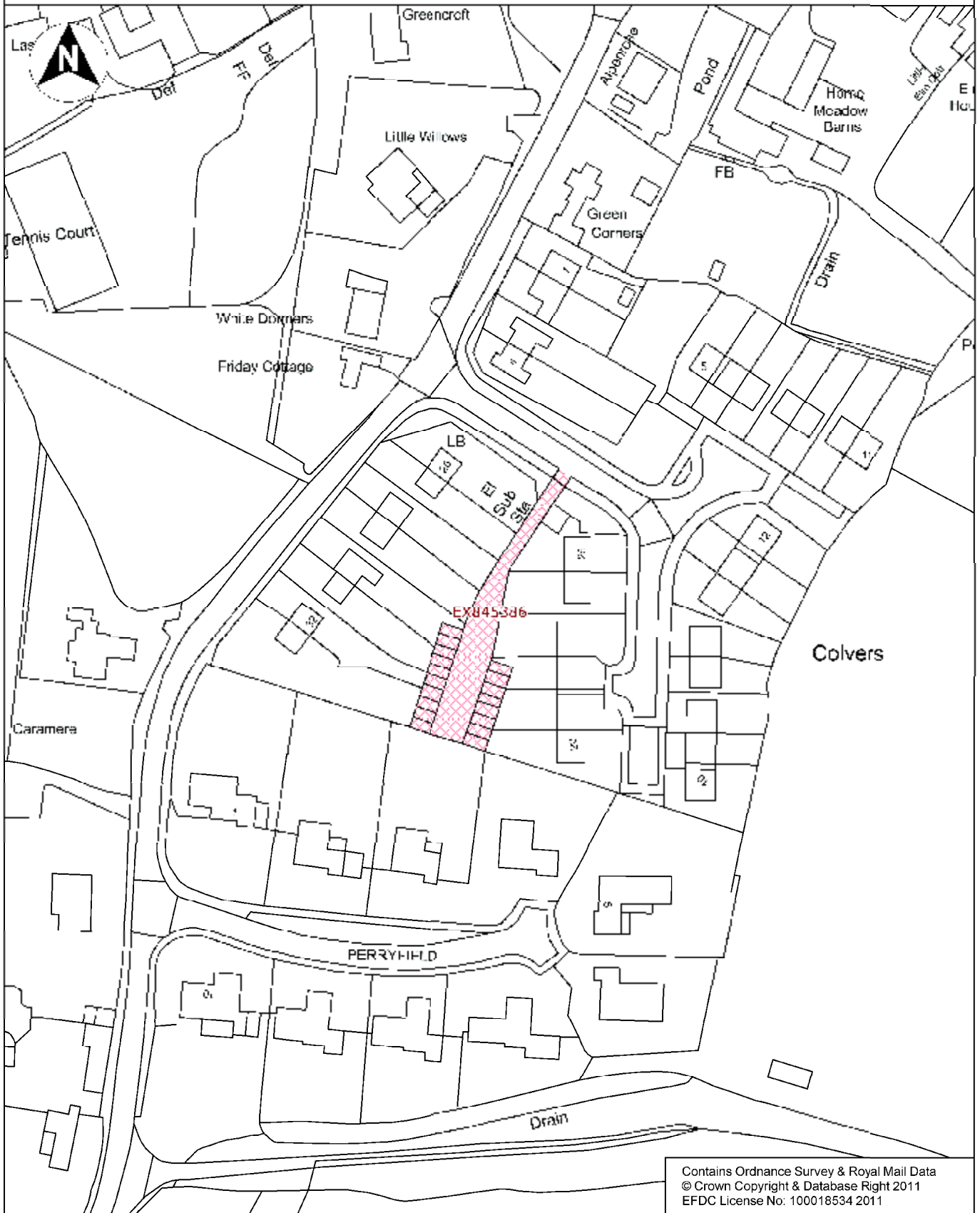
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content White Hills Loughton	Date 04/07/12
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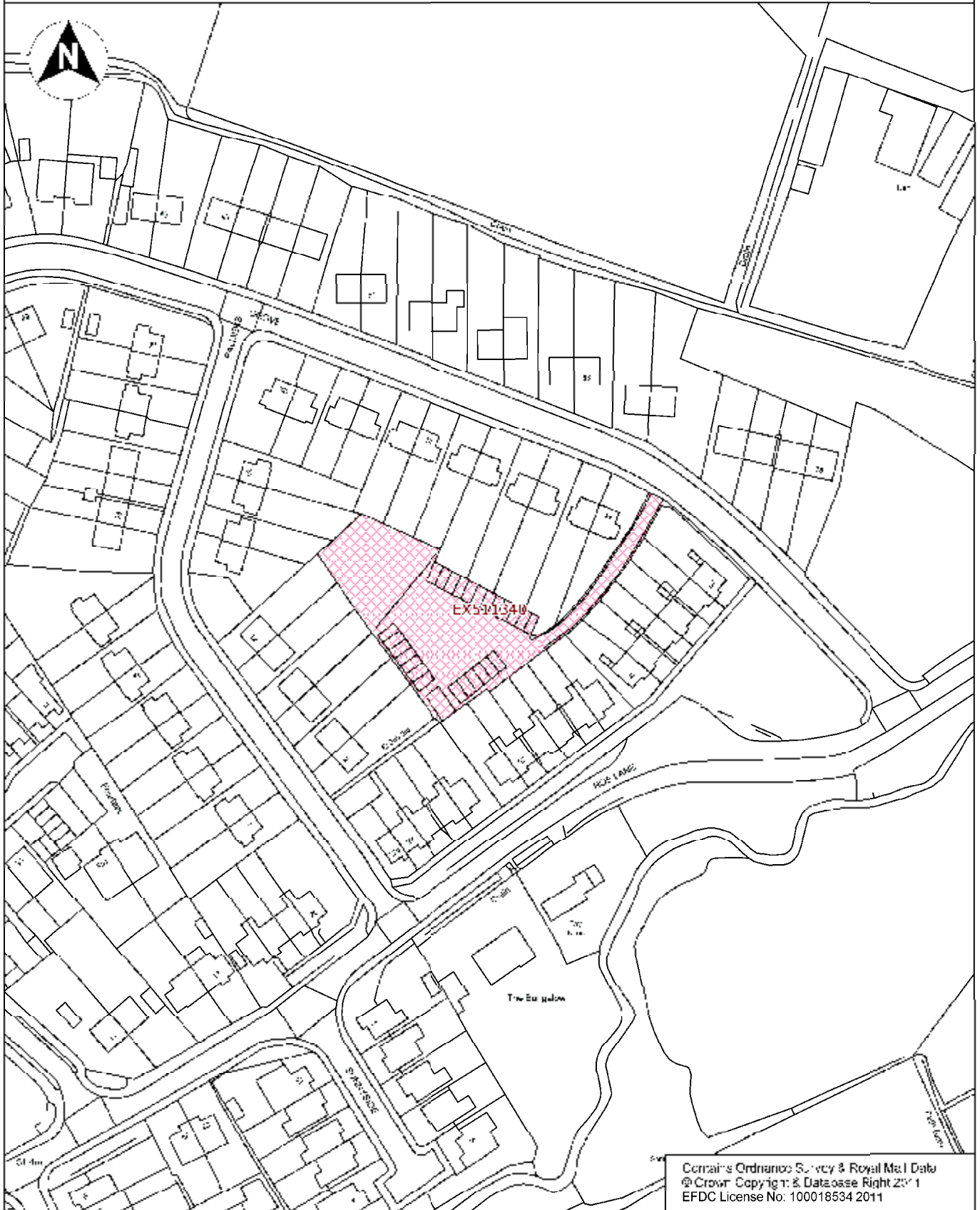
Matching Green



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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Colvers Matching Green	Date 04/07/12
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Nazeing



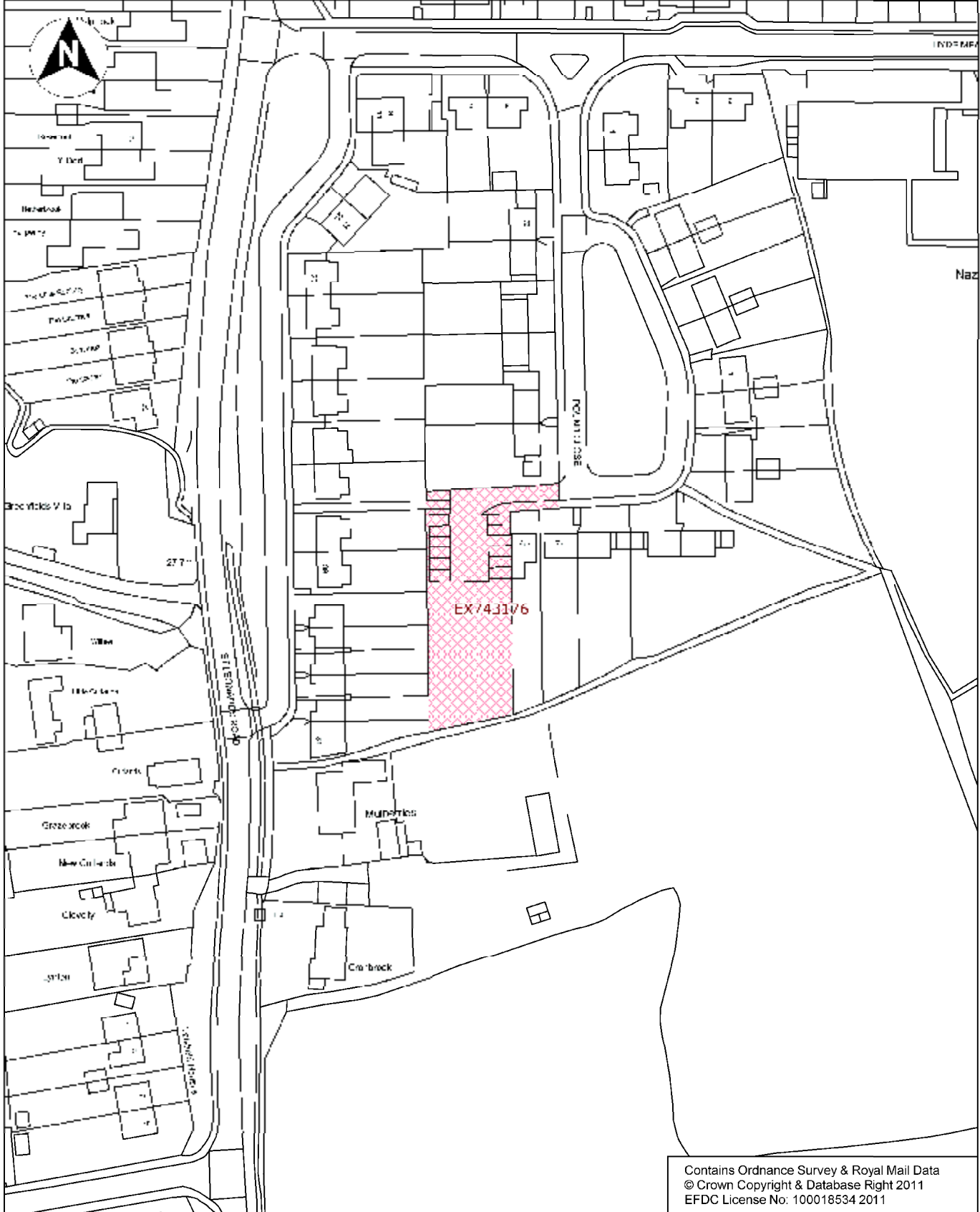
Directorate of Environment & Street Scene
Civic Offices
High Street
Epping, Essex,
CM16 4BZ
Tel. 01992 564000

Project
Potential Site for Council House
Building Program

Drawing No.
201206014 - AZ

Content
Palmers Grove
Nazeing

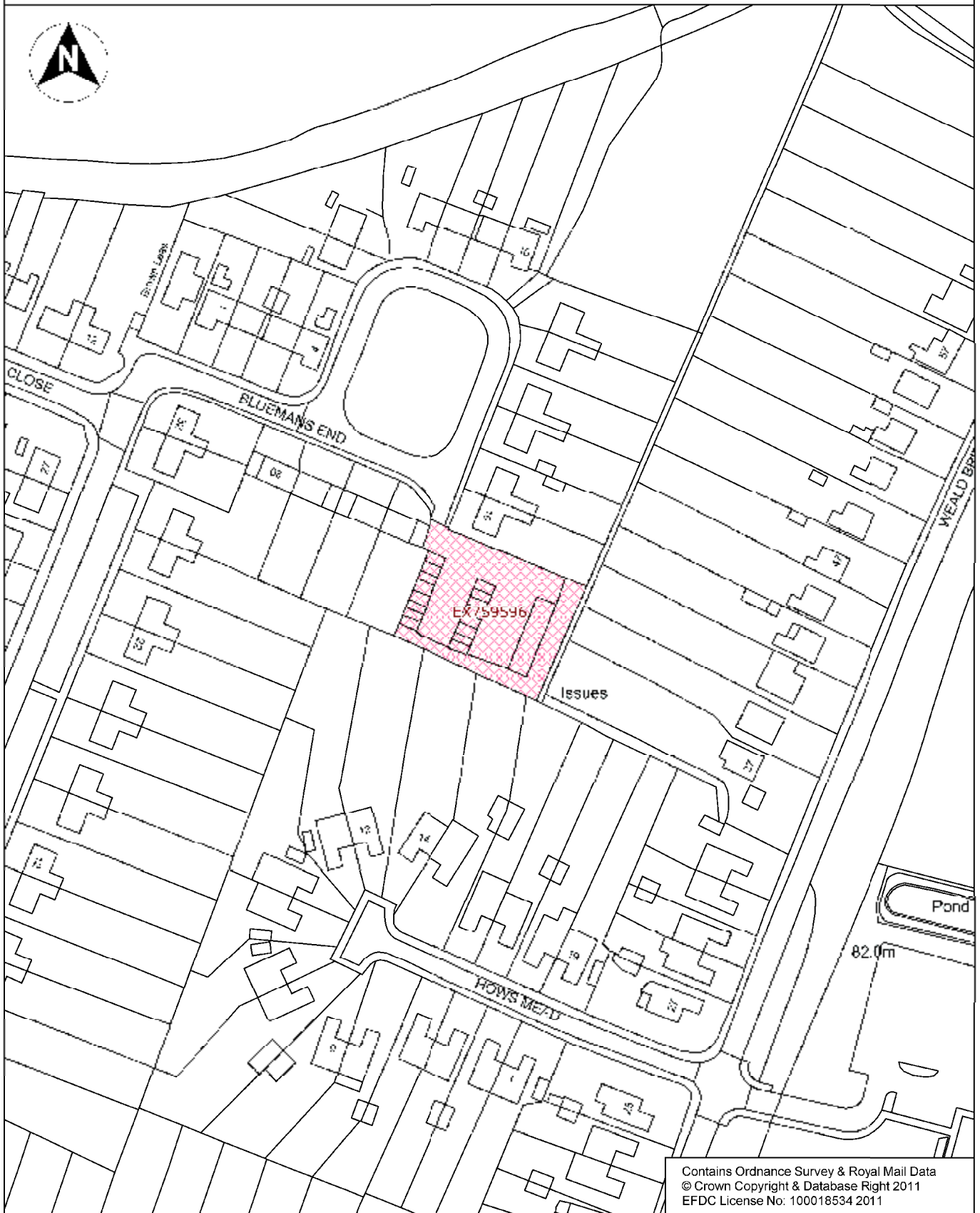
Date
04/07/12
Scale
1:1250 @ A4
Drawn By
Robert Irwin



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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Pound Close Nazeing	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
	Drawing No. 201206014 - AY		

North Weald



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Directorate of Environment & Street Scene
 Civic Offices
 High Street
 Epping, Essex,
 CM16 4BZ
 Tel. 01992 564000

Project
 Potential Site for Council House
 Building Program

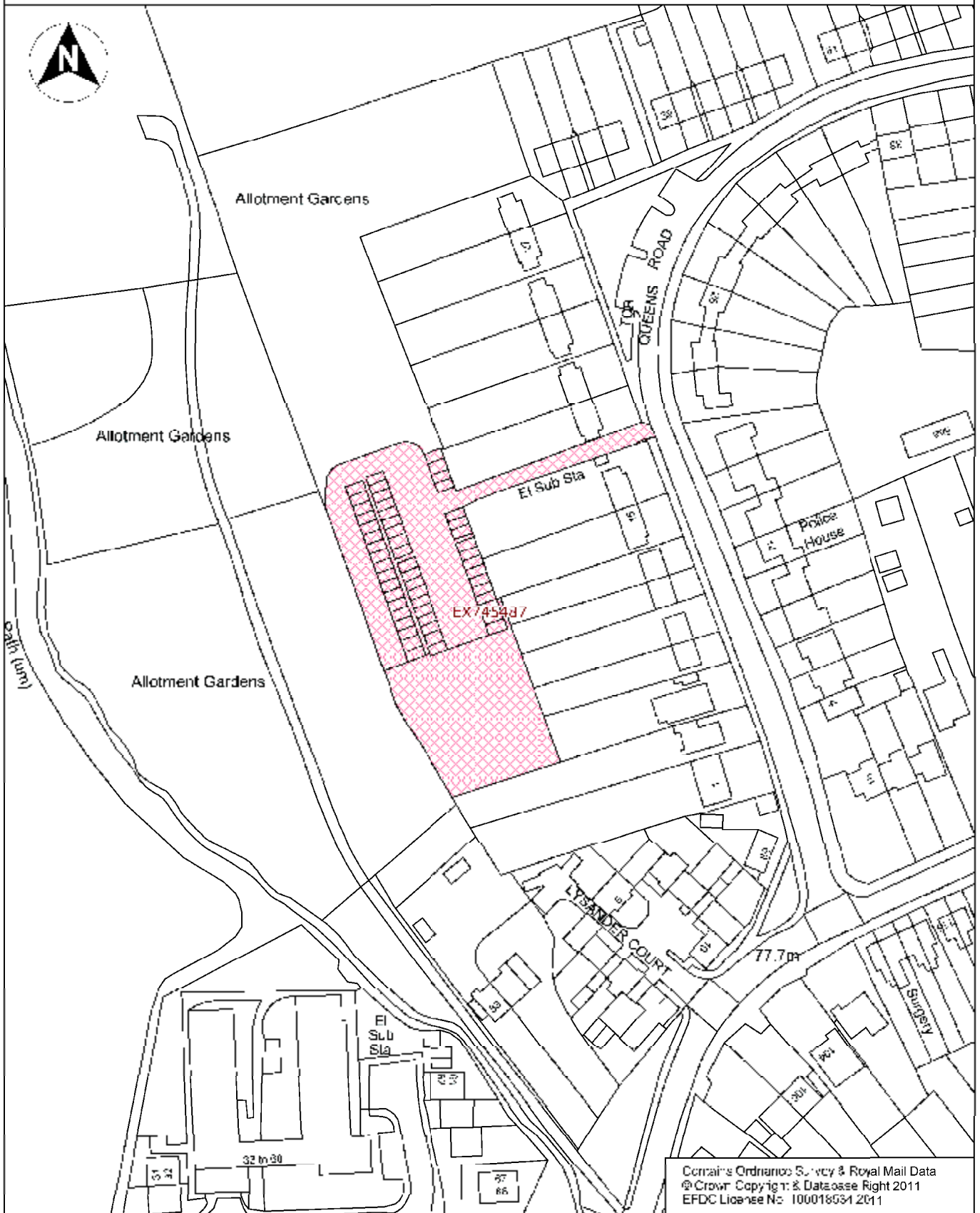
Drawing No.
 201206014 - BC

Content
 Bluemans End
 North Weald

Date
 04/07/12

Scale
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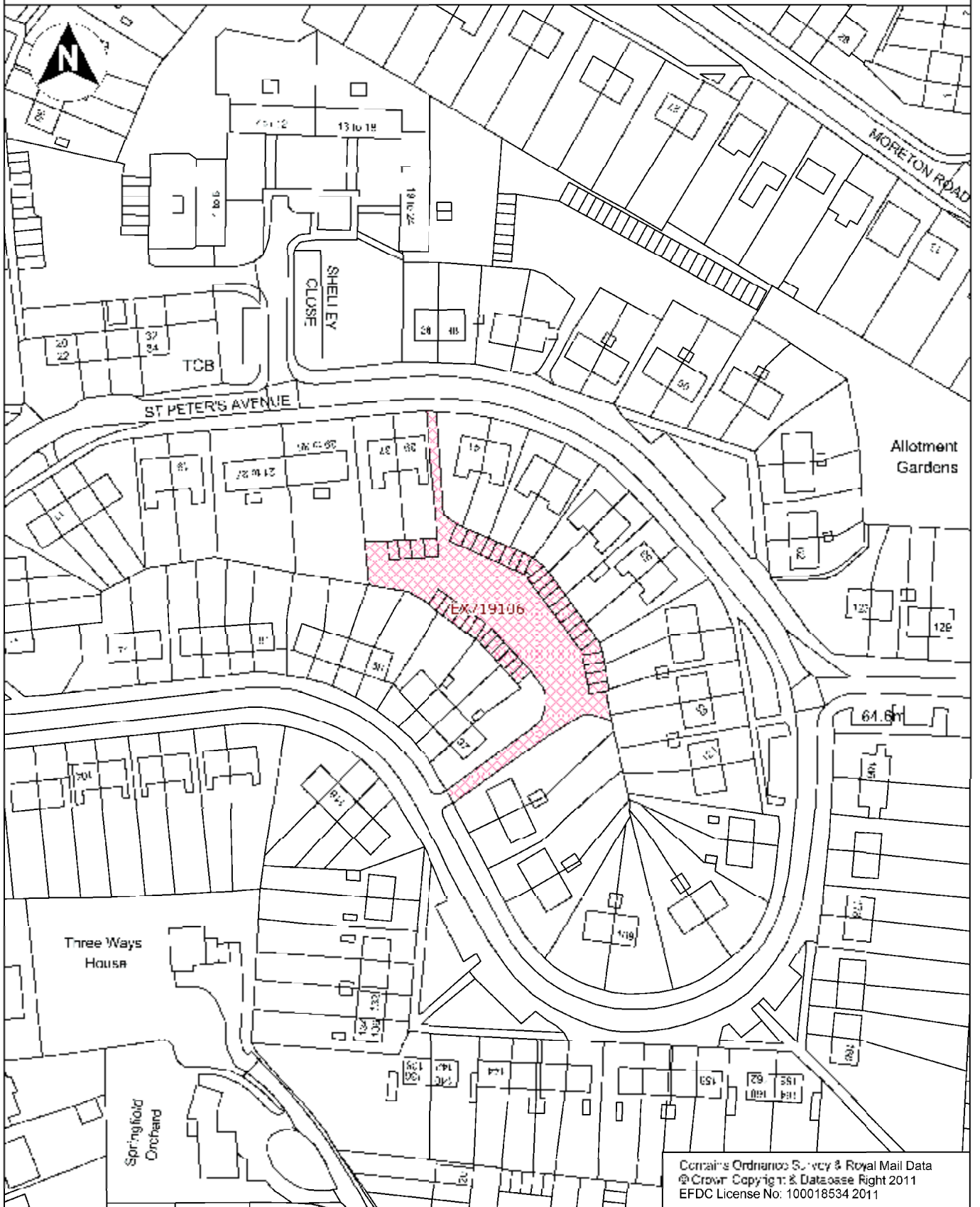
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Ongar



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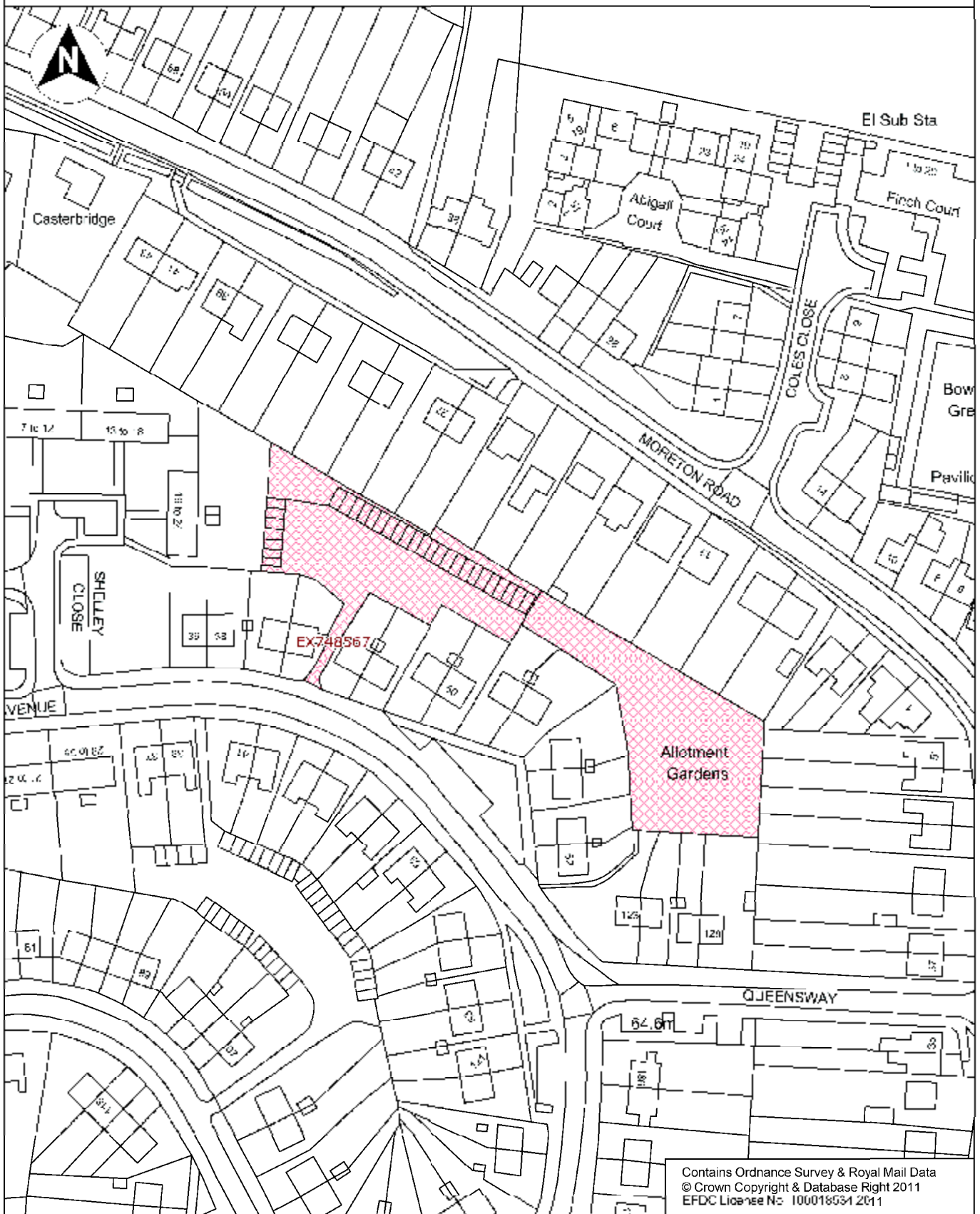
Directorate of Environment & Street Scene
Civic Offices
High Street
Epping, Essex,
CM16 4BZ
Tel. 01992 564000

Project
Potential Site for Council House
Building Program

Drawing No.
201206014 - BE

Content
Queensway
Ongar

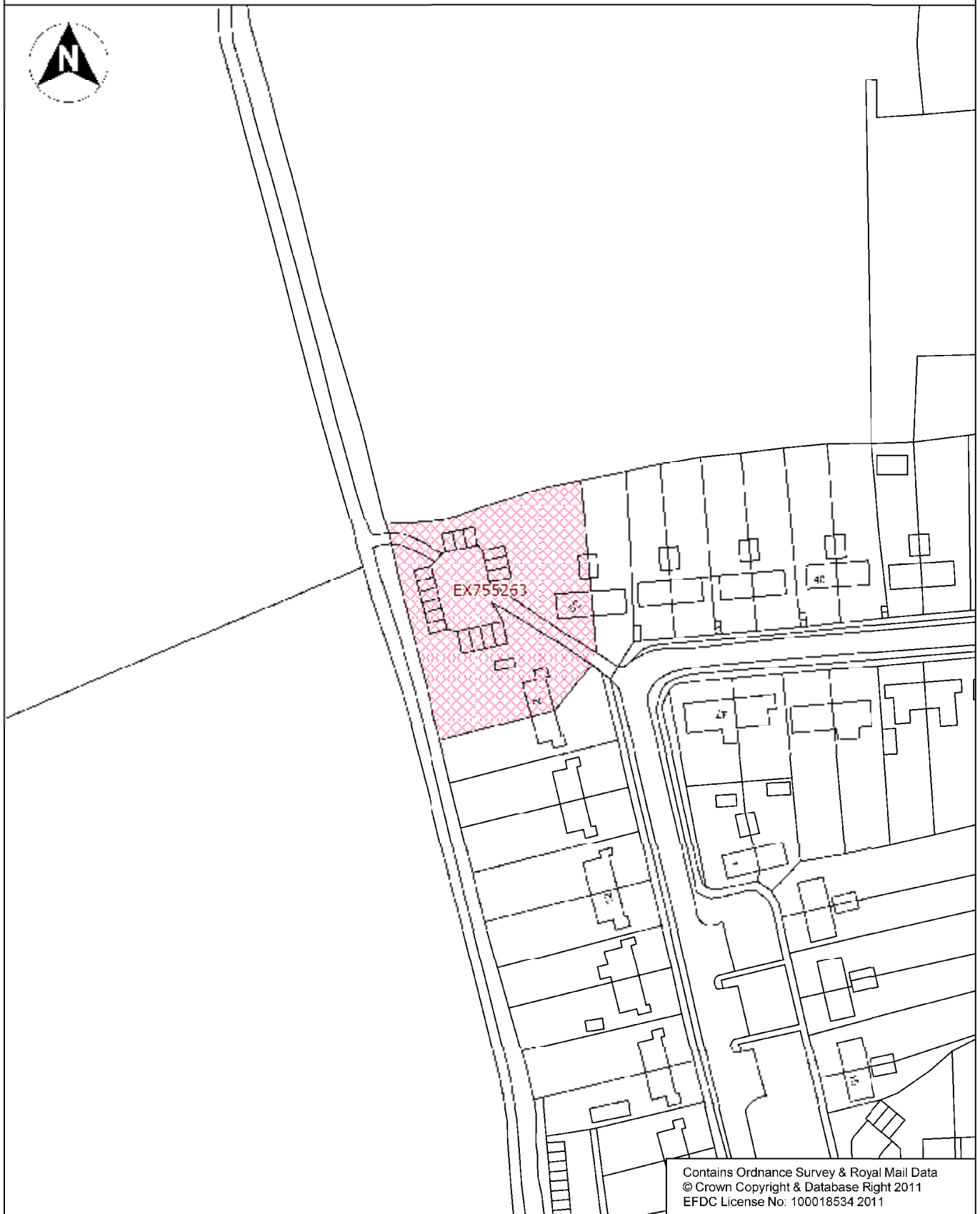
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Drawn By
Robert Irwin



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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - BF	Content St Peter's Road Ongar	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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Roydon



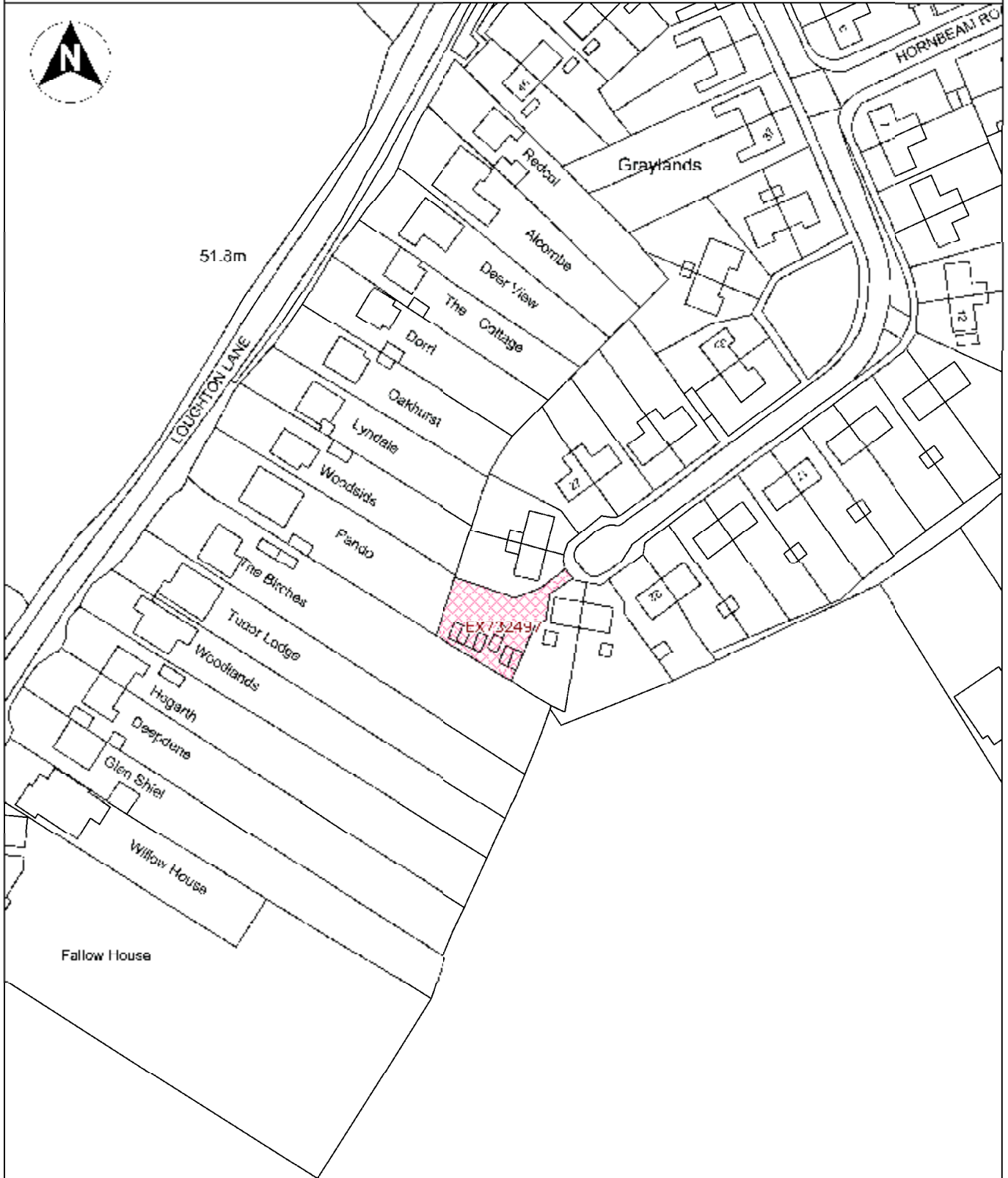
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	Drawing No. 201206014 - N		Scale 1:1250 @ A4 Drawn By Robert Irwin

Theydon Bois

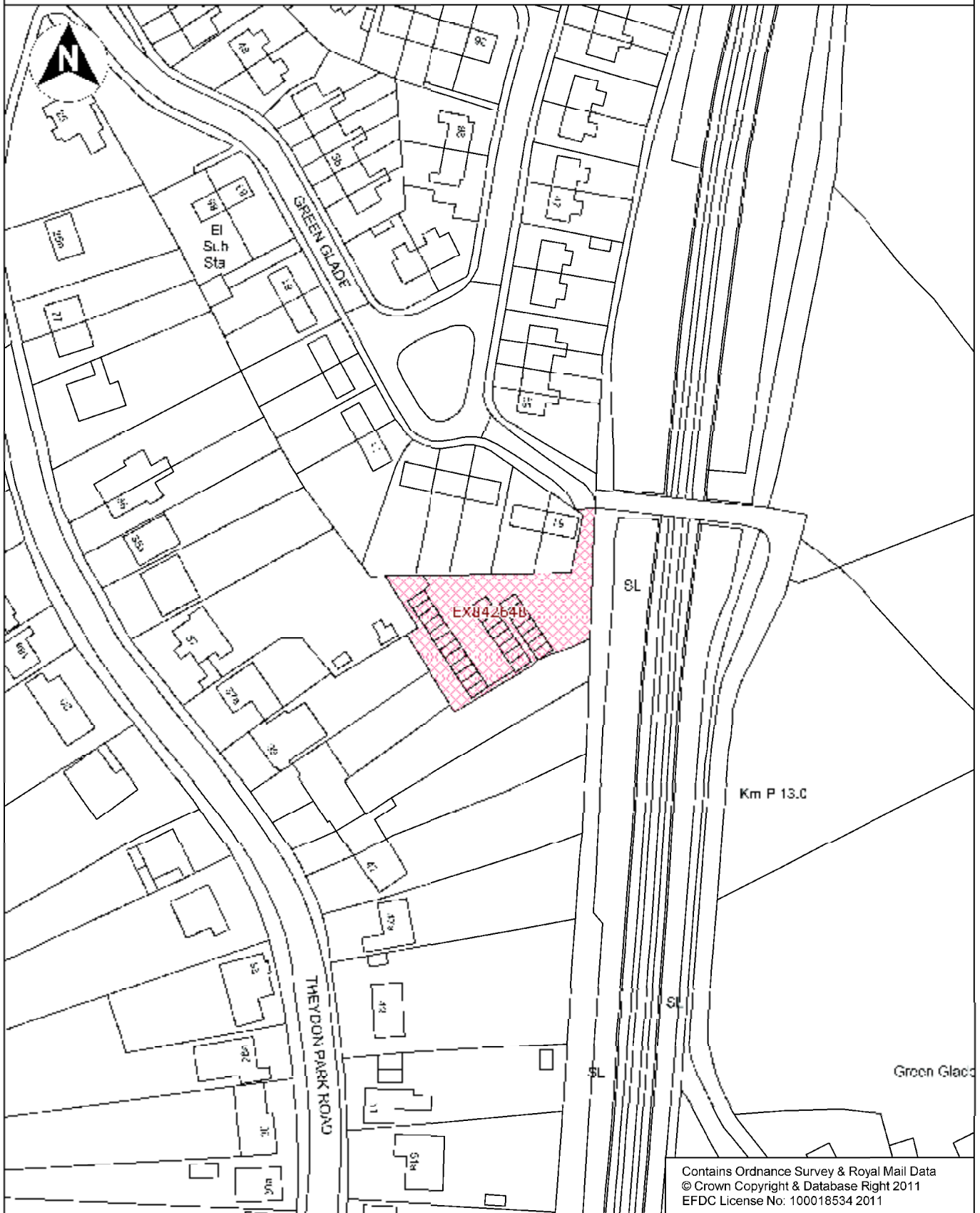


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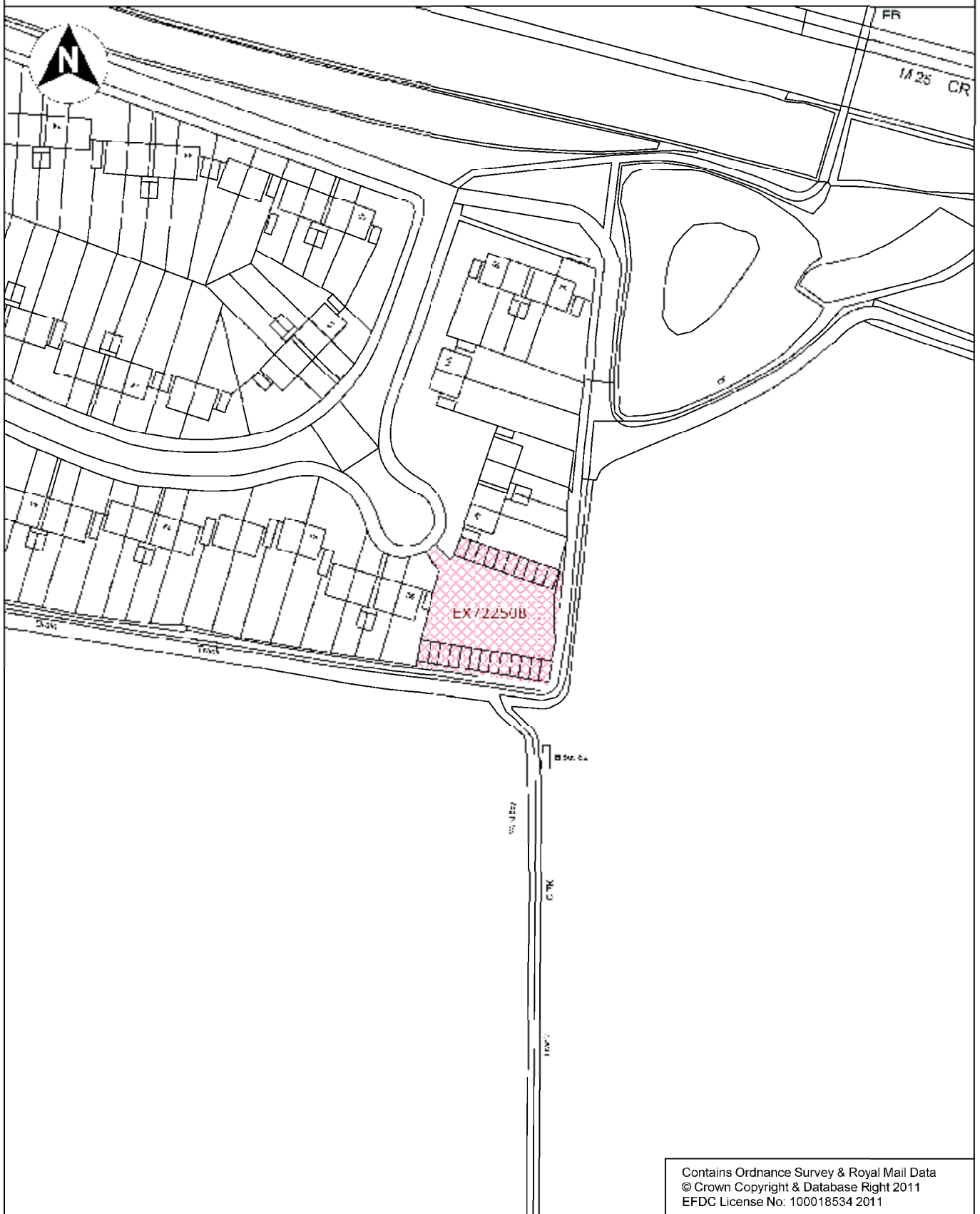
Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Graylands Theydon Bois	Date 04/07/12
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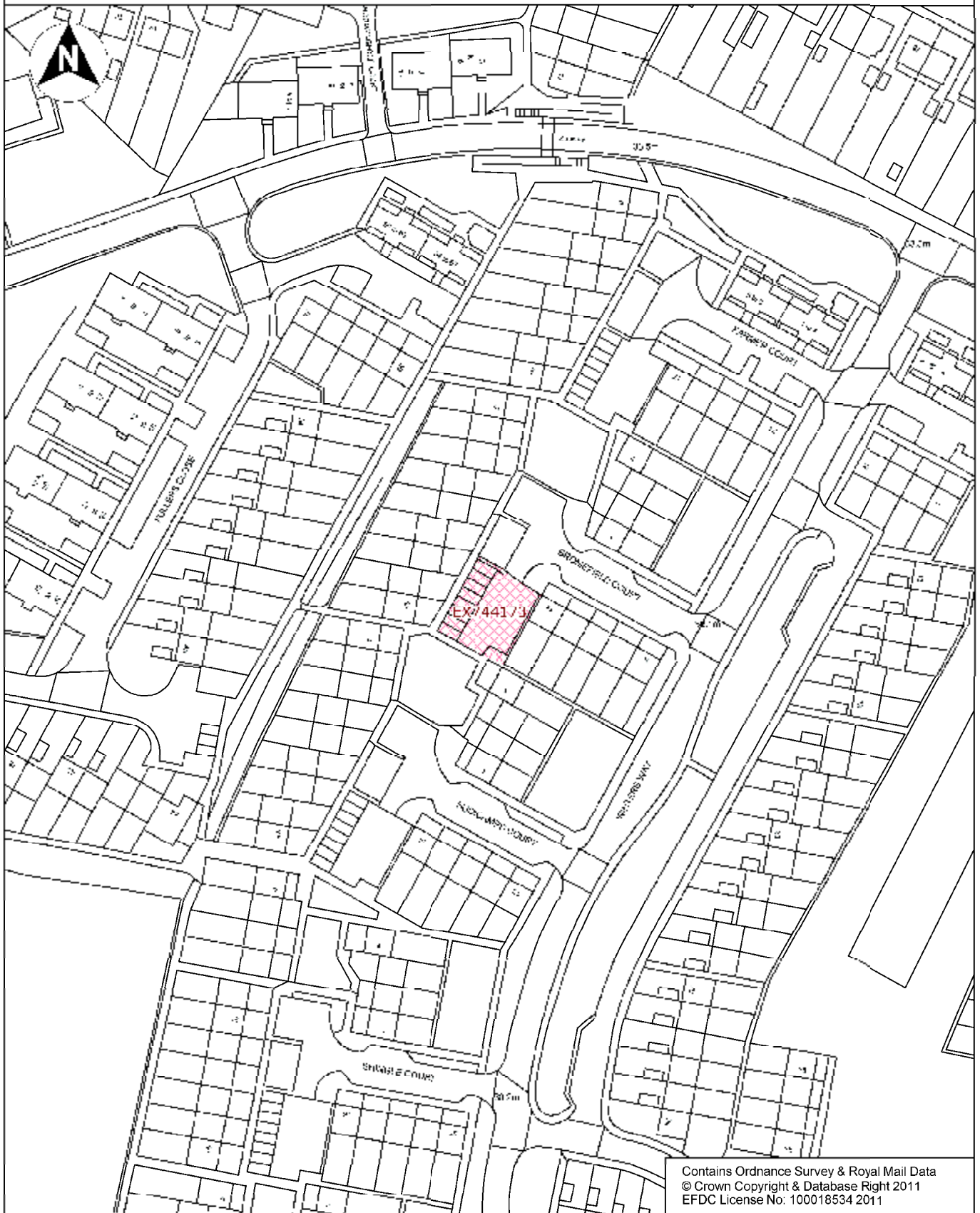
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Waltham Abbey



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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Beechfield Walk Waltham Abbey	Date 04/07/12
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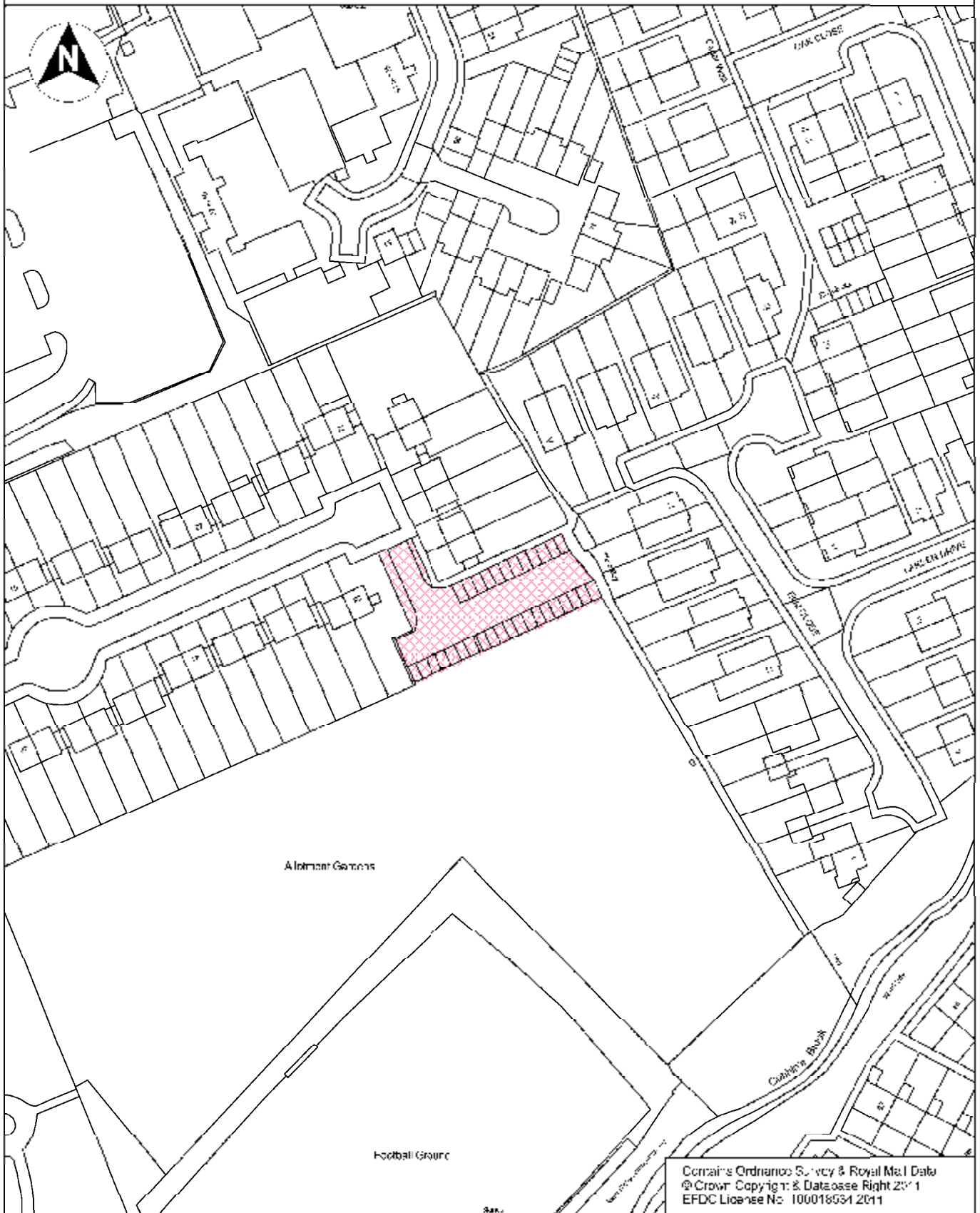
Directorate of Environment & Street Scene
 Civic Offices
 High Street
 Epping, Essex,
 CM16 4BZ
 Tel. 01992 564000

Project
 Potential Site for Council House
 Building Program

Drawing No.
 201206014 - BK

Content
 Bromefield Court
 Waltham Abbey

Date
 04/07/12
 Scale
 1:1250 @ A4
 Drawn By
 Robert Irwin



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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - BO	Content Denny Avenue Waltham Abbey	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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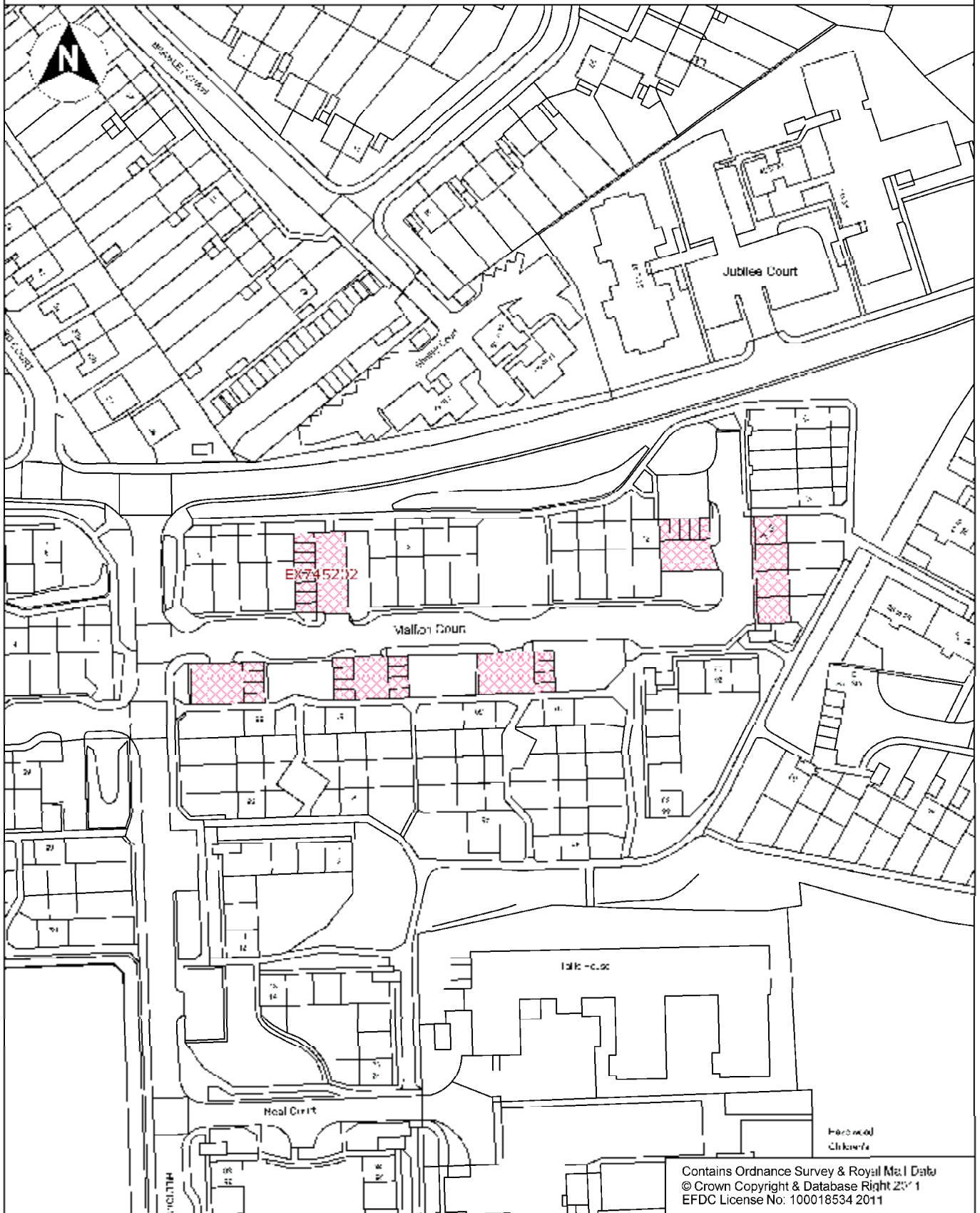
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - BP	Content Gant Court Waltham Abbey	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - T	Content Harveyfields Waltham Abbey	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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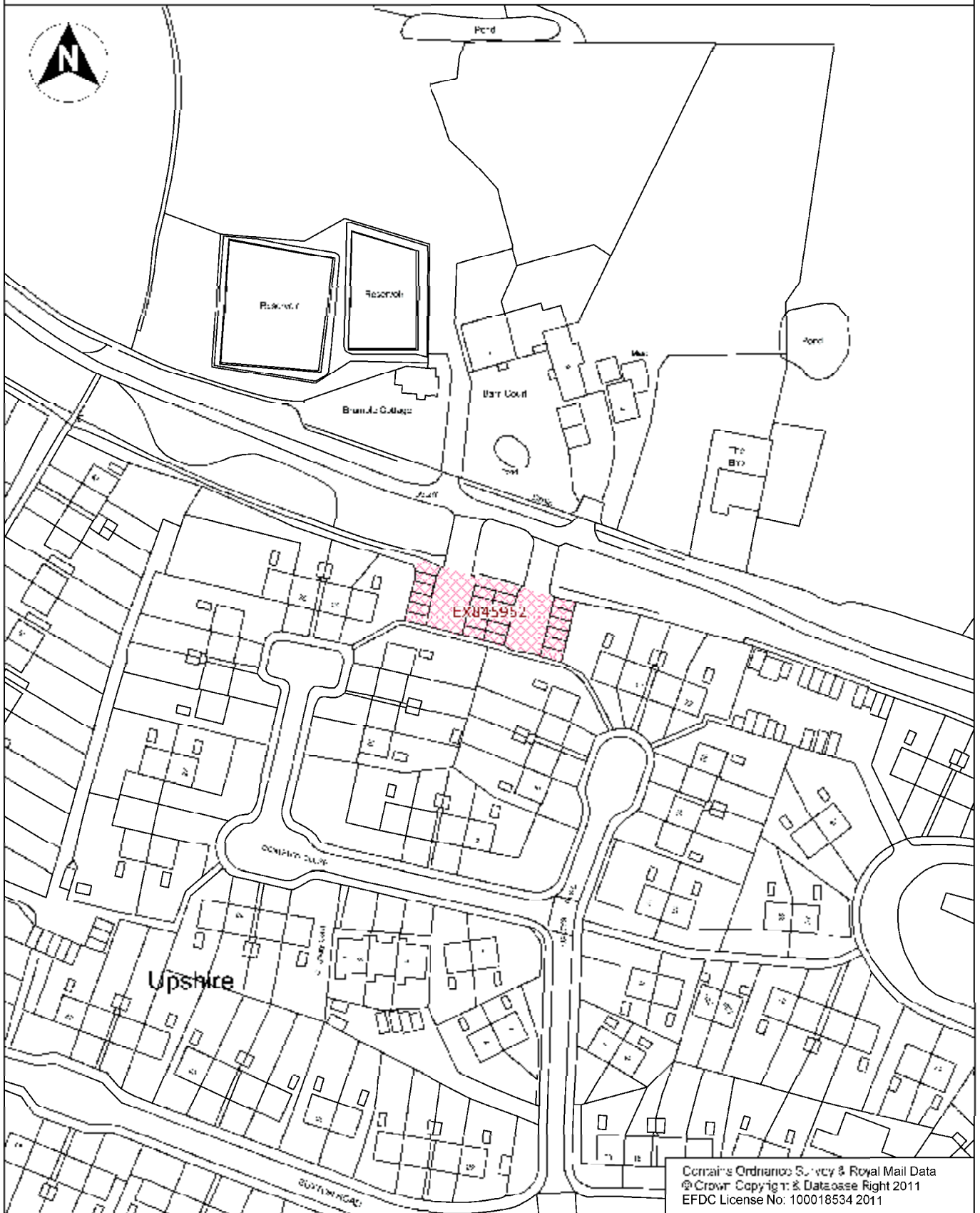
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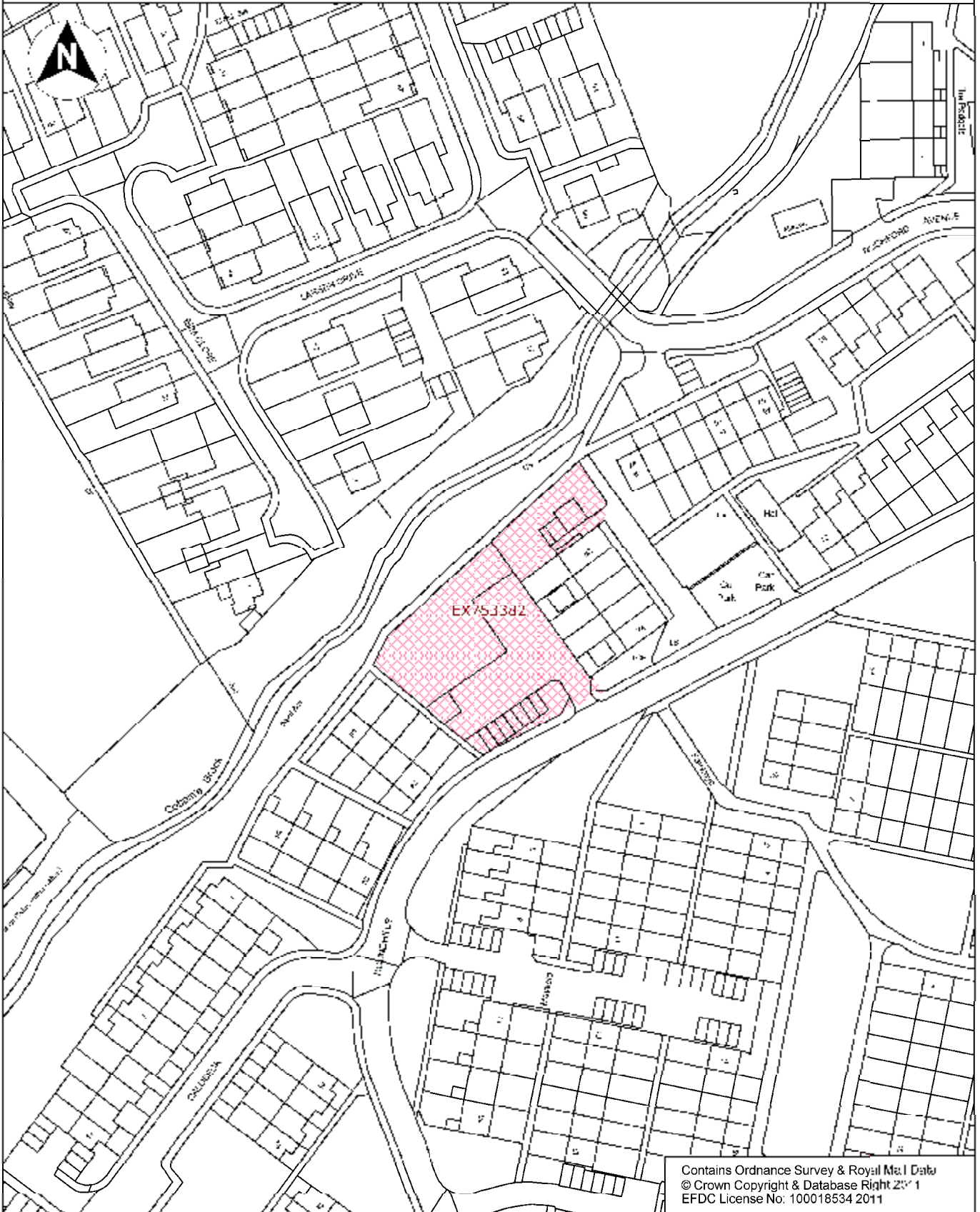
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - BL	Content Pick Hill Waltham Abbey	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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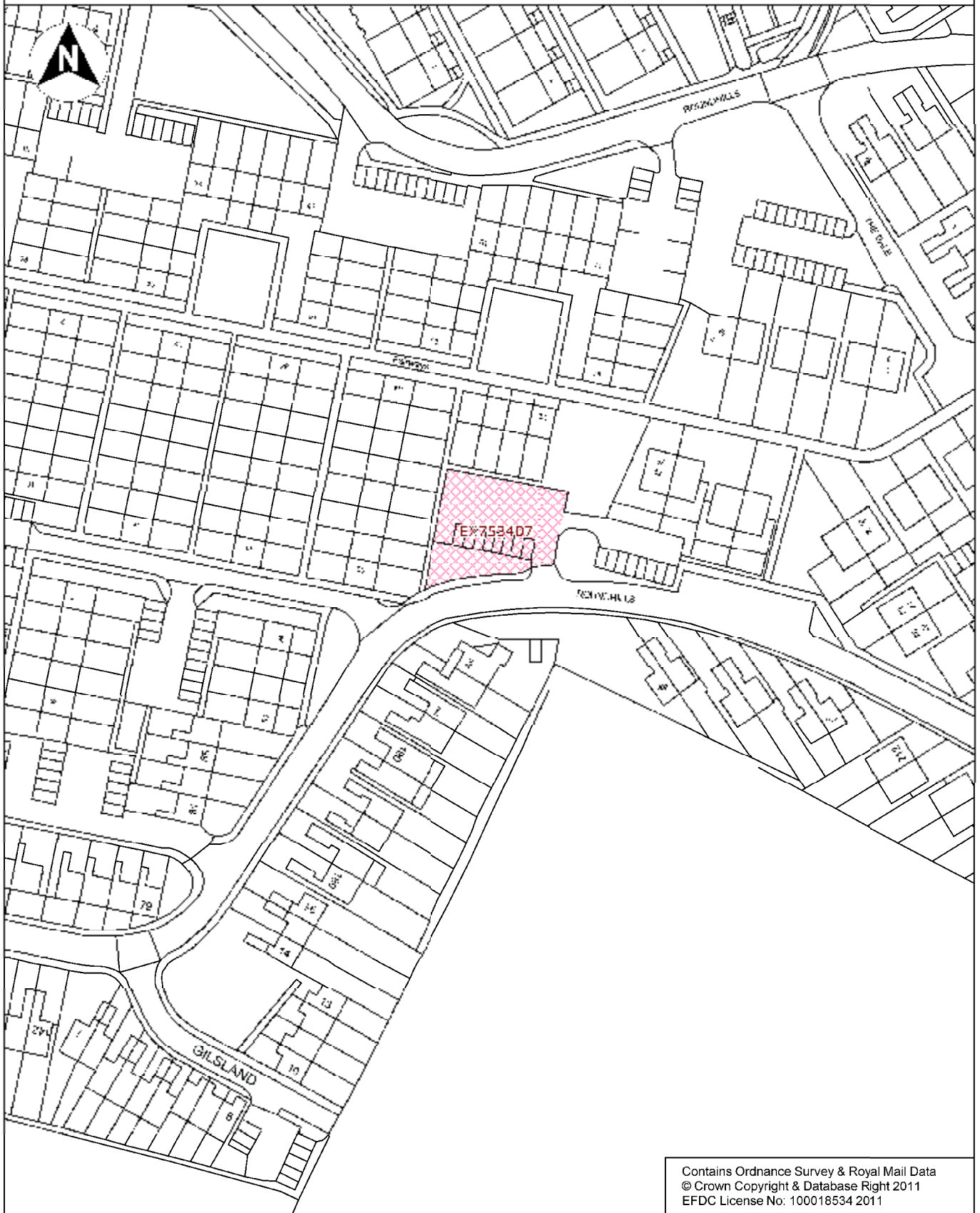
Directorate of Environment & Street Scene
 Civic Offices
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 CM16 4BZ
 Tel. 01992 564000

Project
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 Building Program

Drawing No.
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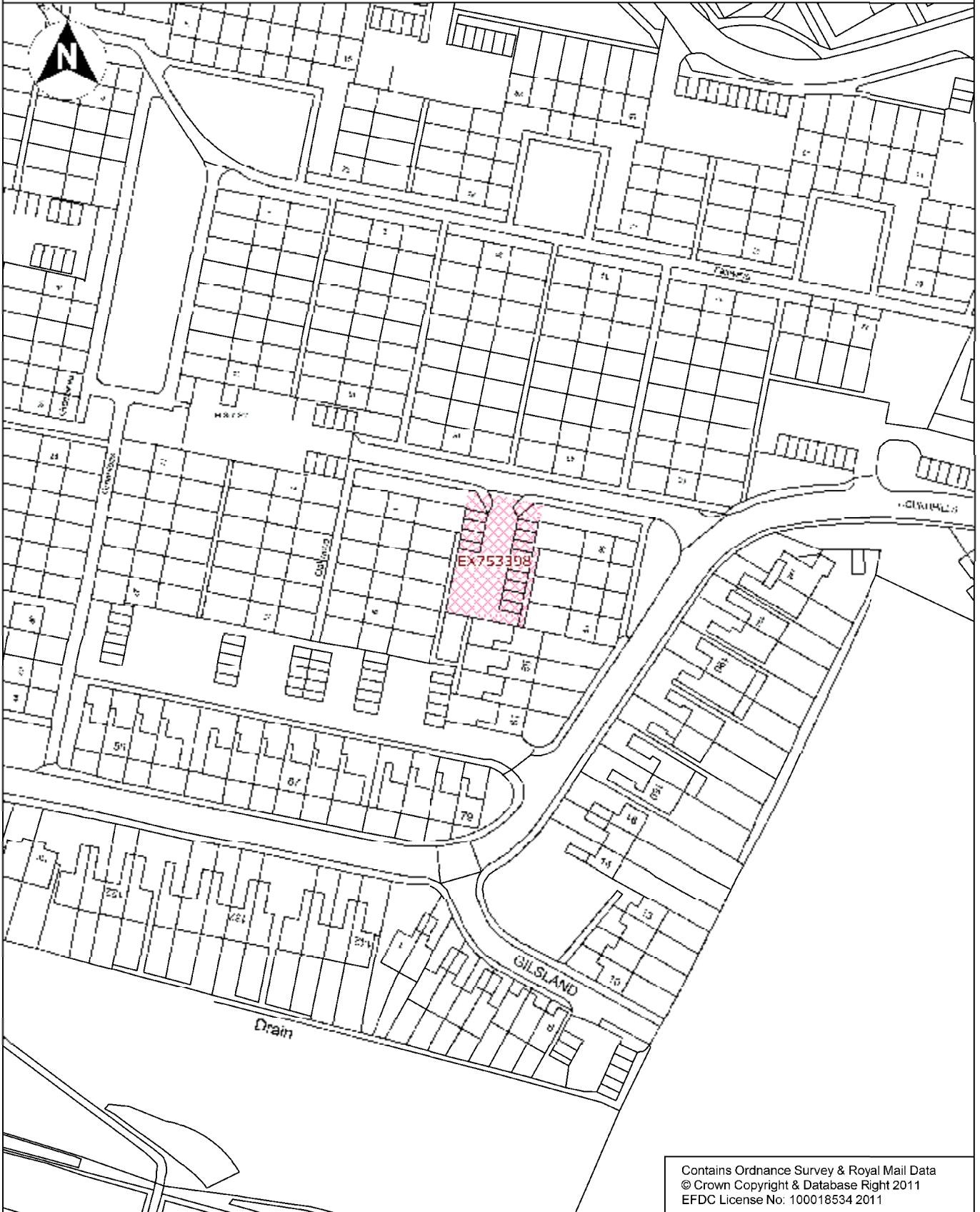
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 Waltham Abbey

Date
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 Drawn By
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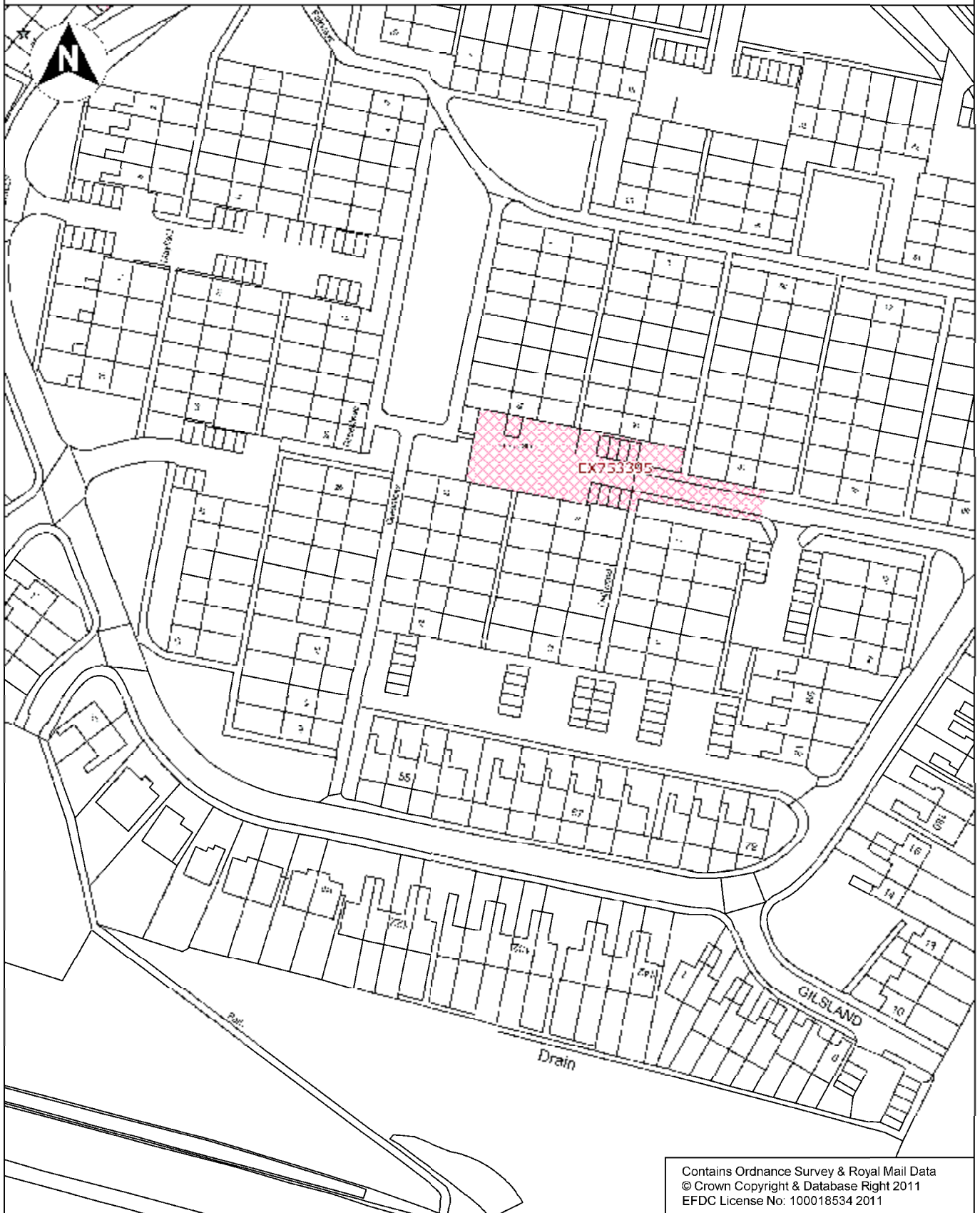
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program <hr/> Drawing No. 201206014 - BU	Content Round Hills Site 4 Waltham Abbey	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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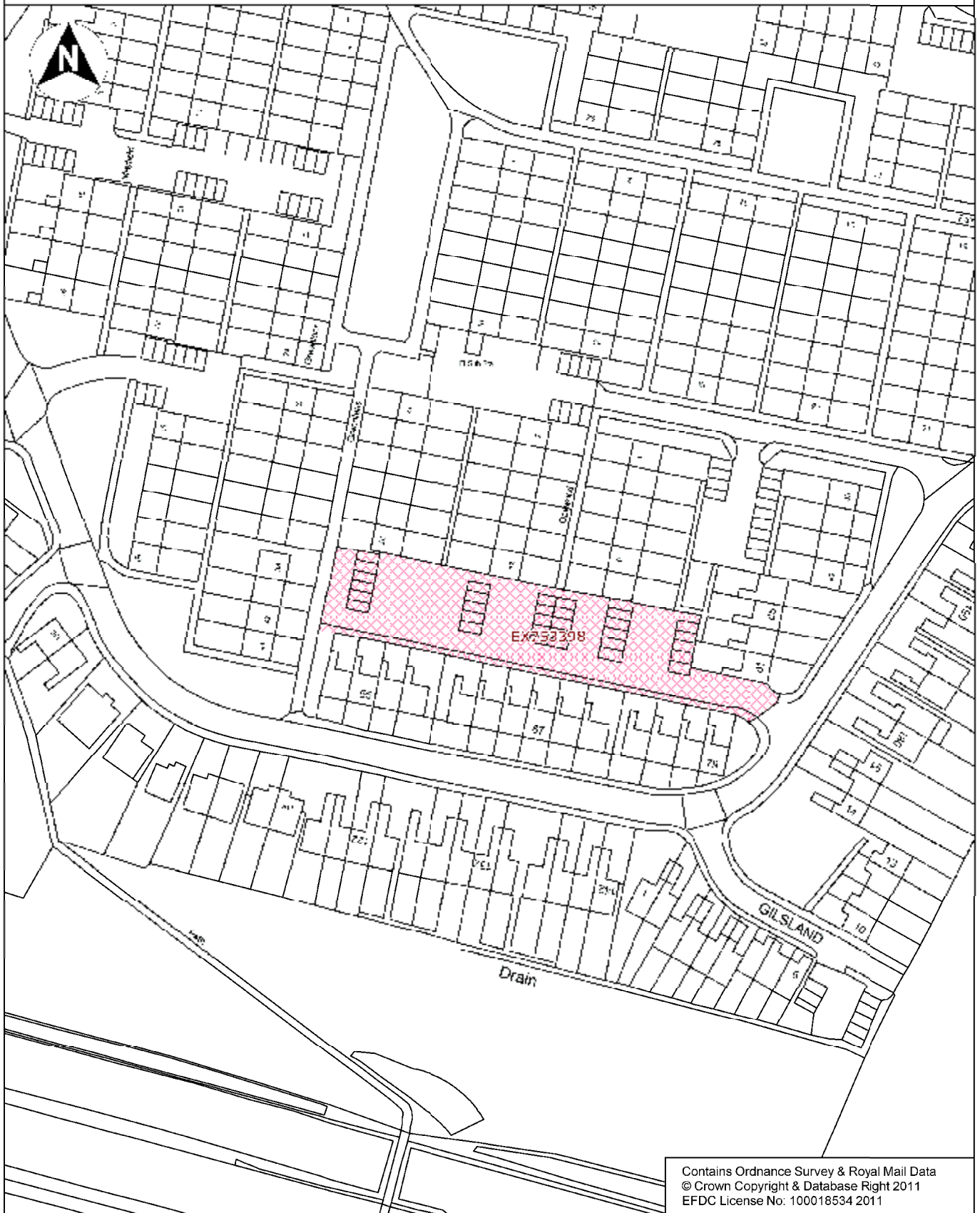
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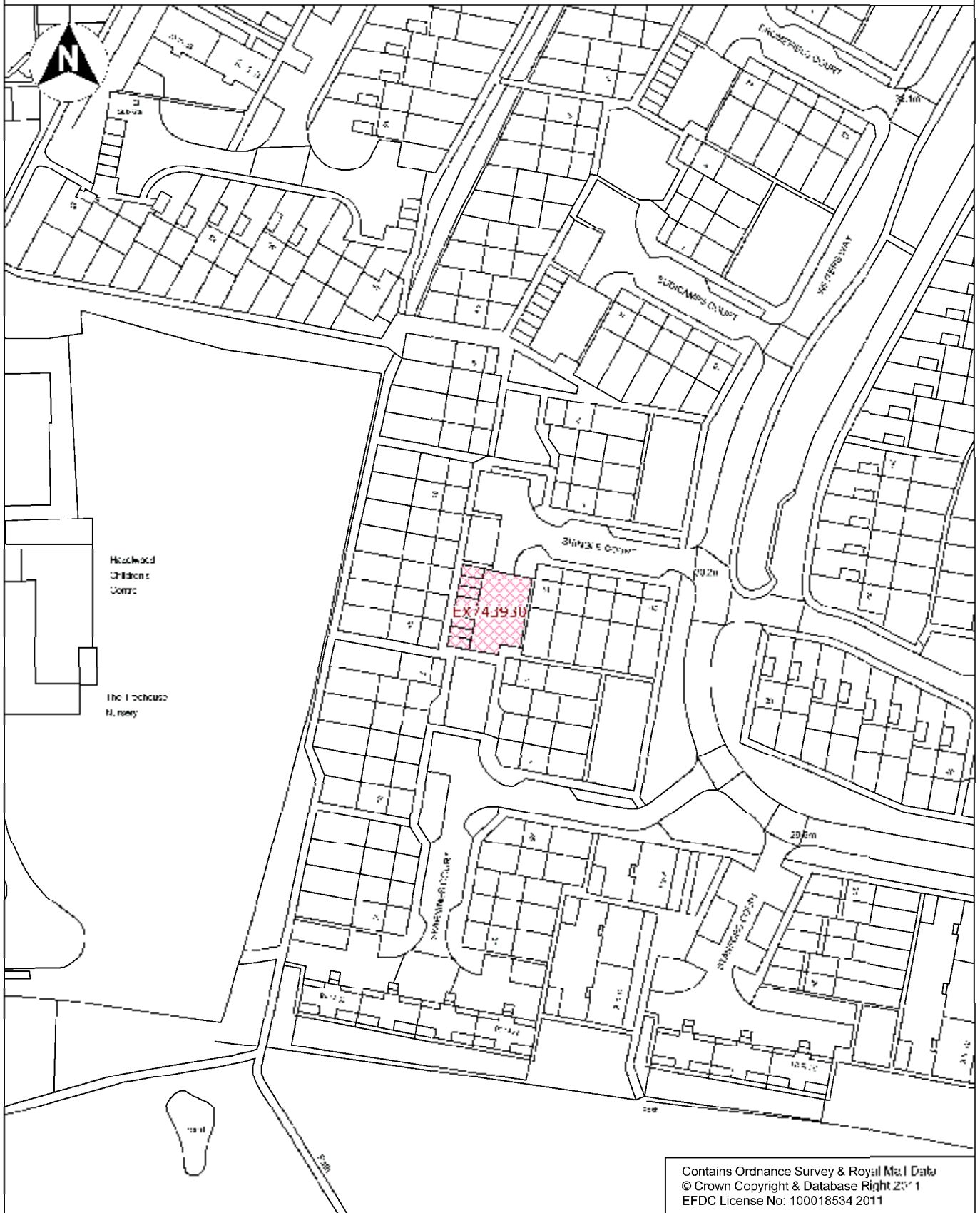
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Round Hills Site 6 Waltham Abbey	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
	Drawing No. 201206014 - BS		



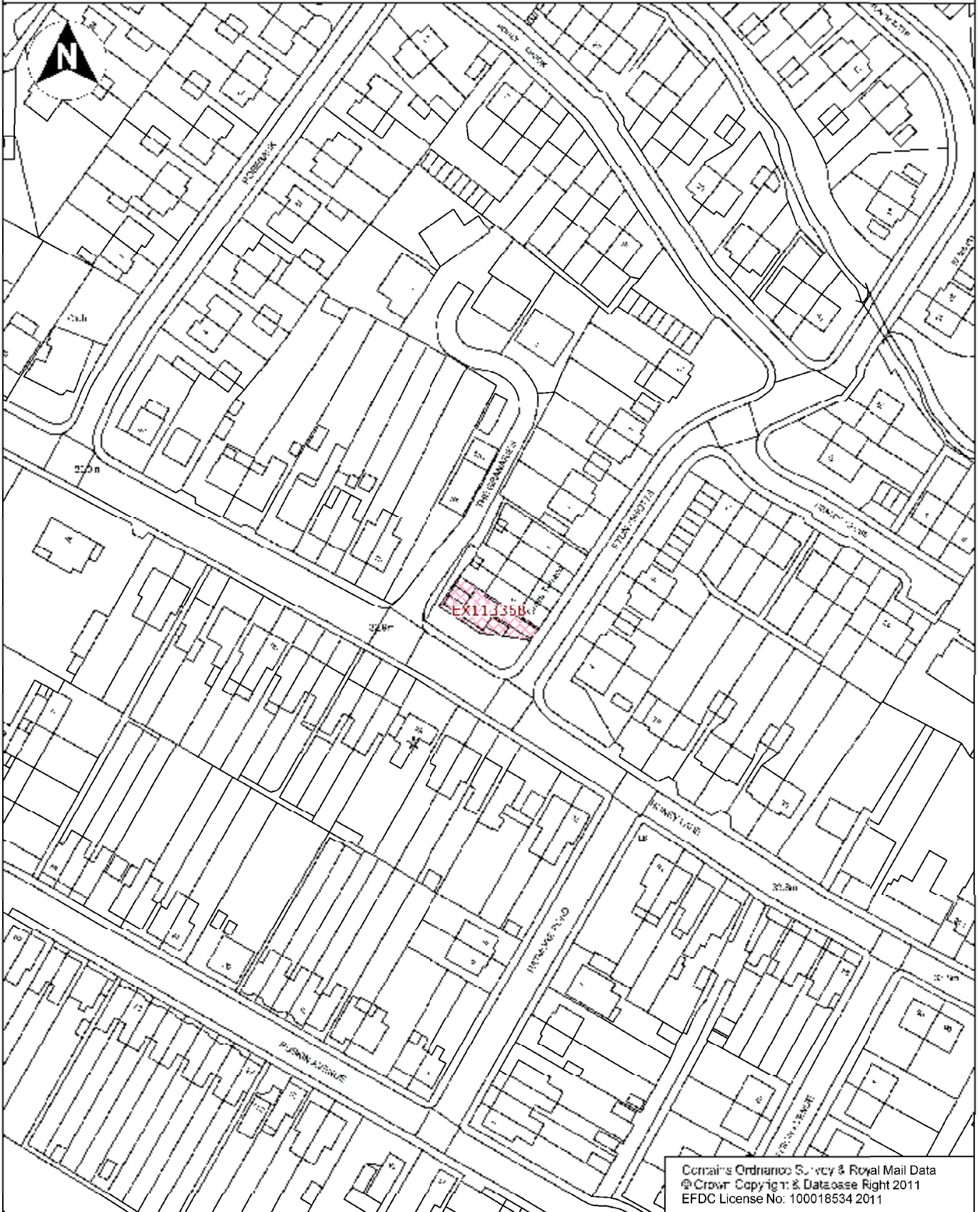
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - BR	Content Round Hills Site 7 Waltham Abbey	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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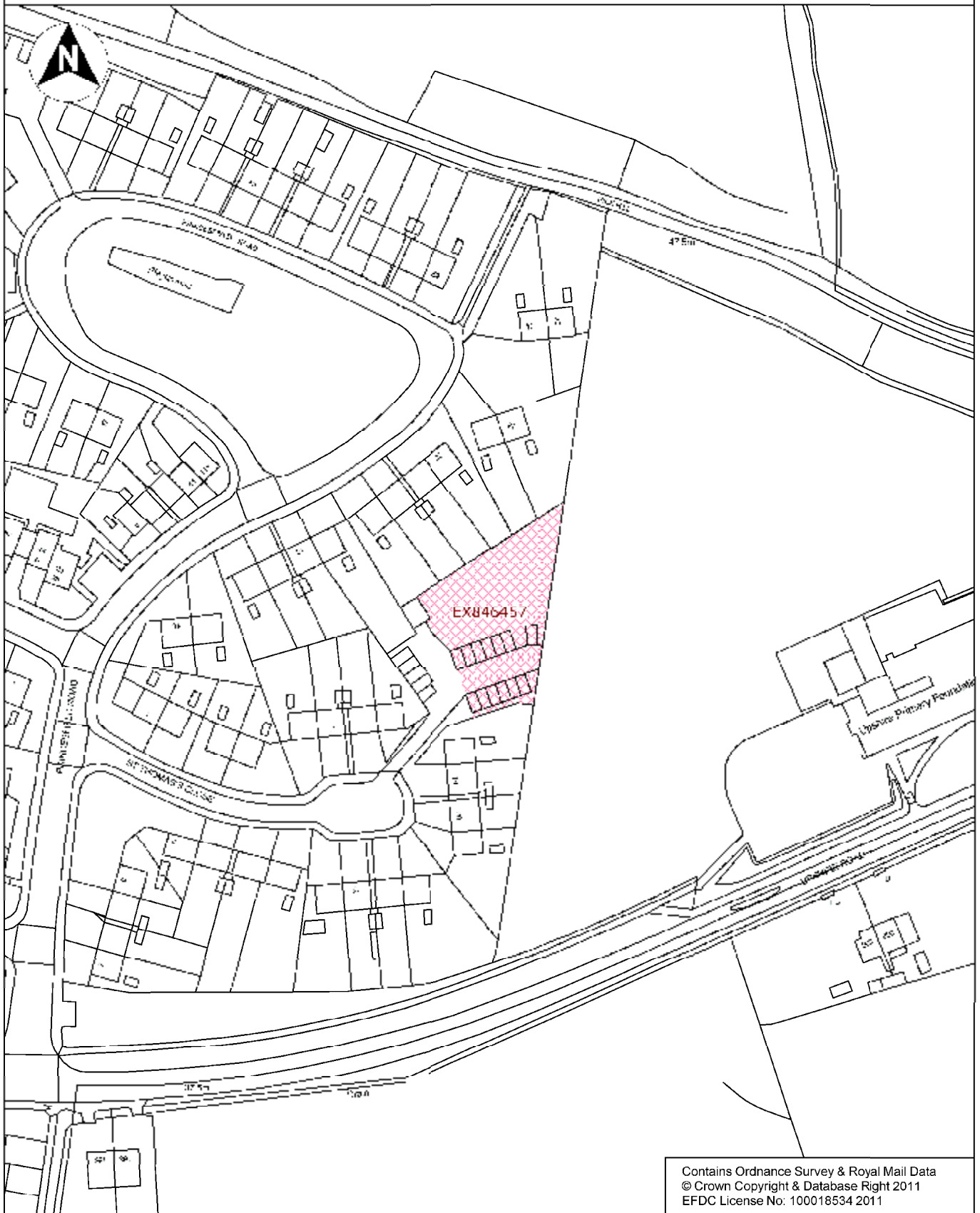
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Shingle Court Waltham Abbey	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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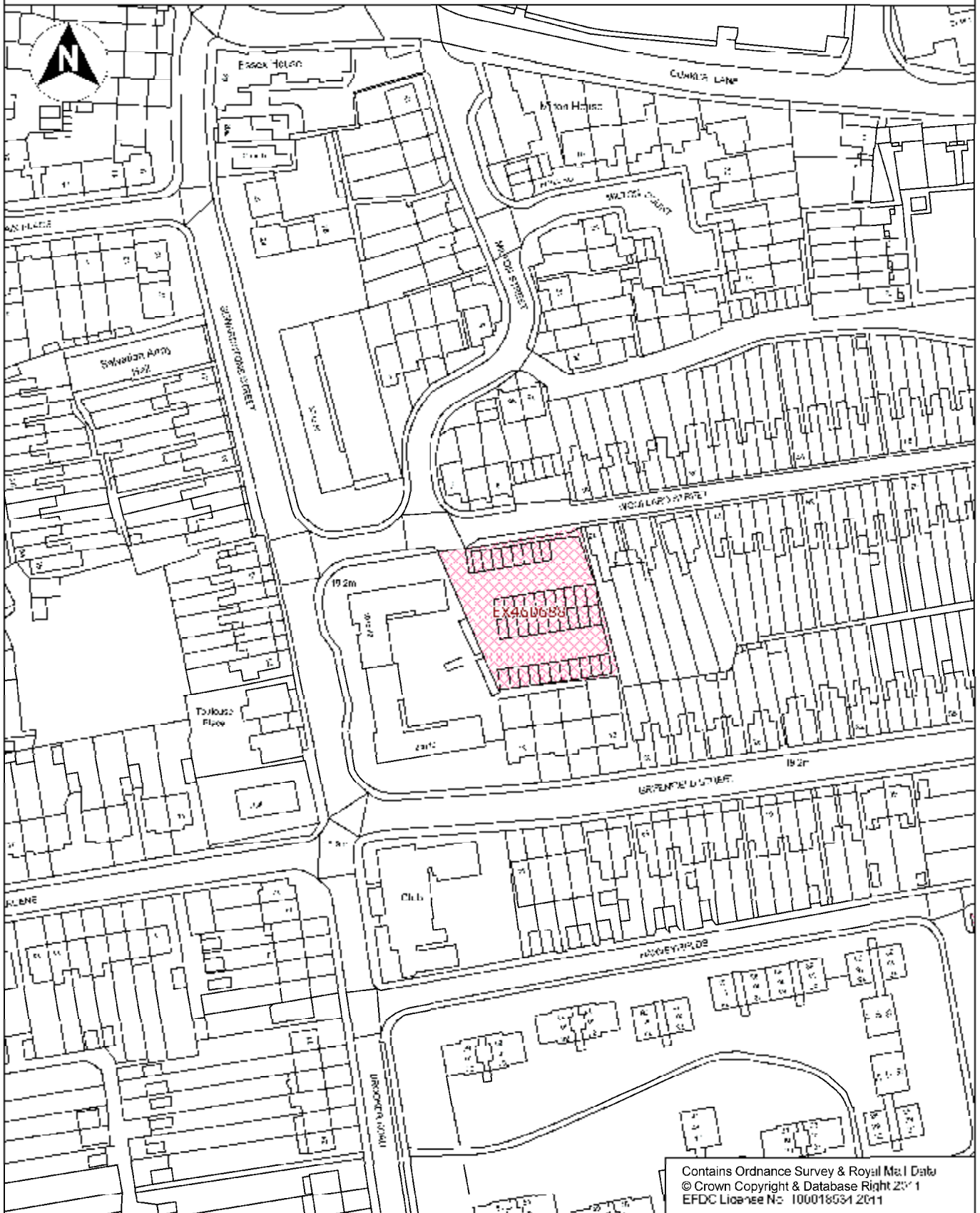
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - U	Content Stonyshots Waltham Abbey	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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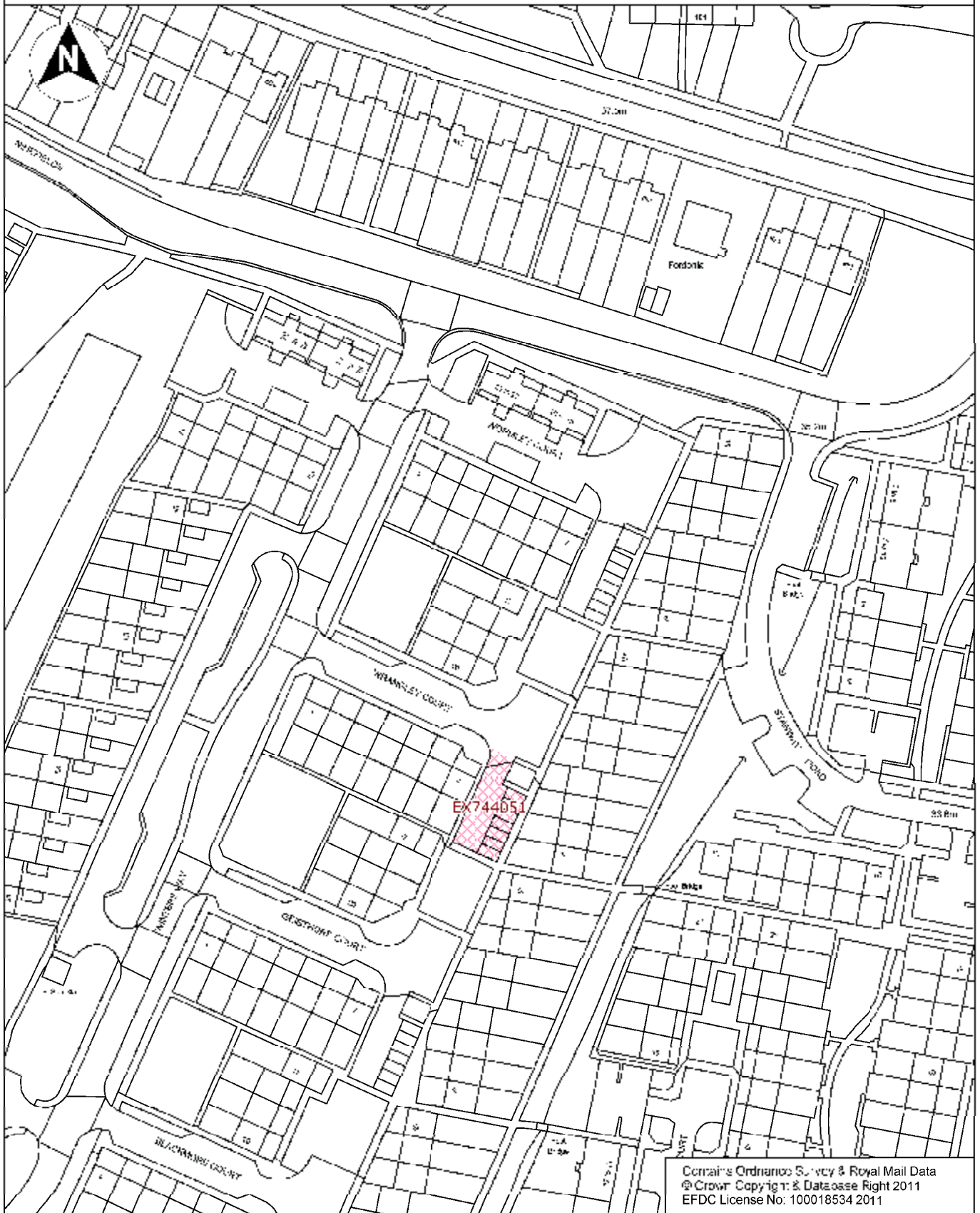
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - BX	Content Woolard Street Waltham Abbey	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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Directorate of Environment & Street Scene
Civic Offices
High Street
Epping, Essex,
CM16 4BZ
Tel. 01992 564000

Project
Potential Site for Council House
Building Program

Drawing No.
201206014 - BY

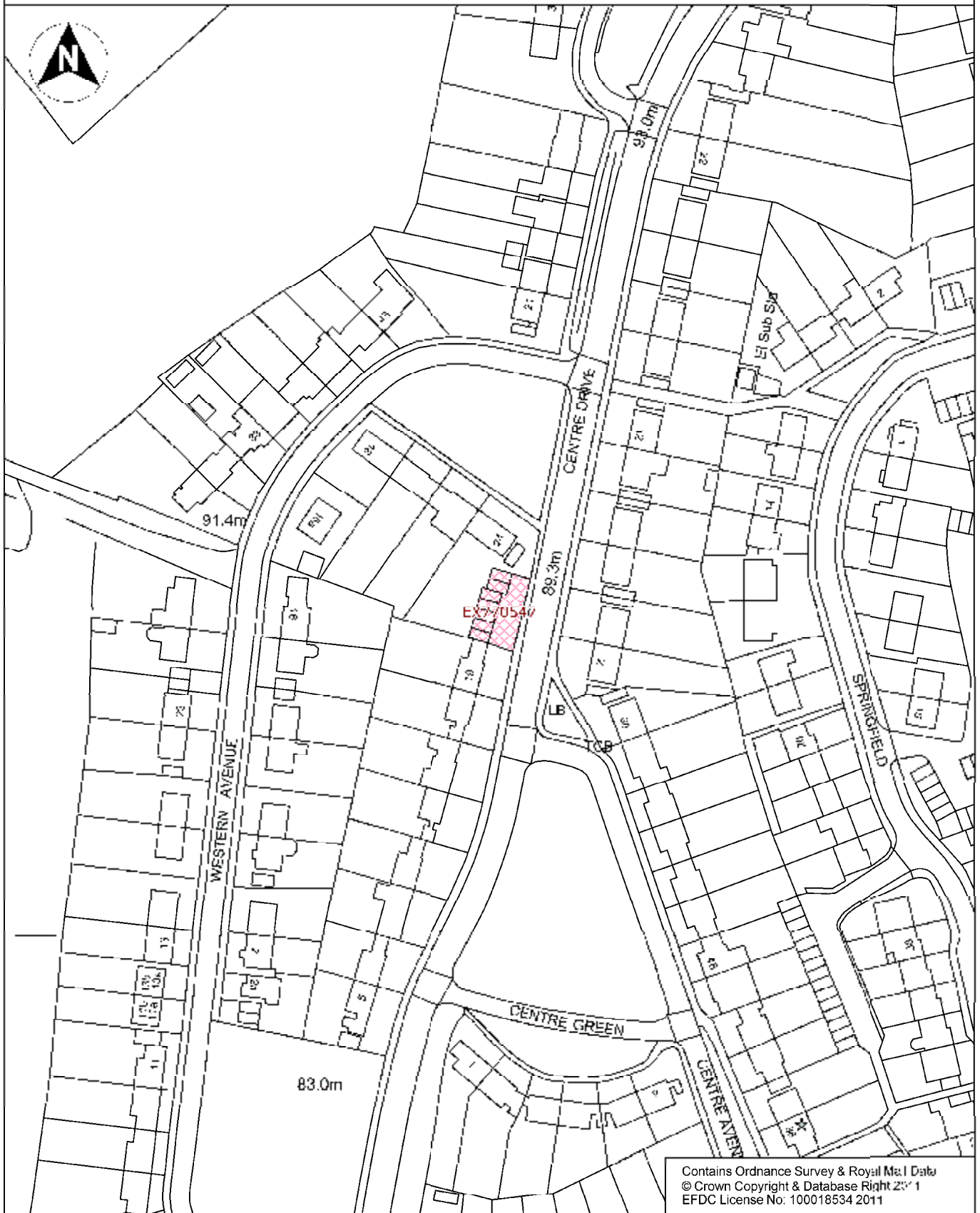
Content
Wrangley Court
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Date
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Drawn By
Robert Irwin

RESERVE LIST

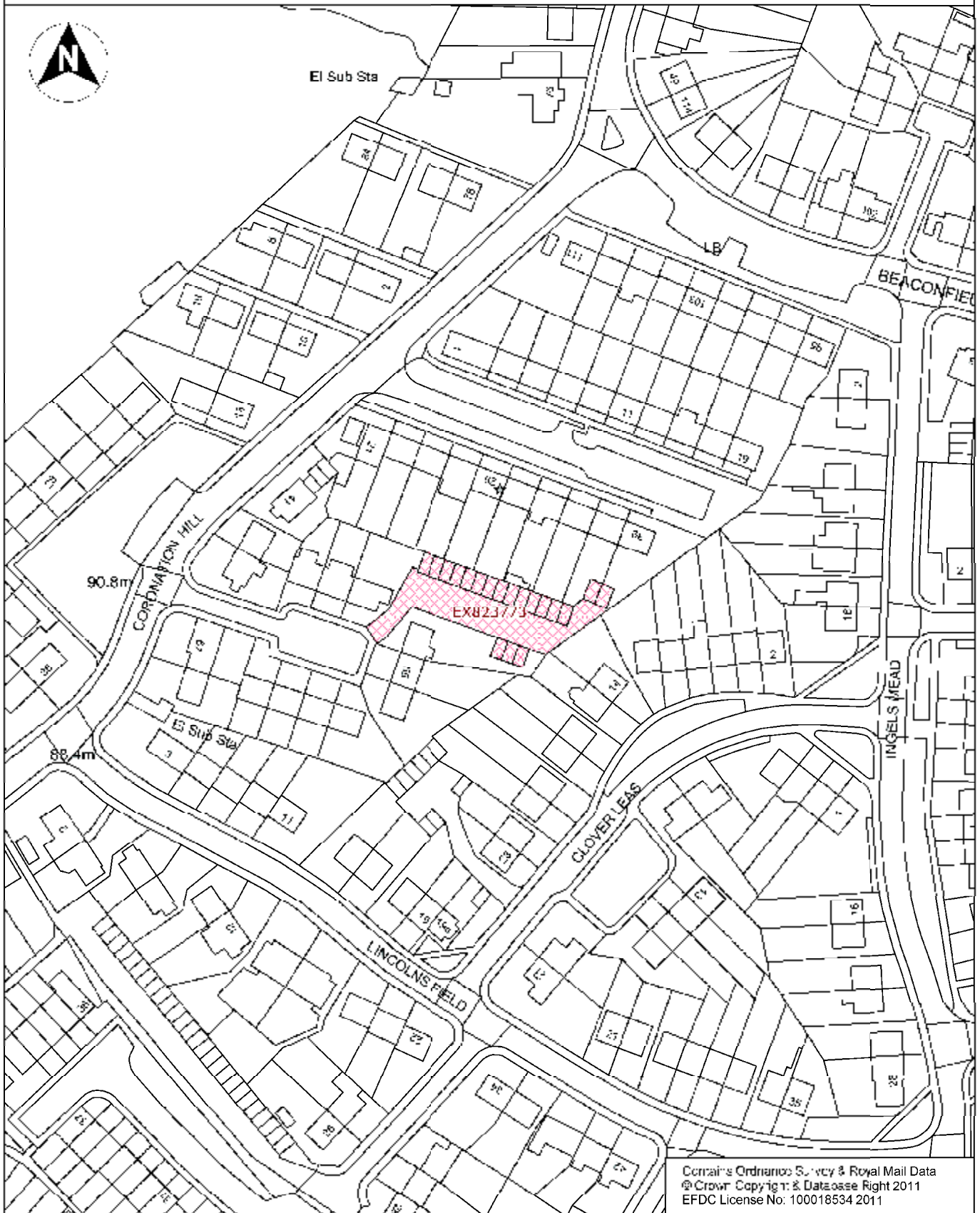
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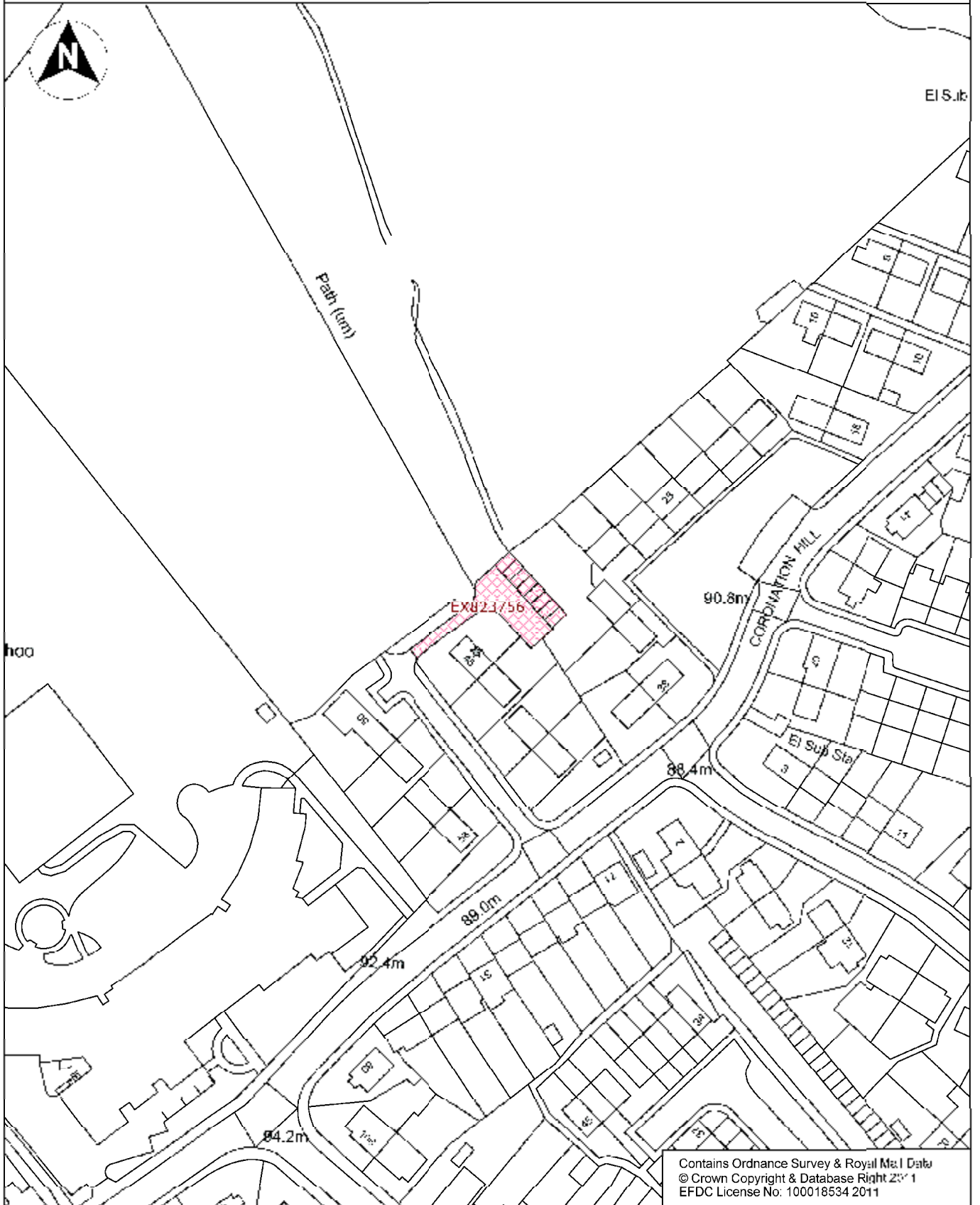
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - AE	Content Site A Centre Drive Epping	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - J	Content Site A Coronation Hill Epping	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Site B Coronation Hill Epping	Date 04/07/12
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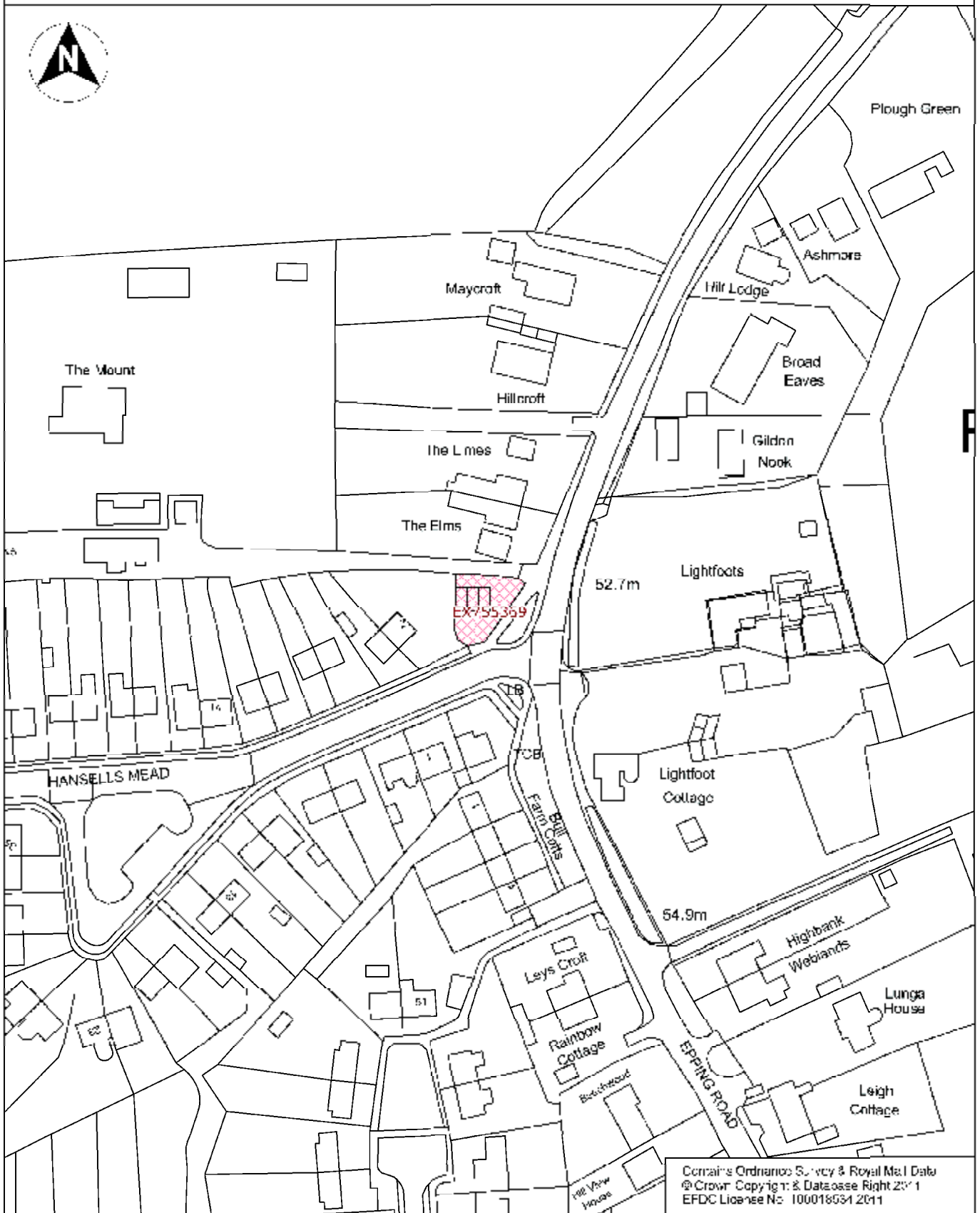
Loughton



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Roydon



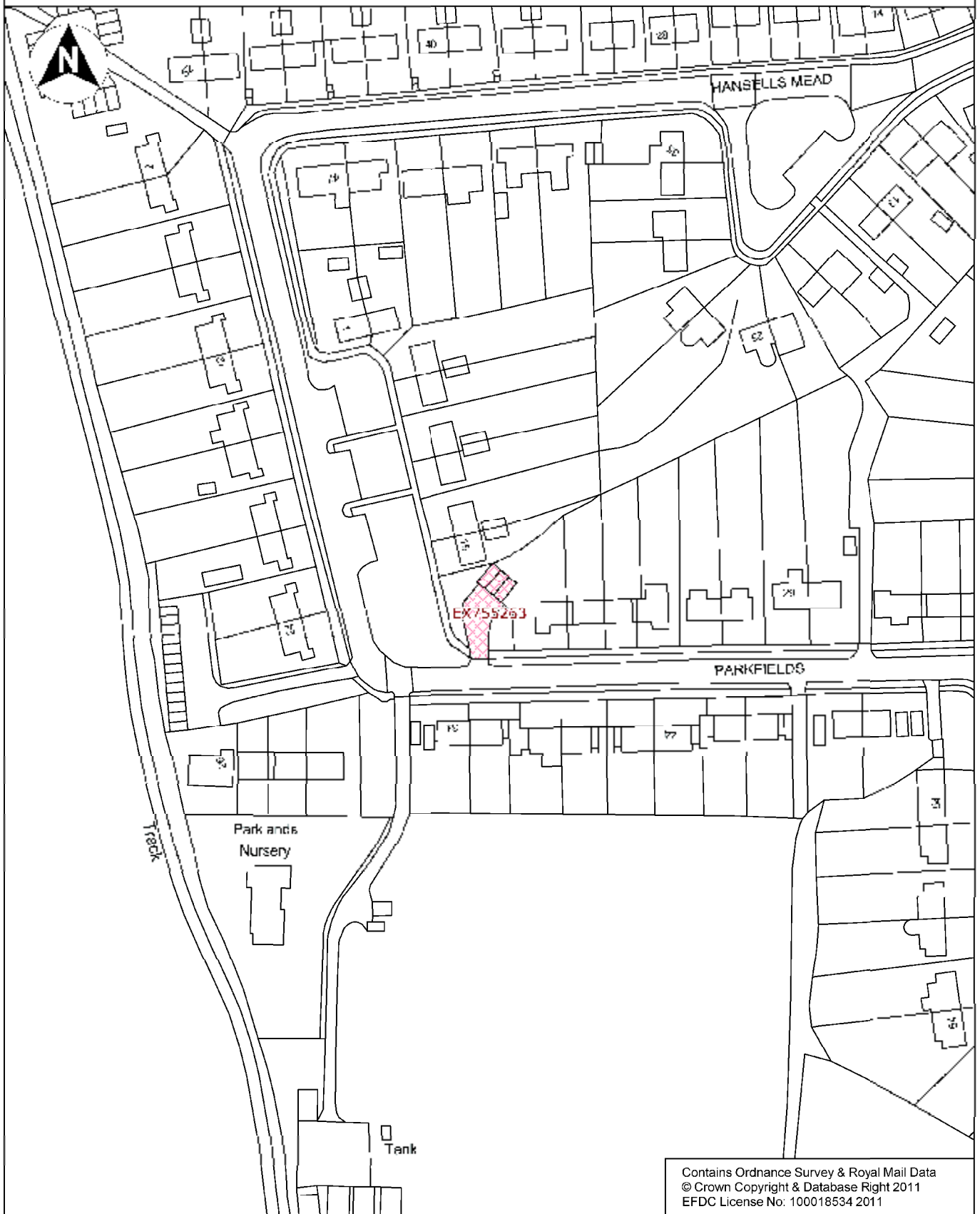
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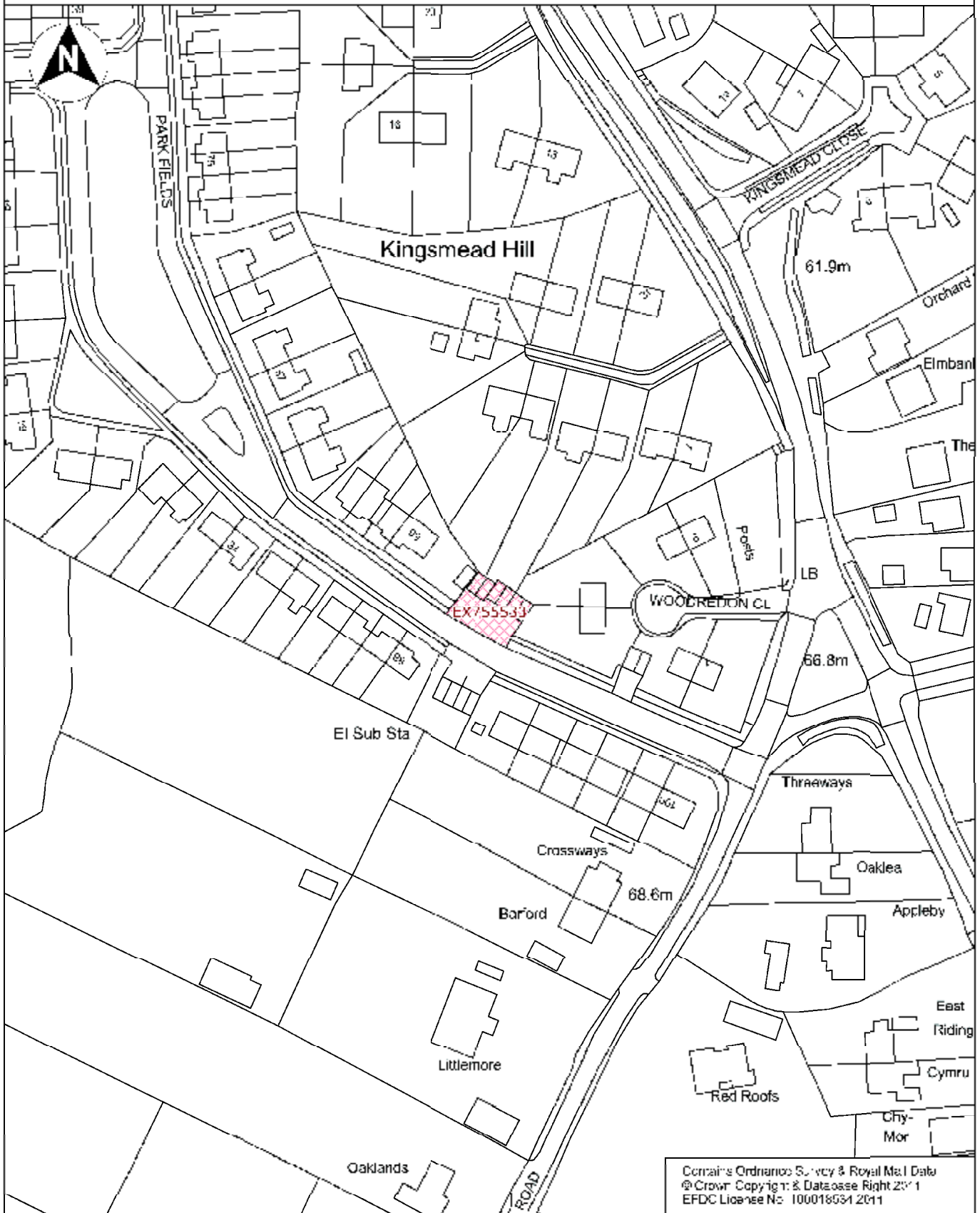
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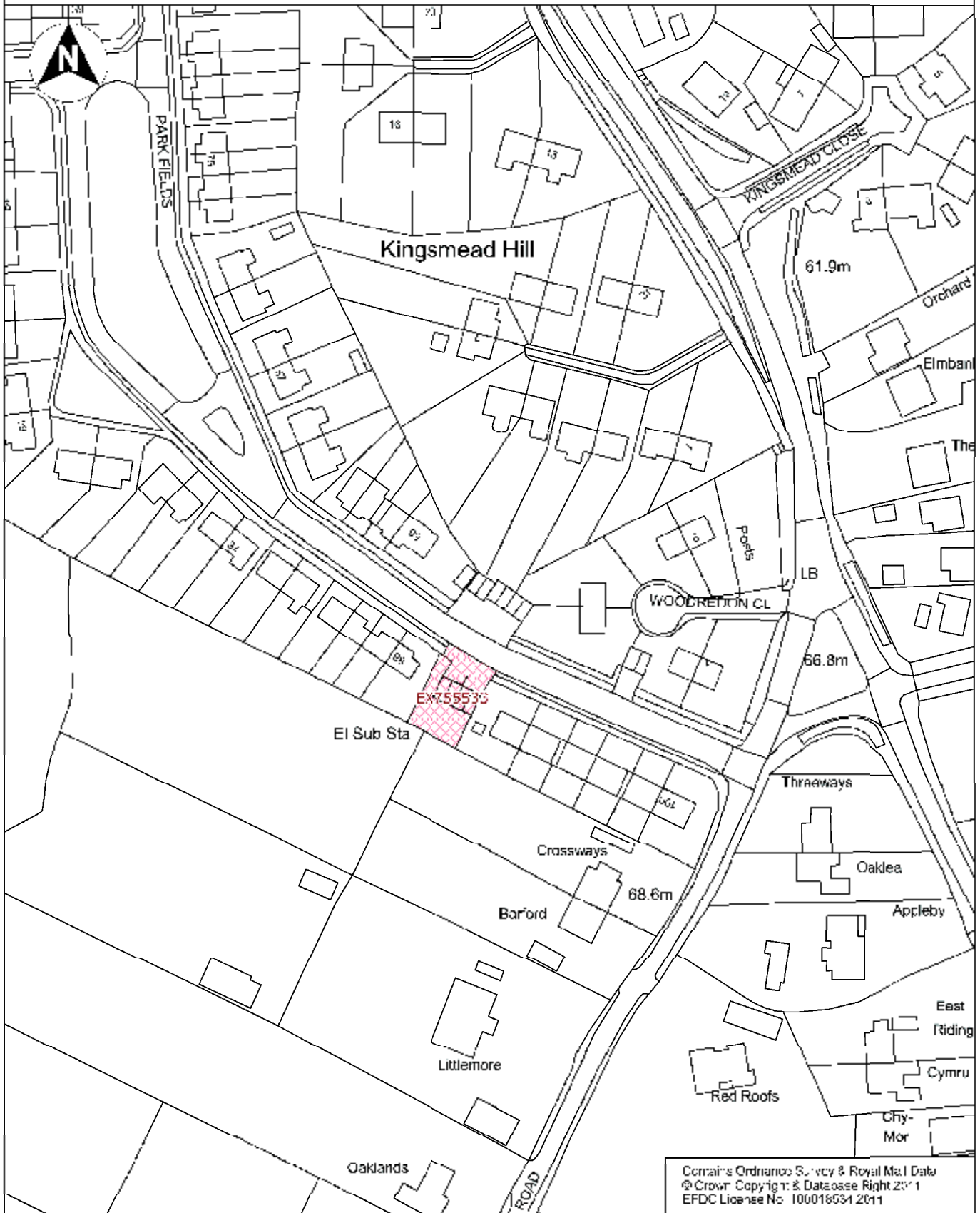
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Site D Parkfields Roydon	Date 04/07/12
	Drawing No. 201206014 - Q		Scale 1:1250 @ A4 Drawn By Robert Irwin



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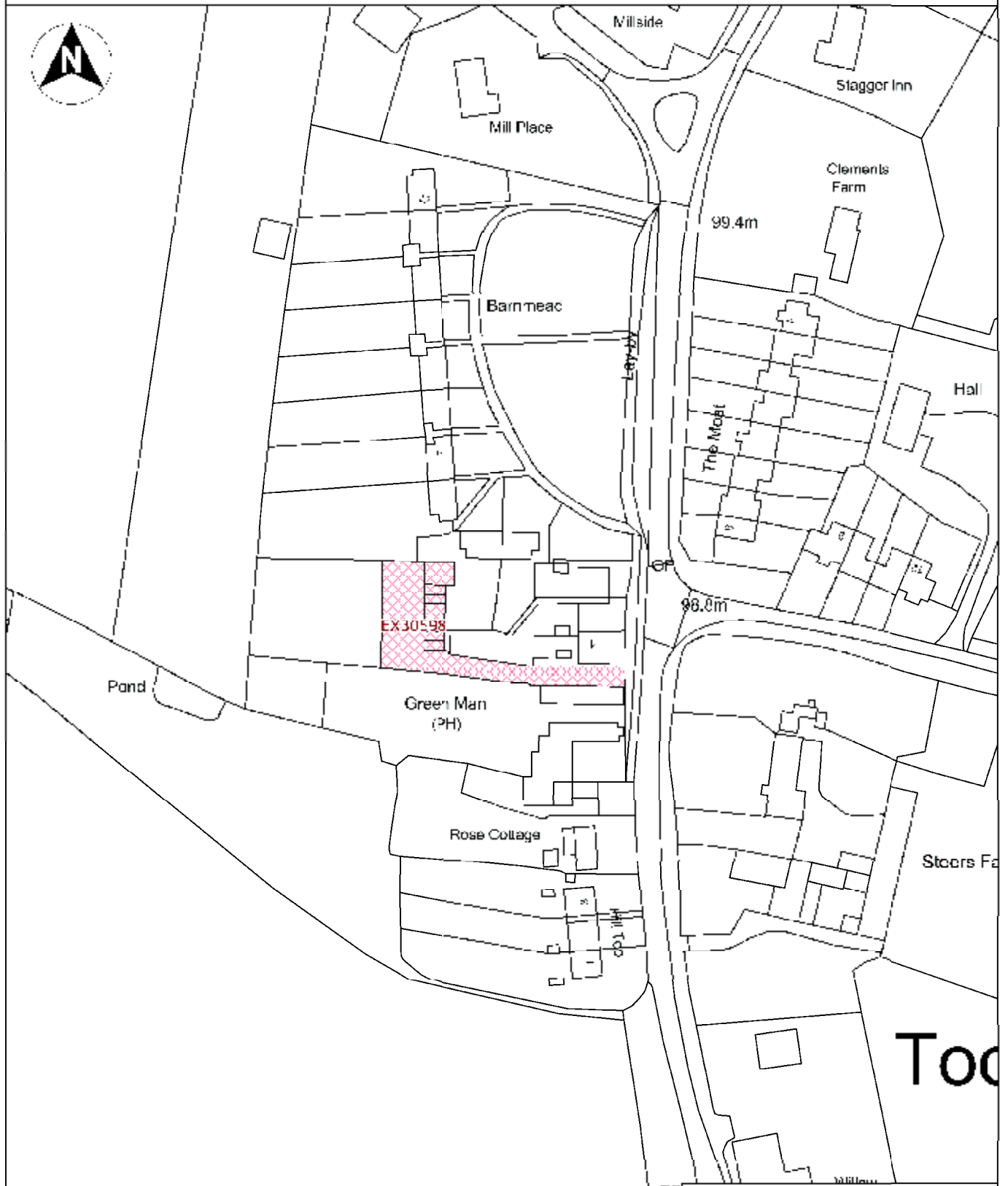
Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - O	Content Site B Parkfields Roydon	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - P	Content Site C Parkfields Roydon	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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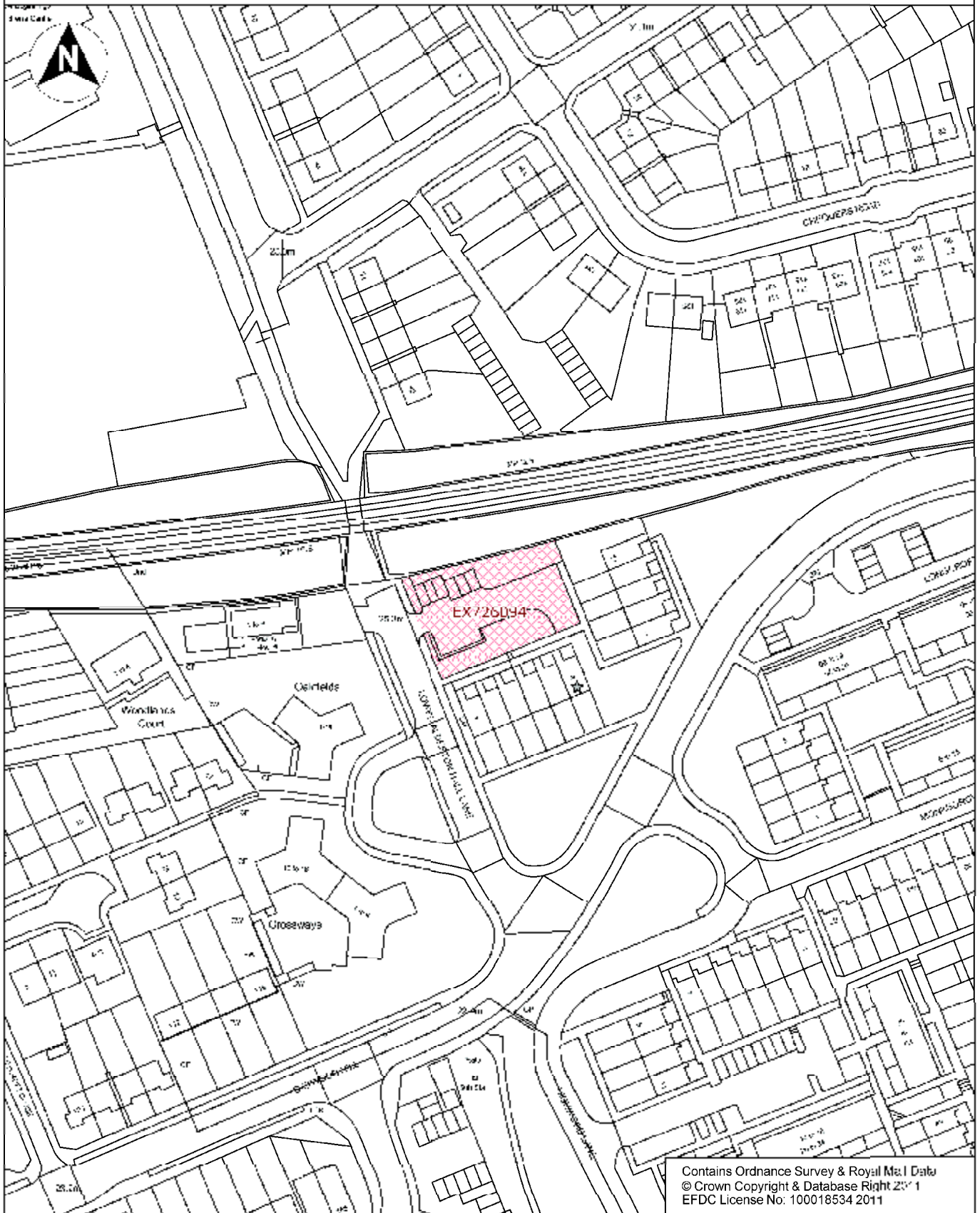
Toot Hill



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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program	Content Barnmead Toot Hill	Date 04/07/12
	Drawing No. 201206014 - BH		Scale 1:1250 @ A4 Drawn By Robert Irwin

Waltham Abbey



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Directorate of Environment & Street Scene Civic Offices High Street Epping, Essex, CM16 4BZ Tel. 01992 564000	Project Potential Site for Council House Building Program Drawing No. 201206014 - AO	Content Lower Alderton Hall Lane Loughton	Date 04/07/12 Scale 1:1250 @ A4 Drawn By Robert Irwin
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Report to the Cabinet

Report reference: C-054-2012/13
Date of meeting: 4 February 2013



**Epping Forest
District Council**

Portfolio: Housing

Subject: Marden Close and Faversham Hall, Chigwell Row – Future Use

Responsible Officer: Alan Hall (01992 564004)

Democratic Services Officer: Gary Woodhall (01992 564470)

Recommendations/Decisions Required:

- (1) That, in principle, and subject to the consent of the freeholder (Trust for London) under the terms of the existing lease, the Council undertakes the conversion of the 20 vacant bedsits at Marden Close, Chigwell Row into 10 one-bedroomed flats itself;**
- (2) That the development be designed and project-managed by East Thames Housing Group, through its Development Agency Agreement with the Council, using East Thames' competitively tendered rates;**
- (3) That the resultant receipt of a New Homes Bonus by the General Fund of around £67,000 over a six-year period be noted;**
- (4) That the new Council Housebuilding Cabinet Committee be authorised to oversee the delivery of the scheme, in accordance with its Terms of Reference, and in particular to:**
 - (a) consider the Development and Financial Appraisals;**
 - (b) approve the submission of a detailed planning application and approve the scheme being undertaken, subject to the estimated works costs being acceptable to the Cabinet Committee;**
 - (c) approve the proposed procurement methodology of the works contractor;**
 - (d) award the works contract for the conversion scheme, following the receipt of competitive tenders; and**
 - (e) agree the capital budget requirement for the Housing Capital Programme;**
- (5) That, if considered appropriate by the Cabinet Committee, Contract Standing Orders be waived to allow the use of East Thames Group's Framework Agreement for Works, to reduce the cost and time involved with the process of procuring the works contractor;**
- (6) That social rents continue to be charged for the converted properties after completion of the works;**
- (7) That, subject to the final estimated costs and the views of the Housing Scrutiny Panel, appropriate capital budget be made within the Housing Capital Programme for 2013/14 and 2014/15, funded from the HRA's Housing Improvements and Service Enhancements Budget (supplemented if necessary from the HRA's Major Repairs Reserve),**

with authority for some or all of the 2014/15 budget provision to be brought forward to 2013/14 if necessary, to avoid any unnecessary delay in the commencement of the conversion scheme;

(8) That Chigwell Parish Council be offered a lease for the ground floor of Faversham Hall, Chigwell Row, at a peppercorn rent for an initial period of 10 years, to let to the local community, on the following key terms (in addition to the District Council's standard lease conditions):

- (a) The inclusion of a break clause after 5 years, exercisable by either party;**
- (b) The existing fixtures, fittings and furniture in the Hall to be included as part of the lease, with fixtures, fittings and furniture of a similar standard and condition returned to the District Council at the end of the lease;**
- (c) The Parish Council to be responsible for all the running costs related solely to the hall and for undertaking all internal repairs to the hall;**
- (d) External repairs, improvements and decorations, together with the arrangement of buildings insurance, to be undertaken by the District Council;**
- (e) The costs of buildings insurance, external repairs to (and decoration of) the building (subject to survey), and any running costs attributable to both the Hall and the flat above be shared between the District Council and Parish Council, based on the floor area of the ground and first floors, with the District Council reimbursed by the Parish Council through a service charge;**
- (f) Each party to meet their own legal costs and the cost of a pre-lease building survey to be shared equally between the parties; and**
- (g) The playing of music in the hall after 9.00pm to be prohibited;**

(9) That, if necessary, the Housing Portfolio Holder be authorised to determine the District Council's approach to any key issues relating to the lease; and

(10) That, if the Parish Council does not wish to accept a lease on the above terms, the conversion of the ground floor of Faversham Hall by the District Council into two self-contained flats be pursued and that the Council Housebuilding Cabinet Committee be authorised to oversee the delivery of the conversion scheme, in the same way as for Marden Close set out in (4) above.

Executive Summary:

The Cabinet previously agreed, in 2009, to work with a housing association to undertake a conversion scheme for the 20 vacant bedsits at Marden Close, Chigwell Row into 10 self contained flats. However, due to the freeholder of the land, Trust for London ("the Trust") not being prepared to agree an extension of the lease beyond the currently remaining 45 years, and other changed circumstances in the intervening period, it is now proposed, in principle, that the Council undertakes the conversion scheme itself, with East Thames Group undertaking the design and project management under the terms of its Development Agent contract with the Council.

It is proposed that the delivery of the conversion scheme be overseen by the new Council Housebuilding Cabinet Committee, and that the capital costs be funded from the HRA's Housing Improvements and Service Enhancements Budget.

The report also proposes that Chigwell Parish Council be offered a lease for the ground floor of Faversham Hall, Marden Close (which is currently hardly used), at a peppercorn rent for an initial period of 10 years, to let to the local community.

Reasons for Proposed Decision:

Since the 20 bedsits are currently vacant and Faversham Hall is hardly used, a decision needs to be made on the future use of these two sites. The recommended course of action appears to be the best approach, under all the circumstances.

Other Options for Action:

(a) Not to convert the bedsits and to let them to single (non elderly) people – however, such a high concentration of, mainly young, single people in this semi-rural location is not considered appropriate and, in any event, the properties would still need to be improved to bring them up to a lettable standard.

(b) Offer to surrender the lease to Trust for London, perhaps for a premium. However, Trust for London would not be prepared to pay a premium even close to the net present value of the remaining lease, and no affordable rented housing would be provided to accommodate applicants on the Council's Housing Register.

(c) Seek to assign the lease to a third party, perhaps for a premium. However, the Council's Preferred Housing Association Partners have all confirmed that they would not be prepared to take on the lease for its remaining length, so it is unlikely that any affordable rented housing would be provided by a third party. For the same reason, it is unlikely that any developer would be interested, since re-development would be unviable.

(d) Seek to purchase the freehold of the site from the Trust. However, the Trust is not willing to seek the freehold, since it wishes to safeguard the development potential and a potential access to its adjacent land.

(e) Do not authorise the Cabinet Committee to oversee the delivery of the conversion scheme, with all issues and approvals considered by the Cabinet itself, or the Housing Portfolio Holder.

(f) Fund the conversion costs from capital receipts, or from the Council Housebuilding Budget.

(g) Do not offer a lease of the ground floor of Faversham Hall to Chigwell Parish Council, and either continue to manage hall bookings by the District Council (perhaps with an associated marketing exercise) or consider further the possibility of converting the ground floor into two self contained flats.

(h) Lease the ground floor of Faversham Hall to Chigwell Parish Council either on different terms and/or for a different period.

(i) Leave the properties vacant, and board them up, until the expiry of the lease. However, this would not make the best use of the land/properties and would forego the potential rental income from a conversion scheme.

Report:

1. In November 1962, the former Chigwell Urban District Council (UDC) leased an area of land at Marden Close, Chigwell Row from the City Parochial Foundation (now called Trust for London ("the Trust")), for a period of 99 years from June 1959, for a rent of £160 per annum (although no rent has been charged for many years). As the successor authority, Epping Forest DC has taken over this lease, which expires in June 2058.

2. The Trust is an independent charitable foundation established in 1891, which aims to "enable and empower the poor of London to tackle poverty and its root causes, and to ensure that

(its) funds reach those most in need". The Trust achieves this aim by funding charitable work and making grants and funding special initiatives.

3. The lease between the Trust and the Council includes the following provisions relevant to this report:

- (a) the Council is responsible for all repairs;
- (b) the Council cannot erect any new building on the land, without consent; and
- (c) the Council cannot carry out any structural alterations without consent.

4. The former Chigwell UDC built 20 bedsits on the land for occupation by older people, with a car park at the front of the development. The bedsits have a combined living room and bedroom and the Council previously provided a visiting scheme management (warden) service and emergency alarm system for many years. Under the terms of the lease with the Trust, the Council receives all of the rental income from the properties. A site plan is attached as an Appendix.

5. In recent years, the bedsits provided poor quality accommodation for older people, and were very difficult to let; indeed, most lettings were to housing applicants from outside the District in lower priority bands of the Council's Housing Allocations Scheme. However, structurally, the buildings are sound and their external appearance is not unattractive. Following a decision by the Cabinet in September 2009 (see below), all of the bedsits are now vacant.

Previous Consideration by the Cabinet - Marden Close

6. In September 2009, the Cabinet considered the future of Marden Close, bearing in mind the poor quality of the accommodation, the difficulty in letting the properties, the need for affordable housing and the restrictions of the lease. The Cabinet agreed that, in principle, a refurbishment scheme should be undertaken to convert the existing bedsits into self-contained accommodation; a feasibility study had established that 10 one-bedroom flats could be provided. Due to the relatively low levels of need for sheltered housing in the area and the high demand for affordable rented general needs housing, the Cabinet agreed that the refurbished flats should be let to non-elderly housing applicants.

7. The Cabinet was advised that discussions had been held with the Trust about the future of the buildings and that the Council, at that time, wanted a housing association to convert the buildings to provide decent, self contained accommodation for housing applicants in housing need. Although the Trust was understanding and co-operative, it was concerned to safeguard its position and its long-term interest in the land. In particular, the Trust wanted to safeguard the future development potential of adjacent land in its ownership; although currently in the Green Belt, the Trust's view is that it may be suitable for development at the expiry of the lease in 2058. Furthermore, the Trust wanted to minimise the opportunity for occupants to purchase any of the converted properties, or to enfranchise (to collectively buy the freehold interest of the building(s) with some or all of their co-lessees). Despite these concerns, the Trust had agreed in principle to the bedsits being converted into one bedroom flats for general needs housing applicants.

8. Therefore, the Cabinet agreed in principle to select a housing association which would undertake the conversion works, become the new landlord and receive all of the rental income. The housing association would apply for capital funding from the Homes and Communities Agency (HCA) to help meet the cost of the works and would pay the Council an appropriate capital receipt for the assignment of the lease, based on a cash flow valuation. The converted properties would be let to applicants on the Council's Housing Register. Simultaneously, the Trust would enter into a lease with the selected housing association, on similar terms to the current lease but for a longer term, with a provision allowing permission for the 20 bedsits to be converted into 10 self-contained one bedroom flats.

Previous Consideration by the Cabinet - Faversham Hall

9. Adjacent to Marden Close, the Council owns Faversham Hall – comprising a communal hall for use by the former older residents of Marden Close, neighbouring Faversham Close and others living in the locality. However, due to the dwindling number of older residents, the Hall is hardly used. It also provides a laundry, which was mainly for the use of the Marden Close residents, who had insufficient space in their bedsit kitchens. Above the Hall is a flat, which was previously occupied by the former Scheme Manager for Marden Close, but is currently vacant. The site plan attached as the Appendix shows the location of Faversham Hall in relation to Marden Close.

10. In view of the Hall's low usage, the Council's architect had previously established that, subject to planning permission, the Hall could possibly be converted to provide two additional one bedroom flats, which could be incorporated within the refurbishment scheme, with a long lease being provided to the selected housing association and the former Scheme Manager's flat remaining in the Council's ownership.

11. However, discussions with members of Chigwell Parish Council had raised the possibility of, instead of the ground floor hall being converted into flats, it being leased to the Parish Council, at a peppercorn rent, to let the hall to community groups.

12. The Cabinet therefore agreed in principle that Faversham Hall be leased to the Parish Council for letting to local community groups, on agreed terms, but that the premium for the lease be based on the negotiated value agreed by the Housing and (the then) Legal & Estates Portfolio Holders, and not a peppercorn rent. Moreover, the Cabinet agreed that the lease's value should have regard to the capital receipt the Council would receive from the housing association selected to develop Marden Close, if the Hall was to be leased to the housing association to convert into two flats. It was further agreed that, if Chigwell Parish Council did not wish to lease Faversham Hall on the District Council's terms, the Hall would be leased to the selected housing association to undertake the conversion.

The Current Position

13. Despite the Trust's previous agreement in principle to the proposed way forward, it has continued to be concerned about the effect the Council's proposals would have on the future development potential of its adjacent land. As a result, despite lengthy negotiations, the Trust has been unwilling to agree to the provision of a new lease to a housing association for a longer period than the current lease with the Council. Informal discussions with the Council's Preferred Housing Association Partners have established that none would be willing to undertake a conversion scheme with a lease for less than 50 years. In the meantime, the HCA has significantly reduced the amount of funding provided to housing associations and is no longer prepared to fund refurbishment schemes.

14. More significantly, since the time the Cabinet last considered the issue, the Government now encourages local authorities to provide new housing itself and, as a result the Council has agreed to embark on its new Council Housebuilding Programme and has appointed East Thames Group to act as its Development Agent.

15. Since the Trust is not prepared to extend the lease period beyond 2058, the Director of Housing has undertaken lengthy discussions with the Trust on other options for both Marden Close and Faversham Hall. However, the Trust has not felt able to agree to any alternative approaches, again due to the resultant effects on the future development potential of its adjacent land.

The Proposed Way Forward

16. A way forward needs to be agreed for the future of Marden Close, since the buildings are now all vacant; not only is the Council not receiving any income from the accommodation, it is also not meeting the housing needs of any of the 3,900 housing applicants on the Council's Housing Register seeking one-bedroomed accommodation in the District. Similarly, the future of Faversham

Hall needs to be decided, since the Hall is hardly being used and the flat above is vacant, pending a decision.

Marden Close

17. Since the option of undertaking a conversion scheme by a housing association is no longer viable, and now that the Council is developing accommodation for itself, it appears that the best way forward would be for the Council to undertake the proposed conversion scheme itself.

18. Although it would be preferable to have a longer lease for Marden Close, in order to obtain a greater financial benefit to the Council over the long-term, there is still over 45 years remaining on the lease. Conversion costs have not yet been properly evaluated, but assuming a cost of between £600,000 - £800,000 (including fees) and the fact that rents for existing 1 bedroom flats in Chigwell Row will be around £80 per week from April 2013, the payback period for the scheme costs would be between 15–19 years, leaving a further 25-30 years of rental income (profit, less management and maintenance costs) to be received by the Council before the expiry of the lease. Therefore, such an approach would be in accordance with one of the key drivers of the Council's Capital Strategy, which is to prioritise the use of capital resources to generate revenue income. Moreover, it is possible that a further lease could be entered into with the Trust on expiry of the current lease, especially if the Trust's adjacent land is still in the Green Belt and still cannot be developed.

19. Furthermore, since all the properties are currently vacant, the Council would receive the New Homes Bonus (NHB) on the resultant 10 converted flats, which would amount to around £67,200 received by the General Fund over the 6-year NHB period. This reduces the payback period for the Scheme by around 2 years, to between 13-17 years.

20. Under the terms of the lease, consent would still be required from the Trust to carry out the required structural alterations and to erect any new ancillary buildings on the site. However, since this would not increase the lease period, it is not anticipated that the Trust would object. The views of the Trust on the proposal are currently awaited and an oral update will be provided at the meeting on the current position.

21. It is therefore proposed that, in principle, the Council undertakes the conversion of the 20 vacant bedsits into 10 one-bedroomed flats itself and that the development be project-managed by East Thames Housing Group, through the Development Agency Agreement, using East Thames' competitively tendered rates, which are:

- | | |
|---------------------------------------|------------------------|
| • Development and Financial Appraisal | £1,375 |
| • Stage 1 – Pre-Planning Stage | 2.2% of the works cost |
| • Stage 2 – Post-Planning Stage | 6.3% of the works cost |

22. It is proposed that East Thames produces a detailed Development and Financial Appraisals for the conversion scheme, based on the Council's previous scheme concept, and reports to the new Council Housebuilding Cabinet Committee. In accordance with the Cabinet Committee's Terms of Reference, it is proposed that the Cabinet Committee oversees the delivery of the conversion scheme and, in particular, be authorised to:

- Consider the Development and Financial Appraisals;
- Approve the submission of a detailed planning application and approve the scheme being undertaken, subject to the estimated works costs being acceptable;
- Approve the proposed procurement methodology of the works contractor (one option would be to use East Thames' Framework Agreement for works, which would reduce the cost and time of a full works contractor procurement process);
- Award the works contract for the conversion scheme, following the receipt of competitive tenders; and
- Agree the capital budget requirement for the Housing Capital Programme.

23. It is not proposed that the conversion scheme be funded from the Council Housebuilding Programme, although there is currently no other capital budget provision made for the conversion scheme. However, at its meeting on 28 January 2013, the Housing Scrutiny Panel is due to consider a report and recommendation from the Director of Housing that part of the HRA's Housing Improvements and Service Enhancements Budget from April 2013 be allocated for major capital housing projects. It is considered likely that the proposed allocation for 2013/14 and 2014/15 should be sufficient to fund the conversion scheme, although this will become clearer once the detailed financial appraisal has been undertaken. In any event, the required budget can be supplemented from capital resources held within the HRA's Major Repairs Reserve, if necessary. It may also be necessary to bring forward some of the capital budget provision within the Housing Improvements and Service Enhancements Budget from 2014/15 to 2013/14, to avoid any unnecessary delay in commencing the scheme.

24. The Housing Scrutiny Panel will be reporting on its recommended use of the Housing Improvements and Service Enhancements Budget to the Cabinet at its meeting in April 2013, although an oral report on its recommendations on the proposed major capital housing projects funding will be provided at this meeting of the Cabinet.

25. Since the conversion scheme will be much more financially viable than a new-build scheme, and will not require any additional subsidy, it is suggested that social rents continue to be charged for the converted properties, and not the higher affordable rents that the Council will charge for new properties built under its Housebuilding Programme. The affordable rent for a one-bedroom flat in Chigwell Row from April 2013 would be around £153.30 per week

Faversham Hall

26. Following informal discussions with representatives of Chigwell Parish Council, the Housing Portfolio Holder is of the view that the best future use of Faversham Hall would be to lease the hall on the ground floor to Chigwell Parish Council, at a peppercorn rent for a ten year period, enabling the Parish Council to actively market and manage the use of the hall for the benefit of the local community. The lease would not include the first floor flat, which would be retained by the District Council.

27. The Parish Council would be responsible for all the running costs related solely to the hall and for undertaking internal repairs. Although external repairs, improvements and decorations - together with the arrangement of buildings insurance - would be undertaken by the District Council, it is proposed that the associated costs (and any running costs attributable to both the hall and the first floor flat) be shared between the District Council and Parish Council based on the floor area of the ground and first floor, with the District Council reimbursed by the Parish Council through a service charge.

28. The Parish Council has been consulted on the proposed terms and has confirmed that, in principle, it wishes to lease the hall at a peppercorn rent for ten years, with the inclusion of a break clause after 5 years. It has also asked for an option to renew the lease after ten years; however, it is suggested that the District Council should not commit itself to the use of Faversham Hall for more than 10 years. Clearly, both parties will be able to consider whether or not they wish to enter into a further lease at the time the lease expires.

29. The Parish Council has also asked that a survey be carried out, detailing any required works, prior to commencement of the lease - which is considered prudent and it is proposed that the cost of the survey be shared between the parties. It is also proposed that each party meets their own legal costs.

30. However, if in the event the Parish Council does not accept a lease on the proposed terms, it is suggested that the District Council pursues the conversion of the ground floor of Faversham Hall into two self-contained flats and that the Council Housebuilding Cabinet Committee be authorised to oversee the delivery of the conversion scheme.

Resource Implications:

Conversion costs and rental income from the converted flats need to be assessed as part of the development and financial appraisals. However, the current budget cost is between £600,000-£800,000 and the estimated rental income is £41,600 per annum – both within the Housing Revenue Account. A New Homes Bonus of around £67,200 would be received by the General Fund.

It is proposed that the capital costs be funded from the HRA's Housing Improvements and Service Enhancements Budget, with any shortfall supplemented from the HRA's Major Repairs Reserve.

Legal and Governance Implications:

Housing Act 1985.

Delivery of the conversion scheme would be overseen by the new Council Housebuilding Cabinet Committee.

Safer, Cleaner and Greener Implications:

The proposed conversion scheme would result in improved, safer and more energy efficient accommodation.

Consultation Undertaken:

Both Chigwell Parish Council and the Ward Member have been consulted on the proposal and a draft version of this report. Their comments have been included at the end of the main report above.

Background Papers:

None.

Impact Assessments:

Risk Management

The main identified risks are the usual ones associated with any capital project, including:

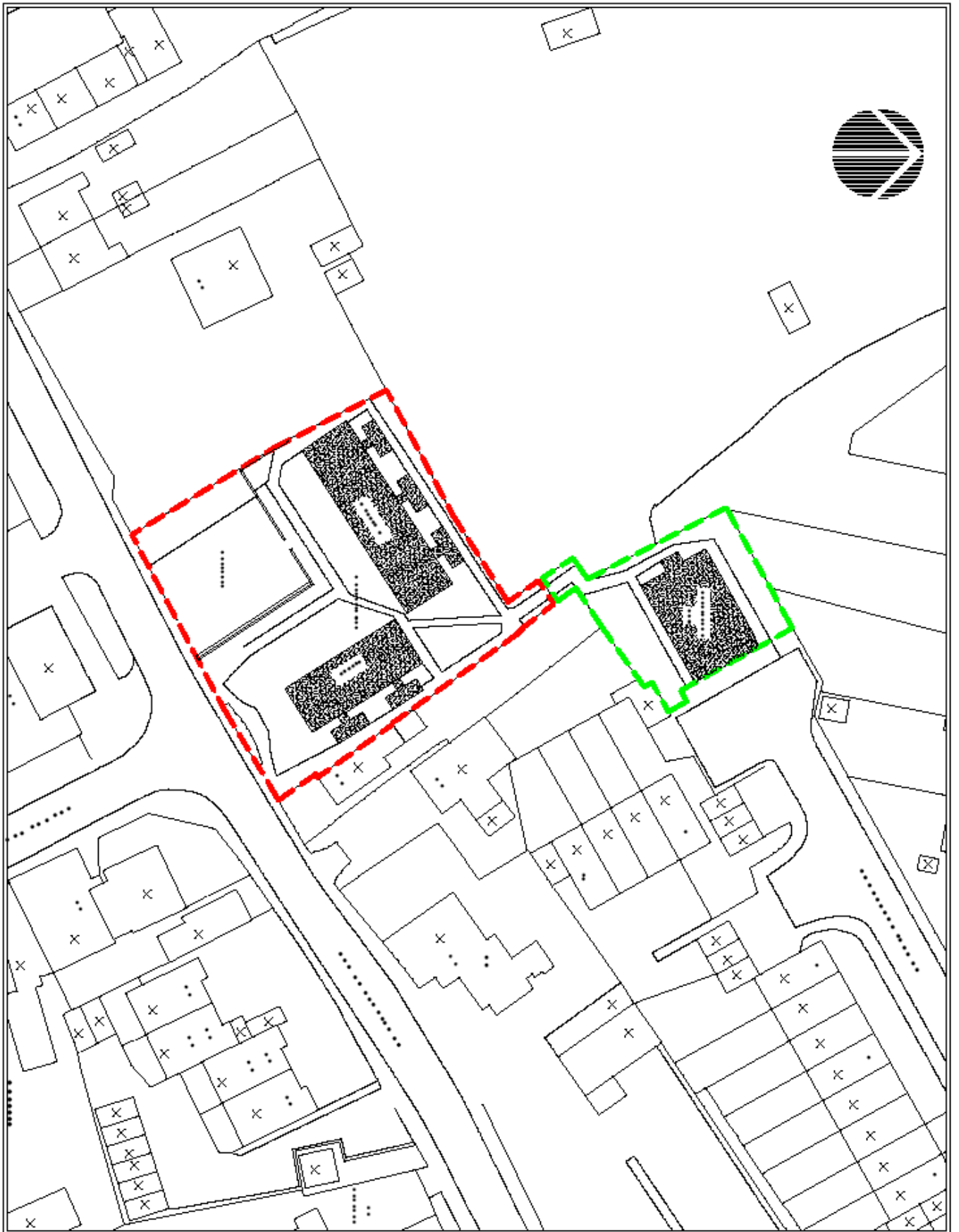
(a) The actual costs of the conversion works being higher than the estimated costs assessed by the Financial Appraisal, due to unforeseen matters

(b) The works contractor going administration, resulting in delays and additional costs, or a contractual dispute arising with the contractor

Equality and Diversity

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? N/A



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