



CABINET

Monday, 21st July, 2014

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

Council Chamber, Civic Offices, High Street, Epping
on Monday, 21st July, 2014
at 7.00 pm .

Glen Chipp
Chief Executive

**Democratic Services
Officer**

Gary Woodhall
The Directorate of Governance
Tel: 01992 564470
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors C Whitbread (Leader of the Council) (Chairman), Ms S Stavrou (Deputy Leader and Finance Portfolio Holder) (Vice-Chairman), R Bassett, W Breare-Hall, Mrs A Grigg, D Stallan, G Waller, Ms H Kane, A Lion and J Philip

<p>PLEASE NOTE THE START TIME OF THE MEETING</p>

1. WEBCASTING INTRODUCTION

- (a) This meeting is to be webcast;
- (b) Members are reminded of the need to activate their microphones before speaking; and
- (c) the Chairman will read the following announcement:

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

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

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

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

2. APOLOGIES FOR ABSENCE

(Director of Governance) To be announced at the meeting.

3. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any item on this agenda.

4. MINUTES

To confirm the minutes of the last meeting of the Cabinet held on 21 June 2014 (previously circulated).

5. REPORTS OF PORTFOLIO HOLDERS

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

6. PUBLIC QUESTIONS

To answer questions asked by members of the public after notice in accordance with the motion passed by the Council at its meeting on 19 February 2013 (minute 105(iii) refers) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

7. OVERVIEW AND SCRUTINY

(a) To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function.

(b) To consider any matters that the Cabinet would like the Council's Overview and Scrutiny function to examine as part of their work programme.

8. PROPOSED NEW ARRANGEMENTS FOR PARK HOME RULES (Pages 5 - 10)

(Housing Portfolio Holder) To consider the attached report (C-007-2014/15).

9. THEYDON BOIS NEIGHBOURHOOD AREA CONSULTATION (Pages 11 - 16)

(Portfolio Holder for Planning Policy) To consider the attached report (C-008-2014/15).

10. LOCAL COUNCIL TAX SUPPORT SCHEME 2015/16 (Pages 17 - 24)

(Finance Portfolio Holder) To consider the attached report (C-009-2014/15).

11. LOCAL DEVELOPMENT SCHEME AND LOCAL PLAN RESOURCING (Pages 25 - 36)

(Portfolio Holder for Planning Policy) To consider the attached report (C-010-2014/15).

12. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution 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.

13. 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
14	Redevelopment of St John's Road, Epping – Proposed Heads of Terms and Development Agreement	3

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.

14. REDEVELOPMENT OF ST JOHNS ROAD, EPPING - PROPOSED HEADS OF TERMS AND DEVELOPMENT AGREEMENT (Pages 37 - 48)

(Portfolio Holder for Asset Management & Economic Development) To consider the attached report (C-011-2014/15).

Report to the Cabinet

Report reference: ***C-007-2014/15***

Date of meeting: ***21 July 2014***



**Epping Forest
District Council**

Portfolio: **Housing.**

Subject: **Proposed New Arrangements for Park Home Rules.**

Responsible Officer: **Sally Devine** **(01992 564149).**

Democratic Services Officer: **Gary Woodhall** **(01992 564470).**

Recommendations:

- (1) That a charge of £130 be introduced for residential park home site owners to meet the Council's objectives for depositing site rules with the Council for the first time or for applications to vary or delete existing site rules;**
- (2) That the Epping Forest District Council Policy on Fees for Licensing Residential Park Home Sites be revised to include the fees for depositing site rules; and**
- (3) That the fees be added to the Schedule of Housing Fees and Charges and reviewed by the Finance and Performance Management Cabinet Committee on an annual basis.**

Executive Summary:

The Mobile Homes Act 2013 introduced some important changes to the licensing and enforcement of park home sites, one of which was the power for local authorities to charge fees for their licensing functions. The Cabinet agreed the introduction of fees for the licensing of residential park home sites in the Epping Forest District from 1 April 2014 (C-080-2014-14).

The Act also includes new Regulations concerning 'site rules' and set new requirements with which site owners and their rules must comply. Although it is not a requirement for site owners to have site rules relating to the management of the site, they are often made by site owners and, where they exist, form part of the express terms of the legal agreement between the park home owner and the owner of the site. New site rules that are produced in accordance with the Regulations must be deposited with the local authority, who may charge a fee.

These procedures will require the Council to carry out tasks in addition to their existing duties in connection with park home sites. These include checking that the site rules have been made in accordance with the statutory procedures and maintaining and publishing a register of the site rules of all the residential park home sites in the District. The cost of the additional work has been calculated as around £130.00 per site, which is the charge proposed.

It is recommended that the Cabinet agrees this fee, that this is included in Council's Fees Policy and that it is reviewed annually.

Reasons for Proposed Decision:

The Mobile Homes (Site Rules) (England) Regulations 2014 introduces new responsibilities for local authorities in respect of depositing site rules and allows local authorities to charge site owners for so doing. If a fee is not charged for carrying out this function, the cost will be borne by the General Fund which is under increasing pressure.

Other Options for Action:

The option not to charge is not being pursued because the cost of the work involved in depositing the site rules will otherwise come from the General Fund which is under increasing pressure. Regulations made under The Mobile Homes Act 2013 provide an opportunity to recover these costs. Moreover, the cost to the site owner is not considered excessive and is likely to be a one-off fee as site rules, once introduced, tend to remain with the site unchanged for the lifetime of the site and its owner.

Report:

1. Site owners can make site rules in order to manage their sites effectively and promote good community relations. Site rules may relate to issues such as the permitted age of home owners and the keeping of pets. Where there are site rules, they form part of the contract between the park home owner and the owner of the site. However, there is evidence that rules have sometimes been used to give site owners unfair advantages or economic benefits.
2. New Regulations made under the Mobile Homes (Site Rules) (England) Regulations 2014 provide a new procedure for making site rules, and set new requirements with which site owners and their site rules must comply. The Regulations ensure that the site rules are made fairly, that home owners are engaged in that process and that when they have been made, the rules are transparent and are available for public inspection, having been deposited with the local authority. Once the rules are deposited, they will bind both the home owner and the site owner. If in the future the site owner wants to change the rules, this can only be done by repeating the procedure in the Regulations.
3. Site owners have until 3 February 2015 (a year from the implementation of the Regulations), to deposit site rules with the local authority. If they do not do so it will be deemed that no rules exist until some are deposited that meet the requirements of the regulations and have been consulted upon correctly. Any rules made before 26 May 2013, called 'pre-commencement rules', will continue to have effect until 3 February 2015 unless they include specific rules which have been banned under other regulations in the Act.
4. The Site Rules Regulations impose certain requirements on the local authority regarding the rules that are deposited, which includes ensuring that the site owner carries out the correct consultation process with home owners on the site and that no rules are included that are banned by the Regulations. The local authority must also keep an up to date register of the site rules of all their residential park home sites and keep this available for inspection at the council offices during normal working hours and to view on-line.
5. The local authority is allowed to charge a fee to cover the costs of providing this service when site owners deposit site rules. It is important to note that, unlike fees imposed by the local authority on the site owner for site licensing, the site owner cannot pass on these fees to residents.
6. Officers have calculated a proposed one-off fee based on officer time of £130. The fee is the same for first depositing the rules or for a subsequent variation to them, because the process will be the same in each case. The fee reflects the resource implications for the

Council and is likely to be charged only once in relation to each site because site rules, once introduced, tend to remain with the site, unchanged for the lifetime of the site and its owner.

7. It is considered that the owners of the seven largest park home sites in the District are likely to deposit site rules with the Council resulting in an additional one-off income of £910. If the Council did not charge these fees it would still be required to carry out the same functions concerning site rules but the cost would be borne by the General Fund.

8. If the charge is agreed it is recommended that it is implemented with immediate effect and added to the Council's Schedule of Housing Fees and Charges to be reviewed by the Council's Finance and Performance Management Cabinet Committee on an annual basis along with the Council's other fees and charges.

Resource Implications:

The fee of £130 for depositing the site rules covers the cost of officers' time in the administration of site rules and is likely to result in an additional income of £910. If the Council was not to charge these fees officers would still be required to carry out the same functions concerning site rules but the cost would be borne by the General Fund.

Legal and Governance Implications:

Caravan Sites and Control of Development Act 1960

The Mobile Homes Act 2013

The Mobile Homes (Site Rules) (England) Regulations 2014

Safer, Cleaner and Greener Implications:

The purpose of the new Regulations is to increase transparency and ensure that rules are fairly introduced and managed. The Council is responsible for ensuring that there are no banned rules or rules that impose unreasonable requirements on homeowners. This may include rules that unreasonably limit resident's choice, and this may be in respect of cleaner/greener options, for example in relation to choice of fuel provider.

Consultation Undertaken:

While there is no legal requirement to carry out a consultation with site owners on this issue, Officers have held three separate information events for site owners and park home owners on the effects of the provisions of the Mobile Homes Act 2013.

At the first event in October 2013, site owners and residents were given a broad outline of the new Act and notified that it was proposed that local authorities would be permitted to charge a reasonable fee when site rules were deposited. Site owners and residents were also informed that the Department of Communities and Local Government (the CLG) was carrying out a consultation on these proposals and advised how to respond to this consultation.

Two further information events took place in March, the first of which was for site owners and dealt specifically with site rules. While not specifically stating that the Council would be charging site owners a fee when they deposit site rules, they were made aware that this was an option.

An Officer of the Council is on the CLG's Park Homes Working Group and other members of the Group have confirmed that their councils are charging fees similar to those recommended. Officers from other authorities within Essex are also recommending fees in line with these.

There is no need to carry out a consultation with park home owners about these charges in the way that the Council previously consulted with them on the site licence conditions and charging policy as the legislation does not allow site owners to pass on the charges for site rules onto them.

Background Papers:

None.

Impact Assessments:

Risk Management

By virtue of the fact that site rules must be deposited with the Council, site owners and residents may have the impression that the Council can influence the 'reasonableness' of the rules and whether certain rules should be included or left out which it cannot. Officers may be involved in extra, unnecessary work because of this and, as a result of being unable to remove rules that site residents may find objectionable, there may be a risk of reputational risk to the Council.

There is also the risk that a site owner may, for whatever reason, not deposit any rules with the Council and as such no rules will exist on that site after 3 February 2015. This could lead to additional work for Officers as a result of enquiries from sites where site owners have tried to impose site rules that include ones that have been banned under the regulations.

In order to mitigate these risks officers have held information events for site owners and residents to explain the new procedures, including the roles and responsibilities of all parties. Representatives of LEASE, a Government sponsored body specifically employed to deal with issues relating to the Mobile Home Act 2013, also attended the events and advised of their availability to provide help and advice to site owners and residents alike.

Due Regard Record

Name of policy or activity:

What this record is for: By law the Council must, in the course of its service delivery and decision making, think about and see if it can eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. This active consideration is known as, 'paying due regard', and it must be recorded as evidence. We pay due regard by undertaking equality analysis and using what we learn through this analysis in our service delivery and decision making. The purpose of this form is as a log of evidence of due regard.

When do I use this record? Every time you complete equality analysis on a policy or activity this record must be updated. Due regard must be paid, and therefore equality analysis undertaken, at 'formative stages' of policies and activities including proposed changes to or withdrawal of services. This record must be included as an appendix to any report to decision making bodies. Agenda Planning Groups will not accept any report which does not include evidence of due regard being paid via completion of an Equality Analysis Report.

How do I use this record: When you next undertake equality analysis open a Due Regard Record. Use it to record a summary of your analysis, including the reason for the analysis, the evidence considered, what the evidence told you about the protected groups, and the key findings from the analysis. This will be key information from Steps 1-7 of the Equality Analysis process set out in the Toolkit, and your Equality Analysis Report. This Due Regard Record is Step 8 of that process.

Date / Name	Summary of equality analysis
11 June 2014	<p>It is determined at step 2 of the Equality Analysis that the proposed policy to introduce a charge of £130 on site owners for depositing site rules with the Council is not equality relevant.</p> <p>The policy is directed at site owners who are not a protected group. They will be asked to pay a one off fee of £130 as part of their business function, an amount that is not considered prohibitive and will not detrimentally affect the sustainability of their business (which might otherwise indirectly affect a sector of the community that may have protected characteristics).</p> <p>The legislation prohibits the site owner from passing on any charge imposed by the Council for depositing site rules, to be passed on to park home residents. As such the proposed policy has no potential for disadvantaging residents, some of whom may have protected characteristics.</p>

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Report to the Cabinet

Report reference: ***C-008-2014/15***

Date of meeting: ***21 July 2014***



**Epping Forest
District Council**

Portfolio: **Planning**

Subject: **Theydon Bois Neighbourhood Area Consultation**

Responsible Officer: **Chris Butcher** **(01992 564294).**

Democratic Services Officer: **Gary Woodhall** **(01992 564470).**

Recommendations/Decisions Required:

(1) To designate the neighbourhood area covering Theydon Bois Parish following the receipt of representations.

Executive Summary:

Neighbourhood Development Plans (NDPs) were introduced as part of the Localism Act 2011. They enable local communities (town/parish councils or designated neighbourhood forums) to shape the way that their local area develops over the coming years. Once approved, NDPs form part of the statutory development plan, and are therefore a material consideration when deciding on planning applications.

Reasons for Proposed Decision:

The decision has been recommended in order that the Council meets its duties under the relevant regulations.

Other Options for Action:

To not designate the proposed neighbourhood area, or to designate a different area. Neither action is recommended as there is nothing to support either approach.

Report:

1. The Government introduced Neighbourhood Planning as part of the Localism Act 2011 in order to enable town/parish councils and Neighbourhood Forums to actively participate in plan making. A Neighbourhood Development Plan (NDP), once it has passed a referendum, forms part of the statutory development plan and is therefore taken into account in the determination of planning applications. They can include housing and employment land allocations, policies and design statements and can be as simple or as complicated as the town/parish council choose. Crucially, the NDP must be in conformity with national planning policy as well as the District Council Local Plan.

2. The District Council has a statutory obligation to perform certain duties during the preparation of an NDP. The governance arrangements for neighbourhood planning were agreed by Cabinet on 29 July 2013.

3. Theydon Bois Parish Council submitted an application for the designation of a neighbourhood area in April 2014. The proposed neighbourhood area, which can be found in Appendix 1, follows the line of the Parish boundary. Following receipt of the application, and in line with Regulation 6 of the Neighbourhood Planning (General) Regulations 2012, the Council invited representations on the proposed neighbourhood area for a period of 6 weeks from 27 May until 8 July 2014.

4. At the time of writing, one response has been received from Loughton Town Council which stated that they had no comments to make. It should be noted that this draft report was written for Cabinet Agenda Planning Group before the close of the period for receiving representations. Given previous experience, it is unlikely that many, if any, additional representations will be received. However, the report will be updated to take into account any further representations before Cabinet meets on 21 July.

5. Following designation of the neighbourhood area, the Parish Council will progress with the preparation of the NDP. A draft Plan must be submitted to the District Council. Representations will then be invited on the plan for a period of at least 6 weeks, after which an independent examination will be held. Finally, the Plan will be subject to a referendum before Full Council is asked to bring it into force. At this point the NDP will become part of the statutory development plan for Epping Forest District.

6. Neighbourhood areas have previously been designated for Moreton, Bobbingworth and the Lavers and Chigwell Parishes.

Resource Implications:

Currently neighbourhood planning is being delivered within existing resources. The Government has a dedicated funding resource for the development of NDP's, and as such, the Council will receive £5,000 for designating a neighbourhood area. Further payments will be received as the NDP is progressed up to a maximum total of £30,000.

Legal and Governance Implications:

The legal and governance arrangements were agreed by Cabinet on 29 July 2013.

Safer, Cleaner and Greener Implications:

N/A.

Consultation Undertaken:

Whilst not a consultation, representations were invited with regard to the designation of a neighbourhood area covering Theydon Bois Parish for a 6 week period between 27 May and 8 July 2014.

Background Papers:

Theydon Bois Parish Council submission for Neighbourhood Area designation.

Risk Management:

It will need to be ensured that Council resources do not extend beyond the level of assistance agreed with the governance arrangements as approved at Cabinet in July 2013.

Due Regard Record

Name of policy or activity: To agree the designation of a neighbourhood area for the Parish of Theydon Bois.

What this record is for: By law the Council must, in the course of its service delivery and decision making, think about and see if it can eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. This active consideration is known as, 'paying due regard', and it must be recorded as evidence. We pay due regard by undertaking equality analysis and using what we learn through this analysis in our service delivery and decision making. The purpose of this form is as a log of evidence of due regard.

When do I use this record? Every time you complete equality analysis on a policy or activity this record must be updated. Due regard must be paid, and therefore equality analysis undertaken, at 'formative stages' of policies and activities including proposed changes to or withdrawal of services. This record must be included as an appendix to any report to decision making bodies. Agenda Planning Groups will not accept any report which does not include evidence of due regard being paid via completion of an Equality Analysis Report.

How do I use this record: When you next undertake equality analysis open a Due Regard Record. Use it to record a summary of your analysis, including the reason for the analysis, the evidence considered, what the evidence told you about the protected groups, and the key findings from the analysis. This will be key information from Steps 1-7 of the Equality Analysis process set out in the Toolkit, and your Equality Analysis Report. This Due Regard Record is Step 8 of that process.

Date / Name	Summary of equality analysis
Chris Butcher 23/6/14	<ul style="list-style-type: none">• The Cabinet report is seeking the designation of a neighbourhood area covering the Parish of Theydon Bois.• Once commenced, the Neighbourhood Plan may have various equality implications for a number of different groups, both in terms of the level of engagement that is undertaken during its preparation and the impact that any policies may have on different sections of the local community. However it is the duty of the Parish Council to consider such issues during the preparation of the neighbourhood plan, and as such, the neighbourhood plan should be subject to equality analysis separately.• The designated neighbourhood area will cover the Parish of Theydon Bois in its entirety. This is considered to be an appropriate boundary and will ensure that the Neighbourhood Plan is inclusive of all parts of the local community who may be impacted by the proposals promoted within it.

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CHIEF EXECUTIVE
10 APR 2014

IAN WILLET



Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,
Theydon Bois, Essex CM16 7ER

Clerk to the Council: Mrs Julie Taylor

7th April 2014

Our Ref: Neighbourhood Plan

Mr. Glen Chip
Epping Forest District Council
Civic Offices
323 High Street
Epping
Essex
CM16 4BZ

Dear Sir,

THEYDON BOIS PARISH COUNCIL NEIGHBOURHOOD PLAN

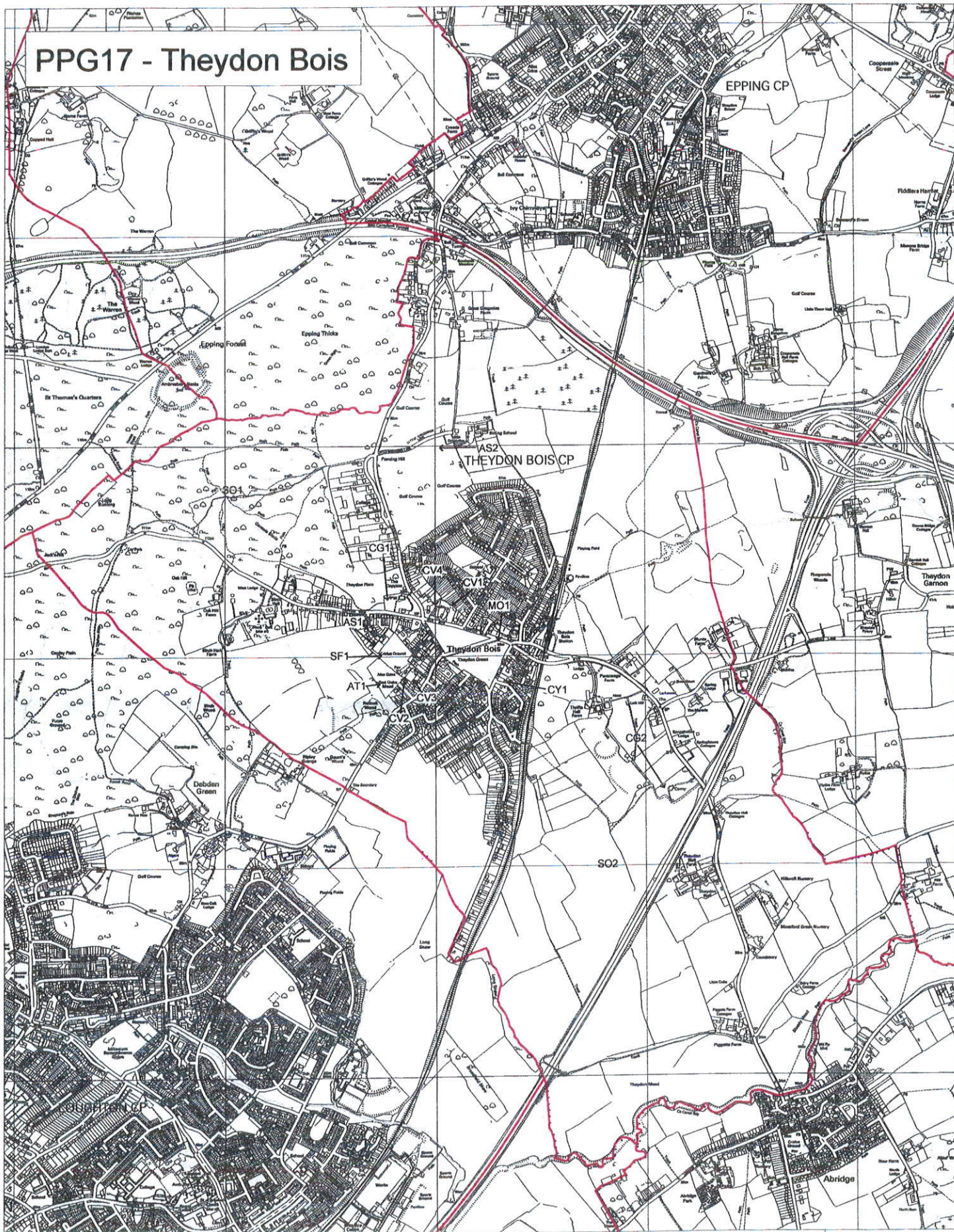
Section 5 (1) of the Neighbourhood Planning Regulations 2012 require that the Parish Council must submit an application for designation of a neighbourhood area to Epping Forest District Council as a planning authority. This letter is Theydon Bois Parish Council's application. The following information is required:

1. Please find enclosed map. The Parish boundary identifies the area to which the application relates.
2. This area is considered appropriate to be designated as a neighbourhood area as it is the area administered by Theydon Bois Parish Council.
3. The organisation making this application is a relevant body as it is a Parish Council (as identified in section 61G of the Town & Country Planning Act 1990).

Yours Sincerely,

Mrs J Taylor
Clerk to the Council

PPG17 - Theydon Bois



Parish: Theydon Bois

Area: 829 Hectares

Scale: 1:55,000 @ A0

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. Copyright in the map data is the property of Ordnance Survey. All rights reserved. 100018534 2010.
 Country Series Map (4th Edition) Copyright Landmark Information Group Ltd 1993. 100018534 2010.
 British Geological Survey data - 1:50,000 National Research Council 2001/01 01/01/2003.
 Data Provided by Ordnance Survey 1993.

- Key**
- ★ Allotments (AT)
 - ★ Cemeteries and Graveyards (CG)
 - ★ Formal Playing Pitches (FP)
 - ★ Indoor Facilities For High Levels Of Use (IF)
 - ★ Leisure Centres and Sports (AS)
 - ★ Informal Recreation Grounds (RG)
 - ★ Children's Playgrounds (CY)
 - ★ Community Centres and Village Halls (CV)
 - ★ Woodland and Semi-Natural Open Space with Public Access (SO)
 - ★ Managed Open Space with Public Access (MO)
 - ★ Epping Forest
 - ★ Parish Boundary
 - ★ Denotes Membership Only Facilities

Report to the Cabinet

Report reference: ***C-009-2014/15***

Date of meeting: ***21 July 2014***



**Epping Forest
District Council**

Portfolio: Finance and Technology

Subject: Local Council Tax Support Scheme 2015/16

Responsible Officer: Janet Twinn (01992 564215).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That a general principle is agreed that the Local Council Tax Support scheme for 2015/16 should aim to be cost neutral for the Council;**
- (2) That the following elements of the scheme are approved for consultation purposes:**
 - (a) The maximum Local Council Tax Support for people of working age is reduced from 80%;**
 - (b) Child Benefit is included as income for people of working age; and**
 - (c) A requirement that people of working age must have been resident in the Epping Forest District for a period of time before they are eligible to receive Local Council Tax Support; and**
- (3) That Members confirm that a public consultation exercise on the 2015/16 scheme be undertaken between August and October 2014.**

Executive Summary:

On 17 December 2013, Council adopted the Local Council Tax Support scheme for 2014/15. Consideration now has to be given to the scheme for the financial year 2015/16 which will require approval by full Council in December 2014.

If the current scheme is to be amended, it will be necessary to undertake public consultation on any proposed amendments before the scheme for 2015/16 can be adopted. In view of the timescales, it will be necessary for the consultation to be undertaken between August and October 2014 in order to ensure that if changes to Local Council Tax Support need to be made, the Authority will have consulted correctly.

Reasons for Proposed Decision:

The Council is required to undertake consultation prior to agreeing any major amendments to the Local Council Tax Support scheme. If amendments are to be made for 2015/16, the revised scheme must be agreed by full Council and be in place by 31 January 2015.

In view of the timescales, if it becomes necessary to make amendments to the scheme, consultation needs to be undertaken between August and October. If consultation is commenced later, it will not be possible to complete the consultation and amend the scheme in time for a further report to Cabinet on 1 December 2014.

Other Options for Action:

A consultation exercise is not required if the Council makes a decision now that no amendments will be made to the current scheme for 2015/16. However, the 2014/15 scheme was designed to be cost neutral and if the 2015/16 scheme is also to be cost neutral, it will be dependent upon the Local Government Finance Settlement, for which the details will not be confirmed until later in the year. If the settlement reduces funding significantly, Members may have no option other than to reduce Local Council Tax Support expenditure in order to keep the scheme cost neutral. It will then be too late at that stage to carry out the required consultation exercise.

Report:

Local Council Tax Support schemes for 2013/14 and 2014/15

1. Local Council Tax Support replaced Council Tax Benefit with effect from 1 April 2013. People of pension age have been protected from adverse changes as required by the Government but, for people of working age, the Council has adopted a scheme which has the following key elements:

- The calculation of support is based on 80% of the Council Tax bill, rather than 100%.
- The calculation of support is based on a maximum of a band D property. This means that anyone of working age that lives in a property with a Council Tax Band of E, F, G, or H, has their support calculated as if their property was a band D.
- Inclusion of child maintenance in the calculation with a disregard of £15 per week (per family). This is income that is received into a household that may not be available to other households that pay the same amount of Council Tax.
- The capital limit is £6,000, so those with capital exceeding £6,000 are required to make full payment of their Council Tax liability.
- A minimum award of £0.50 per week. This is in line with the minimum award in Housing Benefit.
- The period of backdating (with good cause) is 3 months. This is in line with the time limit for pensioners.
- The Exceptional Hardship Scheme for LCTS is intended to support people whose individual circumstances mean that their Council Tax liability is causing them exceptional hardship.

2. In April 2013, there were about 4,500 people of working age who changed from the Council Tax Benefit scheme to the Local Council Tax Support scheme. Of these, about 2,900 had no Council Tax to pay in 2012/13 and are having to pay at least 20% of their liability in 2013/14 and 2014/15.

3. The scheme was designed to take into account the ability to pay and the collectability of the resultant Council Tax liability. Across Essex, annual collection rates were higher than originally anticipated, which is due partly to the caseload decreasing as the economy recovers, but also due to the proactive work that Officers have undertaken with people affected by the Local Council Tax Support scheme. The target for 2013/14 in Epping Forest was 96.6% and a collection rate of 97.6% was achieved. Of the people who had not previously had to pay any Council Tax at all but now have to pay 20% of their liability, there

was an annual collection rate of 79%, with payment arrangements in place for much of the remaining 21%.

4. In the first year of the scheme, there were relatively few complaints about the scheme itself and there was an acceptance by people affected that they needed to pay something. As the scheme was unchanged in 2014/15, there has only been a minimal amount of customer contact about the scheme itself. Council Tax Officers have been pro-actively contacting people and have set up special arrangements to help people who do not receive their income on a monthly basis.

Consultation for 2015/16

5. Consultation is required if changes to the scheme in 2015/16 are needed for financial reasons. If it becomes necessary to make further cuts to the expenditure on Local Council Tax Support, it is proposed that the maximum Support payable for people of working age is reduced from 80% to a percentage that would achieve the required savings, perhaps 75% depending on the savings required. Another proposal would be to include Child Benefit in the calculation as this is currently disregarded. Like child maintenance, this is income that is received into a household that may not be available to other households that pay the same amount of Council Tax. The inclusion of Child Benefit was included in the consultation for 2013/14 and 2014/15 but as sufficient savings could be achieved with our current scheme, it has not been necessary to include this income. It is intended that consultation is undertaken on these two issues.

6. Another area for which it is intended to undertake consultation is where Members have indicated that they would like a residency requirement included in the scheme for 2015/16. This would mean that people who have not lived in the Epping Forest District for a certain period of time would not be entitled to any help with their Council Tax payments and would need to pay 100% of the bill themselves. In 2013, Tendring DC introduced a 5 year residency requirement and Sandwell MBC introduced a 2 year residency requirement. In April 2014, Basildon Council introduced a 7 year residency requirement. Although a few other authorities did consult on a similar residency requirement for 2014/15, they did not adopt that as part of their schemes following their consultation exercises. If a similar requirement was to be introduced in Epping Forest, we would need to consult on the length of time that people are required to live in the District and whether there would be any exceptions allowed. Consultation will also be required as to whether existing claimants are protected and the requirement therefore only applies to new claims from 1 April 2015, or whether existing claimants who have not lived in the District for the required length of time will have their Local Council Tax Support stopped from 1 April 2015.

7. The Government has prescribed that all Local Council Tax Support schemes should follow three principles which are:

- Pensioners should be fully protected
- Vulnerable groups should be protected as far as possible.
- Work incentives should be enhanced

Any residency requirement can therefore only be applied to people of working age but there are various groups of working age people who would need to be considered for an exception as they would either be considered to be vulnerable and/or that the residency requirement is a work disincentive for them. This would include people fleeing domestic violence, homeless placements, people relocated under the witness protection programme, people moving to the

area for employment, bereaved people, breakdown of a relationship where a partner is left with the children and little income, loss of employment, asylum seekers who are not allowed to work as a condition of their asylum, people with a disability moving to the area to be near to their support network, people with children moving to the area for family support with child care to allow them to work, service personnel.

8. It should also be noted that the Child Poverty Action Group have been given permission to take Sandwell MBC to Judicial Review. The CPAG argue that the scheme is unlawful, it is in breach of anti-discrimination laws and that Sandwell MBC failed to properly consult or comply with its equality duties. The case is due to be heard in the High Court on 23 and 24 July 2014. It should also be noted that the Government are due to review Local Council Tax Support in 2015. The current indications are that Authorities will still be able to devise their own schemes as long as they work within certain boundaries prescribed by the Government. At the moment, it is not known how the Government view the residency requirements, but it could be something that they will consider as part of their review.

9. Although collection rates have been better than expected, if the scheme is changed and people have to pay more, there will become a point at which collection rates will significantly reduce as the liability becomes too much and people stop paying altogether. Some people only receive £72.40 per week (£57.35 if they are under 25 years) and it is difficult for them to budget to pay even 20% of their Council Tax. A residency requirement that means that people on low income have to pay 100% of their Council Tax liability, will undoubtedly have an impact on collection rates. This has been noted with Tendring DC whose collection rate in 2013/14 was the lowest of the Essex authorities.

10. The Essex Authorities have continued the work that they carried out to implement their schemes for 2013/14 and 2014/15. Meetings take place on a monthly basis and ECC regularly attend these meetings. Although the Police and Fire Authorities are invited, they rarely attend but they are sent minutes of these meetings. In this way, the requirement to consult with major precepting Authorities is met.

11. It is proposed to carry out public consultation for 2015/16 between August and October 2014. Essex County Council hosted the on-line consultation for the Essex Authorities for both 2013/14 and 2014/15, and they have agreed to also host the on-line consultation for 2015/16. For anyone who does not have access to the internet, the ability to respond in paper format will be made available.

Resource Implications:

The cost of consultation on the Local Council Tax Support scheme for 2015/16 will be met from existing budgets.

Legal and Governance Implications:

Any major amendments to the Local Council Tax Support scheme require consultation to be undertaken.

Safer, Cleaner and Greener Implications:

There are no specific implications.

Consultation Undertaken:

Consultation has been undertaken with ECC and the Fire and Police Authorities through the regular meetings with the Essex Benefit Managers. The proposed amendments to the

scheme will be subject to public consultation as set out in this report.

Background Papers:

Report to Council 17 December 2013

Risk Management:

A risk register was produced as part of the process for devising the Local Council Tax Support scheme. It has not been necessary to make any amendments.

Caseload Growth Risk

If more people become eligible to claim LCTS e.g. because of economic downturn, then the cost of the scheme will increase. However caseload has been reducing as the economy has improved.

Collection Risk

The impact of the scheme is that low income working age households are now paying more Council Tax. Inevitably there will be bad debts but the collection rate has been higher than anticipated. However, there will be a point if people are asked to pay more Council Tax, where the liability is too high for them and they will not make any payments. This will need to be considered especially where people with a low income are being asked to pay 100% of their Council Tax liability.

Funding Reduction Risk

The LCTS component of the Local Government Finance Settlement will reduce again in 2015/16 and this will lead to either making changes to the LCTS scheme to reduce expenditure or to make savings elsewhere from Council budgets.

Precept Increase Risk

LCTS costs will increase if any of the precepting Authorities increase their Council Tax.

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Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

Local Council Tax Support Scheme

Background: The Local Council Tax Support Scheme is designed to help those of working age on a low income. If any changes are to be made to the Council's existing scheme, consultation must first be undertaken.

Report:

The scheme (not the consultation) is likely to impact on families with children of school age or disabled people who are more likely to have a fixed or lower income, and claimants from ethnic minorities whose families tend to be larger

If the level of Council Tax liability increases above affordable levels, there is a risk that people may have to leave their homes and move to cheaper properties, which may be some distance away. For children of school age this may mean they have to change schools which may cause disruption to their education; for disabled people this may mean that they are separated from their friends and families who may provide support and assistance to their daily lives; and for people from ethnic minorities who may also may be separated from their extended families. Some recipients may get into debt.

People may want to move to the District for a variety of reasons and, If a residency requirement is introduced for people of working age, there will be an impact on many groups of vulnerable people. These will include people fleeing domestic violence, people who become unemployed due to redundancy or ill health, people whose relationship has broken down, people who are bereaved, people fleeing domestic violence, asylum seekers who are not allowed to work, homeless placements and people relocated under a witness protection programme. There are also people from ethnic minorities, disabled people and single parents or families who want to be near a support network, either from their families or professionals. A residency requirement will also be a deterrent for people to move to the District to take up employment, particularly if the employment is low paid.

There are just over 4000 people of working age who would be affected by changes to

the current scheme. These include families with school age children, people with disabilities and people from ethnic minorities. It is not known how many people will be affected if a residency criteria is introduced.

A number of measures are being taken to mitigate the potentially negative impacts of the scheme:

- Consultation will not be restricted to certain groups. Anyone will be able to respond, including local taxpayers who are not LCTS recipients, and any organisation who provides support to vulnerable people.
- Additional resources have been directed towards people affected by providing them with information about alternative housing and help with financial management;
- The scheme spreads the changes as widely as possible to reduce inequalities;
- Consultation is being sought on whether certain vulnerable groups should be exempted from a residency requirement.
- The Exceptional Hardship Fund will assist people with the most exceptional circumstances.

Equality of opportunity is built into the system via The Exceptional Hardship Fund. Premiums for children and disabled persons are included in the calculation of entitlement, which provide some additional support to these groups.



Report to the Cabinet

Report reference: C-010-2014/15

Date of meeting: 21 July 2014

Portfolio:	Planning Policy	
Subject:	Local Development Scheme and Local Plan Resourcing	
Responsible Officer:	Anna Cronin	(01992 564119)
Democratic Services Officer:	Gary Woodhall	(01992 564470)

Recommendations/Decisions Required:

- (1) To agree that the updated Local Development Scheme appended to this report be adopted and published on the Council's website; and**
- (2) To note expenditure against the Local Plan budget in 2013/14 and the estimated expenditure for 2014/15.**

Executive Summary:

This report seeks agreement to an updated Local Development Scheme (LDS), the high level project plan for the preparation of the Epping Forest Local Plan. The proposed new scheme would supersede the earlier Local Development Scheme agreed in July 2013, with the preparation of the single District wide local plan scheduled for submission to the Secretary of State for examination in Autumn 2016. The report also highlights progress and expenditure since the last LDS was approved in July 2013.

Reasons for Proposed Decision:

The Council is obliged under the Localism Act 2011 to prepare and publish a Local Development Scheme so that the public and stakeholders are aware of the likely timing of key stages of the plan making process. The current LDS, approved a year ago, is due for renewal.

Other Options for Action:

Not to agree or to vary, the Local Development Scheme.

Report:

1. The Localism Act 2011 amended the provisions set out in the Planning & Compulsory Purchase Act 2004. However, S111 maintains the requirement that a local authority must prepare and maintain a scheme to be known as their Local Development Scheme. The scheme should specify the local development documents which are to be development plan documents, the subject matter and geographical area for each development plan document, and the timetable for them. Essentially the Local Development Scheme (LDS) lists and programmes the

documents that will be produced by a Local Authority. Although there is no longer a requirement for this to be submitted to the Secretary of State new provisions in the Act state that the local planning authority must make the following available to the public:

- The up to date text of the scheme
- A copy of any amendments made to the scheme and
- Up to date information showing the state of the authority's compliance with the timetable set out in the scheme

2. The last Local Development Scheme was formally adopted by the Council in July 2013. This set out the proposed programme for the preparation of a single document – the Epping Forest Local Plan to provide a framework for the future development of the district and include strategic vision and policies for the period up to 2031. The Plan will also contain site allocations and development management policies. There is no longer a requirement for the Local Development Scheme to list any proposed supplementary planning documents or the statement of community involvement.

3. Since the publication of the Local Development Scheme in July 2013 the Council has made good progress in developing the evidence base and the development of reasonable alternative options for testing. However the publication of new population projections and census data has led to a need to update our Strategic Housing Market Assessment in order to identify our objectively assessed housing need in accordance with national guidance. This is being commissioned in conjunction with other authorities within our housing market area and has led to some delay. Further consultation on the draft plan is scheduled to take place in the Spring of 2015. It is proposed that the appended scheme is agreed, and would supersede the earlier Local Development Scheme with the preparation of the single district wide local plan scheduled for submission to the Secretary of State for potential examination, in the Autumn of 2016.

Local Plan Progress

4. In order for the Local Plan to be found sound at Examination, any proposals must be founded on a sound evidence base. The compilation of the evidence base has progressed largely as anticipated within the current LDS, though it became apparent, as a result of observation of the experiences of other councils taking Local Plans through Examination in Public, that evidence on the economy of the district was partial and in some respects dated, and did not fully take into account the emerging understanding of the Duty to Co-operate. An economic study has therefore been commissioned which will serve the additional purpose of supporting the Council's emerging Economic Development Strategy.

5. The other significant piece of evidence not allowed for in the 2013 report was the requirement in the NPPF for a viability assessment of the whole Local Plan. This work has also been commissioned and will progress alongside the emerging options for the plan, so that their viability can be assessed and will also inform proposals to introduce the Community Infrastructure Levy

6. Members have requested an update of the Strategic Housing Market Assessment to take account of the latest demographic forecasts, and it is likely that this will be paid for jointly by Harlow, East Herts and EFDC, though covering the housing market area including Uttlesford. This is because Uttlesford have indicated

an unwillingness to update the SHMA in the short term. A joint brief has been agreed for this piece of work which is due to commence shortly.

7. As Members may also be aware, sustainability appraisal is an important part of plan making. When the Council's consultants were initially appointed it was envisaged that they would take on the role of "critical friend", with the bulk of the work being carried out by Policy Team members. However, recent staff turnover in the team (see section on Staffing below) indicates that it would be prudent to allow sufficient funding for the consultants to take a more active role over the next year and this has been allowed for in the figures reported under the resources section of this report.

8. Allowance is also made for specialist legal and communications support, as well as for the continuation of the contract for Fortismere Associates as project management consultants.

Staffing

9. As part of the restructuring of the Council, and in the light of three recent staff resignations and the impending return from maternity leave of two key members of staff, a restructure of the team is being carried out to improve resilience and align resources with future requirements. This is being contained within the existing salaries envelope. This will result in the consolidation of the three temporary posts previously funded from the DDF.

10. However, now that the return to work dates of the two staff on maternity leave are known, there is a need to enable a smooth handover and to ensure that adequate interim resources are in place during the period when recruitment to the restructured team is taking place.

Resource Implications:

Local Plan 2014/15 Expenditure to 31/05/14, commitments and additional expenditure identified to the end of the Financial Year.

In the first three months of 2014/15 £40,554 has been spent, as follows:

Item/Category	Spent	Notes
North Weald Bassett Masterplanning	£19,443	Work undertaken by Allies Morrison
Strategic Flood Risk Assessment level 2	£11,597	Work in progress
Project management	£5,966	Fortismere Associates
Other Evidence base work	£3,047	Includes ongoing work on the Sustainability Appraisal, Call for Sites update and economic work
Legal advice	£500	
TOTAL	£40,554	

Funding for the rest of 2014/15 is required to complete or carry out additional work as follows:

Item/Category	Cost	Notes
To complete Economic Study	£40,000	£10,000 was allocated to this in the 2013 budget, but the more detailed study now required will cost just under £50,000, so there is a £40,000 shortfall
To complete North Weald Bassett Masterplan	£34,995	This would replace the amount borrowed from the consultation budget.
To complete Plan Viability Study	£24,000	There is currently £94,000 in the agreed budget for Community Infrastructure Levy, including Schedule / Plan Viability evidence, project management, consultants and Examination. The Viability Study will consider the feasibility of CIL and a potential charging schedule, so it is appropriate to pay for this study out of the CIL 'pot'
Update of Strategic Housing Market Assessment (SHMA) and separate SHMA Viability study	£20,000	The Council is working with 3 adjacent local authorities which are its SHMA partners, and will commission an updated SHMA shortly. It is estimated that the updated SHMA and the updated SHMA Viability Study could cost approx. £40,000, and it is expected that Council may have to meet half of this cost: £20,000.
Further transport modelling	£10,000	It will be necessary to carry out further 'runs' of transport modelling to inform the choice of spatial options for the Local Plan
Further iterations of the Strategic Land Availability Assessment	£12,000	It is necessary to keep updating the SLAA as new sites are submitted for consideration by owners and agents
Further work on the Strategic Flood Risk Assessment (site by site basis)	£12,000	It will be necessary to keep updating the SFRA to take assess flood risk on/relating to new sites identified through updates of the SLAA
Further work on Sustainability Appraisal and Habitat Regulations Assessment	£16,000	This is based on an estimate from the current consultants URS who have provided an estimate for undertaking the SA report for the Draft Plan (including Strategic SA with Harlow/East Herts) and for undertaking the HRA.
Consultancy support including Legal, Communications	£20,000	£10,000 for Legal and £10,000 for drafting support plus support for communications.
TOTAL	£188,995	

The Cabinet is due to consider both its Revenue and Capital Outturn reports for 2013/14 elsewhere on the Agenda. Contained with the Revenue Outturn are details of the DDF expenditure allocated for the production of the Local Plan. Expenditure in 2013/14 was £297,000 leaving an underspend of £103,000, which is recommended to be carried forward. If agreed, this underspend combined with the 2014/15 estimate of £321,000, will provide some £424,000 of revenue for further work on the Local

Plan. It can therefore be seen that there is likely to be adequate resource, not only to complete the technical evidence base, but also to extend the external agency and project management resource, to compensate for the staffing difficulties currently being experienced.

Legal and Governance Implications:

The Council is obliged to publish and maintain a Local Development Scheme. Approval of a revised document will fulfil this obligation.

Safer, Cleaner and Greener Implications:

The delivery of a Local Plan, informed by a robust evidence base, will contribute to safer, cleaner, greener objectives by planning for sustainable development.

Consultation Undertaken:

Management Board

Background Papers:

- Report to Cabinet 22 July 2013 Planning Budgets – Local Plan and Maternity Cover Ref C-008-2013/14
- Report to Cabinet 22 July 2013 Review of North Weald Airfield C-018b-2013/14
- Report to Cabinet 22 July 2013 re: LDS C-007-2013/14
- Report to Cabinet 11 June 2012 Local Plan Budget requirements 2012/13, 2013/14, and 2014/15 Ref C-006-2012/13

Risk Management:

Preparation of the Local Plan is a key priority for the Council and it is important that the published project plan is kept up to date to inform all stakeholders, and that the project is adequately resourced.

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Due Regard Record

Name of policy or activity:

What this record is for: By law the Council must, in the course of its service delivery and decision making, think about and see if it can eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. This active consideration is known as, 'paying due regard', and it must be recorded as evidence. We pay due regard by undertaking equality analysis and using what we learn through this analysis in our service delivery and decision making. The purpose of this form is as a log of evidence of due regard.

When do I use this record? Every time you complete equality analysis on a policy or activity this record must be updated. Due regard must be paid, and therefore equality analysis undertaken, at 'formative stages' of policies and activities including proposed changes to or withdrawal of services. This record must be included as an appendix to any report to decision making bodies. Agenda Planning Groups will not accept any report which does not include evidence of due regard being paid via completion of an Equality Analysis Report.

How do I use this record: When you next undertake equality analysis open a Due Regard Record. Use it to record a summary of your analysis, including the reason for the analysis, the evidence considered, what the evidence told you about the protected groups, and the key findings from the analysis. This will be key information from Steps 1-7 of the Equality Analysis process set out in the Toolkit, and your Equality Analysis Report. This Due Regard Record is Step 8 of that process.

Date / Name	Summary of equality analysis
17th June 2014 Anna Cronin	<p>Analysis carried out of proposal to update the Local Development Scheme, the high level statutory project plan for the preparation of the Local Plan, and associated resourcing indicated that in itself this does not have any impact on equality issues or promote good relations.</p> <p>As key role of Local Plan is to make provision for jobs, homes etc. for future population, the Plan is likely to have an impact on local people with protected characteristics in future. Therefore the absence of a project plan and associated resourcing is likely to have a detrimental impact through potentially slowing Plan preparation. The Plan itself will be subject to EqIA .</p>

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Epping Forest District Council Local Development Scheme Adopted July 2014

The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare and maintain a local development scheme setting out the development plan documents it intends to prepare together with details and a timetable for their preparation. This document seeks to provide that information.

The Council's first local development scheme was published in March 2005, and was reviewed in October 2007. This scheme proposed a number of development plan documents: a core strategy DPD, land allocations DPD and two action area plans. The most recent Local Development Scheme was adopted in July 2013: this proposed to produce a single document – the Epping Forest Local Plan. The timetable for this has changed and the scheme set out below supersedes the 2013 local development scheme.

The present policy position

The Government published the National Planning Policy Framework in March 2012 which replaced a significant amount of detailed national policy. The current Local Plan was adopted in January 1998. Alterations to that Plan were adopted on 10 July 2006 and have superseded or changed some of the policies in the adopted 1998 Local Plan. The remaining policies in the Local Plan will be used in conjunction with the Local Plan Alterations as the local planning policies for this District and given weight in accordance with the degree to which the policies are deemed to be compliant with the National Planning Policy Framework. Those policies rated as compliant, generally compliant or partially compliant will continue to be used until the adoption of the new Local Plan supersedes them.

The Council is progressing with the preparation of a single district wide local plan. This new Local Plan for the area therefore will determine the amount and distribution of development and policies related to development but must be in general conformity with national policy.

Planning for minerals and waste will continue to be undertaken by Essex County Council, and it will produce its own Local Development Scheme for the future production and review of a Minerals Development Framework and a Waste Development Framework. Epping Forest District Council will continue to be a consultee during production of these.

Preparing the new Local Plan

1. Following the analysis of responses to the Community Choices consultation which took place between 30 July and 15 October 2012, the Council agreed to prepare a district-wide local plan for submission to the Secretary of State by October 2015. The Local Plan will provide a framework for the future development of the district and include strategic vision and policies for the

period up to 2031, site allocations and development management policies. The current projected timetable is set out in the table below.

2. There will be opportunities for community engagement in the content of the plan on a 'continuous' basis but for practical purposes the next key stage will be the consultation on the Preferred Options which is scheduled to take place between May to July 2015 for a period of 8 weeks. Following consideration of the consultation responses the Council will prepare the plan for submission. Prior to the submission of the plan for examination by an independent inspector, all interested parties will be invited to make representations relating to the soundness of the plan. This is scheduled to take place for 6 weeks (in accordance with the regulations) between March and April 2016 with the submission of the Plan for examination scheduled for October 2016.
3. The consultation documents will be accompanied by draft Proposals Maps, prepared to the appropriate level of detail for each stage, and which will be kept up to date as the plan is developed and amended. Sustainability Appraisals and Reports will be published simultaneously as part of these consultation exercises.
4. In preparing the new Local Plan, the Council will need to satisfy the 'duty to co-operate' requirements of the Localism Act 2011 which mean that Councils need to co-operate on relevant cross boundary planning matters. This applies particularly to Harlow District Council where provision may be sought in this district for some of Harlow's future housing provision. Epping Forest District Council adjoins another nine local planning authorities – East Herts and Broxbourne in Hertfordshire; Uttlesford, Chelmsford and Brentwood in Essex; and the London Boroughs of Havering, Redbridge, Waltham Forest and Enfield. Preparation of the local plan will also involve co-operation with Hertfordshire and Essex County Councils, the Greater London Authority, Lee Valley Regional Park Authority, the City of London Corporation and all appropriate statutory undertakers and other Government agencies.
5. The Council will also be considering the introduction of a Community Infrastructure Levy (CIL) in the district. This is the mechanism that Councils will use to collect and pool contributions from developers toward the infrastructure needs of the district. The Council will be considering this concurrently with the local plan. If the Council decides to implement a CIL charge in the district, consultation will be undertaken on the proposed charging schedule in accordance with the appropriate regulations and subject to a separate examination.
6. The adopted Proposals Map will be revised as and when new local development documents, or their revisions, are themselves adopted.
7. This revised Local Development Scheme will come into effect on 21 July 2014. It will continue to be reviewed on a regular basis. The reviews will be reported to Members and published on the Council's website, to ensure (i) that progress with the preparation of the local plan is closely monitored and managed; and (ii) the local community and other interested parties are kept fully informed.

Local Plan	
Role and Subject	Determines the amount and location of development for the district together with some release of Green Belt land for this purpose. Sets out the spatial vision, objectives and strategy, all development sites and development management policies for the development of the district and a framework for development management for the period up to 2031.
Which “saved” policies from the 1998/2006 Local Plan will it replace?	All
Geographical coverage	District wide
Status	Development Plan Document
Conformity	Consistent with national planning policy
Timetable	
Evidence gathering & background work for Issues & Options preparation and public consultation including initial sustainability appraisal	October 2011 – September 2012 Consultation on the issues & options ‘Community Choices’ took place between 30 July 2012 and 15 October 2012
Further evidence collection, draft plan preparation and sustainability appraisal	October 2012 – May 2015
Consultation on Preferred Options (8 weeks)	May – July 2015
Preparation of Submission Plan and Sustainability appraisal	September-February 2016
Pre-submission publication and representations on soundness (6 weeks) Regulation 19	March-April 2016
Submission to Planning Inspectorate for Examination Regulation 22	October 2016
Examination in public Regulation 24	Subject to discussion with the Planning

	Inspectorate and timetabling – likely to be early 2017
Receipt of report Regulation 25	May 2017
Expected Adoption & Publication (including proposals map) Regulation 26	September 2017
Production	
Lead department	Planning Policy (Neighbourhoods Directorate)
Management	The Portfolio Holder (and the relevant Scrutiny Panel and Cabinet as necessary) will consider drafts. Full Council will approve final draft documents prior to submission.
Resources	Planning Policy Team with consultative input from Development Management Team Corporate Support, Environment and Street Scene, Finance and ICT, and Housing
Community and Stakeholder Involvement	In accordance with the Statement of Community Involvement

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