



CABINET
Monday, 10th December, 2018

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

Council Chamber - Civic Offices
on **Monday, 10th December, 2018**
at **7.00 pm** .

Derek Macnab
Acting Chief Executive

Democratic Services
Officer

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

Members:

Councillors C Whitbread (Leader of the Council) (Chairman), S Stavrou (Deputy Leader and Housing and Property Services Portfolio Holder) (Vice-Chairman), N Avey, A Grigg, H Kane, S Kane, A Lion, G Mohindra, J Philip

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

1. WEBCASTING INTRODUCTION

This meeting is to be webcast and Members are reminded of the need to activate their microphones before speaking.

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

To be announced at the meeting.

3. DECLARATIONS OF INTEREST

To declare interests in any item on this agenda.

4. MINUTES (Pages 5 - 10)

To confirm the minutes of the meeting of the Cabinet held on 8 November 2018.

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 AND REQUESTS TO ADDRESS THE CABINET

To receive any questions submitted by members of the public and any requests to address the Cabinet.

(a) Public Questions

To answer questions asked by members of the public after notice in accordance with the provisions contained within Part 4 of the Constitution (Council Rules, Rule Q3) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

(b) Requests to Address the Cabinet

Any member of the public or a representative of another organisation may address the Cabinet on any agenda item (except those dealt with in private session as exempt or confidential business) due to be considered at the meeting, in accordance with the provisions contained within Article 7 of the Constitution (The Executive, Paragraphs 27 and 28).

7. OVERVIEW AND SCRUTINY

To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function and to identify any matters that the Cabinet would like the Overview and Scrutiny Committee to examine as part of its work programme.

8. ACCOMMODATION STRATEGY (Pages 11 - 46)

To consider the attached report (C-024-2018/19).

9. ST JOHN'S ROAD DEVELOPMENT, EPPING (Pages 47 - 60)

To consider the attached report (C-025-2018/19).

10. HARLOW & GILSTON GARDEN TOWN - VISION & DESIGN GUIDE (Pages 61 - 168)

To consider the attached report (C-022-2018/19).

11. LANDMARK SITE, LOUGHTON - CAPITAL COSTS (Pages 169 - 178)

To consider the attached report (C-026-2018/19).

12. CAPITAL REVIEW 2018/19-2022/23 (Pages 179 - 210)

To consider the attached report (C-027-2018/19).

13. FINANCE & PERFORMANCE MANAGEMENT CABINET COMMITTEE (Pages 211 - 236)

(Business Support Services Portfolio Holder) To consider the minutes of the meeting of the Finance and Performance Management Cabinet Committee held on 15 November 2018 and any recommendations arising therefrom.

14. EPPING FOREST YOUTH COUNCIL - PROJECT DEVELOPMENT (Pages 237 - 248)

To consider the attached report (C-023-2018/19).

15. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 24 of the Council Procedure Rules contained in the Constitution requires that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

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

16. EXCLUSION OF PUBLIC AND PRESS

Exclusion

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

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.

Background Papers

Article 17 of the Constitution (Access to Information) define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

EPPING FOREST DISTRICT COUNCIL CABINET MINUTES

Committee: Cabinet **Date:** 8 November 2018

Place: Council Chamber - Civic Offices **Time:** 7.00 - 7.18 pm

Members Present: C Whitbread (Chairman), S Stavrou (Vice-Chairman), N Avey, A Grigg, H Kane, A Lion, J Philip, G Mohindra and S Kane

Other Councillors: R Baldwin, N Bedford, R Brookes, J Lea, M Sartin, D Stocker and H Whitbread

Apologies:

Officers Present: D Macnab (Acting Chief Executive), G Blakemore (Strategic Director), S Hill (Service Director (Governance & Member Services)), P Pledger (Service Director (Housing & Property Services)), Q Durrani (Service Director (Contracts & Technical Services)), P Maddock (Assistant Director (Accountancy)), J Leither (Democratic Services Officer), S Kits (Social Media and Customer Services Officer) and P Seager (Chairman's Secretary)

48. WEBCASTING INTRODUCTION

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

49. DECLARATIONS OF INTEREST

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

50. MINUTES

Decision:

That the minutes of the meeting of the Cabinet held on 18 October 2018, be taken as read and signed by the Leader as a correct record.

51. REPORTS OF PORTFOLIO HOLDERS

The Technology and Support Services Portfolio Holder, Councillor A Lion updated the Cabinet on a recent meeting he had attended with Nathalie Boateng, Head of Legal Services at Broxbourne Borough Council. EFDC were looking at a potential shared legal services with Broxbourne Borough Council and Simon Hill was working with Nathalie Boateng to prepare a Service Level Agreement.

Councillor Lion asked Members if they had anything in their Portfolio's that they would like considered from a legal aspect and to contact either Simon Hill or Councillor Lion.

52. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET

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

53. OVERVIEW AND SCRUTINY

The Chairman of the Overview & Scrutiny Committee reported that the last meeting of the Overview and Scrutiny Committee was on the 29 October 2018 and that she had updated Council at its meeting on the 1 November 2018 she therefore had nothing further to add, only to remind Member's of the consultation still running regarding the possible re-alignment of the Select Committees going forward in the next municipal year and if Members had any comments could they please inform Democratic Services.

54. REINVESTMENT FOR IMPROVEMENTS AND ENVIRONMENTS IN COUNCIL CAR PARKS

The Safer, Greener and Transport Portfolio Holder presented a report to the Cabinet advising that at its meeting on the 6 September 2018, the Cabinet agreed changes to the parking tariff. It was estimated that the revised tariff could result in additional income of up to £300,000 per year. It was considered that some of the income could be reinvested to improve and enhance the car parks. If agreed the investment would improve customer experience and help increase income.

The Council owned 20 car parks across the District with a total of 1763 parking spaces. Car parks were categorised as short or long stay with each attracting a separate set of parking tariffs.

The purpose of the report was to seek approval to reinvest some of the increased income that was likely to arise because of the recently agreed parking tariff review into enhancing and improving Council owned off street car parks. The additional investment would make Council car parks more welcoming, improve security, environmentally friendly and enhance the customer experience. An assessment of options to increase capacity could result in proposals to invest in expanding existing car parks.

Decision:

- (1) That the Cabinet agreed to reinvest some of the additional predicted income because of the tariff review and to recommend to Council the following Capital growth bids in the car parking budget for the 2019/20 financial year:
 - (a) £100,000 for environmental enhancement and improvement works;
 - (b) £60,000 for installation electric charging points subject to the outcome of the ongoing feasibility study;
 - (c) £23,000 for installation of new CCTV systems;
 - (d) £100,000 allocation for new LED lighting;
- (2) That the Cabinet agreed to recommend to the Council a DDF growth bid of £40,000 in 2019/20 for appointment of external consultants to carry out a feasibility assessment to increase car park capacity; and

- (3) That the Cabinet agreed that the ongoing costs of £10,000 from 2019/20 onwards arising from the recommendations in this report were to be funded from the additional income generated by the increase in parking charges already agreed.

Reasons for Decision:

At a meeting of the Cabinet on the 6 September 2018, it was agreed to receive a further report setting out the funding growth bid for environmental enhancement and improvement in the Council's off street car parks.

Other Options Considered and Rejected:

Some or all of the recommendations in the report could be rejected with a varying degree of consequences, as listed in the risk management section of the report attached to the agenda.

55. GYMNASTIC CENTRE NORTH WEALD AIRFIELD

The Asset Management and Economic Development Portfolio Holder presented a report to the Cabinet she advised that the Epping Forest Gymnastics Centre at North Weald Airfield was established in 1986, for the purpose of providing a centre of excellence for gymnastics, catering for children and young people from the district and surrounding area. It had always been leased at a peppercorn rent, although the tenant was responsible for all internal repairs and maintenance of the apparatus. During the first twelve years of operation, the centre was very well run and maintained to a high standard, with regular investment into the equipment, coaching and internal elements of the building.

However, following a change of management it was taken over by a local gymnastics Trust who over recent years have provided very little investment in the centre and its infrastructure which has led to the centre being in a poor state of repair externally and internally and investment would be needed to undertake essential building works and replace the ageing equipment.

The current lease for the facility was due for renewal on 31 December 2018. Due to the lack of investment and commitment to developing gymnastics by the current leaseholder, the tenant had been given notice to vacate the building at this time.

However, gymnastics continues to have a very high profile, due to the great success of the British Gymnasts in the World Olympic and Commonwealth Games. The current facilities for gymnastics across the Epping Forest District cannot accommodate the number of children and young people wishing to participate in the sport.

This report therefore seeks Cabinet approval to invest £240,000 in the Council owned purpose built gymnastics centre at North Weald Airfield, to cover the costs of essential building works and repairs, and the purchase of new gymnastics apparatus. This investment would be in order to enable the facility to be fully utilised as a beginner through to development level centre of excellence.

Councillor H Kane, Leisure and Community Portfolio Holder stated that she fully supported the report as she had been approached by successful clubs who would be willing to take over.

Decision:

1. That Cabinet sought a bid from the 2019/20 budget for a Capital Allocation of £240,000 to invest in the Gymnastics Centre at North Weald Airfield, to enable essential building works to be undertaken and to equip the facility with a complete set of new gymnastics apparatus;
2. That expressions of interest were sought from suitably qualified gymnastics clubs to enter into a lease in order to provide opportunities for local children and young people of all abilities to participate in recreational and competitive gymnastics; and
3. That delegated authority was granted to the Service Director Commercial and Regulatory Services in liaison with the Asset Management and Economic Development Portfolio Holder to agree the final terms of the lease.

Reasons for Decision:

The Epping Forest Gymnastics Centre had received minimal investment by the current tenant over the last 25 years and was now in need of significant repair and improvement to enable its use to be maximised. Other Epping Forest facilities providing gymnastics in the area cannot cater for the level of interest and hence, several hundred children were on waiting lists to participate in gymnastics.

By improving the purpose built facility at North Weald Airfield and purchasing new apparatus, the Council can meet the demand for gymnastics. This would not only increase participation by young people in sport, but also was in accordance with the Council's policy to invest capital to generate a revenue return. The lease income would be significantly greater than current interest rates achieved in the Council's investment portfolio.

Other Options Considered and Rejected:

1. To demolish the centre, although, if this option was taken, gymnasts who currently use the centre will need to be accommodated elsewhere if the facility was closed permanently. There was already a lack of availability in the district.
2. To ensure only essential health and safety work was undertaken and continued to lease the centre at a peppercorn rate. However, some external works were essential which would require significant future Capital investment and a complete set of new apparatus was needed to operate the centre safely in the longer term. This option would not realise a revenue return for the Council.

56. EXTENDING THE FUNDING OF 2 EPPING FOREST CAB DEBT ADVISORS

The Housing Portfolio Holder presented a report to the Cabinet advising that the Council currently funded, and had done so for around 3 years, the Epping Forest Citizens Advice Bureau's (CAB) to provide two Debt Advisors to assist residents in the district with their personal budgeting. However, the Cabinet needed to consider whether it wished to extend this grant funding for a further year. The funding added up to £42,000 per annum, shared between the Housing Revenue Account and the General Fund.

Such advice was very valuable to residents, but also to the Council, as it helped both, keeping rent arrears low and preventing homelessness.

For every person that was prevented from becoming homeless as a result of this debt advice, the charge made to single homeless people accommodated in B&B hotels, that were eligible for housing benefit, was equivalent to around £15,920 per annum. The Council's Housing Benefit Service was only able to recover the equivalent of around £7,640 per person per annum from the Government. This was because the Government wanted to penalise local authorities who accommodated homeless households in B&B hotels. Therefore, the resultant average cost to the General Fund, through the loss of the B&B subsidy, was around £8,280 per person per annum.

Under the present agreement, the CAB were required to have one Debt Advisor based at the Limes Centre, Chigwell for one half day each week. However, the CAB have extended this service to 2 half days each week, since 37% of the clients they assisted were first seen at the Limes Centre.

Members of Overview and Scrutiny Committee received a presentation from the CAB on the use and outcomes of all the grant funding that they received from the Council, where they learned that in the first 5 months of this year, the CAB Advisors managed debts of around £444,000 and assisted 286 clients. In addition, there were 246 drop-in clients who had face-to-face interviews with the Debt Advisors. Around 41% of the clients were Council or Housing Association tenants and 18% of all clients were either threatened with homelessness or homeless. The CAB had reported that 308 debt issues were addressed with a total of 1,340 activities being conducted on behalf of their clients.

Based on the risks and benefits above, it was therefore recommended that the Cabinet seek a bid for the 2019/20 budget to fund the Epping Forest CAB for the two full-time Debt Advisors for a further year from 1 April 2019 and funding be split as follows:

- (a) £8,400 from the Housing Revenue Account (HRA); and
- (b) £33,600 from the General Fund District Development Fund (DDF).

Councillor Mohindra stated that the Council had always been very supportive of the CAB by granting funding to them but he wanted to highlight to Members that 80% of the funding source would come from the General Fund and therefore to be mindful that this would be competing with other requirements.

Councillor Stavrou stated that the split was weighted that way as to prevent homelessness and homelessness responsibility was a statutory obligation on behalf of local authorities.

Mr Pledger advised that the HRA was ring fenced so that only Council tenants could benefit from HRA funding. Based on the statistics that the CAB have been able to provide to us they were saying that 41% of the clients were Council or Housing Association. Based on the evidence that they had collected they could not advise of the exact split between Council and Housing Association but going forward they would now start to collect this information. Therefore on this occasion we have had to assume that of the 41%, 20% were HRA and 21% General Fund.

Councillor Mohindra stressed that it be made clear to the CAB that future funding would be linked to required statistics. Mr Pledger advised that this had already been made clear to the CAB.

Councillor H Whitbread queried whether the CAB were situated only at the Limes Centre in Chigwell. Mr Pledger advised that they were based in other locations and would cover the whole of the district.

Decision:

That the Cabinet sought a bid from the 2019/20 budget for the funding of the Epping Forest Citizens Advice Bureau's (CAB) for two existing full-time Debt Advisors for a further year to be agreed from 1 April 2019 and funded as follows:

- (a) £8,400 from the Housing Revenue Account (HRA); and
- (b) £33,600 from the General Fund District Development Fund (DDF).

Reasons for Decision:

To agree to extend the funding of the CAB's two existing Debt Advisors for a further year from 1 April 2019, in order to provide support to residents with personal budgeting and debt advice which will assist the Council in controlling rent arrears and preventing homelessness.

Other Options Considered and Rejected:

The main alternative options appear to be:

1. Not to agree to extend the funding of the CAB's two existing Debt Advisors for a further year from 1 April 2019.
2. To only extend the funding for one CAB Debt Advisor.
3. To provide funding for more than two CAB Debt Advisors.

57. ANY OTHER BUSINESS

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

CHAIRMAN

Report to the Cabinet

Report reference: C-024-2018/19
Date of meeting: 10 December 2018



**Epping Forest
District Council**

Portfolio: Leader (Councillor C. Whitbread)
Subject: Accommodation Strategy
Responsible Officer: G. Blakemore (01992 564233)
Democratic Services: A. Hendry (01992 564243)

Recommendations:

- (1) That the Cabinet approve the accommodation option to maximise the Civic building use in Epping High Street by:
 - (a) retaining Civic, Democratic and Customer Service functions on the Epping site;
 - (b) delivering a combination of partner, community and business services from the Civic building;
 - (c) refurbishing the areas of the Civic building to the standards appropriate for the use (subject to b) above);
 - (d) the disposal of land to the rear of the Civic site in line with the Local Plan allocation;
 - (e) building office accommodation on Council owned land in North Weald for occupation by the Council and potentially partner organisations;
- (2) That consequent upon the approval of recommendation (1) above the following actions be taken:
 - (a) That the Council proceed to full design and build specification of a new build reporting back to the Cabinet before the end of the financial year 2018/2019 seeking agreement to proceed to the procurement of the new build process and its Capital requirement;
 - (b) Cabinet agree £425,000 capital expenditure for professional services and programme resource to deliver year 1 of the programme met from the existing planned maintenance budget phased as follows: virements of £25,000 in 2018/19 and £400,000 in 2019/20;
 - (c) That land allocated within the local plan to the rear of the civic site be marketed for sale, with the sale to be agreed before end of the financial year 2019/20;

- (d) That authority be given to the Chief Executive to 'soft' market test the letting of areas of the Civic building spaces as marked on appendix A attached;
- (3) That a further report be made to Cabinet on:
- (a) the feasibility of the marketing of the part site before the end of the financial year 2018/2019;
- (b) the revisions required to the accommodation programme to align it with these recommendations;
- (c) the formation of a governance structure to support effective and efficient delivery across the programme; and
- (4) That the Cabinet receive regular updates on the programme to future meetings.

Executive Summary:

Since the listing of the Civic Offices building by Historic England in late 2017 there have been a number of events and changes that have led to a revisit of the accommodation project. On review there is a new recommendation for Cabinet consideration that acknowledges developments in St. Johns Road, Epping and addresses the continued use of the Civic Offices building for purposes that it was designed for and opening up wider services for the community and customers. In addition, research has shown potential for new and established businesses to rent office space supporting economic development and protecting the high street footfall.

The strategic objectives set in 2016 are met by the mixed-use proposition for the Civic Offices building together with the sale of the land to the rear of the site and a new build office in North Weald.

Partners and business have been engaged in informal meetings, land, property values and build costs have been established and a break even financial case is viable on the information to date.

Cabinet are asked to approve the recommendation and the subsequent decisions to enable the next steps to progress with the updated report back by the end of the financial year 2018/19

Report:

Background and Purpose:

1. The accommodation project has explored options to:
 - maximise the beneficial use of Council land holdings;
 - provide a catalyst for transformational change in working practices; and
 - improve accommodation provision whilst realising ongoing running cost efficiencies
2. Between June 2016 and March 2017 Cabinet agreed to move to a feasibility business case to deliver the consolidation of staff into the Civic building and selling the rear of the site for development. The listing of the Civic building by Historic England in late 2017 restricts the potential to remodel the Civic building limiting the 'opening up' of floorplates

that would enable staff to work in areas designed for concentration, collaboration and confidentiality.

3. Up to May 2018 work continued to develop the next steps of the Cabinet decision. As other projects developed and opportunities were pursued to involve partners and businesses more widely in the future of the Civic building the accommodation business case options were reviewed.
4. The outcome of revisiting the options is a new recommendation for Cabinet to approve. Within the Civic Offices building this option:
 - retains the Civic building for Civic and democratic use;
 - provides a Customer hub for Council and other partner services;
 - provides a community / public food and beverage area;
 - returns a new revenue stream from business incubation and space letting across 2 floors;
 - the refurbishment cost is estimated at £1.5m and an additional £1.5m in years 6-10. £1.2m is currently available as existing budget;
 - the rear of the site is sold for development in line with the Local Plan; and
 - a new build office in North Weald would accommodate Council staff and potentially other partner organisations.
5. The qualitative appraisal by PwC of the option being put forward for recommendation concludes it better meets the Council's strategic objectives compared to 'do nothing' or the refurbishment option of the Civic Offices.
6. PwC have indicated a cost of an additional £175k for feasibility on the recommendation. Should the recommendation be agreed and the governance and project resources be put in place it is not the intention of officers to commission further work from PwC. Additional funds to access professional services, primarily to advance the sale of the rear site and commission the new build specification work, is sought.

Objectives and Future Capacity:

7. The strategic objectives, previously agreed by Members, for the accommodation project are:
 - (a) a focus on Customer Service, 'placing them at the heart of everything we do';
 - (b) create an improved, modern, affordable and value for money working environment that reflects positively on the image of the Council;
 - (c) enables transformation and culture change across the Council involving new and agile ways of working across teams;
 - (d) supports the economic development aspirations for the District, through the Local Plan, by releasing the rear of the Civic Building site as soon as possible and not later than 5 years' time; and
 - (e) minimise disruption to service delivery and moves during refurbishment.
8. In addition, there is also the requirement for the project to financially break even.
9. The Civic Offices building would retain up to 40 EFDC staff supporting Customer, Civic and Democratic activity. The aim for the number of occupants in the Civic building in total would be no less than the existing headcount (446 as at 2016) supporting high street footfall and the local economy. The Civic building would be open to Customers for multiple agencies, Businesses both established and incubation, and the community with proposed high street access to local supplier food and beverage provision.

10. The new build would accommodate staff working in a flexible way designed to ensure Collaborative, Confidential and Concentration spaces are available and a 7:10 desk ratio in place for 380 staff. The build would include 10% flex space for growth and total size 3,300 square meters. These numbers will be revisited at detailed design phase in 2019 as the outcomes of the People Strategy, Technology Strategy and ongoing cultural change are measured in terms of effect on organisational design.

Reasons for Proposed Decision:

The recommendation delivers the strategic objectives of the accommodation project and supports the overall aspirations of the Council Corporate Plan – Stronger Council, Stronger Communities, Stronger Place.

The subsequent decisions would move the project forward and enable partner discussions to move to expressions of interest, greater certainty on the land value at the rear of the site, open up opportunities for partners on other sites to look at alternative office provision and provide staff with more certainty on office location in the future as EFDC transitions through the People Strategy and new ways of working.

Other Options for Action:

The 'do nothing' option has been used as the baseline case. The Council currently occupies and pays for significantly more space than it needs to accommodate current and future headcount. There are currently more workstations provided than there are staff (505 workstations, 446 staff). Average workstation occupancy is only 60% throughout the day. The amount of space per workstation is high compared to sector benchmarks. The running costs are high compared to freehold local government offices.

Consolidation of staff into the Civic Offices building and sale of the rear of the site could be achieved. In financial appraisal PwC ranked this option as preferred although noted it does not meet many of the strategic objectives. Consolidation involved a decant strategy cost of £310k as staff / members moved into Condor whilst a £5.6m refurbishment over 2 years took place.

The recommended option for retaining the Civic building and new build also appraised a number of uses such as residential on the 2nd floor and looked at sale and leaseback opportunities. PwC concluded the market did not see these as viable options and as such they were discounted.

Resource Implications:

The accommodation programme has benefitted from the external expertise of PwC and Bissett Adams since 2016. There has also been a strong focus from internal resources in the Transformation Team and a considerable amount of information and assessment of options has been undertaken all of which informs the recommendation.

Going forward the resources required will need to have capacity and skills to run a programme with a Governance Board and Project Team/s moving at some pace in order to keep workstreams aligned and minimise risks of dependencies causing further delays. A Programme Management resource will be engaged upon a recommendation being agreed by Cabinet.

In order to move forward there is also a requirement to fund professional services at an estimated cost of 10% total cost. A significant proportion is expected to be allocated to the

new build project, other work would include valuations, design services for the Civic Centre and refurbishment specifications of works, in addition procurement services for work across the programme would be sought.

Appendix 1 to this report includes indicative values and costs for the programme. The key figures at a summary level are:

Activity	£m	Key assumptions
Sale of land to the rear of the Civic site in Epping	10	Scheme density as per Local Plan allocation.
Cost of New Build	8.5	Includes contingency and fees
Refurbishment of Civic Building	1.5	Dependent on actual mix of use and partners Income derived from rent (£300kpa) to be used to cover running costs of building – cost neutral position

There is an existing budget for refurbishment and maintenance of the Civic site, currently £1.2m. In order to proceed for the remainder of 2018/19 and throughout 2019/20 Cabinet are asked to approve a total of £425k from this existing budget. This will be used for professional fees and programme governance and is based on 10% of new build cost / 1year. It is suggested that this sum is met from a virement to be taken from the on-hold planned maintenance capital budget.

The new build costs and sale of land numbers all include contingency at 15% and fees.

Legal and Governance Implications:

Any professional consultancy services will be procured in line with the Council procurement rules. The Civic Offices site has a draft allocation of housing within the Local Plan to be bought forward in the early years. There will be a Governance Board in place and regular reports of progress back to Cabinet.

Safer, Cleaner and Greener Implications:

The new building and will be safer by design and energy efficient.

Consultation Undertaken:

A six-step process has been undertaken since 2016 to date that has informed the recommendation. This has involved engagement with members, senior officers, design champions and Historic England.

A series of workshops including 'visioning' and 'design' have informed the design principles that are in operation today and are the basis of the future new build design.

The creation of the Community Safety Hub on the second floor of the Civic building is the showcase area for the design concepts.

The Leadership Team base also on the second floor will also model the design concepts and desk ratio of 7:10 by late December 2018.

There will be further consultation required within each workstream going forward including customers, partners and staff and both formal and informal depending on the project. Where practicable the intention is to offer Board membership to key partners and begin customer consultation across the district to inform Customer Hub design and function.

Since Sept 2018 a number of partners and agencies have been approached or have approached EFDC to discuss the opportunity of locating services in the Civic building. Interest has been expressed from Essex CC, Police, CCG, and Corporation of London. Parish and Town Council opportunities working within EFDC estate are also being explored where this accommodation project could work for customers, residents and organisations. Exploratory discussions with a variety of businesses are in progress and a decision to move forward with soft market testing would enable further viability to commence.

Background Papers:

Cabinet report March 2017

PwC Service Accommodation Review: Stage 1, Strategic Outline Case for Change Dec 2016

PwC Outline Business Case, Stage 2, October 2018

PwC Service Accommodation Review: Stage 2, Strategic Design Brief. October 2018.

Risk Management:

A full risk register will be produced at both programme and project level. The management of risk will be the responsibility of the Board. For the purposes of high level risk management, the work to date by PwC has highlighted these key risk areas:

Risk: Access/egress to the rear of the Civic site

Mitigation: Engage formally with Essex Highways at an early stage and procure the advice services needed.

Risk: Untested market for renting out of office space in the High Street (Civic building), income assumption is a risk

Mitigation: Early engagement with businesses already operating in the market of renting out space, valuers and agents in order to assess demand currently and looking at their predictions as well as looking outward across the areas at competition and complimentary offers.

Risk: People strategy including ways of working and common operating model does not deliver the cultural changes required for 7:10 desk ratios and new office layouts (flex working, collaboration spaces, hot desks etc.)

Mitigation: Leadership team focussed on outcomes, investment in management and leadership skills, deliver structural changes through the management layers at pace, focus on communication and engagement of staff – refreshing all engagement already completed since 2016.

Risk: Car park provision for Customers and users of the Civic building.

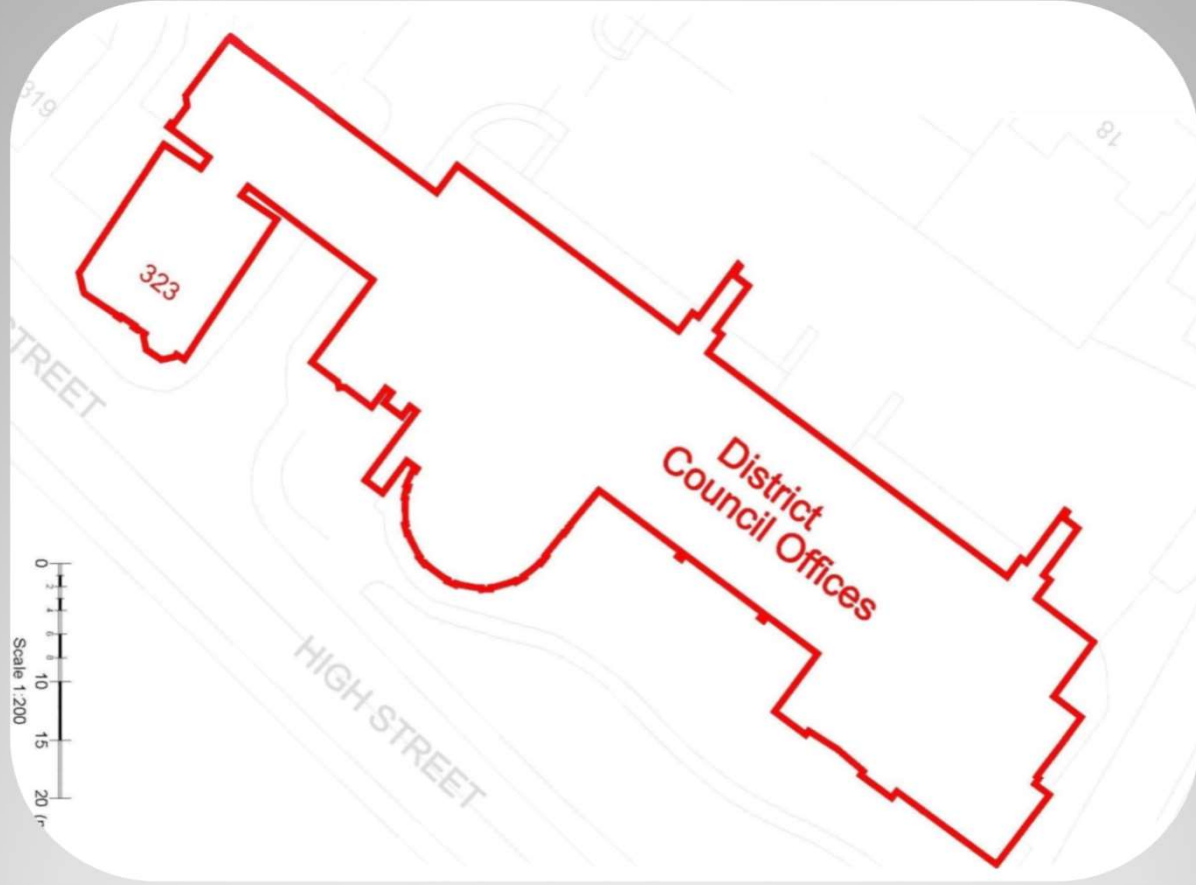
Mitigation: Overarching deployment of the Travel Plan scheme. Apply flexibility in approach to interim and transition proposals across all EFDC sites.

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Epping Forest District Council Recommended accommodation option Dec 2018



'Ready for the Future'



Site Plan

Rear Site – Residential Redevelopment

Demolition of the Condor Building, along with the additional two car parks to the rear of these buildings opens up redevelopment opportunities for a residential scheme.

Redevelopment:

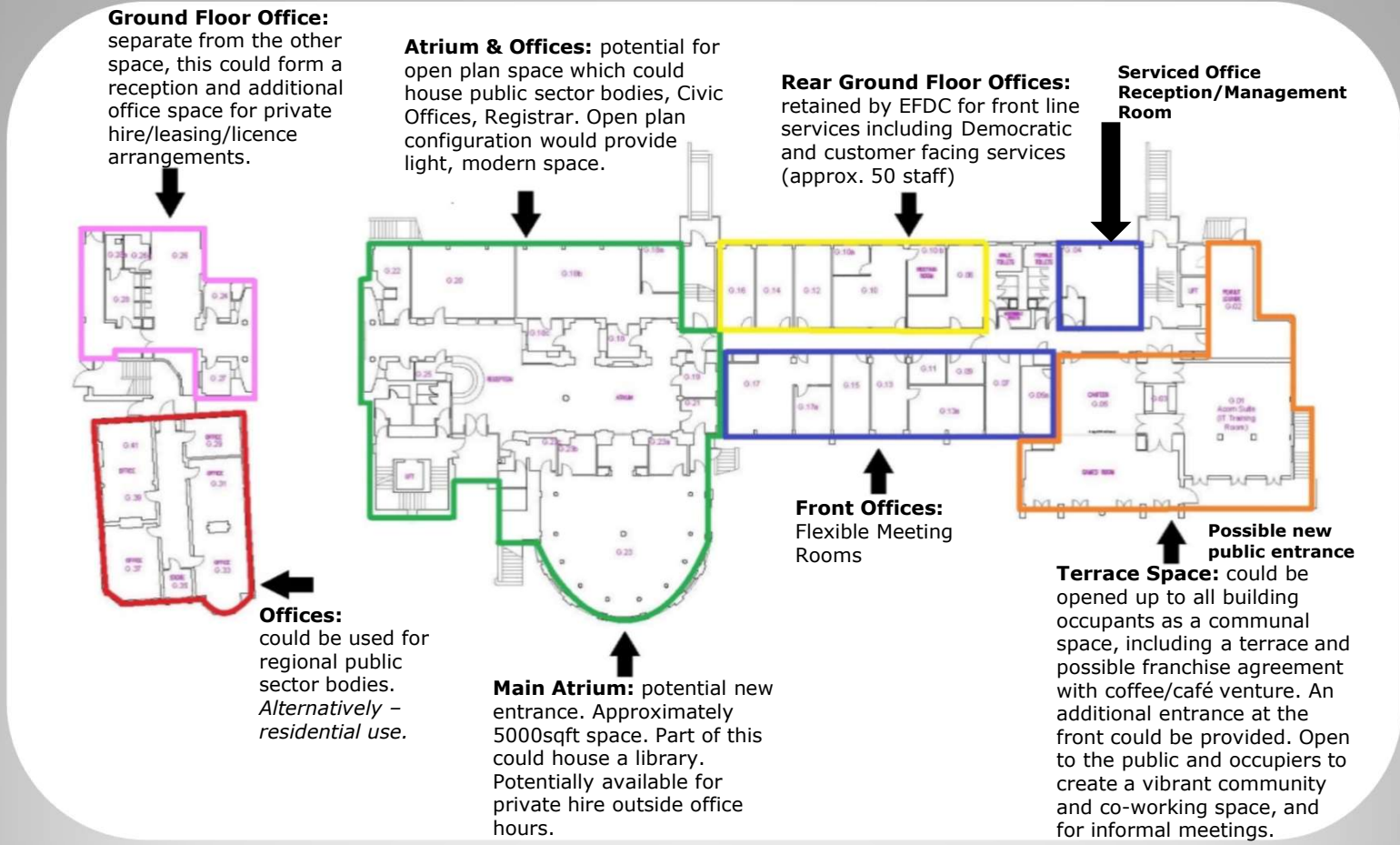
- The land would open up approximately 1.63 acres of land equating to 0.66 hectares for residential redevelopment close to the town centre.
- Allowing room for parking, access etc (i.e. 50% buildable area) this opens up potentially two blocks of dwellings, comprising:
 - 20 private flats on two bedrooms in one block, and the same in a further block.
 - With additional 13 and 12 dwellings as affordable homes.
 - Private dwellings could be expected to sell between £600-650k each.
 - Affordable homes generating £200-250k each.
 - Granting a total sale in the region of £30-33m.
- Total build costs in the region of £8-9m.
- Gross development costs including building, demolition, fees etc in the region of £20m.
- This generates a gross site value in the region of £9.5-£10.5m.
- The Listed Civic Buildings could be adapted for a range of government, community and commercial uses.

Risks:

- Key risks and assumptions include:
 - Planning;
 - No land contamination issues;
 - Wildlife conservation issues (i.e. newt pond);
 - Heritage and historic conservation area issues;
 - Traffic and access, as the site will generate more traffic from both residential occupiers and users of any Civic Building repurposing;
 - Adequate parking provision;
 - Adjoining residential properties and amenity.

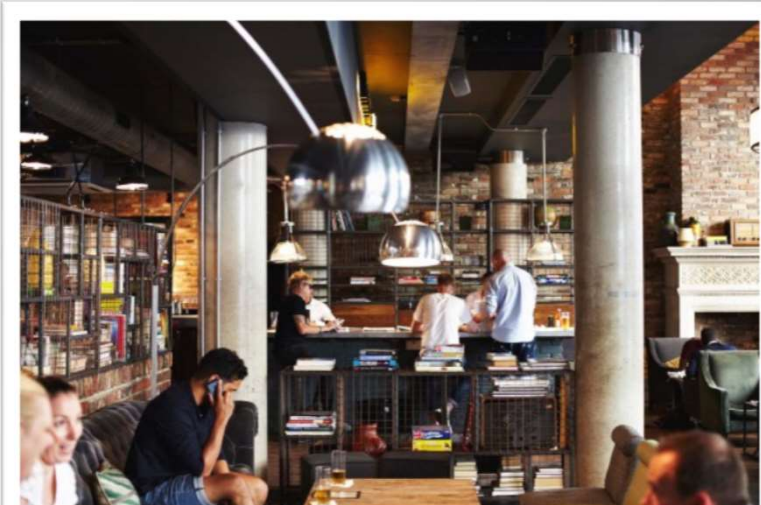
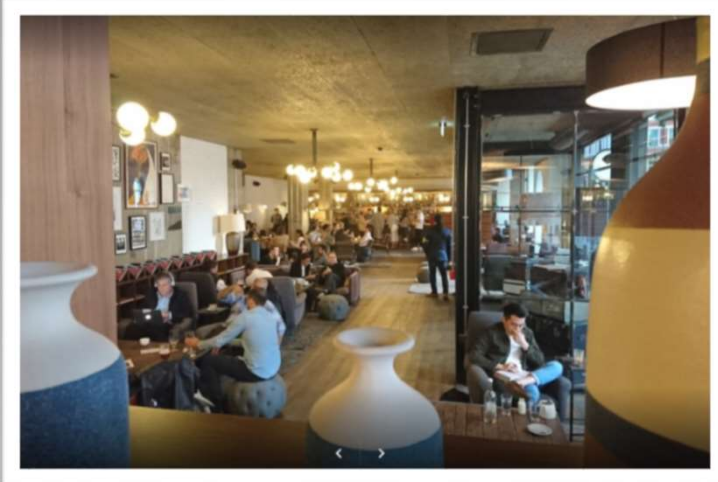


Picture shown for illustration purpose only



All alternative uses and configurations would be sympathetic to the Listed status of the Civic Offices.

Civic Offices Alternative Uses - Ground Floor

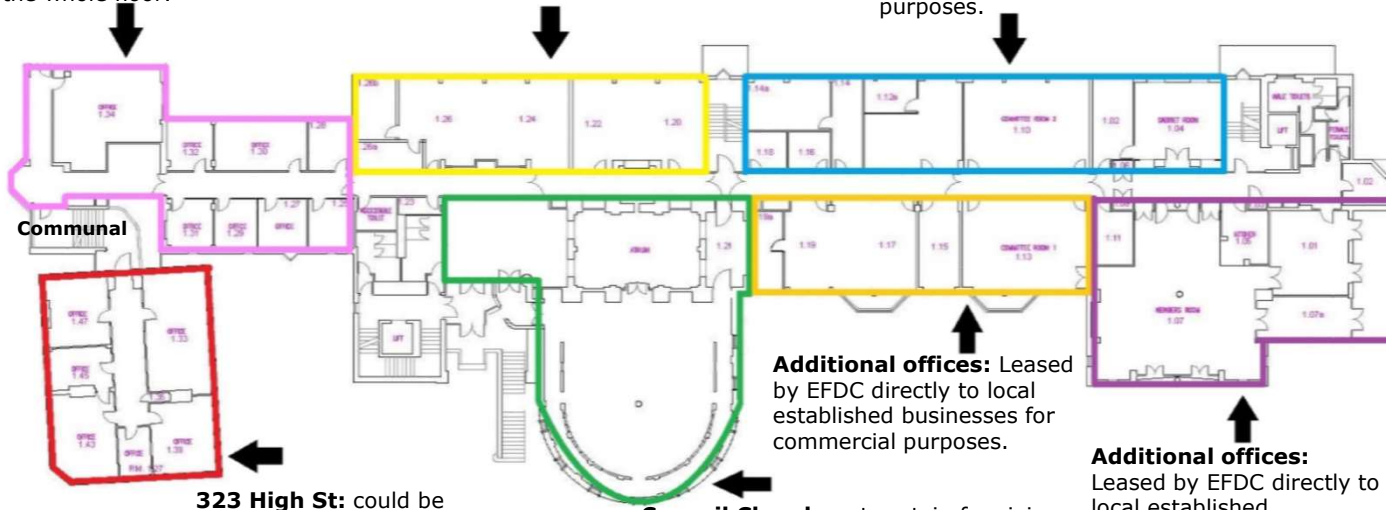


Café – ground floor

Offices: accessed via separate ground floor reception, could provide space for commercial occupiers on a licenced basis per room or a lease basis for the whole floor.

Additional offices: Leased by EFDC directly to local established businesses for commercial purposes.

Additional offices: Leased by EFDC directly to local established businesses for commercial purposes.



323 High St: could be retained for public sector occupation and civic uses, for example police, NHS, local authority, etc. *Alternatively, residential use.*

Council Chamber: to retain for civic uses, training, seminar room etc. This could also be hired out to other bodies, public or private. This could be utilised for local marketing, seminar space and services relating to sector knowledge.

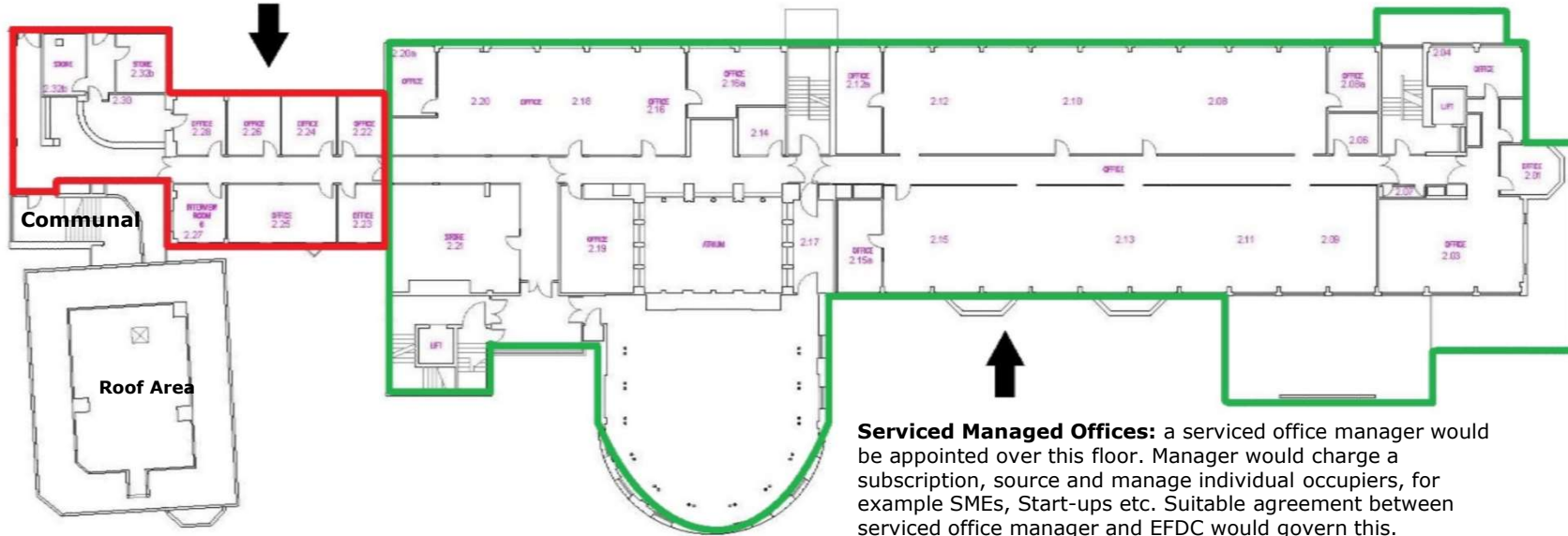
Additional offices: Leased by EFDC directly to local established businesses for commercial purposes.

Additional offices: Leased by EFDC directly to local established businesses for commercial purposes.

Additional offices: anticipate a range of commercial/professional occupiers, local business etc. Would it let at commercial rents with a suitable service charge for communal corridor, w/cs, reception etc.

Civic Offices Alternative Uses - First Floor

Office Space: accessed via separate communal stairwell. Anticipate commercial occupiers on a standard commercial lease basis with EFDC.



Serviced Managed Offices: a serviced office manager would be appointed over this floor. Manager would charge a subscription, source and manage individual occupiers, for example SMEs, Start-ups etc. Suitable agreement between serviced office manager and EFDC would govern this. Anticipate flexible occupation terms, minimum three month term, monthly subscription basis. Not on a direct lease basis.

Civic Offices Alternative Uses - Second Floor

Building 323 High Street – Commercial Redevelopment

The old house, currently used for EFDC (primarily IT, GIS mapping etc) provides potential redevelopment options, primarily residential refurbishment or repurposing for commercial or community uses.

Commercial would comprise:

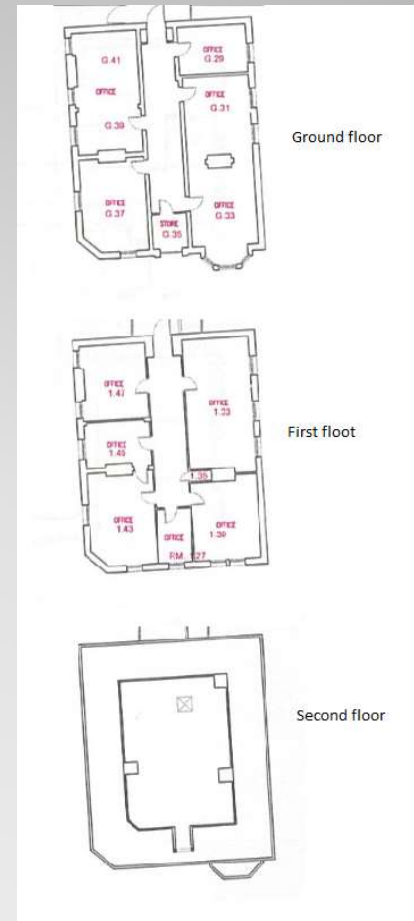
- A NIA of approximately 3,000 sq ft / 285 sq m.
- On refurbishment this could expect to let out in the region of £15 psf, equating to a rent of £45,000 pa for EFDC.
- Capital yields would be expected in the region of 7% if leased to commercial on standard terms or 5% if leased/occupied by government bodies due to the security of said covenants.
- This equates to a gross development value in the region of £600 – £840k with a secured income stream depending on covenant status of occupier.
- Refurbishment costs would be in the region of £300k, leaving a net residual land value of £300k - £540k.



Building 323 High Street – Residential Redevelopment

Alternatively, the property could be repurposed for residential conversion.

- We could anticipate 3 one bedroom flats, and 2 two bedroom flats being accommodated in the space available.
- The one bedroom flats would achieve around £300,000 each on sale, totalling £900,000.
- The two bedroom flats would achieve in the region of £500,000 each, totalling £1m.
- Altogether this would represent a sale value in the region of £1.9 million for a residential conversion.
- Access and parking would have to be considered, along with separating works from the rest of the remaining Civic Offices.
- Build costs would be in the region of £600,000, and with fees and ancillary works in the region of £800,000 total.
- This equates to a net residual value of around £1.1m assuming residential consent is granted.



North Weald Relocation

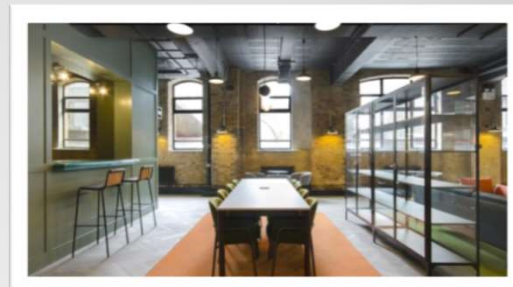
With the exception of Democratic Services and other supporting operations (approximately 40-50 staff members) the remainder of EFDC based in the Civic Offices could be relocated to nearby North Weald airfield.

This would necessitate a new build modern office accommodation on the basis of a 7:10 desk ratio.

- New build floor area 3,300 sq m / 35,500 sq ft GIA approximately, of which 17.5% of floor area set out for lifts, circulation, communal areas etc.
- New build costs in the region of £8-8.5m, with no land acquisition costs as the airfield is owned by EFDC, leaving main contingencies being planning, access, parking, land contamination (if any).



Picture shown for illustration purpose only



Workspaces: Collaboration, Concentration, Confidential

Appraisals Appendix

RESIDUAL VALUATION - RESIDENTIAL CONVERSION

323 High St Epping

	Ft Sq	M2	
Area:	1525 Sq Ft GIA	141.677075 m2 GIA	
	1525 Sq Ft GIA	141.677075 m2 GIA	x2 as over 2 floors
Total	3050 Sq Ft GIA	283.35415 m2 GIA	
		Flats	
		52 1Bed	NIA
		72 2 Bed	NIA
			Say 3 on Gnd Flor Say 2 on 1st Flr

SCHEME DETAILS:

Development Type:

Unit Type	No. of units	Habitable Area	Gross Int. Area	Total areas	value per unit	total value	Exp. Child Y	Primary Contr.	Secondary C	Total Contrib	NOTES
1Bed Flat	3	6	52	156	€300,000.00	€900,000.00					3 x 1 bed flats at €300k sale each.
2Bed Flat	2	6	72	144	€500,000.00	€1,000,000.00	0.986				2x2 bed flats at €500k sale each (maybe €600-650 for new builds)
Totals	5	12						0.431375	0.308125		
		Gross Internal Area of flats		300							
		Gross External Area of block		375		€1,900,000.00	0.986	€4,476.81	€5,021.51	€9,498.32	

Anticipated Gross Development Value of completed scheme

€1,900,000.00

VARIABLES

CONSTRUCTION COSTS

Building cost RESIDENTIAL	€2,160.00
Building cost COMMERCIAL	
Location Factor	1.06
Gross External Area of residential units	375
Gross External Area of commercial units	
Demolition & Ancillary works%	1.0%
Professional fees %	8.0%
Finance Rate	
Contingencies %	2.0%
Build Period (years)	2
Sales delay period (years) (where applicable)	1
S.106 requirements Education Contribution	€9,498.32
S.106 requirements Environmental Improvements contribution	
Other abnormal costs (where applicable)	

SALES COSTS

Advertising & marketing	€85,006.25
Letting Fees %	
Sales Fees %	1.5%

ACQUISITION COSTS

Estate Agents Fees	
Conveyancing fees %	
Stamp duty %	5%

OTHER COSTS

Developers Profit on Build Cost	
Developers Profit on GDV	
VAT (where applicable)	

Stamp Duty Rates

Values under €120,000	0%	Values of €250,000-€500,000	3%
Values of €120,000-€250,000	1%	Values over €500,000	4%

NOTES

€2160 per M2 or 201 psf Build/refreshment costs.
See alternative valuation for commercial refurbishment option.
Location factor for Greater London
Approximately.
N/A

Fees + contingency at 10%

Agency & Legal fees at 1.5%

Appraisals Appendix

DEVELOPMENT COSTS

Construction costs:

	£/m ²	area m ²	
Building Costs	1500.00		
X location factors for Greater London	1.06		
	<u>1590</u>	375	596,250.00
S.106 requirements			3,498.32
Other abnormals			0.00

Total Build Costs

€605,748.32

Other Construction Costs:

Demolition & Ancillary costs	2.0%	12,114.97	617,863.29	Total build costs inc. demo €0.62m.
Professional fees on building costs so far	8.0%	49,429.06	667,292.35	Total fees region of €700k

Construction Finance Costs:

Short term finan	0.00%	per annum over	2	Year(s)	
Finance on professional fees over build perio			2	Year(s)	
@	0.00%	per annum x 2/3			0.00
Finance on Building cost over build period of			2	Year(s)	
@	0.00%	per annum over build period x			0.00
Advertising & Marketing (incl. Interest)			85,006.25		752,298.60 Fees €700-750k
Contingency on total costs (including interest)	2.0%		15,045.97		767,344.57

Sales Costs:

Letting fees on initial rent	0%		0.00	767,344.57
Sale fees of GDV (includes for legal fees on s	2%		28,500.00	795,844.57
Developers profit of GDV @	0%	€0.00	0.00	795,844.57
VAT @	0.0%		0.00	795,844.57

Gross Development Cost €795,844.57

Gross Site Value €1,104,155.43

Less:

Cost of Purchasing Land:

Let 'x' = land value

Acquisition Costs	5%		0.050
Finance for land acquisition	3		1.000
	X =		1.050

€1,051,576.60

Net land Value say

€1,051,576.60 Total residential value say €1.1m

Achieved Land val as % of GC **55.35%**

Appraisals Appendix

RESIDUAL VALUATION - COMMERCIAL RE-DEVELOPMENT

323 High St Epping

Area:	£/Sq Ft	Sq Ft GIA	M2	m2 GIA
		3050		283.35

Net Market Rent	283.35415	m ² @	£159.00	per m ²	£45,053.31
YP in perpetuity	7.00%				14.29

NOTES

NIA 3000 sq ft = @ £15 psf = say £45,000 rent pa
 £643,618.71 7% if private/business occupier, 5% if government (government more secure covenant).

Anticipated Gross Development Value of completed scheme

£643,618.71

VARIABLES

CONSTRUCTION COSTS

Building cost RESIDENTIAL	£0.00	▼
Building cost COMMERCIAL	£815.00	
Location Factor	1.06	▼
Gross External Area of residential units	0	
Gross External Area of commercial units	283.35	
Demolition & Ancillary works%	2.0%	▼
Professional fees %	8.0%	▼
Finance Rate		▼
Contingencies %		▼
Build Period (years)	2	▼
Sales delay period (years) (where applicable)	1	▼
S.106 requirements Education Contribution	£0.00	▼
S.106 requirements Environmental Improvements contribution		▼
Other abnormal costs (where applicable)		▼
SALES COSTS		
Advertising & marketing	£0.00	▼
Letting Fees %		▼
Sales Fees %		▼
ACQUISITION COSTS		
Estate Agents Fees	1.0%	▼
Conveyancing fees %	0.5%	▼
Stamp duty %	5%	▼
OTHER COSTS		
Developers Profit on Build Cost		▼
Developers Profit on GDV		▼
VAT (where applicable)		▼

NOTES

See alternative valuation for residential conversion option.
 £815 per M2 or £75.72 psf Refurbishment costs.
 Factor for greater London.
 N/A
 283 M2 / 3050 sq ft GIA approx based on initial measurements.

Stamp Duty Rates

Values under £120,000	0%	Values of £250,000-£500,00	3%
Values of £120,000-£250,000	1%	Values over £500,000	4%

Appraisals Appendix

DEVELOPMENT COSTS

Construction costs:

	£/m ²	area m ²	
Building Costs	1000.00		
X location factors for Greater London	1.06		
	<u>1060</u>	283	300,355.40
S.106 requirements			0.00
Other abnormals			0.00

Total Build Costs

£300,355.40

Other Construction Costs:

Demolition & Ancillary costs	2.0%	6,007.11	306,362.51	
Professional fees on building costs so far	8.0%	24,509.00	330,871.51	110.2905025 Fees and demolition equates to approx £100 psf / £1,170 per M2 1167.696

Construction Finance Costs:

Short term finan	0.00%	per annum over	2	Year(s)	
Finance on professional fees over build perio	@ 0.00%	per annum x 2/3	2	Year(s)	0.00
Finance on Building cost over build period of	@ 0.00%	per annum over build period x	2	Year(s)	0.00
Advertising & Marketing (incl. Interest)					330,871.51
Contingency on total costs (including interest)	0.0%				330,871.51

Sales Costs:

Letting fees on initial rent	0%	0.00	330,871.51
Sale fees of GDV (includes for legal fees on s	0%	0.00	330,871.51
Developers profit of GDV @	0%	£0.00	330,871.51
VAT @	0.0%	0.00	330,871.51

Gross Development Cost £330,871.51

Gross Site Value £312,747.20

Less:

Cost of Purchasing Land:

Let 'x' = land value

Acquisition Costs	7%	0.065
Finance for land acquisition	3	1.000
	X =	1.065

£293,659.35

Purchasers costs around 6.75%

Net land Value say

£300,000.00 £300 - 540k depending on occupier covenant type.

Achieved Land val as % of GC **45.63%**

Appraisals Appendix

7:10 Desk Ratio (Oct 2018):						
New Building						
New Build Floor Area	3,300	m2	35,520.87	sq ft	GIA	
Of which = 17.5% for common areas	578	m2	6,216.15	sq ft	Circulation	
Office Build Costs	£2,250	m2				
Office Build Costs Total	£7,425,000					
<i>No land acquisition costs</i>	0					
15% contingency, fees, A/C plant	£8,538,750					

Appraisals Appendix

Original Calculations - September 2018

RESIDUAL VALUATION

Address The Civic Offices 323 High Street, Epping CM16 4BZ
 Valuation Date 27.09.18
 Scheme 4 storey; 65 flats

	Acres	m ²	ft ²	Hectares	Habitable Rooms	Max Hab Rooms
Gross Site Area	1.6310	6,600.563	71,048.497	0.6600	187	
	0.0000		0.000	0.0000		
	0.0000	0.000		0.0000		
Net site area	0.8155	3,300.211	35,523.476	0.3300	50% buildable	

SCHEME DETAILS:

Development Type:

Unit Type	No. of units	Habitable rooms	Residential		value per unit	total value
			Gross Int. Area	Total areas		
BLOCK A						
Private	20	40	0	0	£600,000.00	£12,000,000.00
Affordable	13	39	0	0	£250,000.00	£3,250,000.00
BLOCK B						
Private	20	60	0	0	£600,000.00	£12,000,000.00
Affordable	12	48	0	0	£250,000.00	£3,000,000.00
Totals	65	187				
			Gross Internal Area of flats		0	
			Gross External Area of block		0	£30,250,000.00

Net Market Rent	sq ft	Commercial		£ per sq ft	£0.00
		@	(No Commercial in scheme)		
YP in perpetuity @	1.00%	0		0	£0.00

Anticipated Gross Development Value of completed scheme

£30,250,000.00

Appraisals Appendix

VARIABLES

CONSTRUCTION COSTS

Building cost RESIDENTIAL	£200.00	▼	
Location Factor	1.06	▼	
Gross Internal Area of residential units	42250		
Gross Internal Area of commercial units	0		
Demolition & Ancillary works%	0.0%	▼	Pre 1999; asbestos
Professional fees %	8.00%	▼	
Finance Rate	0.00%	▼	
Contingencies %	0.0%	▼	
Build Period (years)	0	▼	
Sales delay period (years) (where applicable)	0	▼	
S.106 requirements Education Contribution	£0.00		
S.106 requirements Environmental Improvements contribution			
Other abnormal costs (where applicable)			
SALES COSTS			
Advertising & marketing	£0.00	▼	
Letting Fees %	0%	▼	
Sales Fees %	0.0%	▼	
ACQUISITION COSTS			
Estate Agents Fees	0.0%	▼	
Conveyancing fees %	0.00%	▼	
Stamp duty %	7%		
OTHER COSTS			
Developers Profit on Build Cost	0.00%		
Developers Profit on GDV	0%	▼	
VAT (where applicable)			

Stamp Duty Rates

Values under £125,000	0%	Values of £500,001 - £1M	4%
Values of £125,001-£250,000	1%	Values of £1M - £2M	5%
Values of £250,001-£500,000	3%	Values over £2M	7%

Appraisals Appendix

DEVELOPMENT COSTS

Construction costs:

	£/ft ²	area ft ²	
Building Costs	200.00		
X location factors for Greater London	1.06		
	0.00	0	-
	212	42250	8,957,000.00

S.106 requirements			0.00
Other abnormalities			0.00

Total Build Costs £8,957,000.00

Other Construction Costs:

Demolition & Ancillary costs	0.01%	0.0%	50,000.00	9,007,000.00
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Professional fees on building costs so far	10.0%		900,700.00	9,907,700.00
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Construction Finance Costs:

Short term finance	0.00%	per annum over	0.5	Year(s)	
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Finance on professional fees over build period of	0.5	Year(s)		
@ 5.00%	per annum x 2/3			

Finance on Building cost over build period of	0.5	Year(s)		
@ 5.00%	per annum over build period x 1/2	0.00	9,907,700.00	

Advertising & Marketing (incl. Interest)			0.00	9,907,700.00
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Contingency on total costs (including interest)	3.0%		297,231.00	10,204,931.00
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Sales Costs:

Letting fees on initial rent	1%		0.00	10,204,931.00
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Sale fees of GDV (includes for legal fees on sales)	2%		453,750.00	10,658,681.00
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Developers profit of GDV @	20%	£6,050,000.00	6,050,000.00	16,708,681.00
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VAT @	20.0%		3,341,736.20	20,050,417.20
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Gross Development Cost £20,050,417.20
Gross Site Value £10,199,582.80

Less:

Cost of Purchasing land:

Let 'x' = land value

Acquisition Costs	7.00%	0.070		
Finance for land acquisition	0	1.000		
	X =	1.070		

£9,532,320.37

Net land Value say £9,532,320.37

Analysis

£/Hab. Room	£50,974.98
land val. @ 40%	£12,100,000.00
£/ha	£28,883,968.90
£/acre	£11,689,182.07
£/m ²	£2,888.40
£/ft ²	£268.34
Achieved Land val as % of GDV	31.51%

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Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: Corporate

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team:

Title of policy or decision: Accommodation Project

Officer completing the EqlA: Tel: 01992 564233 Email: gblakemore@eppingfdc.gov.uk

Date of completing the assessment: 22 11 2018

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Change to existing practice.
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): Maximise the beneficial use of Council land holdings. Catalyst for transformatinal change in working practice. Improve accommodation provision whilst realising ongoing running cost efficiencies</p> <p>What outcome(s) are you hoping to achieve (i.e. decommissioning or commissioning a service)?</p> <ul style="list-style-type: none">(a) a focus on Customer Service, 'placing them at the heart of everything we do';(b) create an improved, modern, affordable and value for money working environment that reflects positively on the image of the Council;(c) a transformation and culture change across the Council involving new and agile ways of working across teams;(d) a contribution to the economic development aspirations for the District, through the Local Plan, by releasing the rear of the Civic Building site as soon as possible and not later than 5 years' time; and(e) minimised disruption to service delivery during refurbishment.
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>Yes</p> <p>Will the policy or decision influence how organisations operate? No expected service delivery reduction.</p>

2.4	Will the policy or decision involve substantial changes in resources? no
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? Decision links to the delivery of the Local Plan.

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified?</p> <p>Background papers culminating in an outline case engaged staff and pilot areas are in operation regarding new ways of working. No adverse impacts on any group raised to this point.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>Communities, customers and partners will be engaged formally and informally as each element of the programme is developed to feasibility</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>Communities, customers and partners will be engaged formally and informally as each element of the programme is developed to feasibility</p>

Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age		M
Disability	Positive;	M
Gender	The work will have a positive effect on all of the identified equality groups as all accommodation changes will deliver an equal or improved offer.	M
Gender reassignment		M
Marriage/civil partnership		M
Pregnancy/maternity		M
Race		M
Religion/belief		M
Sexual orientation		M

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: G Blakemore

Date: 26/11/18

Signature of person completing the EqIA: G Blakemore

Date: 26/11/18

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

Report to the Cabinet

Report reference: C-025-2018/19
Date of meeting: 10 December
2018



**Epping Forest
District Council**

Portfolio: Commercial and Regulatory Services (Councillor A. Grigg)

Subject: St John's Road, Epping - Development

Responsible Officer: D. Macnab (01992 564051)

Democratic Services: A. Hendry (01992 564246)

Recommendations/Decisions Required:

- (1) That the Cabinet note the failure to conclude the tri-partite agreement between the District and Town Council and their development partner, for the redevelopment of the St John's Road site in Epping;
- (2) That the Cabinet agree to proceed with an alternative scheme in accordance with the previously adopted Development and Design Brief in order to seek to deliver the community and economic benefits sought;
- (3) That the Cabinet formally seek to enter into a partnership with Epping Town Council as part of any new scheme to ensure a strategic approach to this important Town Centre site;
- (4) That in the event of a partnering arrangement not being possible with Epping Town Council, the District Council proceeds with the St John's Road Redevelopment project, on land within its ownership;
- (5) That as a result of the assessment undertaken by independent consultants as required by Sport England, that the St John's Road site becomes the preferred site for the re-provision of Epping Sports Centre, in a final form to best meet the future Leisure needs of the local community;
- (6) That, subject to recommendation (5) above, the new leisure centre is sought to be delivered through the existing contractual arrangements with the Council's Leisure Management Partner Places for People;
- (7) That if the Cabinet elects to choose St John's Road, Epping as its preferred site for a new Leisure Centre to replace Epping Sports Centre, then the North Weald Airfield Masterplan is amended accordingly within the Local Plan;
- (8) That, subject to recommendation (7) above, a full assessment of alternative community provision is undertaken as part of the wider North Weald Masterplan to ensure that the needs of current and future residents are met as part of the implementation of the Local Plan;

- (9) That in order to proceed with the completion of a full development appraisal and bring forward a planning application for the site, appropriate external consultancy expertise is procured, to be funded by the anticipated balance of £150,000 from the £400,000 the Council has previously agreed for the partial demolition of the site; and
- (10) That appropriate governance arrangements are put in place through the establishment of a multi-disciplinary project team and that regular reports are brought forward on progress and key decisions to both the Asset Management and Economic Development Cabinet Committee, the Cabinet and the Council.

Executive Summary:

The St John's Road development is an important strategic project for the Council. A Development and Design Brief for a mixed-use scheme was approved by the Council in September 2012, after a period of stakeholder and public engagement. After competitive expressions of interest, a development partner was appointed. Negotiations on a tripartite agreement between the Council, Epping Town Council and the developer failed to reach a mutually acceptable agreement and terminated in October 2018. This report considers future options for the site, to include the relocation of Epping Sports Centre.

Reasons for Proposed Decision:

The St John's Road development site in Epping comprises of the former Junior School, Town Council Offices and Hall and the District Council's housing repairs depot. Located in an important town centre location, redevelopment could deliver considerable community and economic benefits for residents, businesses and visitors to Epping. As the former school buildings have not been utilised for a considerable number of years, it is imperative that the Council, as owners, now determine the future of the asset, in the wider public interest.

Other Options for Action:

There are a number of potential alternative options available to the Council to include the sale of the core site on the open market, to potentially include the Town Council's premises and the adjacent depot. Alternatively, the Council could seek another private sector development partner. Although the site does have an adopted Design and Development Brief and an allocation in the Submission Version of the Local Plan, these marketing approaches would see a loss of direct control, potentially incurring further delay, and the risk that any new owner/partner would not produce a scheme, which fully realises the community benefits sought.

Report:

1. With the opening of the new Epping Primary School in 2008, the former Junior School site in St John's Road, Epping, became surplus to requirements. A defining feature of the former school site is that it is co-located with other areas of land in the ownership of other public bodies, namely Epping Town Council, (Council Offices and Epping Hall) and the District Council's Housing Repairs Depot. By virtue of this, the opportunity was taken to strategically consider the wider area in a holistic manner, to include the Library and Registry Office and also adjacent property owned by St John's the Baptist Church. To assist in this process, the District Council and Essex County Council jointly appointed Town Planning Consultants, Allies Morrison (formerly Urban Practitioners) to produce a Development and Design Brief for this area of Epping.
2. The Design and Development Brief was prepared in conjunction with key stakeholders

and underwent community consultation. This exercise produced more than 400 responses from local residents who felt the most important considerations in any form of future redevelopment, were improved community and leisure facilities, (to include a cinema) retention of historic buildings, space for adult education and protection of existing trees.

3. The final Development and Design Brief recommended a mixed-use development, which not only set a vision for the future of the site, (based on the aspiration of local residents), but on adoption by the Cabinet and Full Council in September 2012, now represents non-statutory planning advice. As such, the Development and Design Brief is a material consideration for any planning application for the site. The St John's Road site has also subsequently been allocated in the Submission Version of the Council's Local Plan, which outlines a number of specific site requirements, again in accordance with the Development and Design Brief.
4. In order to move the project forward, a joint marketing exercise was undertaken in 2013, by Essex County Council's Agents, Lambert Smith Hampton in conjunction with Savills acting on behalf of Epping Forest District Council. Offers were received for a number of uses. These ranged from stand-alone individual site proposals as well as mixed use development, on combined sites. After a joint evaluation by the partners, the scheme submitted by Frontier Estates (an experienced retail development company with a track record of successful projects including Waitrose Foodstores), was assessed as most closely meeting the desired outcomes of the Design and Development Brief and also achieved financial best consideration. In summary, the form of development proposed by Frontier Estates comprised of a Food Store (20,000 sq. ft.), Hotel (20,000 sq. ft.), Restaurants (15,000 sq.), Cinema (10,000 sq. ft.), 34 residential units, together with 200 car parking spaces, and ancillary open space. Heads of Terms were negotiated which split the purchase price offered by Frontier, pro-rata to the land ownership i.e. Total Site 3.72 acres, Essex County Council 2.59 acres, Epping Forest District Council 0.54 acres and Epping Town Council 0.59 acres.
5. However, following entry into Heads of Terms, the County Council advised that they had received an unsolicited unconditional offer which would give them an additional Capital Receipt of £2.1M above the Frontier Scheme. The County Council felt that this was a "best value" issue for them and in order to expedite the scheme, they proposed that they would sell their land to the District Council. In December 2016, the District Council reached an agreement with Frontier for them to contribute to the additional cost of purchase of the County Council's land ownership by the District Council. The Secretary of State's approval was obtained for this transaction. The County Council as part of the sale, negotiated an overage agreement in their favour, which is triggered if the form of development changes and results in increased value, for which they would receive a share.
6. Since early 2017, negotiations have been ongoing with Epping Town Council and Frontier Estates to complete a tri-partite agreement for the onward sale of the site to Frontier. This negotiation included the refurbishment of the Centre Point Building as replacement community space and offices for the Town Council. It was proposed that the freehold of the Centre Point building would also be transferred to the Town Council by Frontier after they had purchased the building from the District Council. However, despite the length and complexity of the negotiations, in October 2018, a point was reached when it was apparent that a mutually acceptable position could not be reached by the parties to enable the scheme to proceed. As such, the District Council and Town Council are now considering alternative options.

Future of Epping Sports Centre

7. As part of the preparation of the Local Plan, the Council was required to undertake a number of evidence based studies to establish demand for future sport and recreation facilities, up to the end of the plan period 2033.
8. External Consultants were engaged, who prepared not only the open space and playing pitch strategies, but also a built facilities strategy which has provided a set of conclusions and recommendations for future sport facility development across the District. The full study is published on the Council's Website.
9. In response to the Regulation 19 Consultation on the Submission Version of the Local Plan, Sport England propose a modification to the effect that any potential closure of the existing Epping Sports Centre and redevelopment of this site, should not take place until an "equivalent of better facility in a suitable location is delivered and is operational". This is to ensure that the public have uninterrupted access to sports/leisure facilities in the local areas. It should be noted that Ongar Leisure Centre was withdrawn from the Regulation 19 Consultation. Sports England and the Council agreed to enter into a Statement of Common Ground to assist the Planning Inspectorate during the Examination of the Local Plan. This Statement of Common Ground required the Council to undertake further feasibility work to support the location of a new Leisure Centre at North Weald Bassett or an alternative location, as set out in the Built Facilities Strategy, in order to ensure that the facility would be in an appropriate location to service communities that are affected.
10. The Council commissioned external consultants, recommended by Sport England, to undertake this further feasibility work. At the inception of the work by "The Sports Consultancy", the focus was to explore the feasibility of alternative sites, to the proposed location identified at North Weald Airfield as part of the Local Plan North Weald Airfield Masterplan. However, with the collapse of the negotiations with Frontier, the St John's Road site was then included within the scope of the study as an alternative which up until this point had not been available. The review exercise, which involved engagement with local Members as well as users of the existing Sports Centre in Epping, concluded that the most viable site for a new Leisure Centre is the St John's Road site in Epping. In summary, the key reasons for this, are the sustainable location of the site in terms of access, that the facility mix proposed would drive increased participation and enhance financial viability of the Leisure Management Contract and that Epping Sports Centre users would suffer less displacement.
11. Emerging findings also suggest that the schedule of accommodation for the new Epping Leisure Centre should include:
 - 6 lane x 25m main pool with potential spectator seating
 - 15m x 20m learner pool with moveable floor
 - Steam room and sauna
 - 4 court sports hall
 - 2 x squash courts
 - 120 station health and fitness suite
 - Cycle studio
 - 2 x group studios
 - Crèche facility
 - Community space/multi-functional space
 - Café provision
 - Parking provision

NB. It is important to note that these are emerging findings and due diligence is still being undertaken to determine the most appropriate potential facility mix.

Proposed Next Steps

12. The procurement of the Council's current Leisure Management Contract, sought not only investment into the Council's existing leisure facilities, but the construction of a new leisure centre in Waltham Abbey to replace the ageing Waltham Abbey Swimming Pool. Places for People, who were successfully awarded a twenty-year contract, have delivered on these requirements with the refurbishment of Ongar Leisure Centre, the new health and fitness facilities at Epping Sports Centre, the major extension of Loughton Leisure Centre and the construction of the new Waltham Abbey Leisure Centre which opened on the 17 November. The level of investment in these schemes was in the region of £14 million and they were all completed to a high quality and largely on-cost and time.
13. In addition, the tender process for the Leisure Management Contract asked for bidders to submit a hypothetical bid for a new Leisure Facility to replace both Epping Sports Centre and Ongar Leisure Centre, potentially at North Weald Airfield. This not only demonstrated a potential revenue saving, but importantly also enables the Council to enter into a contract variation with Places for People for a new Leisure Centre to replace Epping Sports Centre, without the need to formally re-tender.
14. As highlighted earlier in the report, both Ongar and Epping Sports Centre were allocated in the Regulation 18 Consultation of the Local Plan, but Ongar was withdrawn at the Regulation 19 Stage. However, Epping Sports Centre is now allocated for residential redevelopment in the Submission Version of the Plan.
15. Places for People have been consulted as part of the Sports Consultancy review and have expressed a strong preference for the St John's Road site, over North Weald, particularly as Ongar will remain operational until its longer-term future is determined. If the Council elected to proceed to replace Epping Sports Centre in St John's Road, Epping, an amendment would be sought for the North Weald Airfield Masterplan as part of the Local Plan Examination and adoption process. However, as the Submission Version of the Local Plan has an allocation for 1100 homes in North Weald over the period of the Plan up to 2033, it is important that appropriate provision is made for additional community, leisure and sporting facilities for the village. It is the intention that the North Weald Masterplan clearly identifies any additional need and that any new facilities are practically delivered through the planning process. Local residents and the Parish Council will be consulted as part of this.
16. Initial feasibility suggests that it would be possible to locate a new leisure centre on the St John's Road site, with the preferred location being where the Epping Town Council Offices and Hall stand. This is due to the layout of the current protected heritage buildings and the topography of the site. This location in the previous Frontier Scheme was where the foodstore and car parking were proposed. However, it would not be impossible to provide the leisure centre in another location on the site. Clearly if any new scheme was to be brought forward, a masterplanning exercise would be required to determine the best form of development. However, the Town Council have been consulted on the potential of a new leisure centre on the site and the potential of combining the land ownership to deliver the best overall scheme, in terms of the outcomes sought through the original Development and Design Brief. Clearly, in the event of the Epping Town Council Hall and Offices forming part of any new redevelopment, alternative accommodation would need to be provided for the Town

Council and the community uses of the existing hall.

17. As part of the potential new Leisure Centre facility mix, it can be seen that a community space is proposed to re-provide for space lost in the current hall. The most efficient approach to letting the space would likely be through the Leisure Management Contract.
18. Irrespective of any final decision on the St John's Road site, since the District Council purchased the former Junior School Site from Essex County Council, it has incurred considerable costs in maintaining the security of the vacant site which has attracted ongoing anti-social behaviour and attempted incursions. In order to mitigate these costs and on the assumption that the site will still be developed for an alternative scheme, the District Council has already agreed that the current unoccupied buildings be demolished, with the exception of the buildings highlighted as of Heritage Merit within the Local Plan Site Specific Requirements EPP.R4. The demolition will be subject to the necessary planning requirements. Supplementary expenditure in the sum of £400,000k was secured from Council for this to be achieved within this financial year. Similarly, in order to ensure progress on any form of redevelopment, site investigation works will be required. These specialist surveys have also been funded at a cost of £75,000.
19. A planning application has been submitted for the demolition and site surveys have commenced. Procurement has also started for the demolition works.

Summary and Decisions Required:

20. The report provides an insight into the history of the St John's Road Development Site and the considerations and previous decisions up to this point. With the failure to proceed with the tri-partite scheme with Frontier, the opportunity now exists to adopt an alternative approach. In planning policy terms, the Council has both the adopted Development and Design Brief and an allocation has been made in the Submission Version of the Local Plan. The community and economic benefits sought can still be delivered through the form of mixed use development proposed.
21. An opportunity has also arisen to consider the option to replace Epping Sports Centre on the site by way of a new Leisure Centre to replace the Food Store component. The St John's Road site has been assessed as the preferred location in terms of sustainability, participation and viability. Members are asked to consider if they wish to formally agree to take this vision forward. On reflection, one of the causes of delay to the original scheme was the inability to achieve agreement with a private sector partner. The scheme could proceed without the land ownership of the Town Council, but this would not achieve the best form of development and compromise the economic and community benefits. If a partnership was to be formed, a legal agreement will need to be entered into with the Town Council which satisfies the needs and aspirations of both Councils.
22. Whilst the school site will be cleared next Spring and the Housing Repairs Depot vacated by relocation to Oakwood Hill Depot, there is still a need for masterplanning of the site to be undertaken and a considerable amount of technical feasibility work around highways issues etc, to be undertaken in bringing the scheme forward to a full planning application. Similarly, a full cost and development appraisal will need to be undertaken to establish the capital costs of the project and the potential revenue benefits/consequences for the Council. A similar appraisal was undertaken as part of the feasibility of the new Epping Forest Shopping Park, which is now achieving a significant return.

23. Finally, consideration is required as to whether the Council wish to involve any other partners to deliver aspects of the scheme e.g. the housing or cinema. An assessment of the risks and benefits of this will need to be undertaken. In order to start to explore these issues, a multi-disciplinary project team lead by the Acting Chief Executive has already been established and it is considered that there would be merit in not only involving the Town Council on the project team, but other stakeholders as required. It is proposed that this project team report regularly into the Asset Management and Economic Development Cabinet Committee.

Resource Implications:

A full Development Appraisal will be required to be undertaken identifying the potential capital costs and revenue returns achievable through any preferred form of development. This will include the value of investment by other partners and reflect the risks involved.

The estimated costs of the potential new leisure centre, dependent on the outcome of further site surveys, masterplanning, site specific location and facility mix, is estimated at between £16-£18 million. The current contracted arrangements with Places for People allow for the Council to lend the contractor capital, which is repaid through the management fee. This approach has been successfully applied in the construction of Waltham Abbey Swimming Pool.

In order to undertake the Development Appraisal, Masterplanning, Programme Management and Technical Assessments in support of any Planning Application, it will be necessary to engage some external specialist consultancy expertise in addition to the input of the in-house project team. A budget allocation for Fees will be required. At this stage, soft market testing indicates that demolition costs are likely to be in the region of £225,000-£250,000. As such, it is proposed that the balance of the current budget allocated at £400,000 is used for the procurement of professional services subject to further reports.

In the long-term the Council would seek to achieve both revenue savings on the Leisure Management Contract, increased asset value, Capital Receipts and revenue returns on the commercial elements of the scheme i.e. house sales, restaurants and cinema. A capital receipt will also be generated by the sale of the current Epping Sports Centre site. In the longer term the Council would also benefit through the retention of Business Rates.

Legal and Governance Implications:

A new governance structure will be put in place around the management of the project in accordance with the Council's adopted project management systems. This will include regular reporting to the Asset Management and Economic Development Cabinet Committee. Some external legal support will be required with respect to the completion of development agreements and leases/licences to prospective future tenants.

Safer, Cleaner and Greener Implications:

The current St John's Road site is subject to anti-social behaviour. The new scheme will address this through producing a vibrant town centre leisure and retail venue. A considerable positive environmental impact could be achieved with additional public open space provided. A new leisure centre would be built to high energy efficiency standards.

Consultation Undertaken:

With shareholders and public as part of the Development and Design Brief.

With the wider community through the Local Plan consultations at Regulation 18 and 19. Informal discussions with the Town Council and Places for People Leisure. By the Sports Consultancy with local members and users of the Epping Sports Centre.

Background Papers:

Development and Design Brief
Previous Reports to Cabinet.
Submission Version 2017 Local Plan

Risk Management:

The Council is not currently maximising the use of its landholding assets in St John's Road. Further reputational damage may incur, if the site remains vacant for a further extended period of time.

Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: Corporate

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team:

Title of policy or decision: St John's Road Development Site

Officer completing the EqlA: Derek Macnab, Acting Chief Executive Tel: 01992 564051
Email: dmacnab@eppingforestdc.gov.uk

Date of completing the assessment: 27 November 2018

Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project? Change in existing policy.</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To determine the future scope and delivery of the St John's Road Development and Design Brief.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>Improved Community Provision</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>All of above, who may access in future new Leisure opportunities.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Town Council may be required to relocate.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>New Leisure Centre could cost in the region of £16-18m.</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>Supports Submission Version 1 of Local Plan and Health and Wellbeing Strategy.</p>

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified?</p> <p>Possible Benefits could be achieved.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>Users of existing Sports Centre in Epping were keen to keep provision local.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>Initial consultation through Sports Consultancy. Further consultation will be undertaken as part of the planning application.</p>

Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why) Positive	Extent of impact Low, medium, high (use L, M or H)
Age	All protected groups will benefit from the provision of high quality accessible Leisure Facilities as proposed.	Detailed Equality Assessment be undertaken as part of the further development of the project
Disability	Epping Sports Centre is not fully accessible	New Centre would be fully accessible
Gender	All protected groups will benefit from the provision of high quality accessible Leisure Facilities as proposed.	Detailed Equality Assessment be undertaken as part of the further development of the project
Gender reassignment	Ditto	Ditto
Marriage/civil partnership	Ditto	Ditto
Pregnancy/maternity	Ditto	Ditto
Race	Ditto	Ditto
Religion/belief	Ditto	Ditto
Sexual orientation	Ditto	Ditto

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: Derek Macnab	Date: 29 November 2018
Signature of person completing the EqIA: Derek Macnab	Date: 29 November 2018

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

Report to the Cabinet

Report reference: C-022-2018/19
Date of meeting: 10 December 2018



**Epping Forest
District Council**

Portfolio: Planning Services (Councillor J. Philip)
Subject: Harlow and Gilston Garden Town - Vision and Design Guide
Responsible Officer: A. Blom-Cooper (01992 564066)
Democratic Services: A. Hendry (01992 564246)

Recommendations/Decisions Required:

- (1) That the Garden Town Vision and Design Guide documents appended to this report be agreed as material planning considerations for the preparation of masterplans, pre-application advice, assessing planning applications and any other development management purposes for sites within the Harlow and Gilston Garden Town; and**
- (2) That the Planning Portfolio Holder be authorised to make minor amendments to the Garden Town Vision and Design Guide documents should there be any agreed changes proposed by the respective committees of East Herts, Harlow and Epping Forest District Council's in order to ensure a consistent document**

Executive Summary:

Harlow and Gilston was designated as a Garden Town by the Ministry for Homes, Communities and Local Government in January 2017 and will comprise new and existing communities in and around Harlow. East Herts, Epping Forest and Harlow District Councils are working together with Hertfordshire and Essex County Councils to ensure plans for the Garden Town support sustainable living and a healthy economy; provide a good quality of life for existing and future residents; and respond to local landscape and character.

Allies and Morrison were commissioned to support the Councils in developing a vision and design principles for the Harlow and Gilston Garden Town, through developing a strategic narrative, and establishing clear parameters for future masterplanning and consideration of planning applications across the Garden Town that will ensure a consistent high-quality approach to growth.

The vision and design principles have been reviewed and amended through public and developer consultation and the Garden Town Quality Review Panel. It is recommended that the Garden Town Vision and Garden Town Design Guide are agreed as material planning considerations, when assessing site specific masterplans, the emerging Gilston Area Charter, pre-application proposals, planning applications and for any other Development Management purposes. This will ensure that development proposals will achieve garden town ambitions, and that clear parameters are established for future masterplanning and consideration of planning applications across the Garden Town.

Reasons for Proposed Decision:

To give the Garden Town Vision and Design Guide suitable planning weight by endorsing these documents as material planning considerations, to ensure that development proposals will achieve garden town ambitions, and that clear parameters are established for future masterplanning pre-application advice, assessing planning applications and any other development management purposes within the Harlow and Gilston Garden Town

Other Options for Action:

Not to endorse the Garden Town Vision and Garden Town Design Guide as material planning considerations, would mean to adopt a reactive rather than pro-active approach to managing and overseeing development emerging within the Garden Town. This would increase the risk of uncoordinated development of poor quality, without the overarching value of the Garden Town and its holistic high-quality design and sustainable ambitions.

Report:

1. As part of the work for the Garden Town, the Council has been working with both Harlow Council and East Herts Council. One of the first pieces of work commissioned by the Harlow and Gilston Garden Town quality design workstream, was to develop a vision and design principles for the Garden Town. The following documents considered by the Harlow and Gilston Garden Town Board on 12 November 2018 for endorsement of the Garden Town Vision and Garden Town Design Guide, are attached as appendices to this report:
 - Appendix 1 - Harlow and Gilston Garden Town Board Report, Garden Town Vision and Design Guide, 12 November 2018;
 - Appendix 2 – Garden Town Vision, November 2018; and
 - Appendix 3 – Garden Town Design Guide, November 2018
2. The intention is for the Vision and the Design Guide to be endorsed as material planning considerations by each District Council. These are intended to remain a consideration alongside and beyond the life of the respective Local Plans and their allocations. They will not be superseded by emerging policies or guidance, unless indicated.
3. Applicants and designers will also need to demonstrate how their proposals answer the design quality questions in the Garden Town Design Guide, addressing the key principles for healthy growth as set out in the Vision and Design Guide. This should be through creating a clear vision for the proposal, understanding and analysis of the site, proposed engagement with stakeholders and the community, and showing how the proposal will contribute to the wider Garden Town Vision, throughout the life of the development.
4. The governance arrangements for the agreement of the documents associated with the Garden Town were approved by Cabinet on 18 October 2018. The Vision and Design Guide is the first of the documents to be considered by the Garden Town Member Board on 12 November 2018 with a recommendation that they be taken to the three district councils for endorsement as material planning considerations for the preparation of masterplans, pre-application advice, assessing planning applications and any other development management purposes. The Board also suggested that the respective Portfolio Holders should be given delegated power to agree minor amendments to the two documents should changes be agreed by any of the three authorities in order to ensure consistency of the documents. These would then go back to the Board at its

next meeting of 4 February 2019 for final endorsement. The Garden Town Member Board agreed:

- (a) To note the report attached as Appendix 1;
- (b) To recommend that officers for the three Garden Town local planning authorities use this report to take the Vision and Design Guide documents to a meeting of the Harlow Cabinet on 6 December 2018 and Council on 18 December; East Herts Executive Council on 11 December 2018 and Full Council on 19 December 2018; and Epping Forest District Council Cabinet Committee on 10 December for endorsement as material planning considerations for the preparation of masterplans, the preparation of the Gilston Area Charter, pre-application advice, assessing planning applications and any other development management purposes and to delegate to the respective Portfolio Holders to make minor amendments to the documents should there be any agreed changes proposed by the respective Committees in order to ensure a consistent document; and
- (c) To bring the final version of the Vision and Design Guide documents to the 4 February 2019 Garden Town Member Board meeting for endorsement.

Resource Implications:

The successful delivery of the Garden Town sites within Epping Forest District require a significant commitment of EFDC Officer time. The approval of the recommendations contained within this report will not give rise to additional resource implications, but will help to facilitate high quality development within the Garden Town.

Legal and Governance Implications:

The Garden Town Vision and Design Guide have been developed in the context of Government Policy (NPPF) and Planning Practice Guidance.

Safer, Cleaner and Greener Implications:

The Garden Town Vision and Design Guide seeks to take forward Local Plan policy designed to promote the notion of making good places to live, work and visit. This will include safer by design principles, sustainable development, the provision of alternatives to the car, energy efficiency and environmental considerations as well as sustainable drainage systems and quality green infrastructure. Strategic Masterplans and Concept Frameworks will be the mechanism for these place-making measures to be delivered in identified Masterplan Areas.

Consultation Undertaken:

The Vision and Design Guide has been developed in partnership with other local authorities in the Garden Town. Please refer to the report appended (Appendix A) and to the Consultation Comments Table (Appendix G) for wider stakeholder and community engagement.

Background Papers:

- *C-015-2018/19* Governance arrangements for Local Plan Implementation
- Garden Town Vision and Design Guide consultation comments table
- Quality Review Panel reports

Risk Management:

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

Harlow and Gilston Garden Town Board

Garden Town Vision and Design Guide

12th November 2018

The Board is asked:

- a) To note this report
- b) To agree the Vision and Design Guide documents appended, as material planning considerations for the preparation of masterplans, the preparation of the Gilston Area Charter, pre-application advice, assessing planning applications and any other development management purposes.
- c) To recommend that officers for the three Garden Town local planning authorities use this report to take the Vision and Design Guide documents to a meeting of the Harlow Cabinet on 6 December 2018 and Council on 18 December 2018; East Herts Executive Council on 11 December 2018 and Full Council on 19 December 2018; and Epping Forest District Council Cabinet Committee on 10 December 2018 for endorsement as material planning considerations as set out in b) above.

Report

- 2.1 Allies and Morrison were commissioned to support the Councils in developing a Vision and design principles for the Harlow and Gilston Garden Town in June 2017. The brief required the development of a compelling vision and set of high-level principles for the Garden Town showing how new growth will complement and enhance its location and contribute to the regeneration of Harlow Town Centre as a key regional centre in order to seize this once in a generation opportunity.
- 2.2 The aim of the Vision was to develop a strategic narrative to:
 - Identify the potential of the Harlow and Gilston Garden Town;
 - Illustrate the economic, environmental, social and cultural connections of the Garden Town;
 - Consider the Garden Town's unique growth potential and what barriers may exist to that potential which the Garden Town must seek to address;
 - Consider opportunities for enhancing green infrastructure and creating integrated, inclusive, healthy communities;
 - Consider the economic and employment role of potential new growth; and
 - Consider delivering a step-change in sustainable transport.

- 2.3 The design element of the work required the development of a set of principles that establish clear parameters for future masterplanning and consideration of planning applications across the Garden Town that will ensure a consistent high-quality approach to growth.
- 2.4 From the outset of the project it was expected that the vision and design principles would be informed by ongoing stakeholder engagement. As such a number of workshops were held between September and December 2017, and a workshop with the Garden Town Member Board was held in February 2018. These workshops helped inform the emerging vision and design principles and in May 2018 a draft version of the Vision was considered by the Harlow and Gilston Garden Town Quality Review Panel in May 2018.
- 2.5 The Quality Review Panel provides impartial and objective advice from a range of experienced practitioners. The Panel commended the draft Vision as setting a positive tone, with high aspirations underpinned by a depth of thinking, but emphasised the importance of giving it formal weight in the planning process, stating that this will be fundamental to its successful implementation.
- 2.6 The Panel also emphasised the importance of celebrating what is already special about Harlow and the local area, stating that the document would further benefit from greater emphasis around the core message of the Garden Town as a landscape-led network of integrated neighbourhoods and villages. The Panel suggested other aspects of the Vision that could be further refined including around: the character and quality of the centres, including Harlow Town Centre; village centre hierarchy, self-sufficiency and identity; employment clusters and innovation; fostering change through early small-scale interventions; and sustainable transport, including connections between the Gilston Area and Harlow Town Centre.
- 2.7 The Panel supported the proposed approach of developing key principles and indicators around the four key themes of: Placemaking and Homes; Landscape and Green infrastructure; Sustainable Movement; and Economy and Regeneration.
- 2.8 A copy of the Quality Review Panel's full report is attached for information at **Appendix 'D'** and the comments are addressed in more detail later in this report.
- 2.9 Following the Quality Review Panel, the Garden Town Member Board agreed that consultation should be undertaken on the Vision including the design principles.
- 2.10 Consultation was undertaken during the first two weeks of July 2018 and included:
- A two-week static exhibition (2 July – 13 July) in the Harlow Civic Centre reception and one staffed evening drop-in event in the Water Gardens (9 July)

- A two-week static exhibition (2 July – 13 July) at Epping Forest District Council Civic Offices and one staffed evening drop-in event (5 July)
- One staffed evening drop in event at Gilston and Eastwick Village Hall (12 July)
- Consultation materials and feedback forms were available online for 4 weeks on all three Council's websites.

The draft Vision and design principles were also shared with the site promoters of the strategic sites in the Garden Town at one-to-one meetings held in June/July 2018.

- 2.11 A joint press release was issued and used to advertise the events, through each of the Councils websites, social media and print. All exhibition material was also published on the Councils respective websites and a short questionnaire was produced and made available both in hard-copy and on-line.
- 2.12 A total of 97 visitors were recorded as attending the staffed public exhibitions; no count was made in relation to the static exhibitions. In total 58 respondents provided comments which were received either at the exhibitions, through the on-line questionnaire or by email and post.
- 2.13 To support the Vision, a Design Guide has also been prepared. The draft version of the Design Guide was considered by the Harlow and Gilston Garden Town Quality Review Panel in July 2018. The Panel considered that the Design Guide, when read in conjunction with the Vision, showed promise as a clear prospectus, the key audience for which is intended to be developers and landowners aiming to bring forward development within the Garden Town. The Panel raised some questions around the status and purpose of the document, again setting out the importance of giving it formal weight in the planning process. A copy of the Quality Review Panel's full report is attached for information at **Appendix 'E'**.
- 2.14 A final draft version of the Design Guide was taken to the Quality Review Panel for a Chair's Review in October 2018. The review focused on the set of design quality questions included in the Design Guide, which applicants will be asked to demonstrate answers to through their proposals. These questions will be used by officers and the Quality Review Panel when reviewing proposals to ensure that these meet the expectations of quality within the Garden Town. The Panel emphasised the need for clarity within the document on the purpose and use of the Design Guide and design quality questions and focused on the wording of the design quality questions to ensure the onus for demonstration of quality and breadth was with the applicants. A copy of the Chair's Review report is attached for information at Appendix 'F'. Design Guide

- 2.15 Following the consultation events, site promoter engagement, and taking into account the recommendations of the Quality Review Panel, Allies and Morrison were tasked with summarising the main points raised. A table setting out the comments is attached for information at **Appendix 'G'**. A number of amendments have been made to both the Vision and the Design Guide, as detailed in the table.
- 2.16 The final Vision and Design Guide documents are attached at **Appendix 'B' and 'C'** and it is recommended that these are agreed as material planning considerations¹ when assessing site specific masterplans, the emerging Gilston Area Charter, pre-application proposals, planning applications and for any other Development Management purposes. This will ensure that development proposals will achieve garden town ambitions, and that clear parameters are established for future masterplanning and consideration of planning applications across the Garden Town.

List of Appendices

Appendix 'B' – Garden Town Vision, November 2018

Appendix 'C' – Garden Town Design Guide, November 2018

Appendix 'D' – Quality Review Panel report, Garden Town Vision, 24 May 2018

Appendix 'E' – Quality Review Panel report, Garden Town Design Guide, 19 July 2018

Appendix 'F' – Quality Review Panel Chair's Review report, Garden Town Design Guide, 24 October 2018

Appendix 'G' – Garden Town Vision and Design Guide consultation comments table

¹ A material planning consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

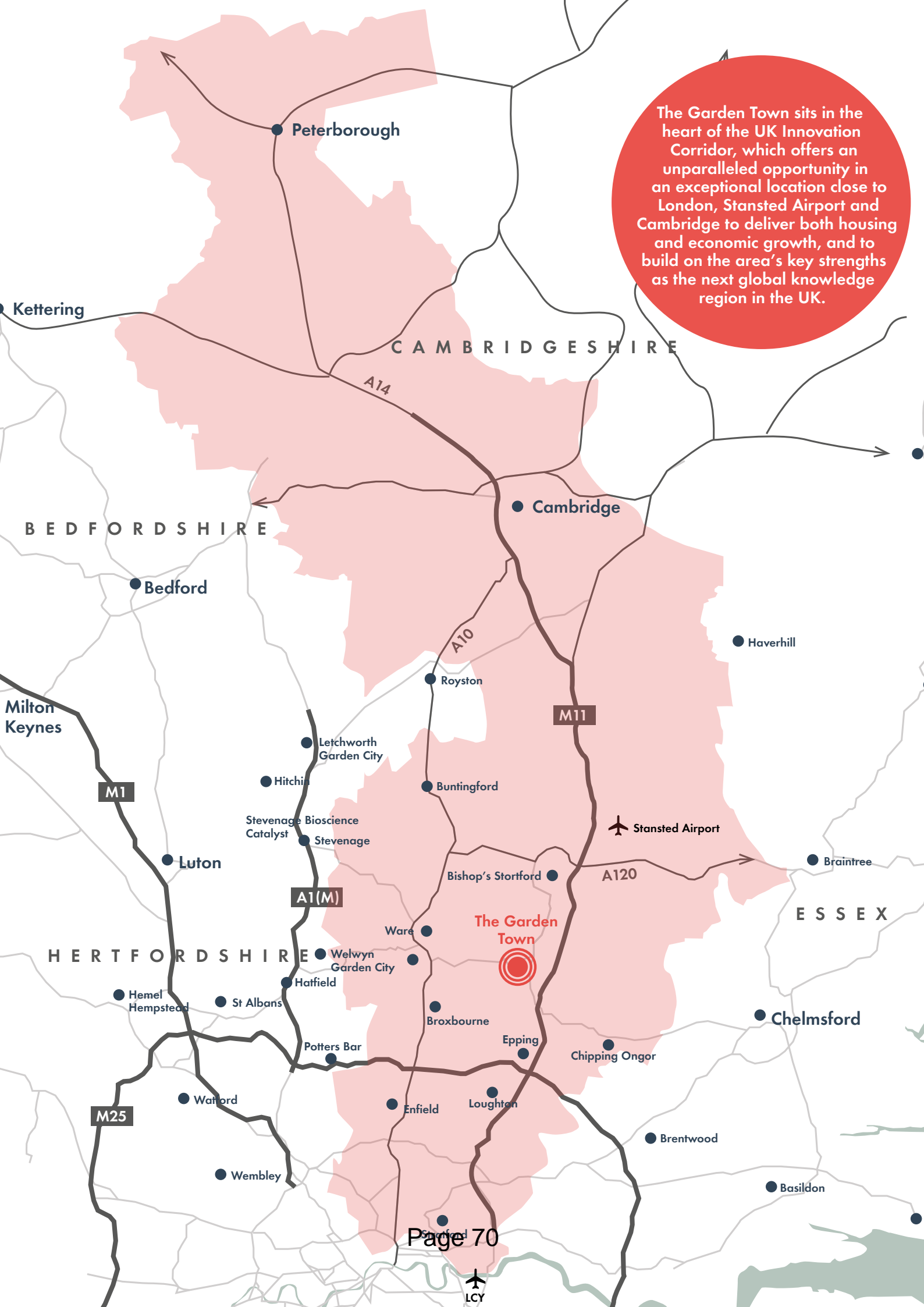


HARLOW AND GILSTON GARDEN TOWN

VISION

NOVEMBER 2018
Page 69

The Garden Town sits in the heart of the UK Innovation Corridor, which offers an unparalleled opportunity in an exceptional location close to London, Stansted Airport and Cambridge to deliver both housing and economic growth, and to build on the area's key strengths as the next global knowledge region in the UK.



INTRODUCTION

Harlow and Gilston was designated as a Garden Town by the Ministry for Homes, Communities and Local Government in January 2017 and will comprise new and existing communities in and around Harlow. Set in attractive countryside, with transformative investment in transport and community infrastructure, new neighbourhoods to the east, west and south and new villages to the north will be established.

East Herts, Epping Forest and Harlow District Councils are working together with Hertfordshire and Essex County Councils to ensure plans for the Garden Town support sustainable living and a healthy economy; provide a good quality of life for existing and future residents; and respond to local landscape and character.

Purpose of the Vision

This document sets out the vision for the Garden Town and the principles which will inform its growth and management. It will help support the delivery of the locally-led Garden Town, furthering the joint-work that is supported by Government. The vision and principles for the Garden Town are informed by the Town and Country Planning Association's (TCPA) Garden City Principles and from input from our stakeholders and the local community.

Over the following pages, the Garden City Principles logos are shown alongside the headings of the Harlow and Gilston Garden Town four key principles of healthy growth (e.g. Placemaking and Homes), to indicate where they correspond to each other.

The Vision has been prepared to help residents, business, investors and developers to understand the Garden Town and its quality aspirations. The Vision will be used as a consideration when proposals for growth and regeneration are presented to the Garden Town QRP.

Reviewing and monitoring this document

This document will be reviewed regularly (maximum every two years) to ensure that it remains fit for purpose, and updated as necessary.



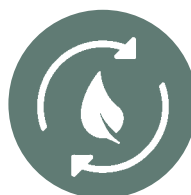
A **mix of house sizes and types**, to cater for all, including those most in need



A wide range of **jobs in easy access**



Beautifully designed homes and neighbourhoods - the best of town and countryside



Enhancing the natural environment through biodiversity and zero carbon approaches, and ensuring climate resilience



Good shopping, cultural and recreational **facilities in walking distance**, that support sociable neighbourhoods



Integrated sustainable transport, in which walking, cycling and public transport are the most attractive options



Capturing land value for the benefit of the community



A **strong vision**, with leadership and community engagement



Long term **stewardship** of land and facilities

VISION FOR THE GARDEN TOWN

The pioneering New Town of Gibberd and Kao will grow into a Garden Town of enterprise, health and sculpture at the heart of the UK Innovation Corridor. Harlow and Gilston will be a joyful place to live with sociable streets and green spaces; high quality homes connected to fibre optic broadband; local centres accessible by walking and cycling; and innovative, affordable public transport. It will set the agenda for sustainable living. It will be....

...ADAPTABLE

- Buildings which are designed to be flexible in their use over time rather than being replaced
- Transport infrastructure that can adapt to new technologies and changing habits
- Green infrastructure that supports a variety of uses such as play, walking, cycling and community events
- Local industry that can respond to economic shifts and the emergence of new sectors.
- A place that can adapt to climate change

...SUSTAINABLE

- A fully integrated public transport network that connects within and beyond the Garden Town
- A place where people are inspired to work locally and encouraged to travel actively
- Self-sufficient neighbourhoods with their own centres
- Efficient use of energy and wider resources over the life of the Garden Town
- A biodiverse place with continuity of habitats

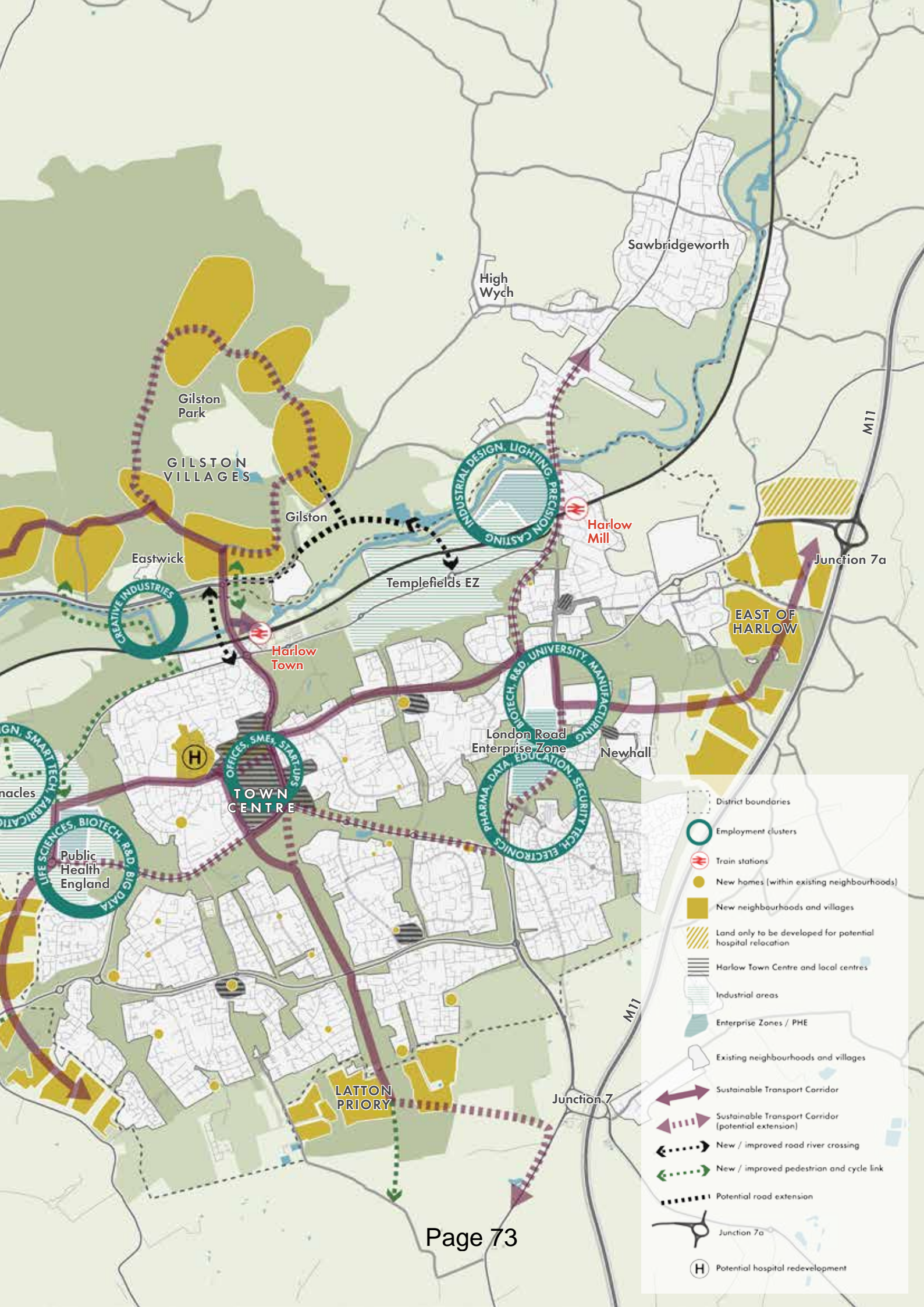
...HEALTHY

- Accessible routes that encourage people to move actively - to walk, cycle and skate - and are inclusive to all abilities
- Sociable streets and local centres that encourage daily interaction
- Space for food production - improving mental health and access to good nutrition
- An active and vibrant town centre with a strong cultural and commercial offer
- A good range of active leisure facilities

...INNOVATIVE

- At the forefront of public rapid transit technology
- Innovative building design, construction and performance
- New models for housing types and housing delivery
- Pioneering temporary interventions and quick wins
- Spearheading the nation's response to the UK Industrial Strategy through science, technology and education





GILSTON VILLAGES

Gilston Park

Gilston

Eastwick

Harlow Town

TOWN CENTRE

Public Health England

LATTON PRIORY

High Wych

Sawbridgeworth

Harlow Mill

Templefields EZ

London Road Enterprise Zone

Newhall

EAST OF HARLOW

Junction 7a

Junction 7

- District boundaries
- Employment clusters
- Train stations
- New homes (within existing neighbourhoods)
- New neighbourhoods and villages
- Land only to be developed for potential hospital relocation
- Harlow Town Centre and local centres
- Industrial areas
- Enterprise Zones / PHE
- Existing neighbourhoods and villages
- Sustainable Transport Corridor
- Sustainable Transport Corridor (potential extension)
- New / improved road river crossing
- New / improved pedestrian and cycle link
- Potential road extension
- Junction 7a
- Potential hospital redevelopment

DRIVERS FOR THE GARDEN TOWN

Sir Frederick Gibberd drew up the masterplan for Harlow New Town in 1947. As a place to celebrate the arts, particularly sculpture, he envisaged the town as an organism which would go on changing and being rebuilt as the needs of people altered.

The ethos of both Gibberd and Kao is embraced through these new drivers for the Garden Town.



A central position in the **UK Innovation Corridor (LSCC)** - one of the fastest growing regions in the country - and a key part of the UK Industrial Strategy transforming the national economy.

£400m

Arrival of **Public Health England** - £400 million will be invested in New Frontiers Science Park, with 3,500 new jobs introduced to the town.



An extensive **cycle network** - making use of Harlow's existing network and transforming this so it is comfortable for all users.

Sir Charles Kao pioneered the development, and use of, fibre optics in telecommunications in Harlow. Building on this great achievement, creating the right environment for the innovators of the future is a key driver for the Garden Town.



Green environment and New Town optimism - the existing town has a wonderful Green Wedge network and Stort Valley setting, access to which can be expanded and improved to connect to country parks and rural paths.



Harlow Enterprise Zone - delivering 5,000 jobs over 25 years and home to Harlow Science Park, Kao Park and Data Centre Campus, and Anglia Ruskin University MedTech Innovation Centre.



A **sustainable transport** network - with plans for sustainable transport corridors with convenient and affordable rapid transit.

KEY PRINCIPLES FOR HEALTHY GROWTH

Four themes have been identified and each of these have a set of principles to help guide development and growth across every aspect of the Garden Town.

A series of indicators sit beneath these principles to shape and inform strategic decisions and support the transformation of the Garden Town.



A diagram setting out the inter-relationship between the four themes, their set of relating principles and the page numbers to find them in this document. Long term stewardship ties these themes together. New facilities will not be sustainable without well organised management structures supported by consistent revenue streams.

PLACEMAKING AND HOMES

A Responsive and distinctive – sitting comfortably in its context

1. The Garden Town will have a clear **overall identity**, marked by good design and a sustainable approach, but will comprise a series of **distinctive neighbourhoods and villages**, each with their own character and identity.
2. New development will **respond to its landscape** and built context, and particularly to local topography, so that it sits comfortably in terms of its **scale, massing, density and orientation**.
3. In neighbourhoods, **cues will be taken** from the best of existing buildings, as Newhall has taken cues from early Harlow neighbourhoods. **Materials, colour palette, form and structure** will respond to these, without simply copying them. **Characteristics of typical or nearby villages** will be taken as design cues, with materials, colour palette, form and structure showing how they might respond to these.
4. **Densities will typically increase** towards local centres and transport hubs, around a local high street or small green space and villages should fragment at their edges. New neighbourhoods should reflect densities of adjacent existing neighbourhoods.
5. Villages centres will be located at the **meeting point of local routes**. Both villages and neighbourhoods will be **integrated with the wider network** of surrounding settlements.
6. Housing **densities will be broadly between 25 homes and 55 homes a hectare**.
7. **Roofscapes will be varied** with terraced rooflines avoided on higher ground, so that the horizon remains green and natural.
8. Green infrastructure including planting and drainage will happen **early in the development process**, so it matures as places are established.
9. **Best practice and design guidance** will help to inform masterplans and **design codes** for development areas will be developed with the local community, to establish parameters for achieving excellent design. Where appropriate, these will include the Essex Design Guide and Harlow Design Guide.



Existing buildings with New Town and village vernacular



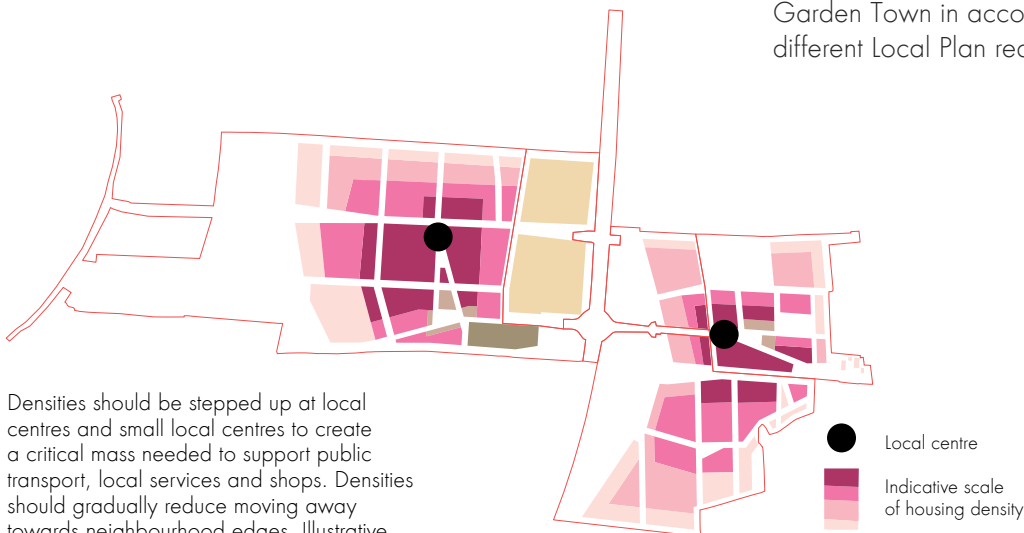
Historic and contemporary Dutch town houses - design cues are taken without pastiche architecture

Garden City Principles



B Balanced, diverse and functional communities – the right kind of homes and densities

1. The Garden Town will comprise a series of **self-sufficient** neighbourhoods and villages with **local centres and small local centres** at highly accessible locations.
2. Neighbourhoods and villages will be home to a diverse and **rich mix of uses and activities** with homes, shops and jobs in the same place.
3. **Densities will increase around local centres** and transport nodes. Mixed use centres will have active **ground floor commercial uses** with homes above.
4. The Garden Town will provide a **range of homes** and typologies to cater for the needs of **residents at all stages of life and all abilities**. These homes will be **integrated to support balanced communities**.
5. The Garden Town should have a **tenure-blind mix of homes**, including owner occupied, private rented, affordable and social rented, and shared ownership. Local Plans will set policies for **affordable housing provision** and the Garden Town Housing Plan will further develop these policies.
6. As large new areas come forward for development, a **phased approach** will be encouraged to see homes delivered **close to existing local centres** or for **infrastructure** and new local centres to be **delivered early**, to establish communities and be sustainable.
7. A **variety of housing delivery models** will be encouraged, including identifying land for, and taking steps to support, custom, self-build and community-led housing.
8. New buildings shall be designed to **adapt to changing needs and lifestyles**, for example capacity to accommodate growing households or the needs of an ageing society.
9. **Building materials and detailing**, landscape and design will be of a consistently **high quality** throughout the new settlement and will be informed by design review at the **Quality Review Panel**.
10. Innovative designs will be encouraged that are flexible, adaptable and incorporate **cutting edge technology** in the fields of low carbon, low energy consumption, low water demand and water conservation. New homes will be at the **forefront of modern living**.
11. **Traveller sites** will be considered across the Garden Town in accordance with authorities' different Local Plan requirements.



Densities should be stepped up at local centres and small local centres to create a critical mass needed to support public transport, local services and shops. Densities should gradually reduce moving away towards neighbourhood edges. Illustrative example from Lincolnshire Lakes.

C Healthy, safe and connected neighbourhoods and villages

1. All villages and neighbourhoods will be designed with an **open street network that integrates** with surrounding areas. Cul-de-sac developments with little connectivity across them will be discouraged.
2. Neighbourhoods and villages should provide **walkable everyday activities**, including a vibrant mix of community uses and social infrastructure, such as place and recreation areas, **concentrated at local centres**.
3. Village and neighbourhood centres will have a **primary school including early years facilities, places for food and/or drink, convenience shopping, community spaces including small scale workspace**, as well as good access to public transport.
4. District and county authorities will work together to identify where **secondary schools** are most needed and in **accessible locations, close to primary schools**, community services and green space.
5. New development will be designed to **overlook streets, open spaces and the Green Wedge network** where appropriate to create active, attractive and safe environments for all.
6. Street design shall encourage community activities including **interactive public art, doorstep play and meeting places**. Public spaces will have a generous provision of **seating** and **level access** for mobility scooters and pushchairs.
7. A **new health centre** will be provided as part of the Garden Town, where the practice workforce will work together **bringing specialisms and continuity of care**. Primary care professionals will work more closely together to support patients in their area.
8. Redevelopment of, or a new site for, **Princess Alexandra Hospital** will be identified at an accessible location and should respond sensitively to local built and landscape character. Opportunities to establish an innovative health care campus will be encouraged.
9. New developments will be designed to **promote physical activity and active lifestyles** through the built and natural environment.



Low density cul-de-sacs, west of Bush Fair



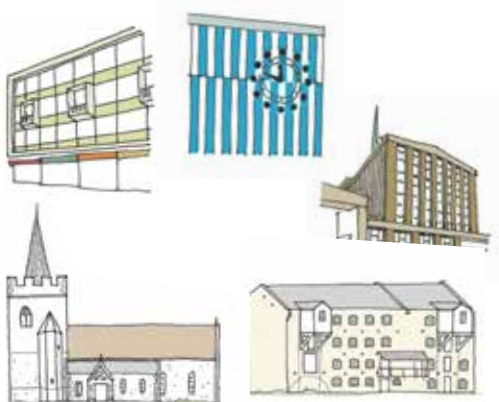
High density, connected street network, Newhall



Connected streets with safe doorstep play space provision

D Maximising visibility and appreciation of our heritage

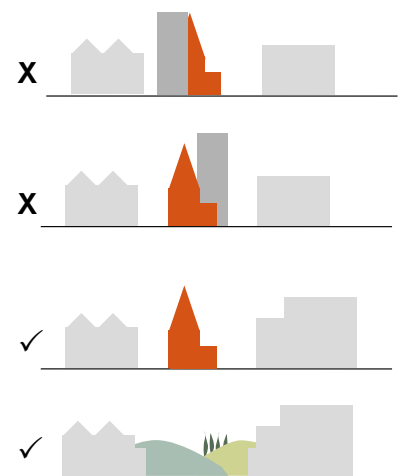
1. The Garden Town will expand the influence of the **'Harlow Sculpture Town'** brand through commissioning of new public artworks, bringing art and **design into everyday life**.
2. Early **engagement with communities** in a **participative design** programme will help bring residents together in open dialogue to inform masterplans.
3. The Garden Town will create high quality, energy efficient buildings and places, using **best practice** and working with **leading and innovative architects** and designers; echoing the approach of the original New Town.
4. Taking advantage of increasing interest in the post-war period, the Garden Town shall explore opportunities to boost Harlow's reputation as a **centre for mid-Century design innovation** and experimentation.
5. **Views of the natural and built landscape** will be retained, with views towards heritage assets **framed and enhanced**.
6. New development should **integrate sensitively** with existing heritage assets through careful consideration of scale, massing, materials and aspect. **Space will be given to significant assets where appropriate**, with their setting protected through buffer zones and landscape design.
7. Improved **access to, interpretation of and education on heritage assets** in the Garden Town will be encouraged.
8. The Garden Town's varied built legacy should be promoted through **contemporary reinterpretation** where appropriate; valuing the **New Town** and more traditional **rural vernacular**.
9. **New Town assets should be identified and celebrated**, particularly works of Sir Frederick Gibberd, to share the rich story of the Garden Town with residents and visitors.



Faith, industry and New Town heritage within the Garden Town area



Re-use of a mid-century building as a brewery and bar in Hammarby Sjostadt, Sweden



New development should not mask views towards key landmarks or landscape, either by blocking the view or sitting prominently in the background

LANDSCAPE & GREEN INFRASTRUCTURE

A Enhancing the Green Belt and expanding the Green Wedge network

1. Masterplans will identify and design open space that **expands the existing Green Wedge network** across the Garden Town and **connects out to the wider countryside and Stort Valley**.
2. Areas of **Green Belt** on the edge of the Garden Town will be improved with **investment in public access, landscape and biodiversity enhancements**, and the creation of **country parks** where appropriate.
3. New development adjoining the network will improve access to and **enhance the quality and recreational value of Green Wedges** and Green Fingers. Clusters of uses such as **cafes, play areas and seating** will be established close to local centres.
4. New Green Wedges will be an appropriate size and character to **maintain the individual identity of new and existing neighbourhoods and villages**.
5. Green Fingers running through residential areas will be **multi-functional spaces**, accommodating play areas, a local park or village green.
6. New neighbourhood **development will have a positive relationship** with the enhanced Green Wedge network with front doors and windows facing onto green spaces where appropriate.
7. **Green Wedges between villages will be rural in character** using farmland and woodland to reinforce the separation of development and maintain existing village ways of life.
8. The open space network will support **active lifestyles** and good health through **excellent walking and cycling routes**, connecting all parts of the Garden Town and the wider countryside.
9. New development should identify appropriate locations for **playing fields, adventure spaces, play areas, running trails and bridleways** to support new and existing residents.
10. Local authorities will seek to secure the long-term **maintenance and stewardship** of open spaces; committed to achieving high quality such as the **Green Flag** standard for local parks and green spaces.



The Green Wedge and open space network should be multi-functional and with varying character.



Green Wedges should continue to support active and sustainable travel



Sociable spaces and play should be integrated into the green space network.



Garden City Principles

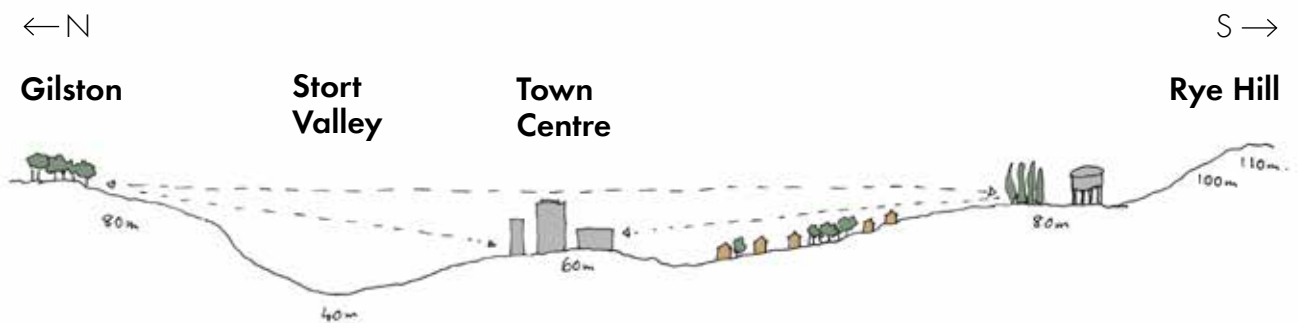
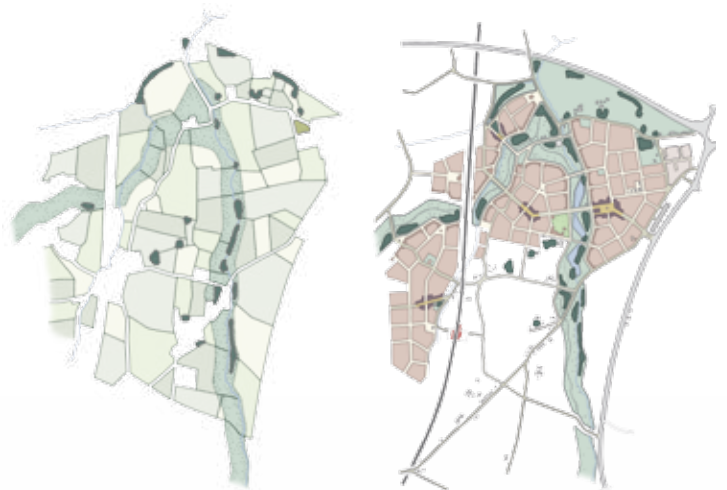


B Landscape-led masterplanning: responding to natural character and function

1. An outstanding green and blue infrastructure **network of open spaces and waterways** will characterise the Garden Town, providing multiple benefits for residents’ physical and mental health; rich habitats for wildlife, flora and fauna; and important noise and air pollution buffers from roads and industry.
2. Development will **sensitively respond to the topography**, with views of key landmarks and vistas into, out of and across the Garden Town, framing and enhancing these.
3. Street trees and planting in strategic locations will **screen and filter views between development**, enhance key vistas and provide buffers to busy roads.
4. The existing landscape should shape the pattern of new development and the character of open spaces, using existing **woodlands, hedges, trees, meadows and waterways as natural cues**.
5. **Local species** to be chosen for tree lined streets and garden hedges will reinforce local landscape character.
6. The **Stort Valley Park** will form an important **leisure, recreational and ecological asset** at the heart of the Garden Town, uniting the new villages with the existing town and its new neighbourhoods.
7. The Stort Valley will be part of the **walking and cycling network**. This will be carefully balanced with its role as a **natural habitat and navigation system**.
8. **New and improved crossings** are planned across the River Stort. These will carefully consider landscape, ecological and right of way impacts.

Right: Working with a mature landscape of existing woodland and hedgerows can help ground new development and foster a sense of place. Example illustrative approach from south of Reading.

Below: This diagram shows the principle of the ‘cradle’ of the Rye Hill that comfortably contains Harlow, which will need to be carefully considered in new development.



The Stort Valley is a major asset to Harlow and Gilston Garden Town. The river corridor flows from east to west to join the Lee Valley and includes a number of sites designated for their nature conservation value. The River Stort forms the boundary between Essex and Hertfordshire yet should become a unifying strand in the green infrastructure network of the expanded community with opportunities to provide a narrative of its role and use through time.



The River Stort is a rich wildlife corridor and home to Parndon Mill, a creative workspace steeped in local history.

The River Stort and its associated flood meadows provide a necklace of habitats, an environment for accessing and discovering nature and a route for recreational enjoyment. Future enhancements could include wet woodland creation and positive management for wildlife. There will be a need to limit the landscape, ecological and right of way impacts of the additional Stort crossing by road.



Harlow Town station backs onto the river and is currently inaccessible from that side.

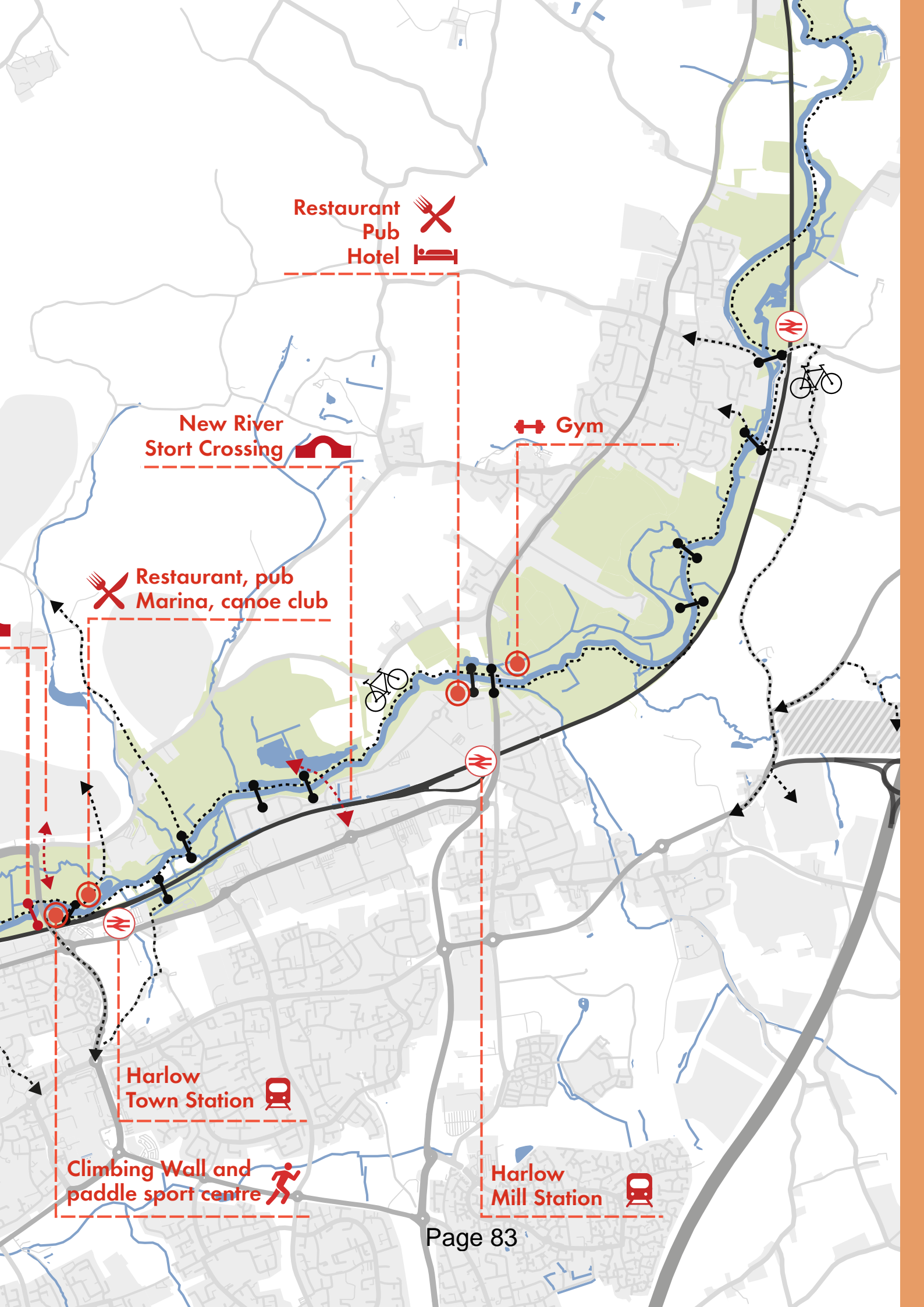
New bridges and routes connecting the Gilston villages to Harlow

Cafe/restaurant 

 Roydon Station

Cafe / bar 

 Parndon Mill Creative uses



Restaurant
Pub
Hotel

New River
Stort Crossing

Gym

Restaurant, pub
Marina, canoe club

Harlow
Town Station

Climbing Wall and
paddle sport centre

Harlow
Mill Station

C Designing in biodiversity, climate resilience and food security

1. Developers will be encouraged to use materials and construction methods that **protect and support a network of wildlife** havens across the Garden Town.
2. Local authorities will support approaches that demonstrate **early and continued working with key stakeholders** including the Environment Agency, RSPB and Canal and River Trust, creating places that contribute to a clear net biodiversity gain.
3. Tree and plant selection will reinforce **indigenous species, promote diversity and be responsive** to local climate and geological conditions. **Disease resistant and climate adaptable** and species supportive of native ecological systems will be chosen.
4. **Sustainable urban Drainage Systems (SuDS)** will be a characteristic feature of the Garden Town, with developments meeting the challenges of climate change, and controlling flooding with multifunctional habitats. These will be balanced with archaeological considerations.
5. The Garden Town will have mechanisms for **robust governance** (e.g. Community Trusts), continued funding and maintenance of green spaces. **Maintenance strategies** shall form an integral part of new development permissions, conditions and legal agreements.
6. **All homes will be within 800m of an allotment** (10 minutes walking time). These play a key role in encouraging community activity and tackling social isolation; improving access to low-cost food and nutrition education; and supporting healthy living.
7. **A community-led approach** shall be taken to establishing local leadership of allotments, with appropriate sites identified within new developments.
8. Opportunities for **informal growing spaces and orchards** will be maximised at schools and health centres, pocket parks, Super Greenways, the town centre, and on temporary sites at phased schemes.
9. New development will bring forward proposals for **innovative approaches to water supply, conservation and management**; recognising areas of severe water stress.



Example view of integrating natural water courses and SuDS into new developments; giving ecological and amenity benefits (Lincolnshire Lakes).



Allotments will play an important role in creating social and healthy places.



Attenuation ponds retain run-off and remove contaminants before draining into a water course.

D Making best use of technology in energy generation and conservation

1. Masterplans and designs will explore and provide opportunities for **best practice in low carbon design**, manufacture, construction and performance of homes and commercial buildings.
2. The Garden Town will spearhead the **Clean Growth** agenda set by the **UK Industrial Strategy**, championing the use of design that incorporates **energy generation and conservation technologies**. This should consider but not be limited to solar heat and power; rain water harvesting; passive gains; vertical and horizontal axis wind turbines; ground and air source heat pumps; and combined heat and power networks.
3. New developments will be expected to demonstrate how **household efficiency and waste management will create demonstrably lower domestic energy use**, reduced utility bills and increased rates of recycling.
4. All new homes and commercial buildings shall be designed to demonstrate their **adaptability for future innovations in energy generation and conservation technology**.
5. New development will provide homes with appropriate **internal and external storage for recycling and landfill waste**.
6. **Smart apps** relating to **energy use and waste management** and making use of fibre optic broadband will be encouraged.



Sustainable energy generation should be incorporated into proposals, as found in Trumpington Meadows, Cambridge.



Recycling and waste management will be an important consideration, as seen in Stockholm, Sweden.

SUSTAINABLE MOVEMENT

A Revitalising the walking and cycling network

1. Town-wide **Sustainable Transport Corridors** will support active travel through a high quality network of **cycle and walking 'Super Greenways'** that run along these.
2. Key routes and junctions will be identified for **investment and upgrading** across the Garden Town, prioritising improved **paving, signage, lighting, landscape maintenance and pedestrian and cycle priority** to create a safer and more comfortable travel experience.
3. A series of **'micro-hubs'** will be established at key points on the Sustainable Transport Corridors, to provide **interchange between Bus Rapid Transit and cycle facilities**. These can be identified in masterplans.
4. The local authorities will explore opportunities to introduce a **town-wide cycle hire scheme** based at micro-hubs, local centres and public transport hubs or through dock-less technology.
5. The role of the **Green Wedge network as movement corridors** will be enhanced, whilst on-street protected cycle lanes on major roads will create safe and direct routes.
6. New **development will provide footpaths, cycle ways and bridleways**, linked into existing public rights of way and routes including the National Cycle Route Network and River Stort towpaths.
7. A **new walking/cycle link across the Stort Valley**, to the south of Eastwick, will help to better connect the Gilston Villages with the town centre and key employment areas to the west of Harlow - such as the new Public Health England campus.
8. **Onward cycle connections** to nearby settlements and transport hubs including Roydon, Broxbourne, Sawbridgeworth and Epping should be improved.
9. Cultural, recreational, leisure and commercial **uses should be clustered next to the Sustainable Transport Corridors at local centres**, to create a social and active atmosphere along key routes.
10. New development will be encouraged to **contribute towards the improvement** of nearby cycle routes and underpasses and provide new at grade crossings where needed.
11. **Schools and places of work will provide cycle and scooter facilities**, including showers, changing rooms, facilities for electric charging and secure cycle storage for students and employees.
12. All new homes will be designed to include **secure and accessible cycle storage and facilities for electric charging**. Authorities will support proposed schemes providing redeemable **vouchers** against the cost of a bicycle or e-bike.



The cycle network is used today in more creative ways than just cycling. Encouraging use by different forms of mobility can help revitalise ideas about how people move around the Garden Town.



Opportunity exists for a Garden Town-wide cycle hire scheme



Colourful, playful light installations can help change the character of underpasses into destinations that encourage use by pedestrians and cyclists at night.

Garden City Principles



B The value of place: changing the character of roads to streets

1. New development on strategic sites will establish a **clear street hierarchy**, prioritising the creation of **healthy and sociable places** whilst considering the need to accommodate vehicle movements within neighbourhoods and villages.
2. Neighbourhoods and villages will be largely based on **tree-lined, local street layouts creating sociable places** with a human scale.
3. Street design will have **limited vehicle markings, wide pavements, planting and street furniture** on residential roads; maximising opportunities for **shared surfaces**.
4. New development will have **front doors and windows to streets**, to create safe, friendly streets and open spaces with informal overlooking.
5. New development should **connect into the existing street network** to create permeable places with a choice of routes.
6. Opportunities to change the character of existing roads through **tree surgery and maintenance, fronted development and at-grade pedestrian crossings** will be identified.
7. New neighbourhoods should have a formal, rational layout with **consistent building plot widths and scales fronting the street**. New villages can take a more irregular approach, with buildings more informal and varied in their scale and orientation; **creating a more organic and landscape-led feel**.
8. The strategic road network will be improved, with the planned **M11 Junction 7a**; a new **road link across the River Stort**; **improvements to the central Stort Crossing**; and **improvements to the A414 corridor** within the Garden Town and beyond.



An illustrative street hierarchy for a connected network of streets



Tree lined street with front doors and windows onto the street. Example from Bromley-by-Bow

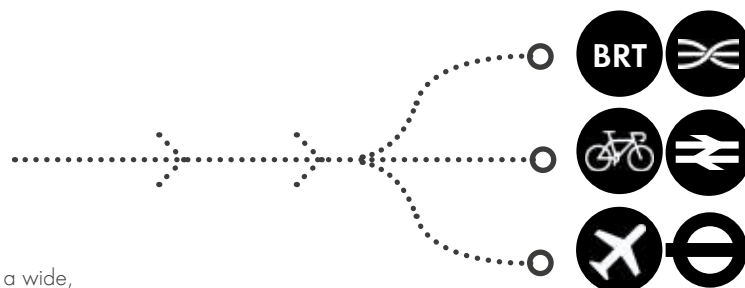
- Primary street
- Secondary street
- Tertiary street
- Side street
- Shared space

C Integrated transport: a viable and preferred alternative to cars to achieve a modal shift

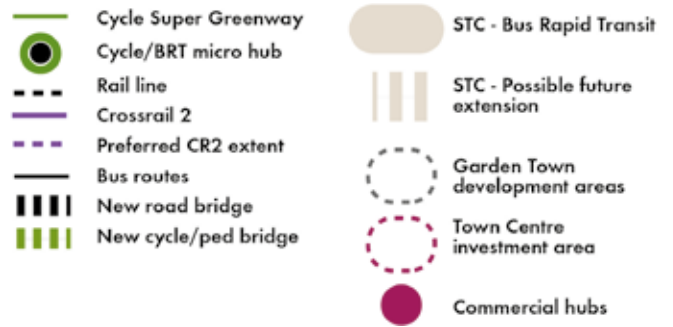
1. A new approach to travel will transform the Garden Town and the way people move around it. Town-wide **Sustainable Transport Corridors** will support active travel as well as a mix of affordable, high quality public transport options.
2. **50% of all trips** originating within the Garden Town **should be by sustainable active travel modes**, with a target to achieve 60% within new villages and neighbourhoods.
3. **Bus Rapid Transit** will run on routes that connect key destinations including local centres, schools, transport hubs, employment areas and the Town Centre with **dedicated lanes or priority at key junctions**.
4. Bus Rapid Transit stations should be **high quality with live updates, free Wi-Fi and pay before boarding**. An app-based journey planner will communicate frequency and reliability of the service, creating a **comfortable and convenient passenger experience**.
5. **Existing villages and neighbourhoods** should all **benefit from the enhanced public transport services** being delivered as a part of the Garden Town's integrated travel network.
6. Development on strategic sites will be shaped by easy access to public transport, walking and cycling routes. All **homes should be within 800m (a 10 minute walk) of a Bus Rapid Transit stop**.
7. Development on strategic sites could enable the **future extension of the Bus Rapid Transit** network to wider settlements and transport hubs including Broxbourne, Epping and Stansted Airport, as well as rural communities.
8. Cycling and walking routes will run beside Bus Rapid Transit Routes where possible with **'micro-hubs' interchanges** to encourage the transition between different modes of sustainable travel in one journey.
9. **Sustainable Travel Plans** will be required for all new development, particularly businesses, which could include pre-payment of an annual or monthly Bus Rapid Transit travel pass.
10. Local authorities will work with the bus operator to **upgrade the existing bus network**, including options for Park and Ride and extending bus routes into new neighbourhoods and villages. All **homes should be no more than 400m (a 5 minute walk) from a bus stop**.



Cycle routes should form part of a wide, fully integrated transport network that goes beyond the Garden Town.

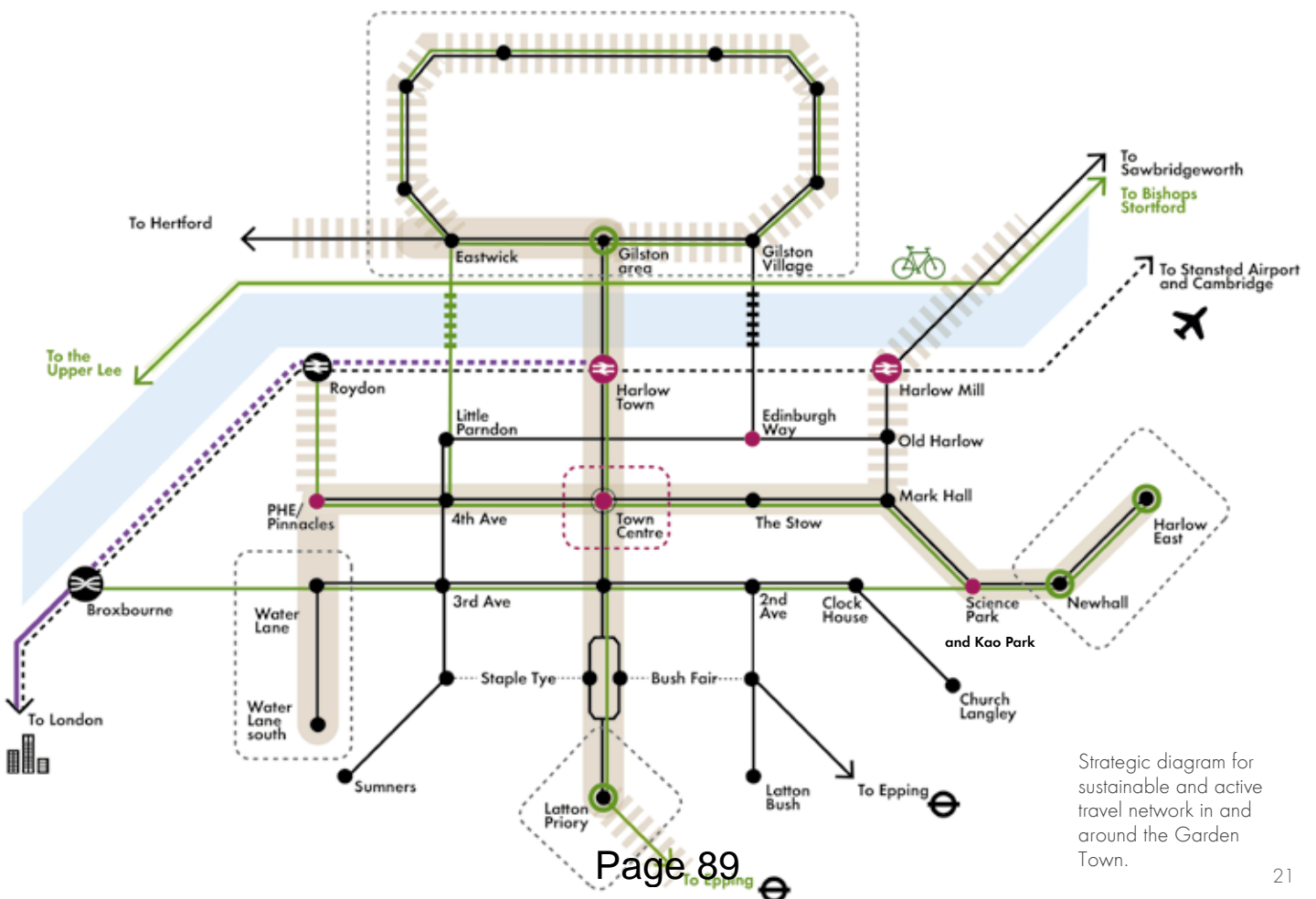


Harlow, Roydon, Broxbourne and Epping are all served by excellent rail infrastructure. Creating links to these stations supported by appropriate infrastructure will increase the appeal of travelling by bicycle.



D Anticipating change and future proofing infrastructure

1. The Garden Town will be designed to support the implementation of **new travel technology** by taking a series of future proofing steps.
2. New workplaces, schools, health centres and transport hubs shall have **adaptable infrastructure and car parking** that can change to accommodate future autonomous vehicles but lower overall demand.
3. Masterplans will support **shared vehicle systems including car hire and on-demand services** through temporary parking zones and pick up/drop off points.
4. Local authorities will explore opportunities to **invest in smart technology** to better manage traffic **congestion and parking availability**, with public access to this data via an app-based system.
5. Similarly, local authorities will explore how a public transport network **app-based system** could work, including universal payment across all modes.
6. Public access **electric vehicle charging points** should be established at local centres, micro-hubs and transport hubs.
7. Masterplans should demonstrate how driveway and/or street **parking spaces can be adapted to open/green space, should demand for them fall over time.**









Strategic diagram for sustainable and active travel network in and around the Garden Town.

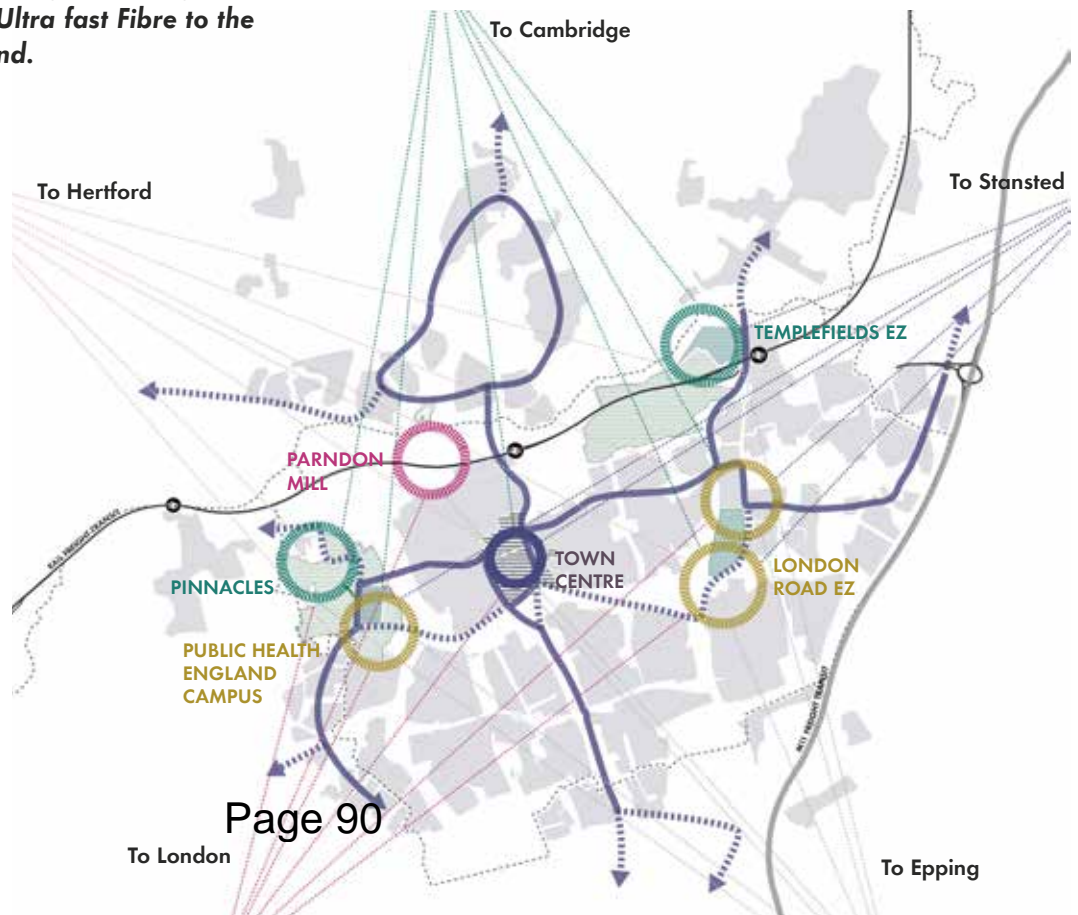
ECONOMY AND REGENERATION

A The heart of the UK Innovation Corridor

1. Lying at the heart of the London Stansted Cambridge **UK Innovation Corridor**, and spearheading a response to the UK Industrial Strategy, the Garden Town has the ambition and capability to support significant **economic growth in the region**.
2. Based on existing and planned industry, the Garden Town will deliver growth across a number of sectors such as **Life Sciences; Advanced Manufacturing and Engineering; and ICT, Digital and Tech**.
3. Growth and investment is being spearheaded by the **Harlow Enterprise Zone** (at London Road and Templefields), the relocation of **Public Health England** to Harlow and the growth of **Stansted Airport**.
4. Harlow is the home of **fibre-optic technology** and will champion the latest information and communication systems including connecting all new development through **Ultra fast Fibre to the Premises (FTTP) broadband**.
5. The established **Local Development Orders** covering the Harlow Enterprise Zone will smooth the process of business development and investment.
6. As part of the **Digital Innovation Zone**, the Garden Town will lead the way in responding to the data challenge of the UK Industrial Strategy, creating the right environment for digital and tech **businesses to incubate, grow, relocate, expand and innovate**.
7. The Garden Town is well-connected by air, road and rail infrastructure and will maximise opportunities afforded by proposed improvements including **four tracking** between London and Broxbourne and the **Crossrail 2** line.
8. A package of **enhancements to Harlow Town Station and Harlow Mill stations** are being considered, including **integrated public transport facilities**; alongside renovated and/or new station buildings to create a sense of arrival. Harlow Town station will also benefit from proposed dual access.

Strategic diagram for the Garden Town's employment and industry, and the broader economic relationships

-  Offices, start-ups, SMEs
-  Bio-tech, life sciences R&D, pharma, big data, education, electronics
-  Creative Industries
-  Industrial design, smart tech, fabrication, precision casting, manufacturing
-  Sustainable Transport Corridor
-  Sustainable Transport Corridor (potential extension)

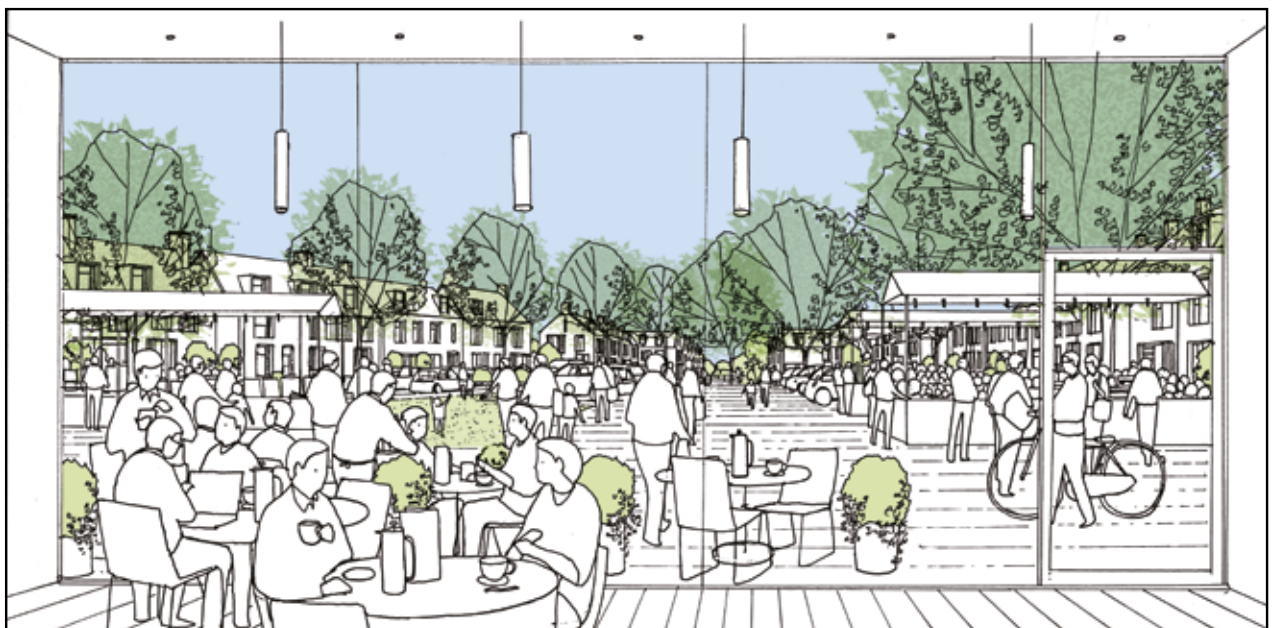


Garden City Principles



B The right work spaces, homes and community facilities

1. The Garden Town will offer a **rich variety of high quality homes, offices, studios and places** where people want to live, work, visit and do business. The **relationship between these will be critical** to the Garden Town’s success.
2. New development will transform the town’s housing offer, creating an **genuine mix of home types** and tenures, set in attractive neighbourhoods and villages. **Businesses will choose to locate** in the Garden Town, confident they can **attract key staff** to live and possibly raise a family.
3. Work spaces will be **well-designed and accessible, with good access to leisure and recreation** at local centres, the Town Centre and green spaces to help businesses to attract employees.
4. The Enterprise Zone will continue to provide **state-of-the-art business facilities and support collaboration** and cross-fertilisation across sectors through communal areas and events programmes.
5. Strategic **development areas could include small enterprise spaces**, to create a mix of businesses, shops and community facilities at local centres.
6. **Existing buildings**, particularly in Harlow Town Centre, should be **adapted to provide affordable SME business space**, supporting start-ups and smaller businesses.
7. **Industrial estate regeneration** could improve the quality of work spaces and accommodate a greater variety of uses, providing **attractive, mixed environments with better amenity for employees**.
8. Harlow **Town Centre will establish itself as the cultural and commercial core** of the Garden Town, with a diverse offer that meets the needs of all current and future residents.



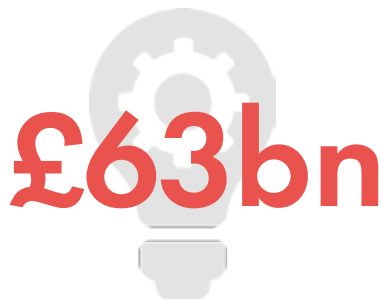
Example illustrative view of a local centre framed by active fronts and tree planting (from Lincolnshire Lakes)

C A diverse employment base and skilled labour supply

1. A **range of modern, high quality employment spaces** will continue to be delivered in appropriate and accessible locations including sites at Harlow Enterprise Zone, Templefields, Pinnacles and Harlow Town Centre as well as within the strategic development areas.
2. Employment space will be planned, phased and **delivered together with related infrastructure and new homes**, so that job opportunities are available as houses are occupied.
3. Building on the Digital Innovation Zone, an innovation centre will be set up to provide a **range of workspace and business support for start-ups** looking to integrate with health tech, life sciences, advanced manufacturing and ICT sectors.
4. The Harlow Science Park site of Harlow Enterprise Zone will be home to the Anglia Ruskin University **MedTech Innovation Centre**. This will enable innovation through **collaboration between academia, industry and start ups** to drive improvements in the health and social care sectors.
5. **Businesses will be encouraged to play an active role in the community**, breaking down perceived barriers to academic achievement and high-skilled employment, as well as supporting an older workforce.
6. Investment in new educational and skills development facilities such as **Harlow College's Advanced Manufacturing Centre**, offering **apprenticeships**, professional qualifications and lifelong learning, will help grow the pool of **mid- and higher-level skills** vital for local industry success.
7. **Community-based learning schemes** could provide pathways into training and skills development to rebalance the local skills profile and ensure **local residents can take advantage of higher-skilled job opportunities**.
8. Local Plans will set **land requirements for employment uses**, with the aspiration for a good proportion of these to be **focused on employment of existing residents** through a genuine mix of employment opportunities.

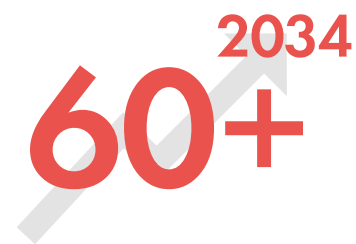


During consultation, the majority of Harlow Youth Council Members expressed a desire to stay living in the town if more career opportunities were available to them



Improving the digital skills of the UK workforce could generate £63 billion for the economy each year

Source: House of Commons Science and Technology report, 2016



By 2034, the number of people in the UK aged 60 and over will increase by 42%. This age group are least likely to engage with adult education classes and work-related training.

Source: UK Government for Science, 2016

D A vibrant and resilient Town Centre for all the Garden Town

1. **Harlow Town Centre** will become a vibrant, diverse and attractive **destination at the heart of the Garden Town**. High quality shopping, community, office, cultural and leisure facilities will meet the needs of residents, workers and visitors to the Garden Town.
2. A wide range of **high-quality homes, shops, workspace and leisure facilities** will be provided to encourage and support residents living in Harlow Town Centre.
3. Harlow Town Centre will become the prime comparison shopping destination for the Garden Town without impacting on the **vitality and viability of its local centres and small local centres**.
4. Harlow Town Centre will be a highly accessible hub for activities including the **evening and night-time economy** to draw visitors at different times of day.
5. The town centre's gravity could be adjusted by new **development at the north of the town centre** and by **enlivening Market Square** with cultural and creative activities. Taking advantage of the design heritage, it is an ideal location to host food markets, seasonal pop-up activities, installations, festivals, open air cinema events etc.
6. The physical environment of Harlow Town Centre will be enhanced through **planting and public realm improvements**. Development will be of high quality that **sensitively integrates into the New Town** fabric, reinforcing local distinctiveness and sense of place.
7. Harlow Town Centre will be **readily accessible by foot, bicycle and public transport** with high standards of accessibility for all members of the community.
8. A **programme of temporary uses and pop-up activities** will be promoted **in vacant shops and public spaces** to kick-start regeneration and help change public perceptions of Harlow Town Centre.
9. **Sustainable Transport Corridors will run into the heart of the town centre**, providing an attractive and more convenient option over car travel to access its facilities and amenities.



- Town Centre boundary
- Public realm
- Secondary public realm
- Boulevard streets
- Green space

High level public realm plan identifying possible improvements and opportunity sites in Harlow Town Centre, from the AAP Issues and Options report

PARTNERSHIP WORKING

PARTNERSHIP AND CROSS-BOUNDARY WORKING

The three District Councils (East Herts, Epping Forest and Harlow) and two County Councils (Essex and Hertfordshire) have collaborated on the development of the Design Guide for the Garden Town, and will continue to do so in the preparation of more detailed guidance and delivery of the Garden Town vision.

Partnership working will deliver the many different elements of infrastructure required to make the Garden Town a successful place. The delivery of this vision will be through public, private and third party actions and funding.

In addition to cross-boundary working as part of the Councils' Duty to Cooperate, the Councils are committed to working with relevant organisations, service providers and community groups to ensure proposals are developed collaboratively and with thorough consideration of local priorities.

Identified partners include, but are not limited to:

- Active Essex
- Arriva bus company
- Canal and Rivers Trust
- Community and resident groups
- Developers and site promoters
- Herts LEP
- London Stansted Cambridge Consortium
- Harlow Civic Society
- Harlow College
- Harlow Enterprise Zone
- Historic England
- Natural England
- Neighbourhood Plan groups
- Network Rail
- NHS Trust: Princess Alexandra Hospital
- Public Health England
- South East LEP
- Sport England

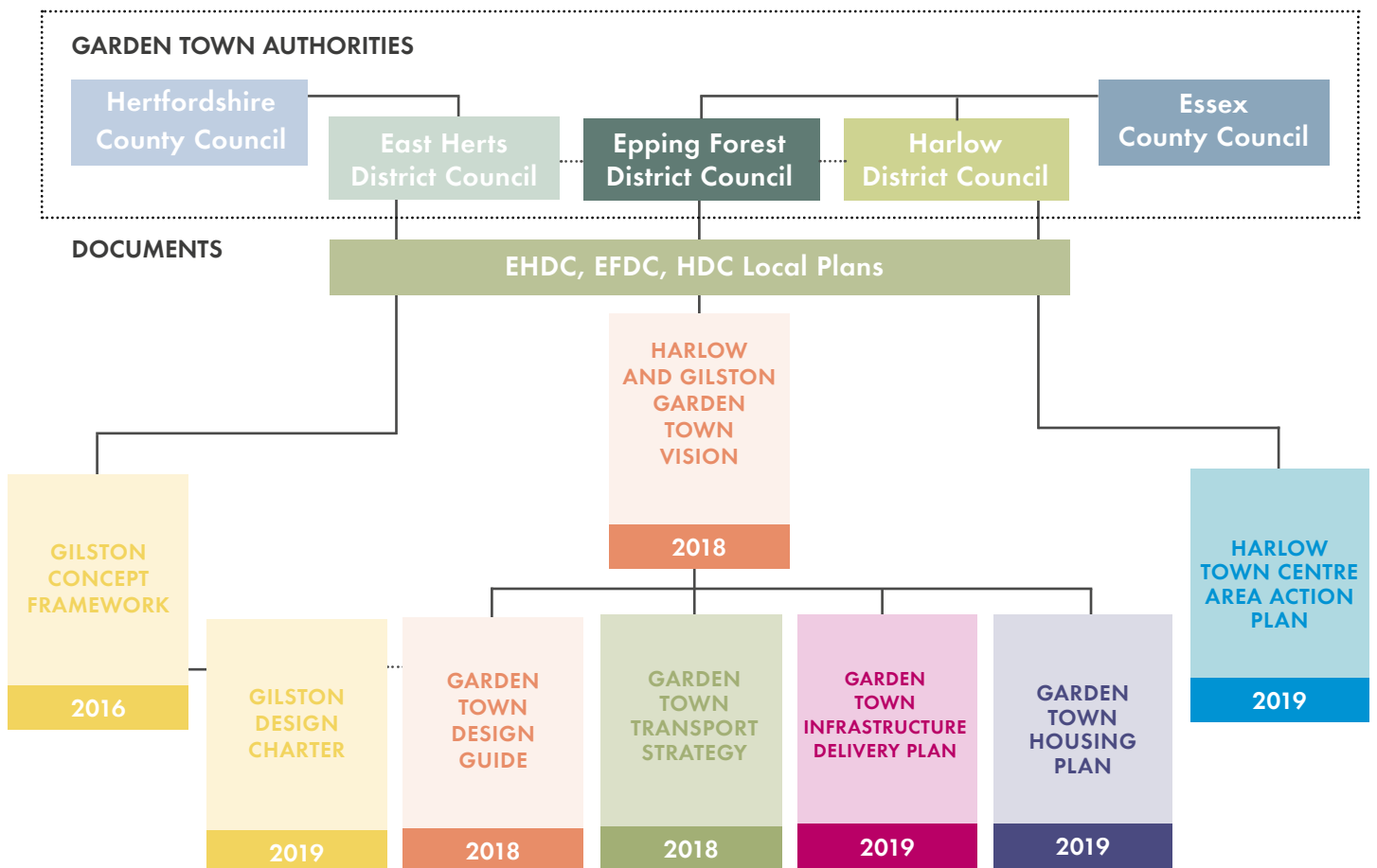


Diagram showing the relationship of the relevant authorities to the family of documents guiding and informing growth across the Garden Town.

GLOSSARY

Area Action Plan

A statutory development plan document prepared by local planning authorities which is aimed at establishing a set of proposals and policies for the development of a specific area (such as a town centre or area of new development).

Bus Rapid Transit

A fast and efficient priority bus service, located along the Sustainable Transport Corridors, making use of the latest transport technology. The Bus Rapid Transit will have its own lanes or priority at junctions and provide a comfortable and affordable alternative to private vehicles.

Doorstep play

Doorstep play is a commonly used phrase in housing and public space design to mean that young children can safely play on their doorstep/close to their homes.

Duty to Co-operate

The duty to cooperate is a legal test that requires cooperation between local planning authorities and other public bodies to maximise the effectiveness of policies for strategic matters in Local Plans.

Enterprise Zone

A designated geographical area in which state incentives such as tax concessions and simplified local authority planning procedures are offered in order to encourage business investment.

Four Tracking

A railway line consisting of four parallel tracks, with two tracks used in each direction. Four-track railways enable fast trains to pass stopping trains heading in the same direction. They can handle large amounts of traffic, and so are used on very busy routes.

Green Finger

A smaller, narrower green space to the Green Wedges, which provide local parks and play spaces within residential neighbourhoods and villages.

Green Wedge

Green space between neighbourhoods and villages that reinforces spatial separation and enables access links from the town to the wider countryside, embracing natural features such as valleys, woods and brooks.

Land Value Capture

Mechanisms that enable the recovery and reinvestment of a percentage of the uplift in the value of land associated with granting planning permission. Current methods focus on linking the delivery of infrastructure to the contribution of funds from landowners/developers. The best model will be explored through the Garden Town Infrastructure and Delivery workstreams.

Local Centre

Centres with shops, cafes and community facilities located at the juncture between a few neighbourhoods. The original New Town local centres have a range of 20-30 local shops.

Local Development Orders

Local Development Orders (LDOs) provide planning permission for specific classes of development within a defined area, subject to certain conditions and limitations. The purpose of a LDO is to simplify the planning process and provide certainty for potential investors, developers and businesses.

Long-term Stewardship

The Councils know that new facilities will not be sustainable without well organised management structures supported by consistent revenue streams. Community assets must be actively managed and properly looked after in perpetuity. Putting local people at the heart of the process can help to generate increased local support e.g. Community Land Trusts. The best models will be explored through the Garden Town Infrastructure and Delivery workstreams.

Micro-hub

An interchange point within new neighbourhoods between the Bus Rapid Transit and the cycling and walking routes of the Super Greenways. Often found at local centres, small local centres and other intersections, it will provide facilities such as cycle hire, repair and parking and live updates for the Bus Rapid Transit service.

Neighbourhood

A residential community with homes, local shops, community facilities and work spaces, which is physically, socially and visually integrated with surrounding neighbourhoods that together, in this context, form part of the Garden Town.

Small local centre

A small cluster of commercial uses in the New Town's original neighbourhoods, usually consisting of a nursery, local shop and church or pub.

SME Business

Small and medium-sized enterprises (SMEs) are non-subsidiary, independent firms which employ fewer than 250 employees.

Super Greenways

High quality cycling and walking routes located along the Sustainable Transport Corridors, and often within the Green Wedge network, which provide attractive and enjoyable transport choices which are accessible to all ages and abilities.

Sustainable Transport Corridor

A series of strategic corridors in the Garden Town providing high quality public and active travel options, connecting neighbourhoods quickly with key destinations such as the town centre and rail station.

Sustainable Drainage Systems (SuDS)

Sustainable drainage systems (SuDS) are a natural approach to managing drainage and mitigating flood risk in and around properties and other developments.

UK Innovation Corridor (LSCC)

A pioneering region connecting London to Cambridge which has a cluster of world renowned bioscience and advanced technology companies and is highly connected both digitally and physically. The London Stansted Cambridge Consortium is a strategic partnership of public and private organisations formed to organise and promote the UK Innovation Corridor.

Ultrafast fibre

Ultrafast broadband is defined as internet speeds of over 100Mbps. This is usually delivered using Fibre to the Premise (FTTP) technology, and is not currently available in all areas of the UK.

Village

A residential community with local community facilities, shops and work spaces, which is set in rural countryside and is physically and visually distinct but in this context, will maintain strong links with surrounding villages and the Garden Town.



**Allies and Morrison
Urban Practitioners**

85 Southwark Street
London SE1 0HX

+44 20 7921 0100

alliesandmorrison.com

info@alliesandmorrison.com

telephone
web
email



Essex County Council



Hertfordshire

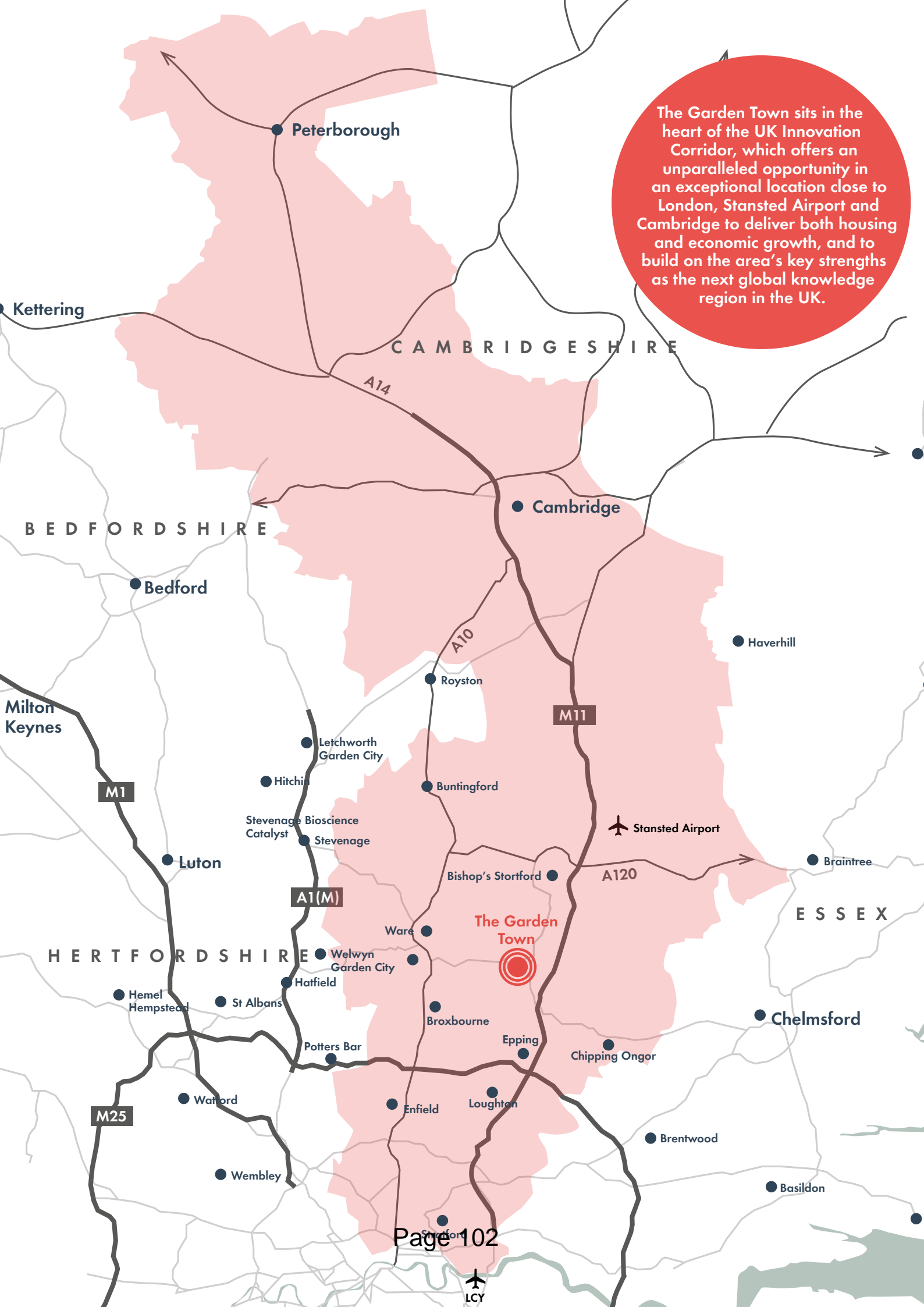




HARLOW AND GILSTON GARDEN TOWN

DESIGN GUIDE
NOVEMBER 2018
Page 101

The Garden Town sits in the heart of the UK Innovation Corridor, which offers an unparalleled opportunity in an exceptional location close to London, Stansted Airport and Cambridge to deliver both housing and economic growth, and to build on the area's key strengths as the next global knowledge region in the UK.



INTRODUCTION



Harlow and Gilston was designated as a Garden Town by the Ministry for Homes, Communities and Local Government in January 2017 and will comprise new and existing communities in and around Harlow. Set in attractive countryside, new neighbourhoods to the east, west and south and new villages to the north will be established, with transformative investment in transport and community infrastructure.

East Herts, Epping Forest and Harlow District Councils are working together with Hertfordshire and Essex County Councils to ensure plans for the Garden Town support sustainable living and a healthy economy; provide a good quality of life for existing and future residents; and respond to local landscape and character. The Garden Town Vision has been prepared to help shape the future of the Harlow and Gilston Garden Town.

Purpose of the Design Guide

The guidance in this document has been produced to support the Garden Town Vision, through setting out the Garden Town expectations and aspirations for the delivery of high quality and sustainable developments.

The Design Guide is aimed at those involved in the delivery of developments within the Garden Town, including in the context of the growth and regeneration of the new Garden Town Communities and Town Centre. Specific users will include: Land Owners, Developers, Designers, Architects, Landscape Architects, Engineers, Garden Town and Local Authority Officers and the Garden Town Quality Review Panel (QRP). The Vision and Design Guide will be used as a consideration when proposals for growth and regeneration are presented to the Garden Town QRP.

Relationship with the Garden Town Vision

Although this document is presented in a stand alone format, it should be read in conjunction with the Harlow and Gilston Garden Town Vision. The Design Guide takes the principles and objectives of the Vision as its starting point and provides a framework and considerations to help deliver these principles, based on suggested characteristics and opportunities of the new Garden Town growth areas. These will help inform a collaborative masterplanning and application process.

Relationship to Local Plans and other documents

The NPPF, Local Plans and Local Transport Plans should therefore be viewed as the starting point for planning policy and guidance covering the Garden Town. The three District Council's emerging or recently adopted Local Plans support the Garden Town development and the associated social and physical infrastructure required for this. The Vision and Design Guide have been developed in accordance with these Local Plans, and reflect the principles for the Garden Cities originally developed by Ebenezer Howard, and more recently by the Town and Country Planning Association (TCPA).

The Vision and the Design Guide have been endorsed as material planning considerations by each District Council, and are intended to remain a consideration alongside and beyond the life of the respective Local Plans and their allocations. They will not be superseded by emerging policies or guidance, unless indicated.

Reviewing and monitoring this document

This document will be reviewed regularly (maximum every two years) to ensure that it remains fit for purpose, and updated as necessary.

Land value capture and stewardship

New facilities will not be sustainable without well organised management structures supported by consistent revenue streams. As such, the capture of land value from the uplift in granting planning permission and the stewardship of community and natural assets is central to the original Garden City principles, and to the TCPA's contemporary vision for Garden Towns.

The District Councils will, therefore, review the most appropriate framework required to establish an effective system of land value capture and long-term stewardship for Harlow and Gilston Garden Town.

Application of design policies and design review

The Vision and Design Guide forms part of the evidence base of each of the District Councils' Local Plans, though is not formal planning policy. The Local Plans for each of the District Councils, and existing design policy such as the Essex Design Guide and Harlow Design Guide, should all inform the development for masterplans and proposals.

A Quality Review Panel (QRP) has been established for the Garden Town, to ensure the highest quality at each stage of the process in the design and delivery of the town. The Panel, which comprises a team of multi-disciplinary design and development experts, will review Garden Town guidance as it is developed, and emerging masterplans and proposals for sites within the Garden Town.

Planning performance agreements and resource recovery

To promote efficient and effective joint working and to front load the planning process, the use of Planning Performance Agreements will be strongly encouraged for sites located within Strategic Masterplan areas. This will promote joint working between all parties, including statutory consultees, and will assist in focusing the issues that will need to be addressed prior to the submission of planning applications.

KEY PRINCIPLES FOR HEALTHY GROWTH

Four themes have been identified and each of these have a set of principles to help guide development and growth across every aspect of the Garden Town. A series of indicators sit beneath these principles to shape and inform strategic decisions and support the transformation of the Garden Town.

The key principles and indicators can be viewed in the companion Garden Town Vision document. Settlement-wide plans setting out the broad spatial approach for each theme are set out on the following pages.



A diagram setting out the inter-relationship between the four themes, their set of relating principles and the page numbers to find them in this document. Long term stewardship ties these themes together. New facilities will not be sustainable without well organised management structures supported by consistent revenue streams.

VISION FOR THE GARDEN TOWN

The pioneering New Town of Gibberd and Kao will grow into a Garden Town of enterprise, health and sculpture at the heart of the UK Innovation Corridor. Harlow and Gilston will be a joyful place to live with sociable streets and green spaces; high quality homes connected to fibre optic broadband; local centres accessible by walking and cycling; and innovative, affordable public transport. It will set the agenda for sustainable living. It will be....

...ADAPTABLE

- Buildings which are designed to be flexible in their use over time rather than being replaced
- Transport infrastructure that can adapt to new technologies and changing habits
- Green infrastructure that supports a variety of uses such as play, walking, cycling and community events
- Local industry that can respond to economic shifts and the emergence of new sectors.
- A place that can adapt to climate change

...SUSTAINABLE

- A fully integrated public transport network that connects within and beyond the Garden Town
- A place where people are inspired to work locally and encouraged to travel actively
- Self-sufficient neighbourhoods with their own centres
- Efficient use of energy and wider resources over the life of the Garden Town
- A biodiverse place with continuity of habitats

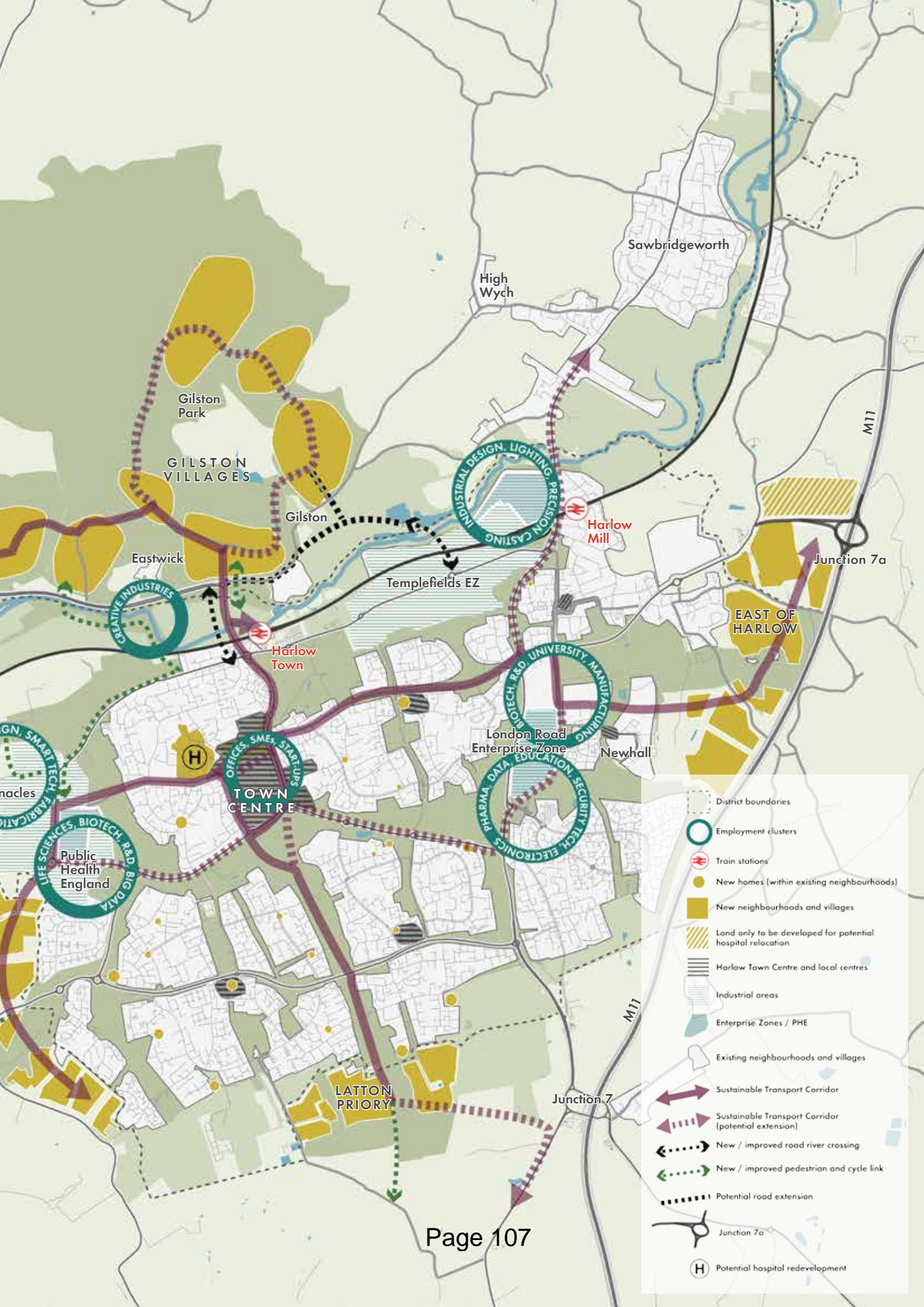
...HEALTHY

- Accessible routes that encourage people to move actively - to walk, cycle and skate - and are inclusive to all abilities
- Sociable streets and local centres that encourage daily interaction
- Space for food production - improving mental health and access to good nutrition
- An active and vibrant town centre with a strong cultural and commercial offer
- A good range of active leisure facilities

...INNOVATIVE

- At the forefront of public rapid transit technology
- Innovative building design, construction and performance
- New models for housing types and housing delivery
- Pioneering temporary interventions and quick wins
- Spearheading the nation's response to the UK Industrial Strategy through science, technology and education





GILSTON VILLAGES

Gilston Park

Gilston

Eastwick

Harlow Town

TOWN CENTRE

Public Health England

LATTON PRIORY

High Wych

Sawbridgeworth

Harlow Mill

Templefields EZ

London Road Enterprise Zone

Newhall

EAST OF HARLOW

Junction 7a

Junction 7

- District boundaries
- Employment clusters
- Train stations
- New homes (within existing neighbourhoods)
- New neighbourhoods and villages
- Land only to be developed for potential hospital relocation
- Harlow Town Centre and local centres
- Industrial areas
- Enterprise Zones / PHE
- Existing neighbourhoods and villages
- Sustainable Transport Corridor
- Sustainable Transport Corridor (potential extension)
- New / improved road river crossing
- New / improved pedestrian and cycle link
- Potential road extension
- Junction 7a
- Potential hospital redevelopment

PLACEMAKING AND HOMES

Four principles have been identified to ensure healthy neighbourhoods that are attractive and can support community life. These are:

- **Responsive and distinctive – neighbourhoods that sit comfortably in their context**
- **Balanced, diverse and functional communities – the right kind of homes and densities**
- **Healthy, safe and connected neighbourhoods and villages**
- **Maximising visibility and appreciation of our heritage**

The diagrammatic plan to the right sets out the broad spatial implications across the Garden Town for these principles.

The plan reflects the existing assets of the Garden Town area, including the listed buildings, the strategic views and landmarks, local centres and small local centres.

The plan also provides indicative guidance for the strategic growth areas in the Garden Town and for intensification within the existing town. These are not intended to represent specific locations for new facilities, but to communicate the need and desire for facilities to be provided somewhere within the new neighbourhoods.

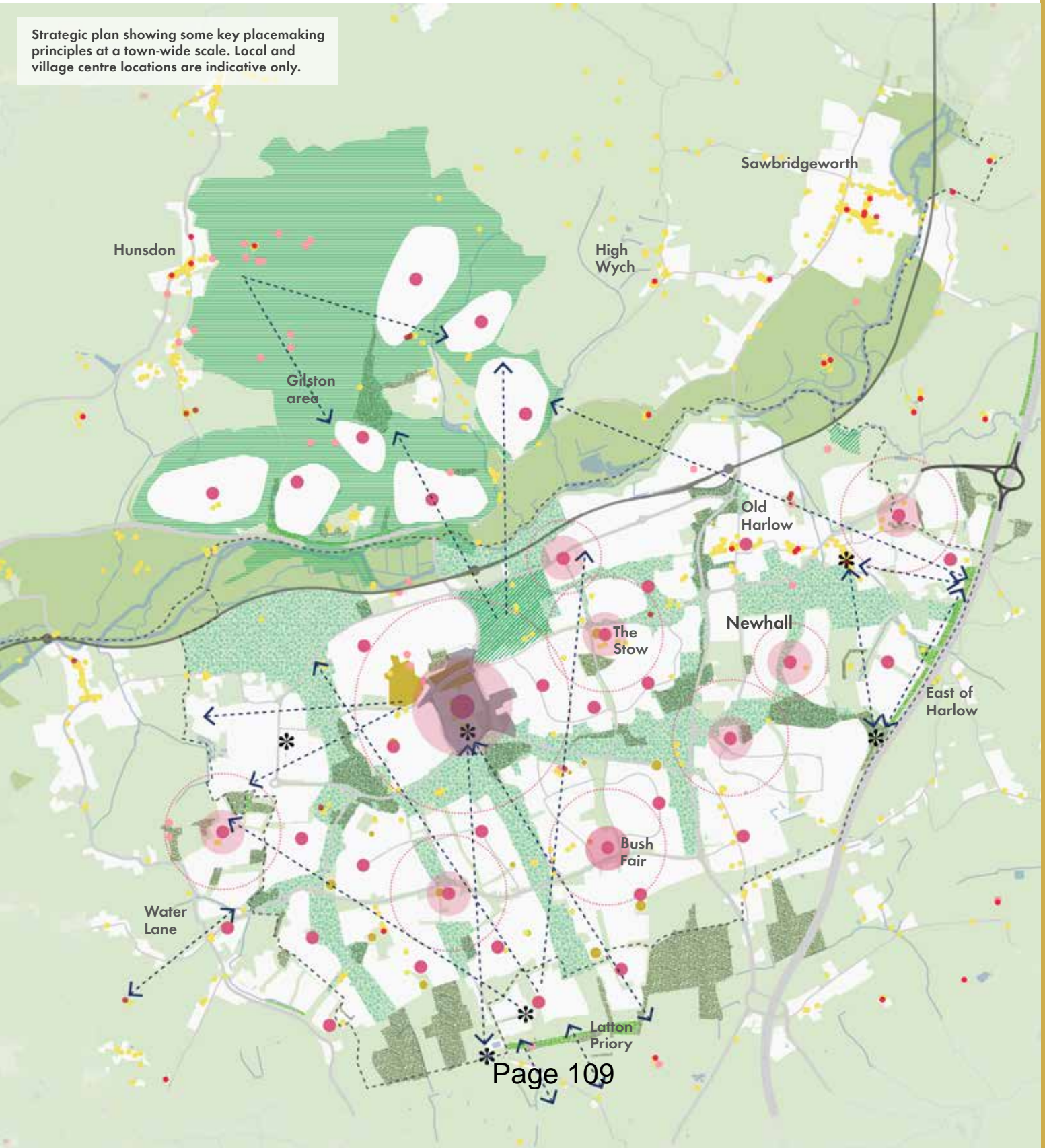
The preferred location and form of new facilities will be determined through the masterplanning processes for new developments. However, masterplans should reflect the principles and indicators set out in the Garden Town Vision, and should demonstrate sound reasoning for the spatial approach through the Quality Review Panel process that has been established by the three District Councils and two County Councils.



Heritage and the town's sculpture tradition should inform new neighbourhoods

- Town Centre
- Green Wedges (active)
- Green Fingers
- Civic Parkland
- Woodland
- Proposed new woodland
- Proposed Green Wedge extension
- Proposed Green Fingers extension
- Existing/new neighbourhoods
- Local / village centres
- Higher density area
- Catchment area
- River
- Roads
- Authority boundaries
- M11 motorway
- ⚡ Junction 7a
- Strategic views
- ✳ Landmarks
- Listed building grade I
- Listed building grade II*
- Listed building grade II
- Scheduled monument

Strategic plan showing some key placemaking principles at a town-wide scale. Local and village centre locations are indicative only.



DENSITIES AND TYPOLOGIES

The Garden Town will need a range of housing densities and typologies to provide the right mix of homes for people at all stages of life and for all budgets, including affordable homes. This could include apartments at new local centres or small local centres, maisonettes, terraces, mews housing and large family homes. Typologies can also respond to existing buildings, with small local centres being established around farm shops;

employment space which makes use of these forms and homes that reflect New Town typologies. Land is a precious commodity therefore densities must be considered carefully and in context.

Examples are provided here, along with the broad density levels that they can deliver. Further information on density considerations is provided on the following pages.

Mews



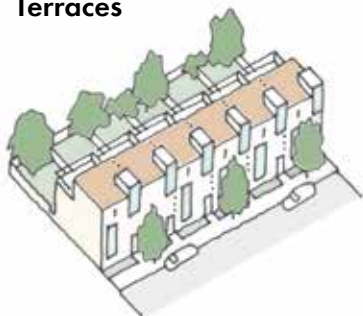
Intimate, low-rise style, with private front doors alternating with garage doors. Flexible options to cater to a variety of changing household sizes, needs and lifestyles. Smaller average plot sizes can therefore achieve intermediary to high densities.

Semi-detached



Paired dwellings of typically two to three storeys, set back from the street and suburban in character. Off-street parking with strong visual links to front, side and rear gardens. Adaptable to changing needs and lifestyles, particularly that of a family.

Terraces



Typically one to four storeys terraces can be converted into flats or remain as individual houses, allowing for variation in unit types along any given street. All the while maintaining the desired street condition with well defined fronts and backs.

Large family homes



Typically two to three storeys on large plots with generous and safe outdoor private amenity space. Good connections to communal or doorstep play space. Private garage spaces can be appropriate but should be adaptable for conversion, as should loft spaces.

Terraced apartments



Terraced apartments can cater to many needs. Lower-levels can form maisonettes with private entrances or shops; whilst upper level apartments can have private terraces and balconies. Can achieve high densities and can vary in scale to suit local context.

Local centres



Local centres provide opportunities for apartment perimeter blocks. High densities and a critical mass can be achieved with shops at ground levels to create active fronts. Suitable in urban contexts.



Short terrace rows
35-55 dph



Terraced townhouses/maisonettes
50-80 dph



Apartments
50-120 dph

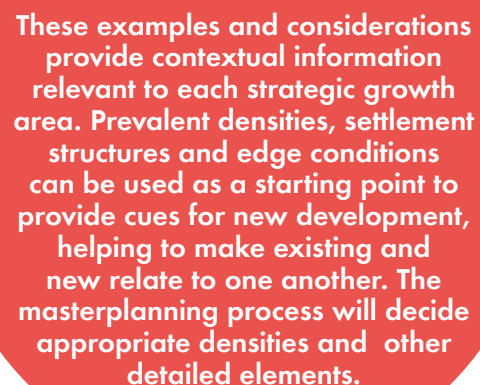
Good examples of building typologies and their typical densities

OVERALL DENSITY CONSIDERATIONS

- The development areas are on the edge of the existing Harlow settlement and should, therefore, step down in density to an 'edge condition'. However, much of Harlow is relatively low density, taking into account the extensive Green Wedge and open space network, and like many New Towns, has struggled to support transport infrastructure and services.
- This suggests that density levels should, therefore, respond to adjacent neighbourhoods/settlements rather than be of lower density than existing development, as per a typical edge condition. Good quality design and townscape merit should not preclude higher densities.
- Density should be ideally sufficient to support social infrastructure, local facilities and public transport including Sustainable Transport Corridor routes.
- Density need not be uniform across the site areas. It can help to define a local centre, or build up close to transport infrastructure.
- Density can be expressed very differently according to different scale and massing – this will be an important consideration.
- Building aspect can be as important as density and scale in affecting character. Street orientation can impact on this.
- Overall, density levels across Harlow (existing) are currently considered low. Intensification of the town will be needed to support the modal shift towards sustainable travel and local community and commercial amenities. This will be more appropriate in some locations than in others.
- Development in strategic growth areas should demonstrate how higher densities can be achieved through good design, whilst carefully considering their relationship with adjacent neighbourhoods and settlements.

WATER LANE CONSIDERATIONS

- This area looks to the villages and market garden uses around Nazeing, a conservation area is close by, along with a number of veteran trees.
- The area is not on high ground itself and, therefore, not overly visible. However, it will be visible from the higher ground to the south west, including strategic views from All Saints Church at Perry Hill.
- The area is close to the employment zone to the north, and to the planned Public Health England site
- This area is closest to Broxbourne. If the STC links to Broxbourne in the future, it would likely pass the new neighbourhoods, increasing PTAL and therefore possible densities
- Adjacent densities in Sumners are c. 30dph. Adjacent densities in Katherines are c.34 dph. Residential streets are linear cul-de-sacs, with varying levels of frontage.



These examples and considerations provide contextual information relevant to each strategic growth area. Prevalent densities, settlement structures and edge conditions can be used as a starting point to provide cues for new development, helping to make existing and new relate to one another. The masterplanning process will decide appropriate densities and other detailed elements.

KATHERINES

PLOT AREA

12.6 HA

DENSITY

34 dwellings/ha

STREET WIDTH

9-3m

AVERAGE BUILDING HEIGHT

2.5 storeys

MIN - MAX BUILDING HEIGHTS

2-3 storeys



Character overview:
No tree planting on street, cars parked on top of pavement, dwelling-garden-pavement-road.

KINGSMOOR

PLOT AREA

10.8 HA

DENSITY

30 dwellings/ha

STREET WIDTH

10-5m

AVERAGE BUILDING HEIGHT

2.5 storeys

MIN - MAX BUILDING HEIGHTS

2-4 storeys



Character overview:
Some planting, car parking bays, no pavement, dwelling-front garden-brick wall-parking-road

DENSITIES IN ADJACENT AREAS TO WATER LANE

LATTON BUSH

PLOT AREA

14.3 HA

DENSITY

32 dwellings/ha

STREET WIDTH

11-5m

AVERAGE BUILDING HEIGHT

2.5 storeys

MIN - MAX BUILDING HEIGHTS

1-4 storeys

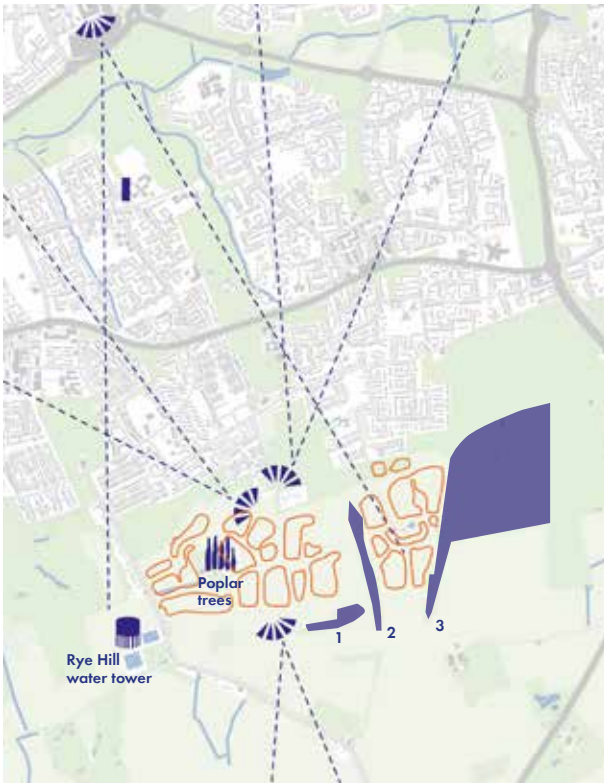
LATTON PRIORY CONSIDERATIONS

- This area is on high ground and very visible from central Harlow – it sits atop Rye Hill, the area Gibberd identified as cradling the original New Town settlement. A row of Poplar trees and the water tower are both visible on the ridgeline.
- The ridgeline is also visible from Epping to the south.
- The Listed Latton Priory is nearby, and the general area also includes ancient woodland and SSSIs.
- The area is reasonably close to the Bush Fair and Staple Tye local centres, but is not close to any significant employment. The Sustainable Transport Corridor Bus Rapid Transit is planned extend to the new development area, and could possibly link to extend to Epping.
- Adjacent densities at Latton Bush are c. 32 dph
- Scale, massing and orientation will be a very important consideration.
- Street orientation should avoid east-west connections that would create a 'wall' of rooflines on the horizon. Terraces in any direction should also be avoided. Any linear streets should be considered carefully and tested thoroughly for their visual impact.



Character overview:

No tree planting on street, parking on pavement and bays, dwelling-shared garden-pavement-road



The development area sits close to two key landmarks south of the town. The water tower on Rye Hill sits at its western edge, and a row of Poplar trees at Dorrington Farm sit within the western area.

The line of trees and wooded areas to the east also provide a natural horizon. These wooded areas are identified on the photo view of Rye Hill, top right.



View from the first floor of the Water Gardens in Harlow Town Centre. Red highlights the development area and orange the indicative height of development.

CHURCHGATE STREET

PLOT AREA

13.7 HA

DENSITY

18 dwellings/ha

STREET WIDTH

8-4m

AVERAGE BUILDING HEIGHT

2 storeys

MIN - MAX BUILDING HEIGHTS

1-3 storeys

EAST OF HARLOW CONSIDERATIONS

- This area is on land which is slightly higher than the town centre, and visual links exist between the two, but not to the same extent as the Latton Priory area to the south
- The East of Harlow land is fairly close to Harlow Mill station, and close to the proposed M11 7a junction. The Sustainable Transport Corridor Bus Rapid Transit is proposed to extend to the new neighbourhoods.
- Churchgate Street is a historic settlement, covered by a conservation area and with a number of listed buildings. Strong visual links exist between St Mary's Church in Churchgate Street, the water tower adjacent to the M11 and land at Moor Hall Road/Matching Road.
- Overall, however, the area has a lower level of landscape sensitivity than the other strategic growth sites.
- Adjacent densities at Churchgate Street are c. 18 dph, though the measured area includes an open green space and allotments. Newhall has an average density of 50 dph.



Character overview: Some tree planting, benches with wide pavement, dwelling-front gardens with private driveway-pavement-road

HUNSDON

PLOT AREA

2.6 HA

DENSITY

20 dwellings/ha

STREET WIDTH

9-5m

AVERAGE BUILDING HEIGHT

2 storeys

GILSTON AREA CONSIDERATIONS

- The land in the Gilston area rises to the north as it extends away from the Stort Valley. Strong visual links exist from Hunsdon Airfield south over the valley and to the town centre.
- The area includes a number of mature and veteran trees which otherwise mask strategic views to and from the area.
- The existing villages within the Gilston area vary in character but are generally low in density and low in scale.
- The Gilston area contains a number of listed and locally listed buildings, including Gilston Park, which must be given appropriate setting.
- Densities at Hunsdon, to the north west are c. 20 dph, though the measured area includes a school and its playing field. Central parts of Sawbridgeworth, to the north east, have densities up to c.80 dph.
- The southern central village will be located close to Harlow Town rail station and to the town centre, and could, therefore, accommodate higher densities. Village centres will have a mix of uses, and so could accommodate a broader range of typologies.



LANDSCAPE & GREEN INFRASTRUCTURE

Four principles have been identified to ensure that the Garden Town responds to its distinctive landscape setting; expands and enhances the town's much-loved Green Wedge network; improves access to, and the quality of, the surrounding Green Belt; and support a sustainable and biodiverse environment. These are:

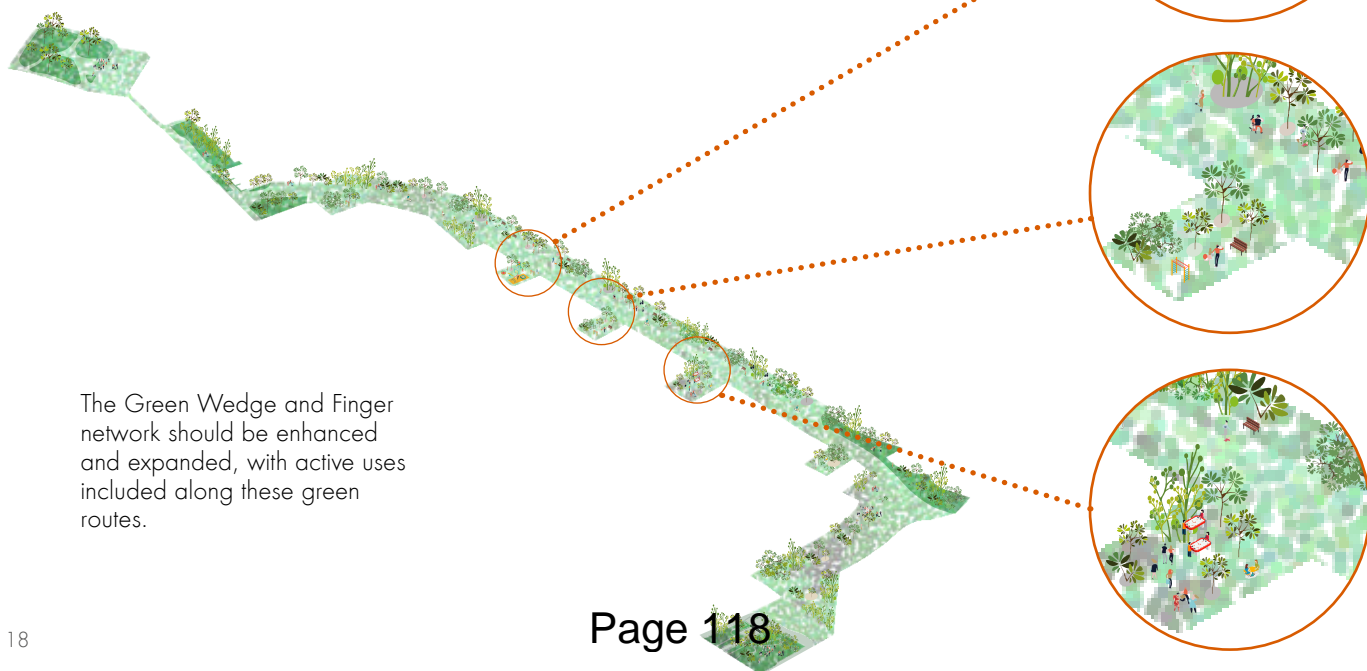
- **Enhancing the Green Belt and expanding the Green Wedge network**
- **Landscape-led masterplanning: responding to natural character and function**
- **Designing in biodiversity, climate resilience and food security**
- **Making best use of technology in energy generation and conservation**

The diagrammatic plan to the right sets out the broad spatial implications across the Garden Town for these principles.

The plan reflects the existing assets of the Garden Town area, including the Stort River and Stort Valley; the existing Green Wedge and Green Finger network, existing woodland, including Ancient Woodland; and neighbourhood allotments.

The plan also provides indicative guidance for the strategic growth areas in the Garden Town and for intensification within the existing town. These are not intended to represent specific locations for new green infrastructure, but to communicate the need and desire for this to be provided somewhere within the new neighbourhoods, and for investment to be made in existing assets. This enhancing of the Green Belt, expanding the Green Wedge network, providing new allotments and 'Super Greenways' which encourage people to walk and cycle.

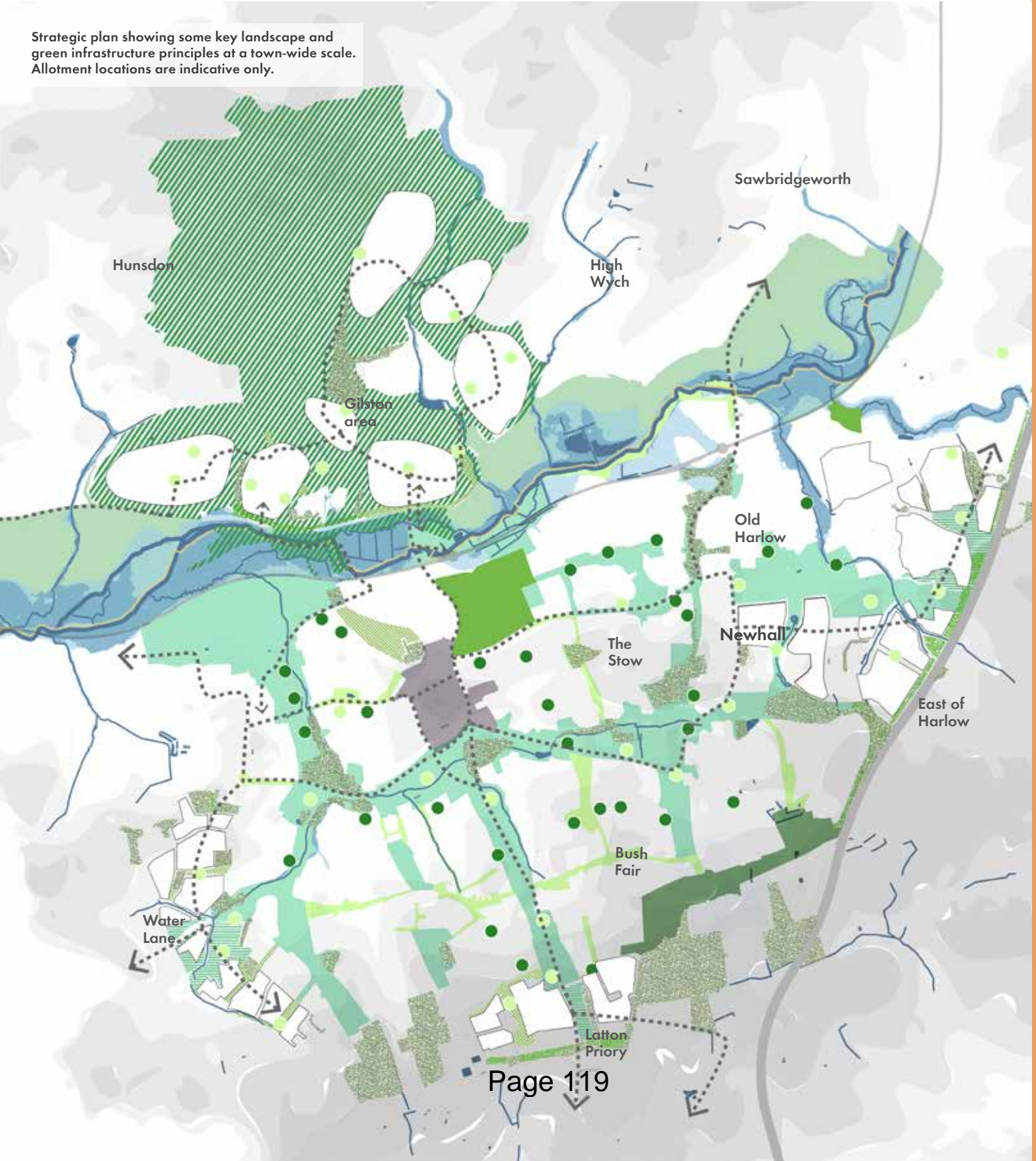
The preferred approach will be determined through the masterplanning processes for new developments. However, masterplans should reflect the principles and indicators set out in the Garden Town Vision, and should demonstrate sound reasoning for the spatial approach and present this for review through the Quality Review Panel process that has been established by the three District Councils and two County Councils.



The Green Wedge and Finger network should be enhanced and expanded, with active uses included along these green routes.

- | | |
|--------------------------------------|-----------------------|
| ■ Town centre | ■ River |
| ■ Green Wedges | ■ Flood zone 2 |
| ■ Green Fingers | ■ Flood zone 3 |
| ■ Town Park | ■ Common land |
| □ Proposed neighbourhoods / villages | — Canal towpath |
| ■ Woodland | — M11 motorway |
| ■ Proposed new woodland | — Super Greenways |
| ■ Green Wedge extension | ■ Topography |
| ■ Landscape enhancement | ● Existing allotments |
| ■ Proposed Green Fingers extension | ● Proposed allotments |

Strategic plan showing some key landscape and green infrastructure principles at a town-wide scale. Allotment locations are indicative only.



VIEWS AND LANDMARKS

Harlow lies to the south of the valley of the River Stort set below the higher ground to the south and north. It was part of Frederick Gibberd's original vision to contain the town within the natural landform pattern. Land to the east and west is more undulating. The future development areas will extend the built footprint of the town and its siting should respect the local topography and reduce adverse effects on the wider landscape. Areas of new development should minimise visual effects of built form both on views towards Harlow and on outward views on skylines.

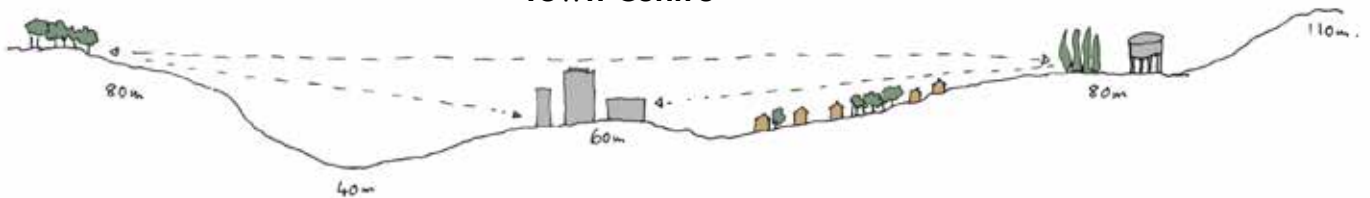
There are a number of key landmarks and views across the Garden Town that will be important to retain and enhance. Churches, water towers, residential tower blocks and tree lines form an important part of the town and nearby settlements' fabric.

The following pages identify some of these important views and landmarks that will be important to take into consideration through the masterplan process.

Gilston

Harlow Town Centre

Rye Hill



Strategic views across the Garden Town should be carefully considered when planning new development; protecting and framing views of landmarks and assets.



View from East of Harlow looking towards St. Mary's Church, the industrial chimneys at Templefields and the Gilston slopes beyond.



View looking west from Fourth Avenue towards Pinnacles and the Public Health England site



View from Rye Hill looking north towards the town centre and the Gilston slopes beyond

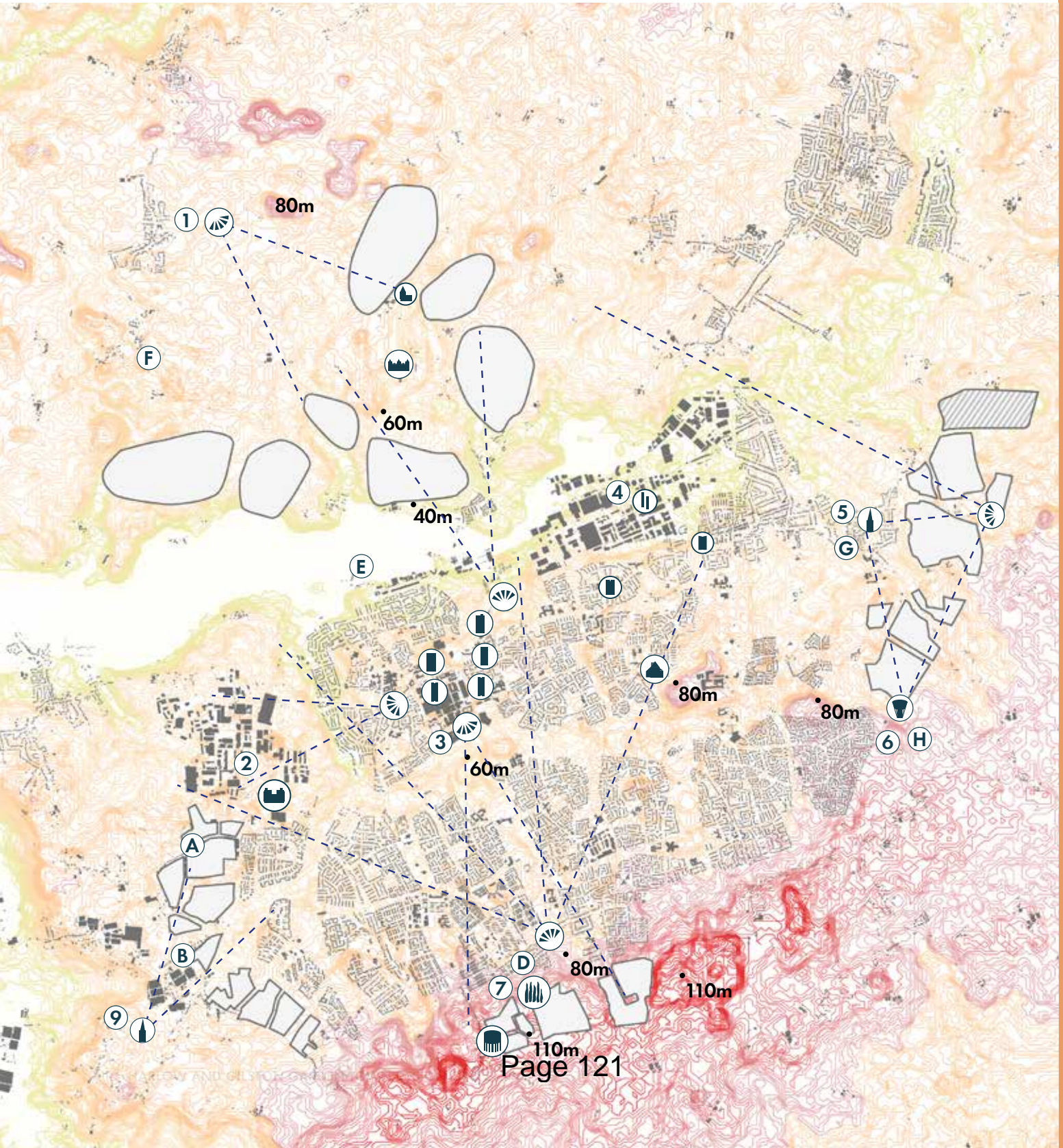
Some key strategic views across the Garden Town

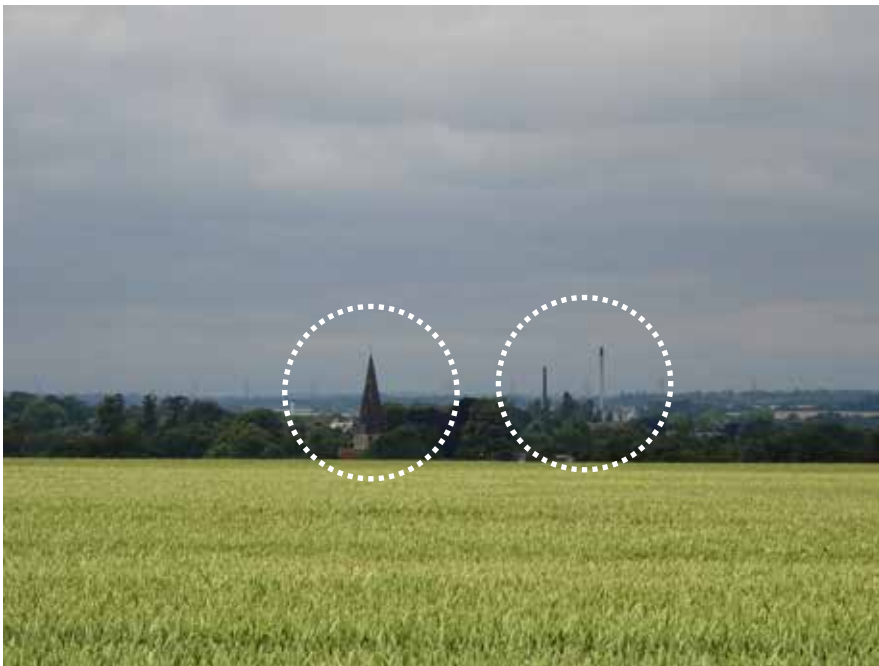
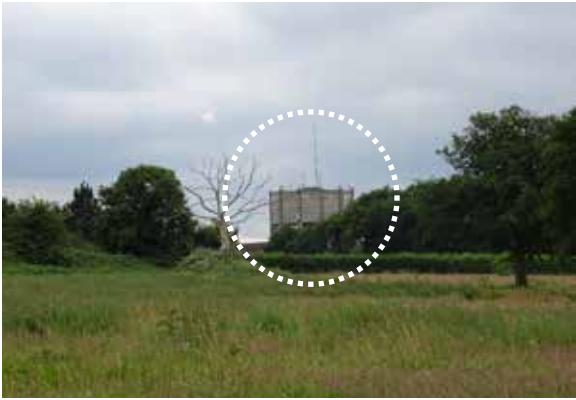
1. Hunsdon Airfield
2. Public Health England
3. Water Gardens
4. Templefields Chimneys
5. St. Mary's Church
6. M11 Water Tower
7. Rye Hill Poplars
8. Rye Hill Water Tower
9. All Saints Church

Some distinctive local assets

- A. Water Lane Water Tower
- B. Tylers Cross Farm Shop
- C. Latton Priory
- D. Rye Hill Poplar Trees
- E. Parndon Mill
- F. St. Dunstan Church
- G. St. Mary's Church
- H. M11 Water Tower

Land level





Clockwise from top left:

The distinctive water tower on the ridgeline of Rye Hill.

The v-shaped water tower located at the southern tip of the East of Harlow growth area.

St Mary's Church at Churchgate Street and the industrial chimneys from Templefields are visible on the horizon from a number of locations in the eastern growth area. Views to these landmarks should be retained and framed.

St Mary's Church looking west from the eastern growth area.

The distinctive water tower on the horizon, at the southern tip of the eastern growth area.



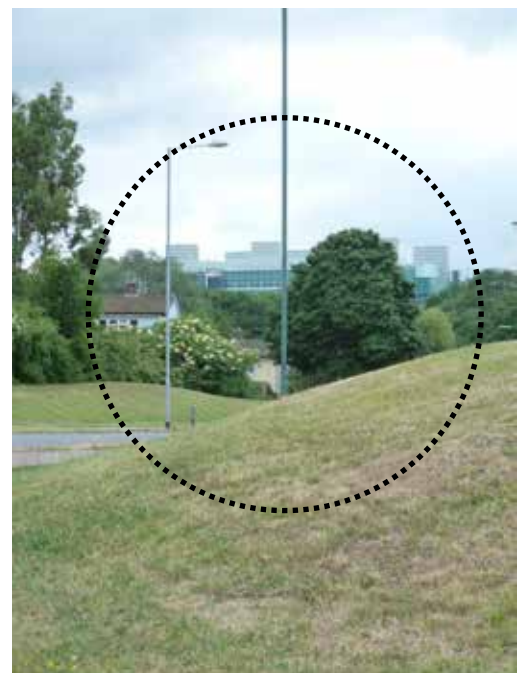
Clockwise from top left:

The row of poplar trees near Dorrington Farm. Extending planting along this elevation will reinforce views from the town centre.

Views from the Rye Hill ridge, looking north east. Only the residential towers at Marks Hall are visible above the greenery of the town.

The view of GSK, soon to be Public Health England offices from Fourth Avenue. A strong visual connection exists with the town centre.

Looking south from the Watergardens in the town centre, the fields, ridgeline and a row of poplar trees are clearly visible. Residential neighbourhoods are masked behind the first row of development. Residential towers stand out, but in isolation, do not have a negative impact.



SUSTAINABLE MOVEMENT

Four principles have been identified to ensure that the Garden Town can be established with sustainable transport infrastructure and active travel as a central tenet to underpin growth, and to establish this early in the process so that positive travel habits are formed as growth occurs. These are:

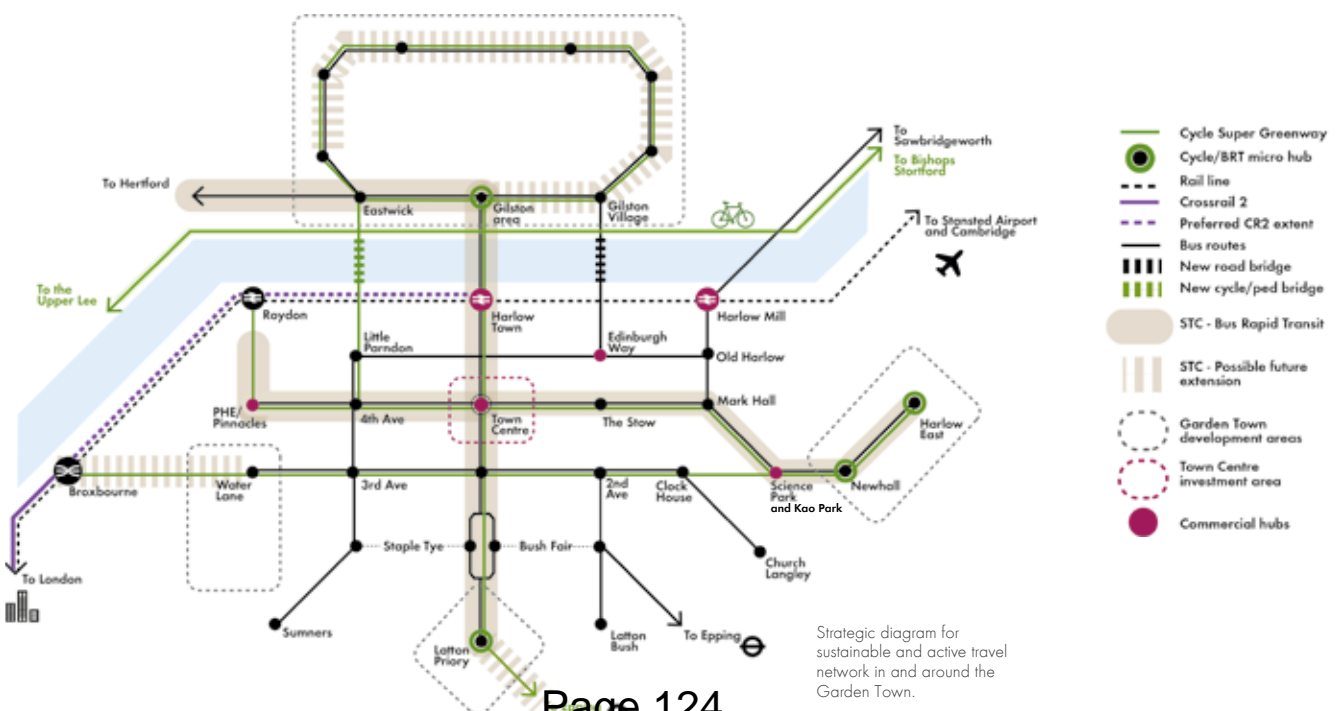
- **Revitalising the walking and cycling network**
- **The value of place: changing the character of roads to streets**
- **Integrated transport: a viable and preferred alternative to cars to achieve a modal shift of 50% of all journeys in the Garden Town to be by sustainable transport, and 60% in new neighbourhoods and villages**
- **Anticipating change and future proofing infrastructure**

The diagrammatic plan to the right sets out the broad spatial implications across the Garden Town for these principles.

The plan reflects the existing assets of the Garden Town area, including the existing bus routes and the extensive cycle network established when Harlow was originally built as a New Town.

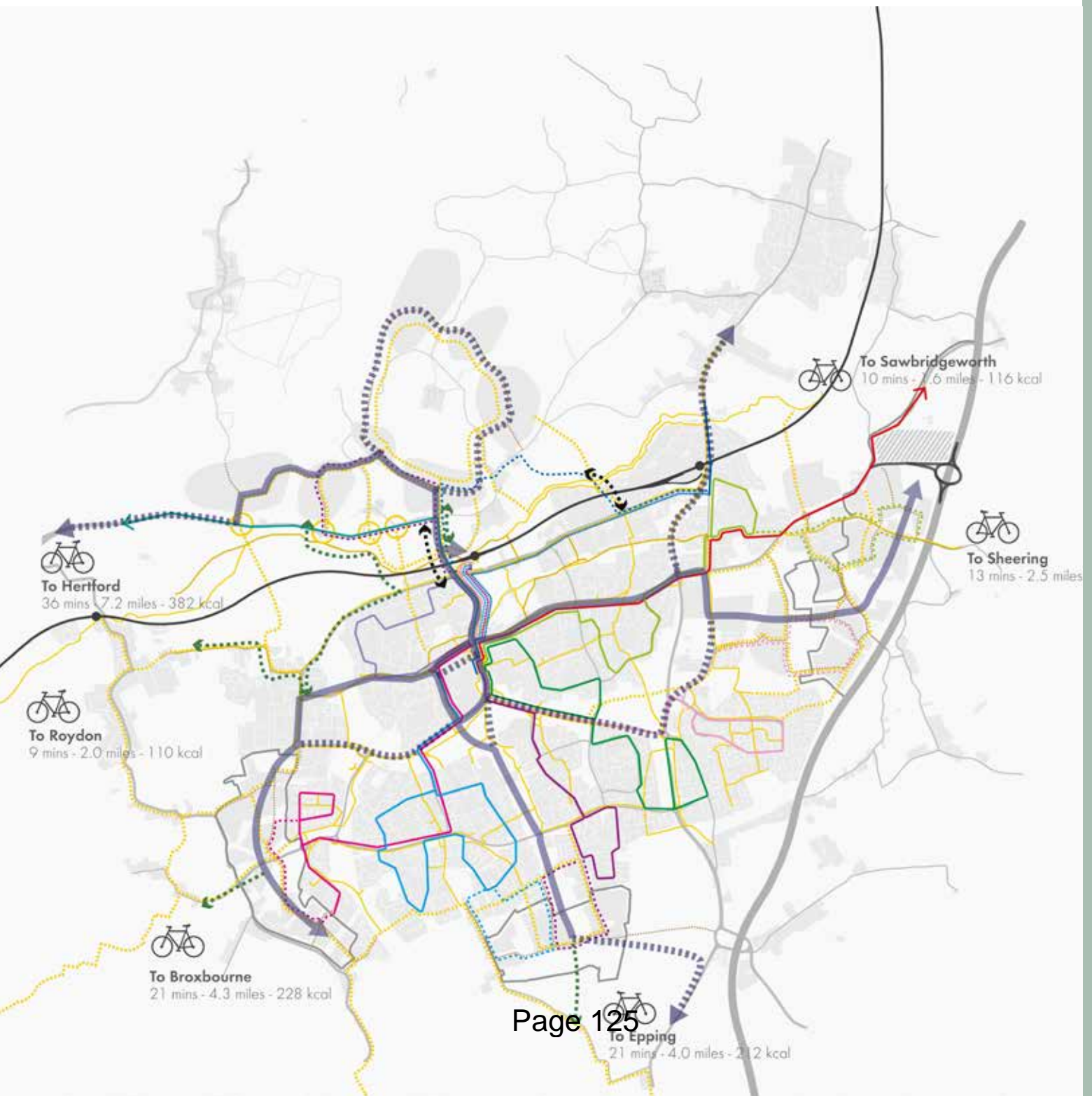
The plan also provides indicative guidance for the strategic approach to public and active travel infrastructure at the Garden Town grows. This reflects the proposed route for the Bus Rapid Transit between the station and town centre and the new neighbourhoods, and possibly on to other nearby towns and rail connections. It also sets out a requirement for a high quality network of cycling and walking routes through the new neighbourhoods, on to nearby towns and rail connections, and out into the countryside.

The preferred location and form of new cycling and public transport facilities will be developed as masterplans come forward. However, masterplans should reflect the principles and indicators set out in the Garden Town Vision, and should demonstrate sound reasoning for the spatial approach and present this for review through the Quality Review Panel process that has been established by the three District Councils and two County Councils.



Strategic diagram for sustainable and active travel network in and around the Garden Town.

- Existing cycle route
- Proposed cycle route
- Proposed cycle crossing (possible)
- Bus route 724
- Bus route 6
- Bus route 10
- Bus routes 2,3
- Bus route 1
- Bus routes 508, 509, 510
- Bus route 59
- Bus route 8
- Bus routes 9, 9A
- Bus route 4
- Proposed extensions to bus route (multiple colours)
- Sustainable Transport Corridor
- Sustainable Transport Corridor (possible extension)
- Junction 7a
- New / improved road river crossing (possible)
- New / improved pedestrian and cycle link



ECONOMY AND REGENERATION

Four principles have been identified to ensure the Garden Town is underpinned by a healthy economy and can provide a good quality of life, decent home and employment opportunities for residents, whatever their age or stage in life. These are:

- **At the heart of the LSCC UK Innovation Corridor**
- **The right work spaces, homes and community facilities**
- **A diverse employment base and skilled labour supply**
- **A vibrant and resilient Town Centre for all the Garden Town**

The diagrammatic plan to the right sets out the broad spatial implications across the Garden Town for these principles.







The plan reflects the existing ingredients that will help to support a healthy economy, such as the town centre, local neighbourhood centres and small local centres. These are identified as locations of

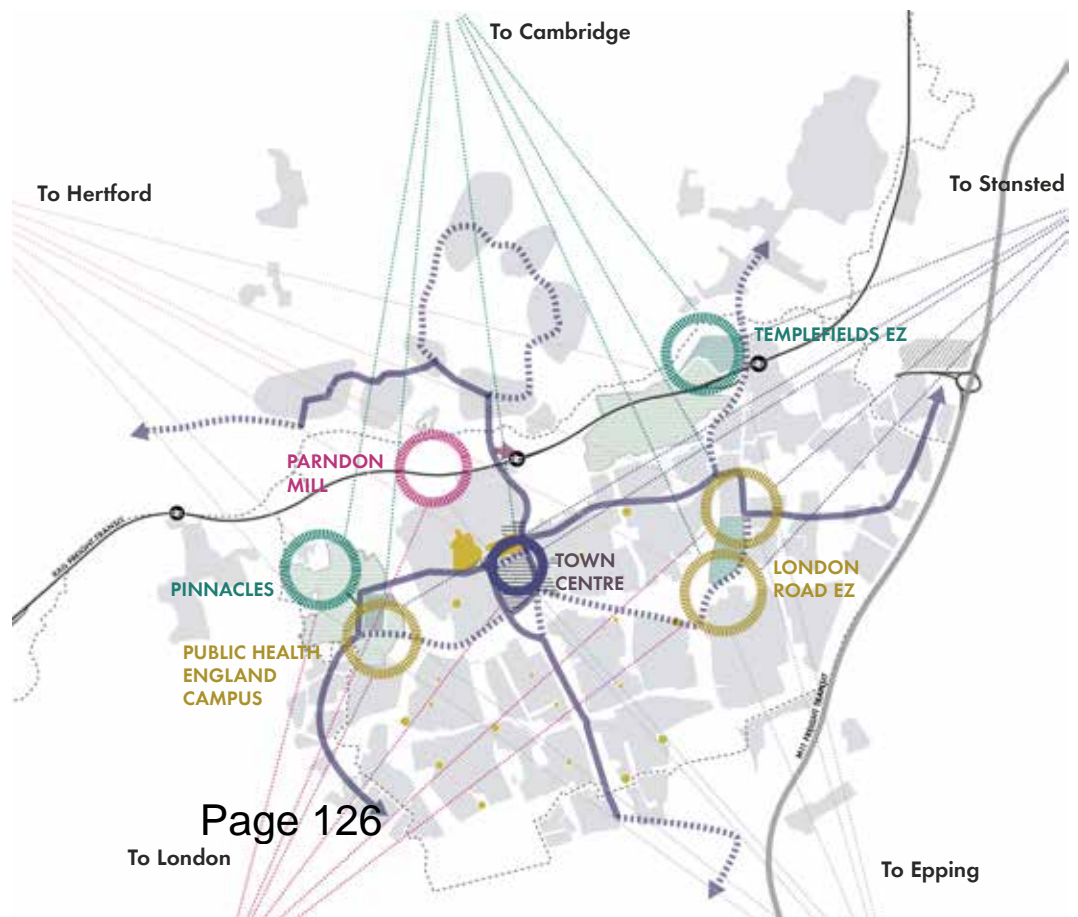
investment and innovation, and possibilities for new typology mixes, as well as simply representing the commercial uses that already exist.

The plan also provides indicative guidance for the strategic growth areas in the Garden Town, including new local centres and small local centres. These are not intended to represent specific locations for new services, but to communicate the need and desire for services to be provided somewhere within the new neighbourhoods.

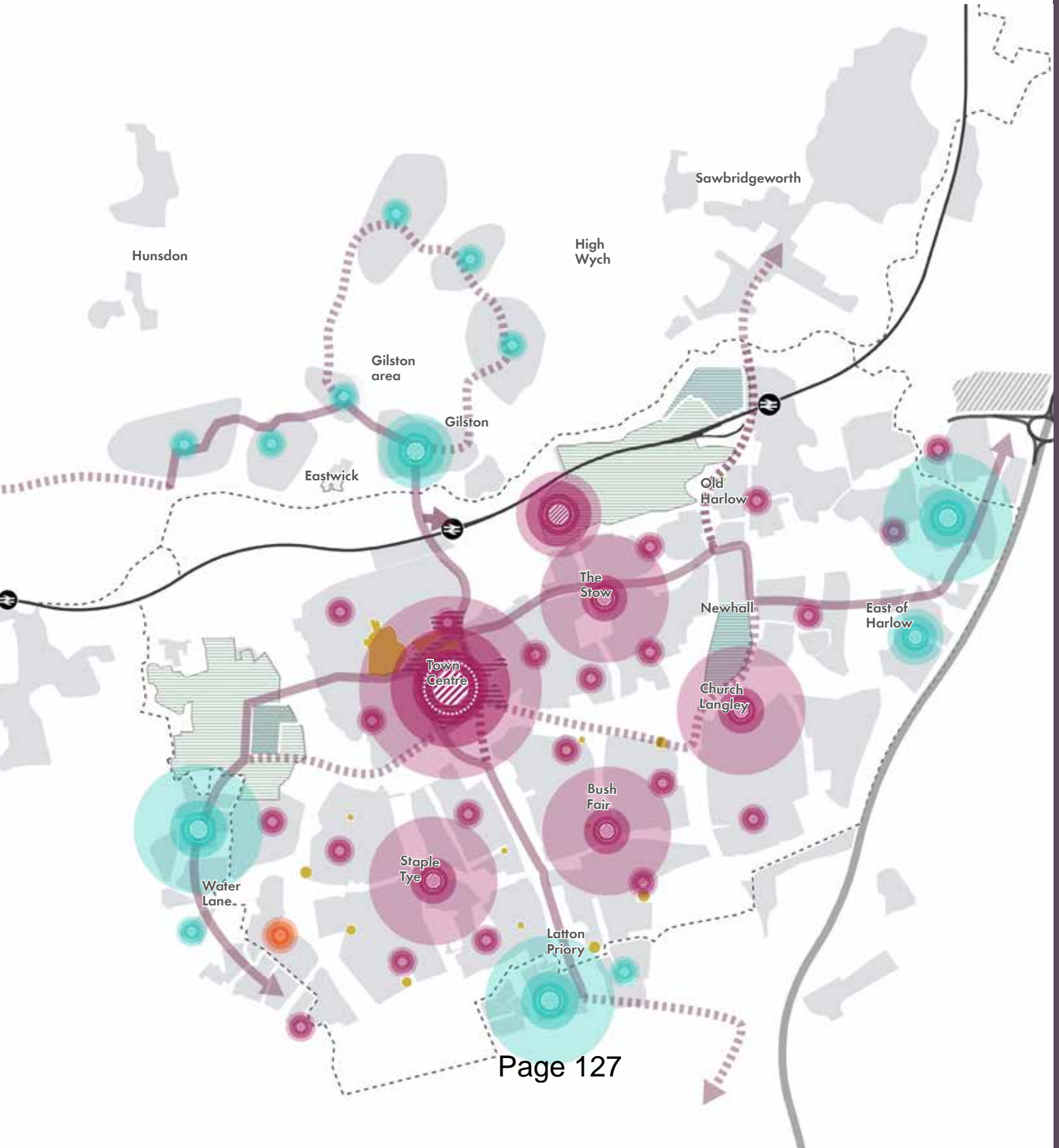
The preferred location and form of local centres and small local centres, and their relationship with existing buildings, will be determined through the masterplanning processes for new developments. However, masterplans should reflect the principles and indicators set out in the Garden Town Vision, and should demonstrate sound reasoning for the spatial approach through the Quality Review Panel process that has been established by the three District Councils and two County Councils.

Strategic diagram for the Garden Town's employment and industry, and the broader economic relationships

-  Offices, start-ups, SMEs
-  Bio-tech, life sciences R&D, pharma, big data, education, electronics
-  Creative Industries
-  Industrial design, smart tech, fabrication, precision casting, manufacturing
-  Sustainable Transport Corridor
-  Sustainable Transport Corridor (potential extension)



-  District boundaries
-  Existing and new neighbourhoods
-  Harlow intensification sites
-  Harlow Town Centre AAP area
-  Land only to be developed for potential hospital relocation
-  Industrial areas
-  Enterprise Zones / PHE
-  Proposed Sustainable Transport Corridor
-  Train stations
-  Existing local centres
-  Proposed local centres
-  Proposed intensified hatch
-  Existing hatches
-  Proposed hatches / village centres





STRATEGIC SITE GUIDANCE





-  District boundaries
-  Train stations
-  New homes (within existing neighbourhoods)
-  New neighbourhoods and villages
-  Land only to be developed for potential hospital relocation
-  Harlow Town Centre and local centres
-  Industrial areas
-  Enterprise Zones / PHE
-  Existing neighbourhoods and villages
-  Sustainable Transport Corridor
-  Sustainable Transport Corridor (potential extension)
-  New / improved road river crossing
-  New / improved pedestrian and cycle link
-  Potential road extension
-  Junction 7a
-  Potential hospital redevelopment



WATER LANE

Overview

The Water Lane area is located to the west of the existing Harlow New Town within Epping Forest District Council's administrative area and has been identified for at least 2100 new homes in the next plan period up to 2033, a new primary school, traveller pitches, local shops and services.

The new neighbourhoods will have direct relationships with the existing Katherines, Sumners and Kingsmoor communities, and will have good access to the Public Health England campus and broader employment area at Pinnacles industrial estate.

Adjacent to the Green Belt, the neighbourhoods will need to respond sensitively to the landscape. Historic field patterns and settlements, within the Nazeing and South Roydon Conservation Area, extend to the west of the masterplan area. This closed field pattern is distinctive and highly valued from key views to and from All Saints Church and Perry Hill. This has an impact on the role of hedgerows in informing development, integration of old and new, and density levels.

The surrounding road network is largely rural, with access being provided from Water Lane to the north, Epping Road to the west and Parsloe Road to the south. This makes the neighbourhoods' connection to a sustainable Bus Rapid Transit (BRT) or similar particularly important.

Good opportunities exist for a cycle network, with the neighbourhoods being the Garden Town's closest to both Roydon station (1.7 miles to the north) and Broxbourne station (3.1 miles to the west), which is planned to be on the Crossrail 2 line.

-  2,100 (minimum)
-  c60 ha
-  Densities to support place-making, modal shift and viability by quality design
-  2-4 storeys
-  1 primary school
-  Early Years Facilities
-  Health / community facilities
-  Bus Rapid Transit connection
-  New local centre
-  Micro-hub
-  0.5 ha for up to 5 traveller pitches

Two neighbourhoods that sit in a historic farming landscape and integrate sensitively with existing settlements. Great access to the Public Health England campus, direct Green Wedge and Sustainable Transport Corridor links to the town centre, and a cycling route to Broxbourne ready for the arrival of Crossrail 2.

Contextual images



Framework for development: place specific guidance

Placemaking and homes

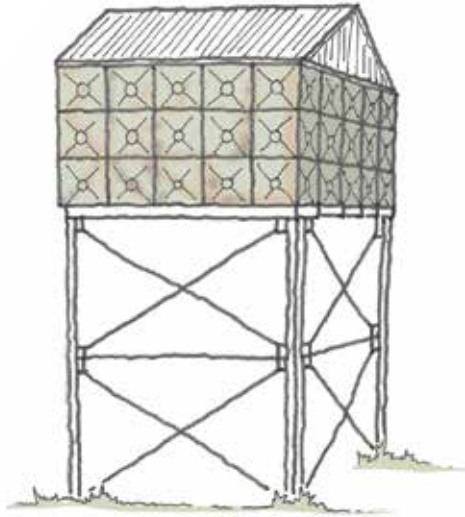
- Historic buildings at Broadley Common should be retained and given breathing space or integrated sensitively.
- New homes should take cues from both the New Town legacy and nearby rural settlements in terms of scale and materials. The east of the area should build on the village character of Broadley Common, Roydon and Nazeing; the west of the area should look towards the Harlow neighbourhoods of Katherines and Sunners.
- Views to/from All Saints Church at Nazeing and Perry Hill should be considered and retained. Other views should also be explored and considered.
- Homes should front streets and some green spaces to provide sociable and safe neighbourhoods.
- A buffer should be provided, or garden space to new homes that back onto existing back gardens,

such as at Old House Lane.

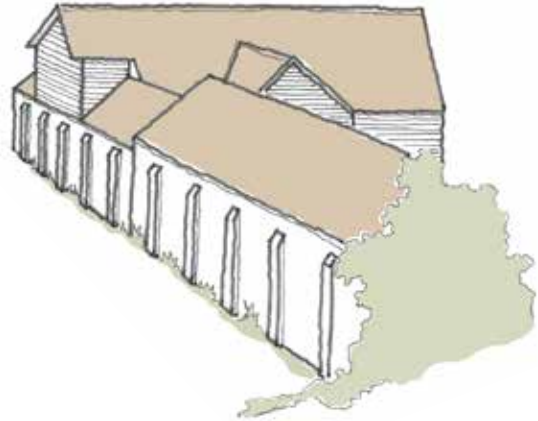
- The density of homes can increase close to local centres and community facilities (40 dph), and should decrease at the western edge (25 dph) to provide a suitable relationship with the landscape Conservation Area.
- Land should be identified for traveller pitches in appropriate locations that are accessible from highways and, where practical, sheltered from views into the site through planting.

Landscape and green infrastructure

- Existing trees and hedgerows should inform the structure of development in masterplans, given the importance of the closed-field network to local character.
- A green wedge and green fingers should be connected through the neighbourhoods, linking to the footpaths in the Nazeing and Roydon countryside.
- SUDs should be provided, particularly given the flood risk at Water Lane, but archaeological tests should also identify where there will be sensitivity, given the medieval heritage.



Water Lane Water Tower
(See views map page 19)



Tylers Cross Farm Shop
(See views map page 19)

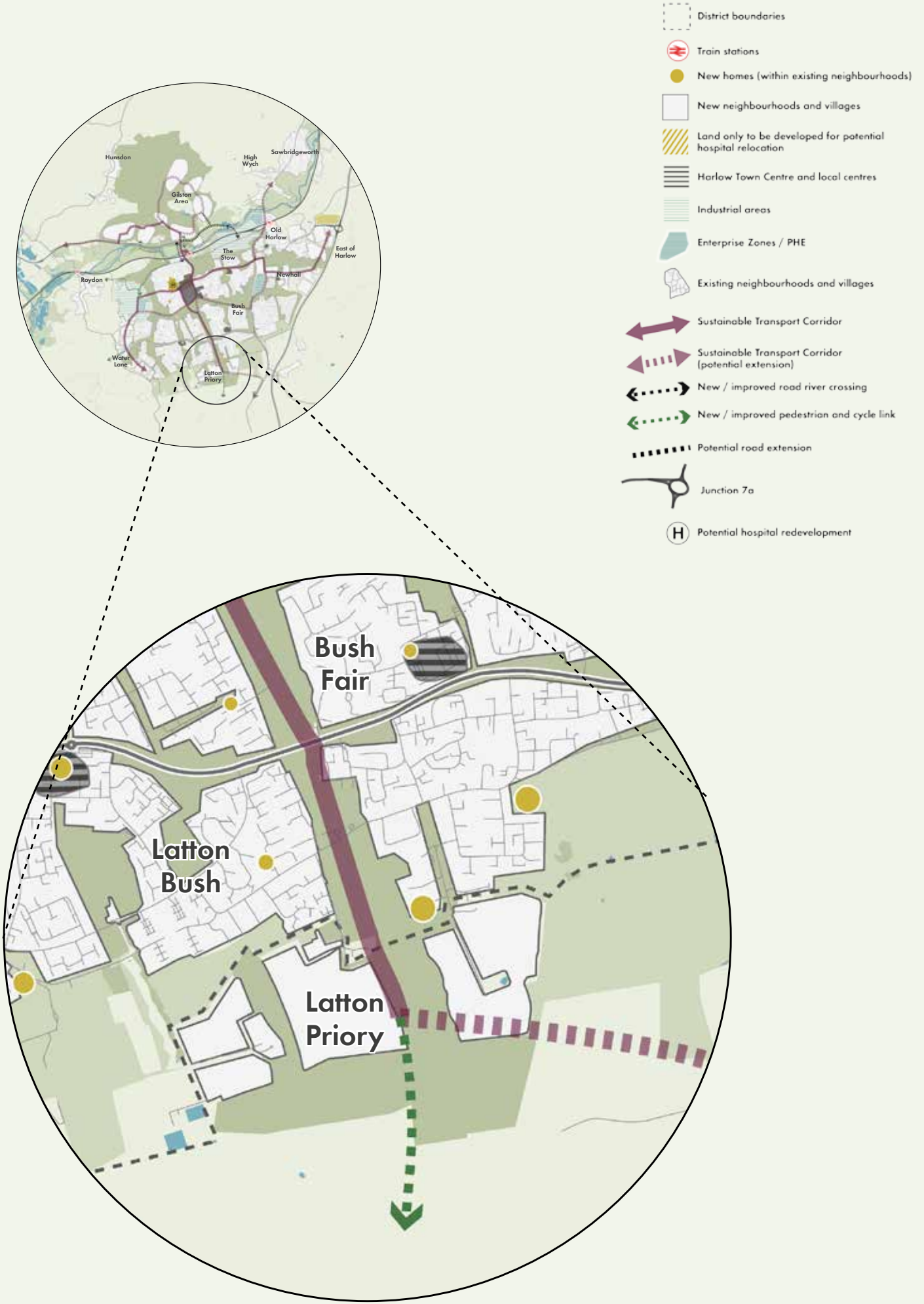
- A landscape feature could be made of Pardon Brook, to help establish a broad range of open space and support biodiversity.

Sustainable movement

- The neighbourhoods should be well connected for cycles, pedestrians and cars with PHE and Pinnacles to the north.
- The communities should integrate with existing neighbourhoods at Katherines, Sumners and Kingsmoor. Broadley Road and Phelips Road could provide a good local links.
- The Rapid Transit should be accommodated along Water Lane and/or connected south from Pinnacles roundabout.
- Attractive and safe cycle links should be made into the town centre, north to Roydon station and west to Broxbourne station and the Upper Lee Valley.

Economy and regeneration

- The existing small local centre at Broadley Road should be invested in and expanded.
- The shops on Water Lane (Bonnie's Oak and Tylers Cross Farm Shop) should be complemented by new local commercial uses.
- A new small local centre should be provided in the northern neighbourhood.
- A new primary school should be provided serving both neighbourhoods.
- New community facilities and schools should be co-located with new or expanded local centres, to better support shops and services.



LATTON PRIORY

Overview

Latton Priory is located to the south of Harlow Town, beyond the existing most southerly neighbourhoods of Staple Tye and Latton Bush. The area is identified for at least 1050 new homes in the next plan period up to 2033, a new primary school, a secondary school and a new local centre or small local centre.

The rapid transit system will extend to the Latton Priory neighbourhood, with potential for onward connections to Epping, to the south. Access may be provided from Rye Hill Road, to the west, and from the neighbourhoods to the north. Vehicle access from Latton Priory to Epping could be via a new road connection to London Road, preserving the narrow and rural character of Rye Hill Road that would make a positive cycle link.

The proposed neighbourhood is at an elevated position close to the ridge of Rye Hill, and has a strong visual connection with Harlow town centre to the north, and with Epping to the south. This will give wonderful views to new homes but the sensitive location limits the density and scale of development. Carefully considered building aspects should all step away from the ridge line or plateau, avoiding creating a 'wall of development' visible on the horizon. Irregular street tree planting will also help fragment views of new development.

The nearby listed buildings and scheduled monument at Latton Priory itself are key heritage sensitivities. New development must maintain sufficient distance from these assets to preserve their setting.

-  1,050 (minimum)
-  c30 ha
-  Densities to support place-making, modal shift and viability by quality design
-  Up to 2 storeys
-  1 primary school
1 secondary school
(minimum 10 ha)
-  Early Years Facilities
-  Health / community facilities
-  Bus Rapid Transit connection
-  New local centre
-  Micro-hub
-  0.5 ha for up to 5 traveller pitches
-  1ha of employment land

Neighbourhoods, with views from an elevated position; a direct connection to the town centre through the green wedge and STC and good walking and cycling connections out to the Essex countryside and to Epping.

Contextual images



Framework for development: place specific guidance

Placemaking and design

- In collaboration with Historic England, a substantial distance should be established between any new development and the Latton Priory site. Views to the farm should be retained/framed where possible.
- Development should be set back from the Rye Hill ridgeline. A survey of the ground levels is required to assess the extent to which buildings should be set back. The roofline of homes should not extend above the level of the horizon.
- Buildings should be two-storeys to limit the height of the roofline and maintain a natural horizon.
- Masterplans should carefully consider the aspect/orientation of buildings and streets, and avoid creating a 'wall of development' in an east-west direction which could be visually prominent from Harlow and/or Epping.
- Sufficient space should be given to the existing farmstead and residence within the masterplan area, particularly in regard to the creation of employment space identified. New development

should respond sensitively to these existing features.

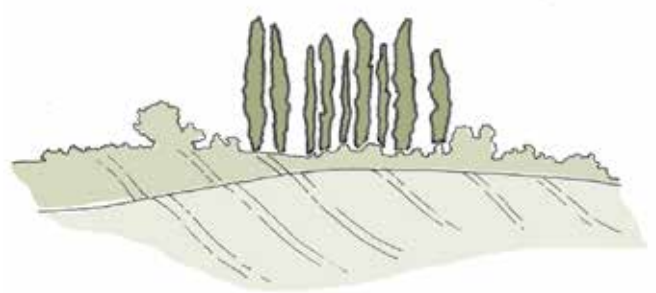
- A Traveller Site is located on Fern Hill Lane which is to be retained and considered in future masterplans. The masterplan must also accommodate up to 5 additional pitches.
- The density of homes can increase close to local centres and community facilities (40 dph), and should decrease at northern edge (25 dph) to create a sensitive relationship with views to and from Rye Hill horizon.

Landscape and green infrastructure

- Existing trees should be retained and new tree planting established, to provide a natural horizon.
- Views to the existing Poplar trees from the Water Gardens in the town centre should be retained. This line should be taken as a lead for further tree planting along the same elevation line.
- More irregular tree planting will also be an important feature, for breaking up the roofline of new development.



Latton Priory
(See views map page 19)



Row of poplar trees near Dorrington Farm
(See views map page 19)

- Existing Public Rights of Way should be upgraded and considered in masterplan designs. New footpaths should be provided, such as between the development and the ridgeline. A maintenance programme should be established for these.

Sustainable movement

- The neighbourhood should be well connected for cyclists, pedestrians and cars with Rye Hill Road and London Road.
- The community should integrate with existing neighbourhoods at Staple Tye and Latton Bush. Extending Fern Hill Lane and Riddings Lane would provide good links.
- The Rapid Transit should be accommodated, with an STC Microhub (potential for cycle parking and facilities, confluence of walking links, cafe) in the neighbourhood centre.
- Attractive and safe cycle links should be provided onto Epping and connecting into surrounding bridleways.

- Consideration should be given to a potential future extension of the Rapid Transit onto Epping - designs should not preclude this from happening.

Economy and regeneration

- A local centre or small local centre should be provided at the nexus of local routes
- A primary school should be provided.
- Potential location for new secondary school.
- The school should be co-located with the local centre, to help support shops and services.
- 1 hectare of employment land is to be provided at Dorrington Farm, with opportunities to create flexible workspace that meets the needs of different spin-off and supply chain businesses including administration, finance and marketing.



-  District boundaries
-  Train stations
-  New homes (within existing neighbourhoods)
-  New neighbourhoods and villages
-  Land only to be developed for potential hospital relocation
-  Harlow Town Centre and local centres
-  Industrial areas
-  Enterprise Zones / PHE
-  Existing neighbourhoods and villages
-  Sustainable Transport Corridor
-  Sustainable Transport Corridor (potential extension)
-  New / improved road river crossing
-  New / improved pedestrian and cycle link
-  Potential road extension
-  Junction 7a
-  Potential hospital redevelopment



GILSTON AREA

Overview

The Gilston Area Villages will be located to the north of the existing Harlow Town within East Herts District Council's boundary. The villages will sit between the existing villages of Eastwick and Gilston, Hunsdon, Widford and High Wych in the Hertfordshire countryside. This concept is set out within the Gilston Area Concept Framework produced jointly between the Council, the landowners and the Community.

The Gilston Area villages will have connectivity to the wider Garden Town through the Sustainable Transport Corridors and good walking and cycling links into and across the Stort Valley to the railway station and the employment centres, neighbourhoods and Town Centre. Improvements to the A414, the existing river and railway crossings and a new eastern river crossing will help deliver this connectivity.

At least 3,000 new homes are expected to be delivered within the District Plan period up until 2033 with the remaining 7,000 homes expected beyond this period. The Villages will have vibrant centres providing for the needs of the communities and integrating with the neighbouring existing villages and the wider Garden Town including schools, jobs, shops and health facilities as well as significant sports and open space provision. Significant public access will be provided through substantial parkland, woodland and farmland to the north and north east secured through a community land trust or other governance process.

East Herts Council will work with landowners, stakeholders and the community to prepare a Charter for the Gilston Area to demonstrate how it will be delivered in accordance with the village concept and the Garden Town Vision.

-  At least 3,000 (2033) up to 7,000 (2033+)
-  Primary and secondary schools
-  Early Years Facilities
-  Health / community facilities
-  Bus Rapid Transit connection
-  New village centres
-  Micro-hubs
-  Travelling showpeople plots and gypsy and traveller pitches
-  Employment space

A series of villages of a distinctive character set within the context of historic settlements and landscape character. Direct connections into the Stort Valley and nearby train station, and sustainable transport links with each other and the wider Garden Town.

Contextual images



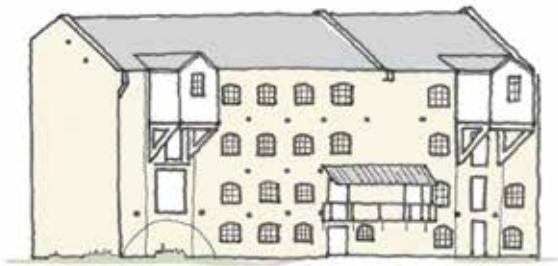
Framework for development: place specific guidance

Placemaking and homes

- Each village should be designed to have an individual identity and character. The palette and materials from existing villages could be used as a design cue.
- The organic historic pattern of lanes could be retained, and used as a cue for the structure of new villages.
- Density levels could vary more than for the urban neighbourhoods, typically with intensity in the centre and greater fragmentation at the edge, to respond to the landscape setting.
- Rooflines should be varied in terms of building heights and may have predominantly pitched roofs, to reflect the character of surrounding villages.
- Development should respond positively to the landscape and topography to avoid being too visually prominent from the existing villages, Stort Valley, Rye Hill, the town centre and Churchgate Street area.
- Development should be set back from distinct existing villages to protect their character.
- New development should respond sensitively to existing buildings and settlements, with careful consideration given to sensitive integration where appropriate.

Landscape and green infrastructure

- Gaps with rural character should be retained between villages to protect the existing landscape character and establish a setting for villages.
- 'Green Wedges' running between villages could be agrarian in character with or without being fronted. 'Green Fingers' running through villages, such as village greens, should have active frontages to define these as social spaces.
- Existing trees, hedges and rights of way should be retained where appropriate as part of an open space network.
- The setting of the historic park and garden at Gilston Park and other heritage assets should be carefully taken into account in masterplans.
- A comprehensive understanding of the landscape should be referenced to inform proposals.



Parndon Mill
(See views map page 19)



St. Dunstan Church
(See views map page 19)

Sustainable movement

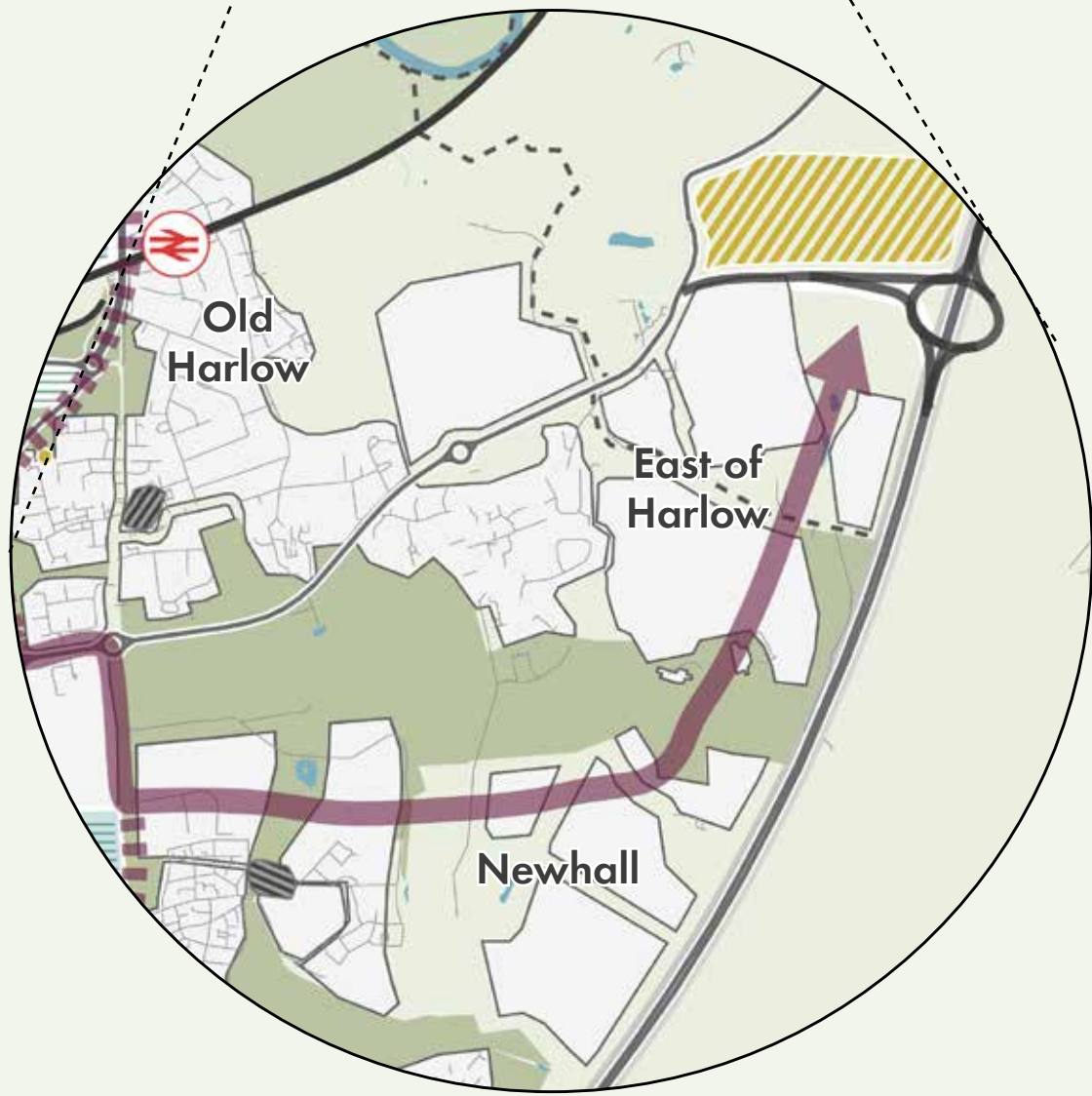
- New villages should be integrated into the wider, network of roads and lanes, to avoid these becoming isolated and to ensure a village character informed by a classic village structure.
- Attractive, safe and convenient cycling and walking links should be provided between the villages, to the Stort Valley, to the town centre, Harlow Town railway station and employment locations.
- New, safe cycling and walking crossings across the A414 should be explored, connecting into Harlow Town Centre and the train station where appropriate.
- The Rapid Transit should be accommodated, with a STC Microhub (cycle parking and facilities, confluence of walking links, cafe).
- Sustainable travel is integral to serve and support all new villages. Masterplans for new development should support the possible future extension of Sustainable Transport Corridors to wider settlements.

Economy and regeneration

- A village centre (food shop, pub/restaurant/cafe, community use) should be provided in each of the villages, at the nexus of local routes.
- Schools should be co-located with the local centre, to help support shops and services.

For more detailed guidance on the Gilston villages, please see East Herts' policy documents and evidence base.

-  District boundaries
-  Train stations
-  New homes (within existing neighbourhoods)
-  New neighbourhoods and villages
-  Land only to be developed for potential hospital relocation
-  Harlow Town Centre and local centres
-  Industrial areas
-  Enterprise Zones / PHE
-  Existing neighbourhoods and villages
-  Sustainable Transport Corridor
-  Sustainable Transport Corridor (potential extension)
-  New / improved road river crossing
-  New / improved pedestrian and cycle link
-  Potential road extension
-  Junction 7a
-  Potential hospital redevelopment



EAST OF HARLOW

Overview

The East of Harlow neighbourhoods are located between the historic settlement at Churchgate Street, the successful recent neighbourhood of Newhall to the west, and the M11 to the east. Church Langley is to the south and the northern neighbourhood will extend towards the village of Sheering.

The neighbourhoods are divided between Harlow District Council (the southern neighbourhood) and Epping Forest District Council (the northern neighbourhood) with 3,350 homes proposed in total; 750 in the north, and 2,600 in the south, up to 2033. The area will have a new primary school and a secondary school, serving both the new areas and the expanded Newhall neighbourhood. Located within the Green Belt, landscaping must be sensitive and respond to existing features; including Flood Zone 2 and 3 where no development shall be permitted. This area might also have a future, relocated Princess Alexandra Hospital (as one of two short listed locations), which could take the form of an expanded Health and Well-being Campus.

Road access will come from Moor Hall Road, which runs between the two neighbourhoods. The planned Junction 7a will connect through the northern neighbourhood, giving good access to the M11, and Harlow Road also provides a good access point for the north. For the southern neighbourhood, Hobbs Cross Road can provide access from the west.

-  3,350 (minimum)
-  c90 ha
-  Densities to support place-making, modal shift and viability by quality design
-  2-4 storeys
-  1 primary school
1 secondary school
-  Early Years Facilities
-  Health / community facilities
-  Bus Rapid Transit connection
-  New local centre
-  Micro-hub
-  0.5 hectares for up to 5 traveller pitches

A series of sustainable neighbourhoods which extend the success of Newhall. Easy cycle and walking access to Kao Park and Harlow Science Park, new strategic links through M11 Junction 7a, and a possible new Health and Well-being Campus.

Contextual images



Framework for development: place specific guidance

Placemaking and homes

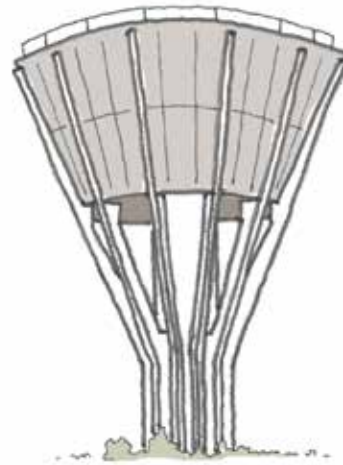
- Views to St Mary's Church, the water tower and to the Gilston slopes should be retained and, framed where possible.
- An exclusion buffer should be provided around Hubbards Hall.
- Density should build up in local centres (50 dph) and along key routes, and should step down towards settlement edges.
- A density cue can be taken from Newhall in the less sensitive location in the south (40 - 50dph). This can gradually step down towards the north (30 - 40 dph).
- Development should step back from the northern point of Sheering Road to avoid coalescence with Sheering.
- Streets should take their cue from the organic form of existing country lanes.
- Existing buildings within the neighbourhood areas should be sensitively integrated, as has happened on Sheering Road and Mill Lane.

Landscape and green infrastructure

- Bunding with mound and tree planting should be established between the M11 and new homes, with this operating as a Green Finger.
- A Green Wedge should extend from Mark Hall in the west through to the M11 in the east, with varied character, including allotments.
- Other Green Fingers should also be provided, taking cues from existing waterways, hedgerows and rights of way.
- Rights of Way should be enhanced and expanded, with connections to the links over the M11 and to the River Stort improved.
- Mature trees and hedgerows should be retained and should inform the structure of new neighbourhoods.



St. Mary's Church
(See views map page 19)



Water tower
(See views map page 19)

Sustainable movement

- The M11 Junction 7a to be delivered alongside development.
- Masterplans should accommodate the Sustainable Transport Corridor route, extending from Newhall through the southern then northern neighbourhoods. This could also connect to the access road to J7a.
- Sustainable Transport Corridor micro-hubs to be provided in neighbourhood centres and at Newhall. At the access road to J7a, this could include parking facilities.
- Safe and attractive cycle links should be provided through the neighbourhoods to the Kao Park Enterprise Zone and London Science Park, and to Princess Alexandra Hospital (should it relocated here).

Economy and regeneration

- New small local centres should be provided in each of the main neighbourhoods.
- Newhall's local centre can be enhanced
- Two new primary schools to be provided, one in the southern neighbourhoods (Harlow District Council land), one in the northern neighbourhoods (Epping Forest District Council land). A new secondary school will need to be located in a highly accessible location to support a wide catchment.
- Possible new Princess Alexandra Hospital, perhaps taking the form of a Health and Well-being Campus.
- Should this happen, then space for support services and SME space related to this and the Enterprise Zone should be encouraged.

PARTNERSHIP WORKING

PARTNERSHIP AND CROSS-BOUNDARY WORKING

The three District Councils (East Herts, Epping Forest and Harlow) and two County Councils (Essex and Hertfordshire) have collaborated on the development of the Design Guide for the Garden Town, and will continue to do so in the preparation of more detailed guidance and delivery of the Garden Town vision.

Partnership working will deliver the many different elements of infrastructure required to make the Garden Town a successful place. The delivery of this vision will be through public, private and third party actions and funding.

In addition to cross-boundary working as part of the Councils' Duty to Cooperate, the Councils are committed to working with relevant organisations, service providers and community groups to ensure proposals are developed collaboratively and with thorough consideration of local priorities.

Identified partners include, but are not limited to:

- Active Essex
- Arriva bus company
- Canal and Rivers Trust
- Community and resident groups
- Developers and site promoters
- Herts LEP
- London Stansted Cambridge Consortium
- Harlow Civic Society
- Harlow College
- Harlow Enterprise Zone
- Historic England
- Natural England
- Neighbourhood Plan groups
- Network Rail
- NHS Trust: Princess Alexandra Hospital
- Public Health England
- South East LEP
- Sport England

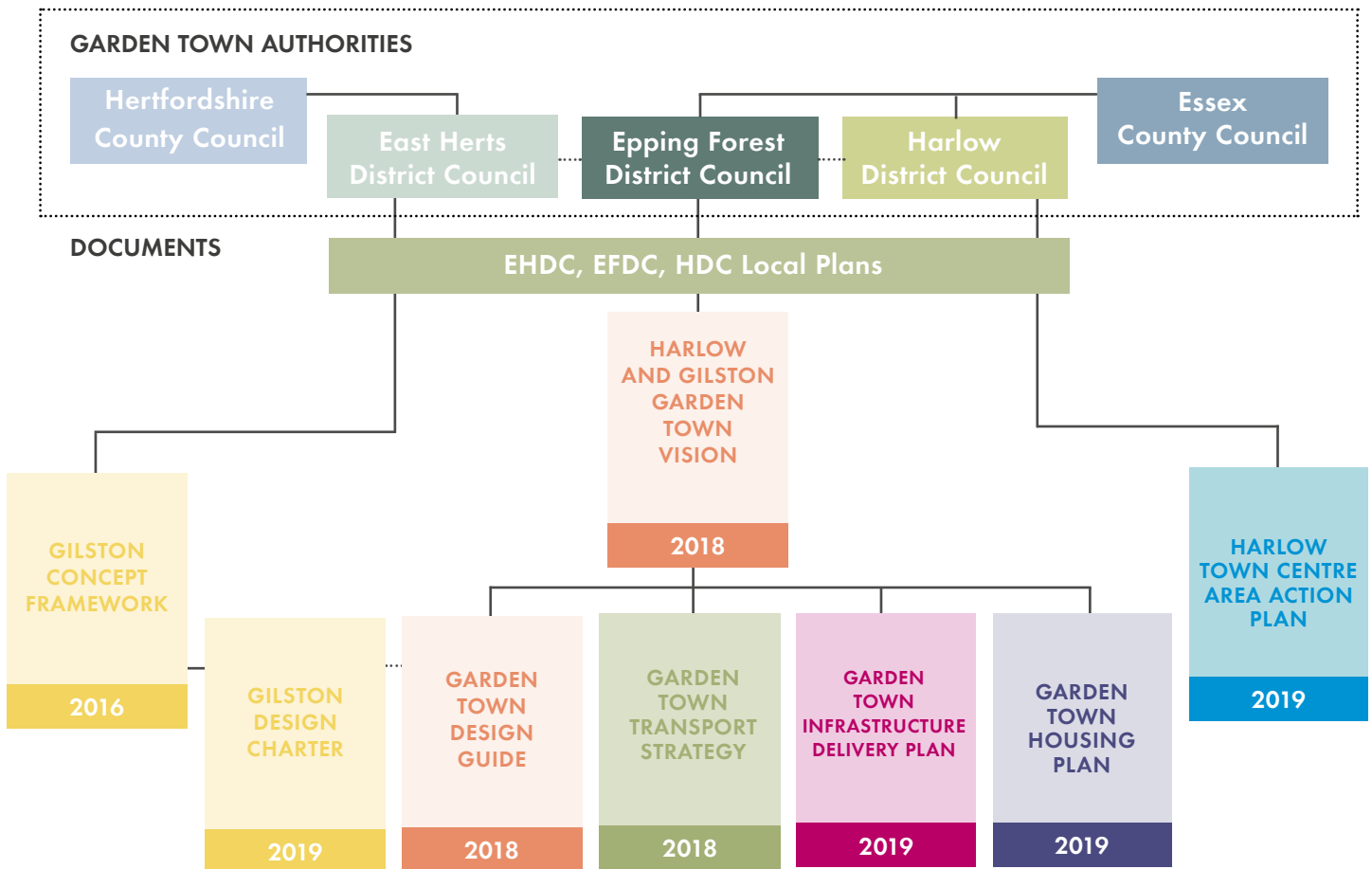


Diagram showing the relationship of the relevant authorities to the family of documents guiding and informing growth across the Garden Town.

GLOSSARY

Area Action Plan

A statutory development plan document prepared by local planning authorities which is aimed at establishing a set of proposals and policies for the development of a specific area (such as a town centre or area of new development).

Bus Rapid Transit

A fast and efficient priority bus service, located along the Sustainable Transport Corridors, making use of the latest transport technology. The Bus Rapid Transit will have its own lanes or priority at junctions and provide a comfortable and affordable alternative to private vehicles.

Doorstep play

Doorstep play is a commonly used phrase in housing and public space design to mean that young children can safely play on their doorstep/ close to their homes.

Duty to Co-operate

The duty to cooperate is a legal test that requires cooperation between local planning authorities and other public bodies to maximise the effectiveness of policies for strategic matters in Local Plans.

Enterprise Zone

A designated geographical area in which state incentives such as tax concessions and simplified local authority planning procedures are offered in order to encourage business investment.

Four Tracking

A railway line consisting of four parallel tracks, with two tracks used in each direction. Four-track railways enable fast trains to pass stopping trains heading in the same direction. They can handle large amounts of traffic, and so are used on very busy routes.

Green Finger

A smaller, narrower green space to the Green Wedges, which provide local parks and play spaces within residential neighbourhoods and villages.

Green Wedge

Green space between neighbourhoods and villages that reinforces spatial separation and enables access links from the town to the wider countryside, embracing natural features such as valleys, woods and brooks.

Land Value Capture

Mechanisms that enable the recovery and reinvestment of a percentage of the uplift in the value of land associated with granting planning permission. Current methods focus on linking the delivery of infrastructure to the contribution of funds from landowners/developers. The best model will be explored through the Garden Town Infrastructure and Delivery workstreams.

Local Centre

Centres with shops, cafes and community facilities located at the juncture between a few neighbourhoods. The original New Town local centres have a range of 20-30 local shops.

Local Development Orders

Local Development Orders (LDOs) provide planning permission for specific classes of development within a defined area, subject to certain conditions and limitations. The purpose of a LDO is to simplify the planning process and provide certainty for potential investors, developers and businesses.

Long-term Stewardship

The Councils know that new facilities will not be sustainable without well organised management structures supported by consistent revenue streams. Community assets must be actively managed and properly looked after in perpetuity. Putting local people at the heart of the process can help to generate increased local support e.g. Community Land Trusts. The best models will be explored through the Garden Town Infrastructure and Delivery workstreams.

Micro-hub

An interchange point within new neighbourhoods between the Bus Rapid Transit and the cycling and walking routes of the Super Greenways. Often found at local centres, small local centres and other intersections, it will provide facilities such as cycle hire, repair and parking and live updates for the Bus Rapid Transit service.

Neighbourhood

A residential community with homes, local shops, community facilities and work spaces, which is physically, socially and visually integrated with surrounding neighbourhoods that together, in this context, form part of the Garden Town.

Small local centre

A small cluster of commercial uses in the New Town's original neighbourhoods, usually consisting of a nursery, local shop and church or pub.

SME Business

Small and medium-sized enterprises (SMEs) are non-subsidiary, independent firms which employ fewer than 250 employees.

Super Greenways

High quality cycling and walking routes located along the Sustainable Transport Corridors, and often within the Green Wedge network, which provide attractive and enjoyable transport choices which are accessible to all ages and abilities.

Sustainable Transport Corridor

A series of strategic corridors in the Garden Town providing high quality public and active travel options, connecting neighbourhoods quickly with key destinations such as the town centre and rail station.

Sustainable Drainage Systems (SuDS)

Sustainable drainage systems (SuDS) are a natural approach to managing drainage and mitigating flood risk in and around properties and other developments.

UK Innovation Corridor (LSCC)

A pioneering region connecting London to Cambridge which has a cluster of world renowned bioscience and advanced technology companies and is highly connected both digitally and physically. The London Stansted Cambridge Consortium is a strategic partnership of public and private organisations formed to organise and promote the UK Innovation Corridor.

Ultrafast fibre

Ultrafast broadband is defined as internet speeds of over 100Mbps. This is usually delivered using Fibre to the Premise (FTTP) technology, and is not currently available in all areas of the UK.

Village

A residential community with local community facilities, shops and work spaces, which is set in rural countryside and is physically and visually distinct but in this context, will maintain strong links with surrounding villages and the Garden Town.

DESIGN QUALITY QUESTIONS

Applicants and designers should demonstrate how their proposals answer these design quality questions, addressing the key principles for healthy growth as set out in this document. This should be through creating a clear vision for the proposal, understanding and analysis of the site, proposed engagement with stakeholders and the community, and showing how the proposal will contribute to the wider Garden Town Vision, throughout the life of the development.

- 1** How will the proposals respond positively to the existing context, including heritage assets, and make a positive contribution to the character and quality of place?
- 2** What steps have you taken to ensure high quality architecture and construction that achieves distinctive neighbourhoods and villages that contribute to a harmonious whole?
- 3** How have the proposals incorporated different architectural typologies to support balanced, sustainable and diverse communities, in terms of the range of uses, spaces, housing types and tenures?
- 4** Demonstrate how the proposals will facilitate social interaction and help improve the physical and mental health of residents and visitors.
- 5** Explain how the proposed buildings and places could adapt to changes in lifestyles, climate change and future requirements?
- 6** How will the proposals demonstrate a landscape-led approach that preserves hedge rows, mature trees, water ways and other existing natural landscape features?
- 7** How will the proposals extend and enhance the network of Green Wedges, Green Fingers and open spaces? How do these vary in character and in what ways are they usable?
- 8** Demonstrate how proposals have been informed by stakeholders to contribute to a clear net biodiversity gain and climate resilience?
- 9** How have the proposals incorporated approaches to sustainable energy, water, waste, design and construction and other practices that will improve household sustainability?



10 How will the proposals establish and contribute to an attractive walking and cycling network that people will want to use, including access to the Super Greenways?

11 How will the proposals encourage a behavioural change to facilitate the overall modal shift towards sustainable travel required across the Garden Town?

12 How will the proposals integrate with and support the Bus Rapid Transit network across the Garden Town and beyond? This should appropriately balance both movement and placemaking?

13 Explain the measures taken to ensure the proposals support changing working patterns and future working needs?

14 Explain in what ways your approach supports the success of Harlow Town Centre, and the network of existing or new local centres.

15 How have proposals considered and taken account of feedback from local consultation? What changes have been made to demonstrate this? Have any community 'quick-wins' been identified and how will they be delivered?

16 What is the approach to phasing and how will proposals support early delivery of key infrastructure in conjunction with homes e.g. landscape, transport, digital, community?

17 Demonstrate how collaboration with the community has positively informed arrangements for the long-term stewardship of community assets within the proposals?

CASE STUDIES



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Accordia, Cambridge, UK

Accordia is an award winning housing development in Cambridge. Built on a former military site, it is home to a mix of different sized apartments and houses. Terraces, mews and flats have generous shared amenity spaces including rooftop spaces, internal courtyards and large semi-public gardens.

Flexible floorplans have allowed mews garages to be converted to studios, offices and annexes. This development has succeeded in providing Cambridge with an attractive and robust housing option.

www.academyofurbanism.org.uk/accordia/

Bracknell, Berkshire, UK

Bracknell town centre has faced similar problems to those of Harlow in terms of under-performing retail offer, lack of mixed uses and poor quality public realm.

New shops, restaurants and a cinema have transformed the ability of the town centre to act as a leisure destination. Redevelopment has also been sensitively undertaken and responds to the New Town traits and nuances.

www.bracknelltowncouncil.gov.uk/bracknell/bracknell-town-centre-regeneration/



Photograph: Allies and Morrison



Copyright: [Dunsfold Park / Pollard Thomas Edwards](#)

Dunsfold Park, Surrey, UK

Dunsfold Park intends to be a sustainable community from a transport perspective. Designing a walkable village entirely within 10 minutes' walk of the Market Square, a site-wide Travel Plan aims to make internal car use unnecessary.

Where residents do need to travel outside of the village, a range of sustainable travel options will exist including a high-quality bus service, cycle and walking routes, car-clubs and car share schemes.

www.dunsfoldparkmasterplan.com/



Copyright: [Barratt and David Wilson Homes](#)

Kingsbrook, Broughton, UK

2,450 homes have been built on greenfield land, designed so wildlife can move freely through the residential areas. The development is connected by green wildlife corridors of hedges, strips of wildflower grassland, as well as gaps in fences and walls.

The RSPB worked closely with developers to develop 'swift-bricks' (see image opposite) for swifts to live without causing damage to properties.

www.rspb.org.uk/our-work/conservation/projects/kingsbrook-housing/

Mobile Garden City, Stratford, UK

The Mobile Garden City in Stratford provides a community-facing space for local residents and community groups. Since 2015 it has been connecting local people to nature and teaching them new skills in food growing through workshops and training.

A meanwhile use, the garden is mobile and relocates across different sites around Queen Elizabeth Olympic Park and sites are developed.

www.groundwork.org.uk/Sites/london/pages/mobile-garden-city



Copyright: [Groundwork London / The Landscape Institute](#)



Photograph: Allies and Morrison

Mini-Holland, Waltham Forest, UK

£30 million investment from Transport for London transformed cycling infrastructure and streetscapes across Waltham Forest. With over 40% of households with no access to a car, the rates of walking and cycling have increased since implementation in 2016.

A thorough review of quantifiable benefits revealed on average, local people were walking and cycling for 41 minutes a week, more than comparable areas, coupled with wide-ranging health and well-being benefits.

www.enjoywalthamforest.co.uk/about-mini-holland/



Photograph: Allies and Morrison

Newhall Be, Harlow, UK

Consisting of 84 units across four typologies, the scheme demonstrates how high densities can be achieved through good design. Halving the size of gardens was balanced through creating roof terraces in total equalling the land 'lost', as well as generous communal green spaces; around 40% of the area.

Adaptable design means lofts can be used as bedrooms, gamesrooms or workspaces; an asset increasingly important for changing work lifestyles.

www.alisonbrooksarchitects.com/project/newhall/

Older Women's Co-Housing, Barnet, UK

Older Women's Co-Housing (OWCH) created a community in a purpose built block in High Barnet, North London, as an alternative to living alone.

The development includes 17 leasehold flats, and 8 for social rent, with a programme of common meals and some shared activities. The group are confident that senior shared co-housing can enrich the last years of many, and reduce pressures on health and care services.

www.owch.org.uk/



Copyright: [Caroline Teo / The Telegraph](#)



Copyright: [Harlow College and London Stansted Airport \(MAG\)](#)

Stansted Airport College, Stansted, UK

A joint venture between Harlow College and Stansted Airport, the college is the first of its kind in the country. Based on strong partnerships with a range of employers at the airport, students will be equipped with the skills needed to enter the workplace.

Courses focus on a range of technical and professional courses, in the disciplines of Aviation, Engineering, Business, Hospitality, Retail and Events.

www.stanstedairportcollege.ac.uk

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Copyright: [Morio / Wikimedia Commons](#)

Bogota, Colombia

Bogota is home to the world's largest bus transport system. Its Bus Rapid Transit system was launched in 2002, now operating 12 lines and carrying 1.5 million passengers each day.

This pioneering initiative has achieved a nine percent modal shift from private car to public transport. Its network reaches more than 80% of the city's population. Elevated stations stand beside segregated lanes and allow passengers to purchase tickets before they board.

www.centreforpublicimpact.org/case-study/transmilenio/

Bologna, Italy

Bologna has been incentivising sustainable travel by rewarding people walking, cycling and taking public transport with free ice cream and cinema tickets. The Bella Mossa scheme was set up by in 2017 and works via an app, letting users log their sustainable trips. Once they've racked up enough they can redeem their points at over 100 businesses across the city.

Running for six months of the year, 3.7 million km of sustainable journeys undertaken in 2017.

www.bellamossa.it/



Copyright: [Bella Mossa / Twitter](#)



Copyright: [Fred Bigio / Flickr](#)

Borneo Sporenburg, The Netherlands

This low-rise, high-density residential neighbourhood demonstrates the success in re-interpreting a traditional vernacular. Drawing on Dutch architectural heritage, it was inspired by villages where small houses descend towards the waterfront.

A framework set key principles and requirements including access, parking, streetscape, private open space, storey height, plot width and building materials.

www.west8.com/projects/borneo_sporenburg/



Copyright: [MVRDV / Dezeen](#)

Eindhoven, The Netherlands

Eindhoven is a town in the Netherlands that hosts Dutch Design Week. Market Square is the city's natural civic centre and is framed by shops, restaurants, bars and cafes with outside seating populating the square. The square accommodates regularly changing events and activities, including the colourful, futuristic hotel opposite on show during the design week.

www.mvrdv.nl/projects/mvrdv-at-dutch-design-week-the-future-city-is-wonderful

Nantes, France

The French city of Nantes has been transformed from a de-industrialised, faceless city into a pioneer of free public art installations. Public art festivals take over every part of the town each year which has reintroduced Nantes to the rest of the world as a trendy, creative city.

As one of the fastest growing cities in France, between 6,000 to 9,000 people move there every year, with unemployment levels also consistently below the national average.

www.levoyageanantes.fr/en/



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Vauban, Freiburg, Germany

Vauban in Germany is a pioneer of sustainable, community-led housing schemes. Co-Housing schemes are common and have used mid-rise, high density apartments to great effect.

Densities increase up at local centres and at parts of the town lining tram stops. Largely a car-free town, this greets a critical mass of residents with convenient public transport on their doorstep, supporting the tram and cluster of complementary uses around it.

www.freiburg.de/pb/,Len/618445.html

NOTES



**Allies and Morrison
Urban Practitioners**

85 Southwark Street
London SE1 0HX

+44 20 7921 0100

alliesandmorrison.com

info@alliesandmorrison.com

telephone
web
email



Essex County Council



Hertfordshire



Section 1: Identifying details
Your function, service area and team: Planning Policy
If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/A
Title of policy or decision: Harlow and Gilston Garden Town Vision and Design Guide
Officer completing the EqIA: Tel: Alison Blom-Cooper Email: ablomcooper@eppingforestdc.gov.uk
Date of completing the assessment: 6 November 2018

Section 2: Policy to be analysed	
2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Yes – new policy
2.2	Describe the main aims, objectives and purpose of the policy (or decision): <i>To agree and endorse the Vision and Design Guide documents for the Garden Town as material planning considerations for the preparation of masterplans, pre-application advice, assessing planning applications and any other DM purposes for sites within the Harlow and Gilston Garden Town.</i> What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? <i>To agree the use of the documents as material planning considerations for assessing proposed development within the Garden Town</i>
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p><i>The Vision and Design Guide provides a framework for assessing proposals for development within the Garden Town. This will assist in ensuring that high quality development is brought forward for existing and future communities in a consistent way across the Garden Town.</i></p> <p><i>Will the policy or decision influence how organisations operate?</i></p> <p><i>The decisions will give material weight to the documents to be used in</i></p>

	<i>decision making.</i>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p><i>No – The Council has already committed at 7 December 2017 Cabinet Meeting to the creation of an Implementation Team to bring forward development within the Garden Town and elsewhere in EFDC</i></p>
2.5	<p>Is this policy or decision associated with any of the Council’s other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p><i>The decision supports the implementation of policies within the Council’s Local Plan, the adoption of which is a key corporate priority as set out in the Council Plan</i></p>

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified?</p> <p><i>Throughout the production of the Local Plan, a significant body of evidence has been amassed which considers the population likely to be affected by the implementation of the recommendations in the Governance report.</i></p> <p><i>The decisions requested will inform the delivery and implementation of the Local Plan sites in the Garden Town. Throughout the production of the Local Plan, no actual or likely adverse impacts have come to light, just needs based assessments guiding the Planning Policy team to ensure that demands of the people working, living and visiting the district are met over the Plan period to 2033.</i></p> <p><i>It is not considered that the recommendations within this report will give rise to actual or likely adverse impacts to groups identified as potentially being affected.</i></p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p><i>Yes – through a consultation on the Draft Vision and Design Guide as set out in the attached report and summary of consultation responses.</i></p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p><i>As above</i></p>

Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	None	N/A
Disability	None	N/A
Gender	None	N/A
Gender reassignment	None	N/A
Marriage/civil partnership	None	N/A
Pregnancy/maternity	None	N/A
Race	None	N/A
Religion/belief	None	N/A
Sexual orientation	None	N/A

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	✓ No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

No actual or likely adverse impacts have come to light.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: Alison Blom-Cooper

Date: 6 November 2018

Signature of person completing the EqIA:

Date: 6 November 2018

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

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Report to the Cabinet

Report reference: C-026-2018/19
Date of meeting: 10 December 2018



**Epping Forest
District Council**

Portfolio: Commercial and Regulatory Services (Councillor A. Grigg)
Subject: Landmark Site, Loughton - Capital Costs
Responsible Officer: K. Pabani (01992 564321)
Democratic Services: A. Hendry (01992 564246)

Recommendations/Decisions Required:

That Cabinet seek a supplementary bid of an additional £140,000 of capital within the 2018/19 revised Capital Programme, from the Council.

Executive Summary:

This report seeks additional Capital to undertake necessary alterations and the letting of the Council's Units at the Landmark Building.

Reasons for Proposed Decision:

The Council has entered into a 153-year lease with local developer Higgins, to provide a mixed-use development on the site of the former Sir Winston Churchill Public House in Debden. The Council are incurring costs to facilitate occupation by tenants on the ground floor commercial units, for which additional expenditure is required.

Other Options for Action:

The alterations to the vacant ground floor units are necessary before they can be let. To leave the units unoccupied or to sell them to another commercial landlord, would not be in accordance with the Council's Policy of seeking to maximise its assets and generate revenue returns from capital investment.

Report:

1. In August 2008, the Council agreed a Design and Development Brief for The Broadway, Debden. The area covered by the Design Brief contains land owned both by the District Council and other parties. Since adoption, a number of key developments have come forward to include the refurbishment of the Sainsbury's Food Store in Torrington Drive, the construction of new affordable rented properties under the Council's Housebuilding Programme in Burton Road and the redevelopment of the former Sir Winston Churchill Public House by Higgins Homes PLC to provide 64 residential flats, with commercial retail outlets on the ground floor.
2. With respect to the redevelopment of the former Sir Winston Churchill PH, now renamed the Landmark Building, in September 2013 the Cabinet approved the Heads of Terms of a Development Agreement for the site. The developer's financial appraisal

for the development, which was verified by consultants appointed by the Council's Estates & Valuation Team, assessed that it would not be viable to provide any affordable housing as part of the scheme. However, the agreement allowed for the Council to retain both the freehold of the site and any income derived from the commercial units provided by the developer on the ground floor. This was in accordance with the planning permission granted by the Council and was considered to be financially advantageous for the Council.

3. In advance of the anticipated handover date for the ground floor units from the developer, the Council appointed external lettings agents to market the units. Initial interest was strong and potential tenants were lined up for all the units, which advanced to negotiations on Heads of Terms.
4. However, as handover approached, it was apparent that two significant issues needed to be resolved. Firstly, the units themselves were only constructed to a basic shell specification and work was required to split the units and provide services. In addition, the complexity of the legal arrangement which required consent for under lettings and access/servicing and alterations agreements has led to delay and the potential loss of two of the original potential tenants. In hindsight, the Council should have been more specific in the original development agreement in 2013 to avoid these issues. This is a key consideration in future negotiations of this type.
5. To date, the Council has incurred £56,000 of unanticipated specialist legal and construction related costs on the project. However, in order to take the development through to completion and to be ready for occupation, a further £84,000 capital will be required. This includes work to undertake the physical separation of the units, installation of additional services and further legal, project management and letting agency fees. This would also include a contingency for minor works.

Resource Implications:

In order to cover the costs of the construction work necessary to bring the units up to a point where they can be let, and associated professional fees, additional capital of £140,000 is required within the Capital Programme for 2018/19.

Legal and Governance Implications:

Specialist external advice has been taken on the lease arrangements.

Safer, Cleaner and Greener Implications:

Units will meet building regulations requirements for energy efficiency.

Consultation Undertaken:

With development partner, Higgins Homes.

Background Papers:

Held within Estates Service. Cabinet Reports September 2015.

Risk Management:

To leave the units unoccupied would present a reputational and financial risk to the Council.

Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: Asset Management

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team:

Title of policy or decision: Supplementary Capital Bid for Landmark Building

Officer completing the EqIA: Tel: 4051 Email: dmacnab@eppingforestdc.gov.uk

Date of completing the assessment: 19 November 2018

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? No
2.2	Describe the main aims, objectives and purpose of the policy (or decision): What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? Will the policy or decision influence how organisations operate?
2.4	Will the policy or decision involve substantial changes in resources?
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified?
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:

Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age		
Disability		
Gender		
Gender reassignment		
Marriage/civil partnership		
Pregnancy/maternity		
Race		
Religion/belief		
Sexual orientation		

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input type="checkbox"/>	
			If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: Derek Macnab

Date: 19.11.18

Signature of person completing the EqIA: Karim Pabani

Date: 19.11.18

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

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Report to the Cabinet

Report reference: C-027-2018/19

Date of meeting: 10 December 2018



**Epping Forest
District Council**

Portfolio: Business Support Services (Councillor G. Mohindra)

Subject: Capital Review 2018/19 – 2022/23

Responsible Officer: J. Whittaker (01992 564603)

Democratic Services: A. Hendry (01992 564470)

Recommendations/Decisions Required:

- (1) That the latest five-year forecast of capital receipts be noted;
- (2) That the forecast application of usable capital receipts shown in the report, be approved;
- (3) That borrowing of an estimated £8,341,000, necessary to support the General Fund Capital Programme, be noted;
- (4) That the following amendments to the Capital Programme be recommended to the Council for approval:
 - (a) supplementary capital estimates of £56,000 for works to investment properties and £23,000 for the Shopping Park letting fees in 2018/19;
 - (b) the inclusion of a supplementary capital estimate of £140,000 for works to let the units at the Landmark Building in 2018/19, pending Cabinet report submission and approval;
 - (c) additional allocations of £603,000 relating to the updated five-year planned facility management programme in 2021/22;
 - (d) the inclusion of Capital allocations of £1,626,000, including recommendation (b), and £333,000 into 2018/19 and 2019/20 respectively as approved by appropriate delegations;
 - (e) savings and reductions totalling £53,000 in 2018/19 and £10,000 in 2019/20 for General Fund projects as identified in the report;
 - (f) virements in 2018/19 of £25,000 and £206,000 in 2019/20 within the General Fund and a transfer of a £33,000 potential saving within the car parking schemes;
 - (g) additional allocations, savings, reductions and virements in respect of the Council's housebuilding programme and other HRA capital schemes as identified in the report; and
 - (h) carry forwards totalling £2,319,000 and £7,485,000 from 2018/19 to future years for General Fund and HRA capital schemes respectively, as outlined in the report and Resources Implications Report.

Executive Summary:

This report sets out the Council's Capital Programme for the five-year period 2018/19 to 2022/23. It includes the forecast capital investment in Council owned assets; estimates of capital loans to be made for private housing initiatives; and projected levels of revenue expenditure funded from capital under statute. The Capital Programme has been prepared by updating the programme approved in February 2018, amended for any slippage and re-phasing approved in June 2018, as well as new schemes and allocations proposed by Cabinet since then. The allocations included in 2018/19 and 2019/20 represent proposed sums for capital schemes which the Council is committed to deliver. Allocations given for the years 2020/21 to 2022/23 represent forecast sums as a guide to future capital investment and the schemes to which they relate will require Cabinet approval before going ahead. The projects already approved within the Capital Programme have been reviewed and spending control officers have reassessed estimated final costs and the phasing of expenditure profiles for each scheme as part of the Capital Review. Recommendations have been made to make amendments as appropriate.

The Council's overall programme of capital expenditure is summarised for each new Directorate based on the current management structure implemented by the Council in September 2018. The summary in Appendix 1 shows forecast investments of £95,362,000 in Council-owned assets over the five-year period under consideration. Details of individual schemes or groups of projects are shown at Appendix 2 for the General Fund Capital Programme and an analysis of works into specific categories is shown at Appendix 3 for the Housing Revenue Account (HRA) Capital Programme. Appendix 1 also shows the Council's forecast to finance capital loans of £690,000 and planned expenditure of £1,032,000 which is classified as revenue expenditure but which can be financed from capital resources, over the five-year period. Analyses of these figures are given in Appendices 4 and 5 respectively.

With regard to funding the Capital Programme, the report sets out proposed sources of finance over the five-year period from 2018/19 to 2022/23 in the lower section of Appendix 1, based on maximising the funding available to finance each scheme. The report identifies estimated external funding from grants and private sources of £480,000, and it proposes that capital receipts of an estimated £18,661,000 and direct revenue funding of an estimated £69,602,000 be applied to finance the Capital Programme over the next five years. It is forecast that borrowing of an estimated £8,341,000 will be necessary to support the Council's investments in new developments within the General Fund. The estimated level of capital resources available now and in the future, are given in Appendix 6. In summary, the balance of capital receipts is expected to increase from zero as at 1 April 2018 to £3,901,000 by 31 March 2023 and the balance on the Major Repairs Fund is expected to decrease from £11,693,000 as at 1 April 2018 to £558,000 by 31 March 2023.

Reasons for Proposed Decision:

The Capital Programme presented in the appendices is based on decisions already proposed by the Cabinet. The expenditure profiles suggested are based on Member agreed timescales and practical considerations. The decisions proposed are intended to make the best use of the capital resources currently available and forecast to become available for capital schemes to 2022/23.

Other Options for Action:

Revenue balances will be used to support the Capital Programme initially and current forecasts suggests that in 2019/20 external borrowing will be required. The revenue consequence of reducing the level of capital and revenue balances over the next five years is to reduce investment income. At the same time, external borrowing would result in increased revenue costs in the form of interest charges and minimum revenue provision charges. Members may choose to reduce the General Fund and/or Housing Revenue Account Capital Programmes by re-considering the inclusion of some new schemes or re-assess the inclusion of some existing schemes.

With regard to financing the General Fund and HRA Capital Programmes, there are a number of options available. The proposal put forward sets the level of direct revenue funding at high levels in order to reduce the need for external borrowing. However, these contributions could be reduced by increasing the levels of external borrowing. This option has been rejected because the revenue contributions suggested in this report are affordable within the General Fund and HRA, according to current predictions, and the cost of increased borrowing would ultimately result in higher revenue costs.

Report:

On the 10th September 2018 the Council adopted a new management structure to reflect the Common Operating Model; subsequently the previous four directorates have been split across eight new service groupings. The Capital Review 2018/19 to 2022/23 is the first report within the Capital Programme that reflects this new structure.

Business Support Services

1. The ICT schemes have now been split between general ICT schemes and schemes specific to the ICT strategy implementation. The general ICT projects category is used to maintain current infrastructure, improve business continuity within the Council and allow staff to fully utilise the benefits available from the ICT systems. This section will be completed by the end of 2018/19, with the only remaining scheme, relating to the upgrade of the Northgate Aspire Mobile Working, being implemented by March 31st 2019. This upgrade will help support the delivery of efficient and effective services including the ability to process live food hygiene reports around the District's restaurants.

2. The schemes within the ICT strategy, which represent the Council's vision of transformation and home working solutions, have continued to progress throughout the year but many schemes have faced delays and questions over their viability. The rollout of new laptops is almost complete with 399 of 408 laptops purchased, and a further 10 high specification laptops currently being ordered. A cost within this project amounting to £21,000 to extend warranty of the equipment does not meet the criteria to be recognised as capital expenditure; this cost has therefore been transferred to the appropriate revenue accounts. The replacement of the current sundry debtor's system has been delayed due to the uncertainty surrounding the restructure, whilst the schemes to upgrade the uninterrupted power supply and the procurement of desktop equipment at Oakwood Hill depot to accommodate the Housing Assets team, will not now be completed until 2019/20 after the move was delayed. The accommodation review has had implications for the rollout of ICT projects previously planned in the ICT Strategy. In order to be prudent and avoid expenditure which in the long term may not be necessary, some projects anticipated to take place during this financial year, have been deferred to 2019/20, pending a review. Many of those schemes may still be deemed necessary, but their feasibility will depend on other projects coming to fruition and the details of the accommodation review. In financial terms, it will be recommended that Members approve a carry forward of £139,000 into the next financial year in order to assess whether these projects are still necessary or viable; whilst a further £81,000 will be carried forward due to various delays detailed above. ICT team will submit a report in February 2019 detailing their findings after analysing the viability of the schemes identified above.

3. In summary, it is requested that Members note a reduction of £21,000 from the Capital Programme, which will subsequently need to be reclassified and therefore increase the District Development Fund (DDF) expenditure. Members are also requested to approve a carry forward amounting to £220,000 into the 2019/20 financial year; £139,000 of this carry forward is pending a viability review.

4. The construction of the Shopping Park was completed in June 2017. Since the beginning of the financial year, the three remaining units have been let to Mountain Warehouse, Boots and Home Bargains. Boots were the last of the twelve units to become operational when they opened to the public on the 31st October 2018. The 2018/19 allocation agreed by Members relates to outstanding costs including letting agents' fees, legal costs for the production of heads of terms, capital payments to tenants and variations in the final account, some of which have already been paid. There have been additional costs to install an attenuation tank close to the units after it was discovered that some of the drains were blocked or had collapsed, in addition to repairs to the roof of the amenity block and other necessary remedial works which will continue to progress throughout the defect period; most of these additional costs are likely to be recovered from the retention. Overall, it is anticipated that the budget will be overspent by about £23,000, mostly due to professional fees relating to letting the remaining three units.

5. The existing Waltham Abbey Swimming Pool (WASP) will close in November 2018 when the new Waltham Abbey Leisure Centre opens in Hill House. As freeholders of the land at the Roundhills site, the Council is currently considering the future use of the site including a proposal for residential accommodation. Whilst the Council is conducting consultations to remove the Leisure Centre trust status of the land, the existing swimming pool needs to be demolished in order to make way for the new development and reduce holding costs in the meantime. The Asset Management and Economic Development Portfolio submitted a report to Cabinet in October requesting a supplementary capital estimate in the sum of £275,000 for the preparation of the outline planning application and the demolition of the swimming pool. This request is now included within the Capital Programme. Essex Housing has been instructed to be on site in mid-November to put in place hoarding and security, whilst the demolition works are expected to start towards the end of November with an eight-week lead time.

6. The Council entered into a 153-year lease with a private developer, Higgins, to provide a mixed-use development of retail and food and drink units on the ground floor with sixty-four residential units over the six floors above on the former Sir Winston Churchill Public House site, referred to in this report as the Landmark Building site. The five investment units on the ground floor have now been handed over and the Council is incurring costs to modify the units and let them to potential tenants. Currently, one unit has been let with another being close to signing. Expenditure of £56,000 has been incurred at the time this report was submitted primarily relating to legal fees for tenant leases, surveying works and building separation walls between the units; however, it is estimated that the costs to let the remaining units, in addition to the creation of a bin store and building pillars for the unit entrances will mean the schemes costs will rise to around £140,000. A report seeking the necessary additional budget is included on this agenda and is included within the Capital Programme.

7. After planning permission was refused for the extension of the North Weald 240 Building to accommodate a vehicle compound, it has been proposed that this money is used for the installation of an automated gate at the Airfield after safety concerns were expressed. This installation will cost around £16,000, with the deficit in the budget of £4,000 being funded from a revenue contribution; it will provide a more effective deterrent to trespassing after staff discovered unauthorised access by children; the gate will be in place by the end of the financial year.

8. In summary, Members are requested to approve the increase of £23,000 relating to the additional costs of letting the remaining units at the Retail Park and, pending the approval of additional costs at the Landmark Building, note the supplementary expenditure of £419,000 for schemes previously approved within this category.

Community and Partnership Services

9. Progress has been made on three CCTV schemes planned for implementation within the financial year. After facing lengthy delays due to the complexity of the designs, planning permission was granted in August for the replacement and extension of the current nine camera system along Epping High Street which will provide an additional twenty one cameras to previously unseen zones. The invitation to tender is scheduled for November and incorporates a strategy to decrease the current street furniture by amalgamating the CCTV columns with road signs. Although preliminary works will be completed by the end of the year, the commissioning date for this system is likely to slip into the 2019/20 financial year along with the majority of the scheme's budget, totalling £35,000. A contingency budget is held for cameras that are replaced during the year due to cameras being damaged or failing. These 'ad hoc' replacements have reduced in the year and have led to an underspend of £10,000 on the full year budget; it is recommended that £10,000 of this underspend is carried forward to fund cameras that fail in the next financial year. A supplementary allocation of £14,000 was agreed in October as part of the Leisure Management Contract Finance to install a new CCTV system to cover the Hill House Leisure Centre and car parking area. Works along the Hill House shopping parade and estate will commence now the Leisure Centre is completed and are scheduled to be commissioned by the end of the financial year; approximately a third of the CCTV cameras will cover the local housing estate and will be charged to the HRA. The remaining allocation for the current CCTV strategy ends in 2019/20; therefore, the Community and Partnership Service team are currently looking to produce a new strategy to manage the increasing demand for CCTV coverage across the District.

10. The installation of CCTV cameras around the Council's car parks is currently running simultaneously with the LED lighting scheme (see Contract and Technical Services). The new system at Quaker Lane car park was commissioned in August at a final cost of £13,600. However, the remaining three systems within the original car park specification at High Beach, Smarts Lane and The Drive have been delayed due to the procurement difficulties with the installation the LED lighting and are likely to be carried forward into the next financial year. A report was submitted to Cabinet from the Safer, Greener and Transport portfolio in November identifying a further five car parks for new or replacement systems which is likely to cost in the region of £23,000 and has been included within the original 2019/20 budget.

11. In summary, Members are requested to approve a combined carry forward of £77,000 into the 2019/20 financial year to undertake the installations of CCTV systems around the District and to the Council's car parks. In addition to this Members are requested to note the inclusion of £14,000 in the 2018/19 financial year and £23,000 in the 2019/20 financial year relating to previously proposed bids to the Leisure Centre and Council's additional car park installations

Contract and Technical Services

12. In December 2014, the Council adopted a new Leisure and Cultural Strategy, which identified future need and the role that the District Council should play in the provision of opportunities for people to lead healthier lives, contribute to community wellbeing and provide social cohesion. At that time, leisure provision by the District Council primarily focused on four Sports/Leisure Centres at Ongar, Epping, Waltham Abbey and Loughton. The Council decided to replace the Waltham Abbey swimming pool, which had exceeded its design life. A project team involving representatives from the District Council, Essex County Council and NHS England developed designs for a new community hub, comprising of a new leisure centre, health centre and independent living scheme for the elderly at Hill House. The facility specification included eighty-station gym area & work out studios, a six-lane x 25m main pool and teaching pool and a community room (including a café and pooling viewing area). The contract commencement date was 17th July 2017 with a contract period of seventy weeks. The building works at the new centre is on schedule to open on the 20th November 2018, despite lost days due to severe winter weather, utility supplier issues and changes to the original specifications. The additional works and changes to the specification, including the construction of a steam room and sauna, improvement works in the public realm, electric vehicle charging points, digital marketing screens and enhanced CCTV coverage (see Community and Partnership Services), has caused costs to increase. Whilst part of the costs have been covered by compensatory savings, Members agreed at Cabinet in October the need for a supplementary estimate of £148,000 to cover these changes and other unforeseen expenses; this sum has been included within the Capital Programme revised figures for 2018/19 split between Community and Partnership Services (£14,000) and Contract and Technical Services (£134,000). The development of the old Waltham Abbey Swimming Pool is reported in the Commercial and Regulatory Services section.

13. As part of the new Leisure and Cultural Strategy, improvement works to Epping Sports Centre (ESC), Ongar and Loughton Leisure Centres (LLC) were also approved by Members. Improvement works to the LLC commenced on 19th January 2018 and included developing a brand new two-storey, 150-station gym area; renovating the changing village; demolishing the crèche area “Octagon” building; re-designing the original gym into two studios, and re-designing the reception and customer viewing areas. Works commenced on 12th February 2018 with the demolition of the “Octagon” building. The refurbishment to the changing village started on 23rd April and took approximately sixteen weeks to complete. The scope of the work to the changing village included more family changing cubicles, new lockers, better disabled facilities, new LED lighting and a new-and-improved shower area. Although minor snagging issues are currently being rectified, the refurbished centre re-opened to the public on the 16th August 2018. The planned works within the original scope at LLC progressed according to schedule and are expected to ultimately show a saving of £125,000 on the contract, however additional costs from works outside the original specification amounting to £53,000 arose, including additional security measures to combat a rise in criminal incidents and an air conditioning upgrade. Members agreed to a report from the Leisure and Community Services Portfolio submitted to Cabinet detailing these costs with a recommendation that the net effect of this (£72,000) is reduced from the current budget at LLC and transferred to cover the additional costs relating to ESC as indicated later in this section.

14. The works to renovate the Epping Sports Centre, including the conversion of two squash courts into a movement studio, the extension of the fitness suite, and the changing room refurbishment is now complete with only minor remedial works outstanding. A survey indicated worse-than-expected deterioration of the sports centre where extra works, outside the original specification of the project, were necessary. This has caused increased costs amounting to £218,000, of which £93,000 has already been agreed by Members to be supplemented from savings at the Ongar Leisure Centre. Members approved the recommendation from the Leisure and Community Services portfolio to cover the outstanding costs amounting to £125,000, supplemented from savings from LLC, whilst a further allocation of £93,000 was approved for works relating

to a new fire alarm system and replacement flooring in the sports hall and gym area which was outside the original scope of works. Places for People has reported that Epping Sports Centre has a limited life expectancy with significant cracks in the walls of the sports hall which continue to be a concern with further structural movement and damage likely with heavy winter rainfall; the Council is currently assessing the viability of new Leisure Centre facilities on the site at St John's Road to combat these issues.

15. Epping Forest District Council purchased the former Junior School site St John's and assessed the potential sale or redevelopment options for the site in Epping. Despite an extensive period of negotiation, it was not possible to conclude a mutually agreeable sale of the site. In order to mitigate considerable costs in monitoring the security of the vacant site, and on the assumption that the site will still be developed for an alternative scheme, Members agreed to a supplementary capital allocation of £475,000 for hoarding of the site, specialist site investigation surveys and the demolition of the currently unoccupied buildings. It is expected that a report will be submitted to Cabinet in December which will show initial estimates of the development of a Leisure Centre site; it is hoped that these figures will be presented within the Capital Review Document submitted to Cabinet after the Executive Briefing.

16. In November, Cabinet agreed to invest £240,000 in the Council owned purpose-built gymnastics centre at North Weald Airfield, to cover the costs of essential building works and repairs, and the purchase of new gymnasts' apparatus. This investment was agreed in order to enable the facility to be fully utilised as a beginner through to development level centre of excellence; and was part due to the lack of investment and commitment to developing gymnastics by the current tenant, who has now been given notice to vacate the building when the current lease ends in December 2018. Although the internal and external building repairs will be able to commence as soon as the tenant has left the gymnasium, the complexity of the designs and specifications of the gymnasts' apparatus will lead the remaining allocation to slip into the next financial year. Therefore, the approved bid will be phased accordingly into the 2018/19 (£90,000) and 2019/20 (£150,000) financial year.

17. The Council has entered into a Section 106 agreement to provide compensatory facilities as the development of the new Leisure Centre and Independent Living Scheme at Hill House will mean a loss of sports pitches within the area. The preliminary strategy has identified the improvement of pitches at Town Mead as a suitable option meeting statutory requirements and it is hoped that the works will take place in the current financial year. Members should be aware that an error to the budget has come to light and, to rectify this, the Capital Programme has been increased by £7,000 to show the approved budget that was agreed.

18. The Grounds Maintenance team have had the delivery of the six new ride-on mowers to replace an ageing fleet that was traded in for £26,500. The remaining budget has been earmarked to purchase a new truck before the end of the financial year at an anticipated cost of £32,000, whilst the remaining £17,000 budget will be requested to be carried forward into the next financial year. During the previous financial year, the Flood Alleviation team had an additional budget allocation approved after there was an unexpected failure of the main control unit and pumps at Bobbingworth Tip. The labour and equipment costs relating to the rectification works are expected to be covered by the £19,000 budget.

19. Across the District there are twenty Council-owned car parks which are being upgraded to include LED lighting; the scheme is running simultaneously with the CCTV car park scheme (see Community and Partnership Services). Last year Cornmill, Darby Drive and Traps Hill were all completed followed by Quakers Lane car park this financial year. However, the scheme has encountered delays in delivering LED lighting to the remaining car parks as no contractor can be found who will both source and supply the LED equipment and carry out the installations. To rectify the situation, Members approved an additional capital estimate of £100,000 submitted by the Safer, Greener and Transport

Portfolio holder in November to appoint a consultant who will see the project through to fruition. Although the allocation was approved, it is expected that the Council's procurement rules will delay the start of the next phase of works and therefore it is requested that the remaining allocation in 2018/19 of £86,000 will be carried forward into the 2019/20 year and combined with the approved allocation. At the Oakwood Hill car park, the land owned by EFDC was identified, fenced off and all works completed. The additional bays that were planned on land deemed not to be owned by the Council have not been constructed and therefore the unspent budget of £33,000 will be available for consideration by Members. Two separate planning applications have been submitted to start works to extend the Vere Road car park by a total of forty-one parking bays. The first application to demolish a small enclosed area of the car park and construct eleven bays has been granted, whilst the second application relating to the remaining thirty spaces is still pending. If approved, twenty-two garages will be demolished in order to construct these bays. Within the original specification only the thirty spaces were identified and therefore the works for the additional eleven bays have not been budgeted for; the need for additional resources here is coupled with the increased costs likely to occur if asbestos is found to be present in the garage buildings. It is requested that the savings identified within the Oakwood Hill car park scheme are transferred to cover any additional costs arising at Vere Road; whilst £63,000 of the combined budget is carried forward into 2018/19 to coincide with the schedule of works. Within the report submitted in November to Cabinet, Members also agreed to capital estimate of £60,000 for the installation of electric charging points around the Council's car parks subject to the outcome of the ongoing feasibility study. This estimate was based on the worst case scenario that the Council would obtain no grant funding for any installations within the car parks from Essex County Council who are currently leading on a County wide initiative for the installation of charging points.

20. In summary, Members are asked to approve all recommendations within the Contract and Technical Services including the carry forward of £166,000 into the 2019/20 financial year, and the transfer of £33,000 within the car parking schemes to cover costs outside the original scope at Vere Road. Member should also note the increases relating to approved allocations phasing across 2018/19 (£784,000) and 2019/20 (£310,000).

Governance and Member Services

21. Members approved a small sum to be carried forward from the 2017/18 financial year following a stage two study to complete an Outline Business Case (OBC) of the Civic Offices. The Civic Offices were awarded Grade II Listed Building status on 18 December 2017 and resulted in the need to revise the OBC in order to ensure the adaptations proposed for the building are sensitive, protect the character of the building, and would therefore gain Listed Building Consent from Historic England. Further work is now required to update the OBC. A portfolio holder decision was signed on 8 May 2018 to vary the contract with PriceWaterhouse Coopers at a quoted cost of £72,000. The budget intended, however, has been classified as revenue expenditure and therefore the element of the budget that is present within the Capital Programme should be withdrawn and transferred into the appropriate revenue budget. As no budgets relating to Governance and Member Services are now present within the Capital Programme the section has been removed from the financial appendices.

Housing and Property Services

22. The refurbishment and extension of the Town Mead Depot needs to be fully operational by December 2018 to provide accommodation for staff moving from Pyrles Lane, which is currently being sold for housing development (see Capital Financing section). The scope of the works has changed during the planning of the scheme due to the original plans, of building a shed to store the Nursery equipment, proving too expensive. The depot has also been subject to an internal health and safety audit which has raised a number of issues which require compliance before the premises can be utilised. Although the scheme has faced multiple delays, with the latest being unexpected

planning applications needing to be submitted, the most pressing issues raised from the audit, including fencing, CCTV and drainage works, have already been resolved. All remaining issues will be dealt with during the refurbishment of the depot.

23. The improvement works to the investment property at 16 The Broadway, which included putting a waterproof liquid membrane over the existing felt, was completed early in the financial year; whilst the replacement of gutters and drainage to units at Oakwood Hill will commence later in the year. The remaining budget is a provision for costs where investment properties share common roofing with housing units; these works are carried out by the Housing Assets team and then recharged to the General Fund. It is estimated that the General Fund element of these works will be in region of £81,000 if all planned works progress as anticipated; therefore, Members are asked to supplement the current budget of £25,000 with an additional £56,000 to cover this recharge. It is expected that after the works in 2018/19 are completed, the future year works will be reduced with the rolling allocation of £25,000 being sufficient to cover these recharges. A budget virement of £25,000 for works to replace the gutters and downpipes at units located in Oakwood Hill has been transferred into the works on investment property category with £15,000 of this allocation being requested to be carried forward to coincide with the phasing of the work in next two financial years. A further transfer of £206,000 for roofing works at Limes Farm shops in 2019/20 into this category is requested to add further clarity and performance monitoring for works to the Council's investment properties.

24. There are various schemes for planned maintenance taking place this financial year across the Council's assets that do not fall under the Accommodation Review. The Council has responded to the need for accommodating electric vehicles by installing two charging points in the Civic Office car park. At Homefield House, works to convert the former VAEF location into meeting rooms, training rooms and offices are now finished with the installation of a fire alarm system, rewiring and fibre connections all completed and the property is now operational. Replacement windows at the North Weald Gatehouse have been installed, the project to re-roof and refurbish chimneys and stacks at Waltham Abbey Museum has progressed well despite presenting challenges relating to asbestos and the listing of the property. It is anticipated the works at the Museum will be commissioned in early November with the contract price £21,000 less than forecasted; this amount has been offered as a saving to compensate part of the increased recharge to the works on industrial units. The replacement of distribution boards and part works of the energy efficiency and trend building services have slipped due to a mixture of staff capacity and supplier issues and therefore Members are requested to approve a carry forward of £30,000 into the 2019/20 financial year.

25. Many of the schemes in the planned maintenance programme relating to the Civic Offices have been placed on hold pending the outcome of the Accommodation Review, with expenditure limited to only minor design works. It should be recognised that deferring some of these projects for a long length of time increases the risk of failure. Works to the electrical bypass panels, scheduled for the 2019/20 financial year, has been reclassified as revenue expenditure and therefore the associated budget of £10,000 should be reduced from the Capital Programme and placed within the associated revenue budget. For the purposes of the Capital Review, it is recommended that all currently on-hold schemes in the current financial year, budgeted at £1,196,000 will be carried forward to 2019/20 pending the outcome of the Accommodation Review.

26. The last five-year facilities management programme was approved in 2015/16 running until the 2020/21. Although further reports have been submitted to various committees to show the progress and new works needed within the programme, the 2015/16 report has not officially been superseded. As the Accommodation Review is progressing to detailed feasibility stages and decisions over the future accommodation of staff at the Civic Offices are being extensively reviewed, it is requested that the most up-to-date five-year programme, running from 2017/18 to 2021/22, is presented within the Capital Programme. This will allow the Management Board, in conjunction with Members, to have the most accurate data available to them when making the decisions over the

Council's short, medium and long-term future. The forecast figures have now been replicated in the Capital Programme and shows the following movements: a carry forward of £50,000 from the on-hold planned maintenance budget from 2020/21 to 2021/22; and an additional allocation of £603,000 has now been included in 2021/22 split £407,000, £171,000 and £25,000 for active maintenance, on-hold maintenance and works on industrial units respectively. The programme for the financial year 2022/23 has not currently been produced and will form part of the next five-year programme.

27. The Council are currently consulting on the Accommodation Review and strategies around where the most viable location to house the staff currently in the Civic Offices. A report will be submitted to Cabinet in December which will have initial plans and estimates of the capital costs for potential relocation sites; it is hoped that these figures will be presented within the Capital Review document that will be submitted to Cabinet after the Executive Briefing.

28. The off-street parking schemes undertaken on Council-owned land are jointly funded between the HRA and General Fund. The scheme is currently under review pending a viability report; more information is provided within the Garages and Environmental Improvements section in the Housing Revenue Account report. No further works will commence within this financial year and therefore a carry forward amounting to £403,000 into the 2019/20 financial year is requested.

29. In summary, Members are requested to approve the following movements within the Housing and Property Services grouping: 2018/19 - a £25,000 virement within the Service, a net increased supplementary allocation of £35,000 and a carry forward of £1,644,000 into the 2019/20 financial year. 2019/20 – a £206,000 virement within the Service and a reduction of £10,000. 2020/21 – a carry forward of £50,000 into the 2021/22 financial year. 2021/22 - an additional capital estimate of £603,000.

Housing Revenue Account

30. The Council took possession of twenty-three properties across four sites in Waltham Abbey in November 2017; these properties are currently in the defects liability period lasting two years. During the last quarter, the Council received a payment of £66,000 from Broadway Construction's administrators after the company went into liquidation; this income will be used to offset the £44,000 increase in expenditure after being issued with an interim certificate of the final account from P.A Finlay. This gives a total saving on the approved budget of £26,000.

31. Phase 2 of the Housebuilding Programme achieved planning permission in September 2015 for fifty-one new affordable homes at Burton Road Loughton; Mullalley & Co Ltd were awarded the contract and commenced works in July 2016. The contractor forecasted a delay of twenty-three weeks due to ground contamination early in the scheme, with a further twenty-week delay granted in June 2018; Members approved increases to the anticipated outturn to £11,728,000 for these additional works and delays. On the 17th August an equipment failure led to hot tar overheating and catching fire; the fire began on the third-floor roof of the four story block of nineteen apartments before spreading and was contained in the third and fourth story. The site was still being constructed and none of the units had tenants living in them. The main damage was to the windows and doors of the third and fourth stories, none of the utility installations had any damage to them. The Housebuilding Development team reported to Members that there would be no further delay to the seventeen town houses and the block of fifteen apartments, which should continue to be completed in January 2019. However, the block of nineteen apartments with fire damage will fall behind schedule and is likely to be ready for handover in July 2019. The liability of this damage lies with the contractor and the Council is not expecting any further costs relating to this damage. In financial terms, the phasing of the budget has been adjusted to coincide with the delays listed within the paragraph and require approval to carry forward £323,000 into the 2019/20 financial year

in addition of a Capital estimate of £152,000 to be added into 2019/20 to cover costs to the scheme that are currently not approved.

32. Phase 3 of the housebuilding programme has seen progress on all sites although there have been many delays and increased costs. The properties at Bluemans End and London Road were both completed in March 2018 providing five affordable housing units: London Road had increased costs amounting to £17,000 due to the additional works, including additional fencing and landscaping works, and a provision of a photovoltaic system to assist in the heating of water; and the scheme at Bluemans End is expected to exceed the 2018/19 allocation by £52,000. Four properties have been handed over from the site at Parklands, whilst each of the sites at Centre Avenue, Centre Drive and Springfields have had extensions of time certificate granted for their respective works. Queens Road and Stewards Green have both faced ground contamination issues due to asbestos forming part of the hard core in the soil. Although the properties have been completed at Stewards Green Road, the contamination may lead to the landscape surrounding the properties needing to be lifted. The Council assessed the options available to reinstate the ground and finalise the works at Queens Road, which included the possibility of re-tendering or negotiating an increased contract sum with the contractor, however the penalties and costs to re-tender were deemed too high and therefore a compromised sum was agreed with the current contractor at an additional cost to the Council of £125,000. In total Members are requested to approve a total increase to the various schemes within the phase of £560,000 to be phased over 2018/19 and 2019/20 in addition to a carry forward sum of £765,000 for works at Queens Road.

33. Following the decision to terminate the contract with East Thames after four years as the Council's Development Agent, a new approach has been developed to deliver phases 4 to 6 of the housebuilding programme, which will provide a more efficient service and de-risk some of the aspects of the programme that have so far resulted in additional costs across schemes that are on site. Although pre-construction works will begin before the end of the calendar year, the start on site dates for some schemes are between June and October 2019 with 18 to 24-month construction periods. Although Epping Forest made bids to Homes England for additional HRA borrowing, the Government has subsequently abolished the HRA borrowing cap completely with immediate effect and, following consultation with local authorities and representative bodies, has now issued a determination that has revoked the previous determinations specifying local authority limits on indebtedness. The process of bidding for the extra borrowing was helpful, however, as it allowed officers to re-categorise the schemes based on timing of works rather than geographical location. In addition to this, the phasing of the budget, and the exclusion of twelve sites from the Capital Programme currently without planning permission, has seen significant movements across the financial years. These twelve sites, and the relevant allocations, are requested to be removed from the programme pending the outcome of results from various planning permissions; in the event that the schemes applications are successful, Member's will be informed and further bids will be requested. As part of this phasing, Members are requested to approve a carry forward of £5,136,000 from 2018/19 into future years and a reduction of £2,627,000 throughout the housebuilding programme.

34. On the 18th May 2018, Linden Homes transferred the possession of eight properties at Barnfields to the Council. This scheme faced delays and failed to meet the initial handover date due to various defects and snagging issues; tenants have now been moved into these properties but are still finding issues which are being dealt with by the EFDC repairs team. Linden Homes' low performance in customer care has led to the Council into taking on the defect works and recovering some, but not all, of the costs from the retention held. Members are requested to approve a supplementary allocation of £46,000 to cover these defect works pending the Council's efforts to recover some of the costs through retention payments.

35. Finally, TSG has been selected as the contractor for the installation of the Norway House Pods project and will proceed with all pre-construction works, including ground

and drainage works whilst waiting for the delivery of the pods. The majority of the works and installations will be completed by the end of the financial year; however, it is unlikely that all six of the units will be fully operation this financial year. Members are requested to approve a supplementary allocation of £15,000 to reflect more accurate pre-tender estimates.

36. In summary, with regard to phase 1,2,3 and the miscellaneous housebuilding projects, Members are requested to approve an increased capital allocation of £741,000 phased over the 2018/19 and 2019/20 financial years. Members are also requested to approve a complete rephrasing and re-categorisation of phases 4 to 6 to reflect the Homes England bid, which includes a carry forward of £6,224,000 into future years and a reduction to the current programme of £2,627,000.

37. The rewiring scheme is showing the largest underspend of the heating, rewiring and water tanks category due to the Section 20 notices, advising tenants of the work to be carried out, being sent out later than planned. This delay, coupled with the tenders for an additional rewiring contractor, has seen the scheme fall behind. Gas heating is also showing a large variance even though the large schemes at Hemnall House and Parsonage Court have been completed; the remaining sheltered housing heating installations are expected to be completed by the end of the financial year. Two contracts are currently out to tender which will increase the amount of gas heating works across the Council's properties in 2019/20 and going forward. The Mechanical Ventilation Heat Recover (MVHR) and communal water tanks schemes are both coming to an end, and therefore showing limited spend within the year. The revised spend in this category is now much less than the current budget and therefore it is recommended that £253,000 is transferred to other categories to fund expected overspends within the Service, whilst a further £344,000 is taken as a saving in the Capital Programme.

38. Roofing works to the Council's HRA properties have seen delays due to discovery of asbestos within the flat block in the Cobdens and issues with the Section 20 notices; the category is now showing a significant underspend at the half year period. An invitation to tender is currently being advertised for two new roofing contractors which should accelerate works. The balcony resurfacing scheme has had a minor delay due to a joint tender with flat roofing currently being prepared for the blocks at Ninefields for later in the year; however, the scheme on the whole is currently on target. The Housing Assets team are also currently evaluating the tenders for a new double-glazing contractor which will be reviewed within the February Cabinet; works will continue to be limited until a contractor is in place. The installation of replacement front doors has been postponed after door manufactures were suspended following recalls of Manse Masterdor FD30 doors which did not meet the fire or smoke resistance performance in the building regulations guidance. The Council have assessed their properties but currently use Synseal Masterdor which is outside the scope of investigations by the Ministry of Housing. The manufacturing issues have had an impact on the Council's ability to purchase fire doors. Within the windows, doors and roofing category, a saving of £59,000 has been identified, whilst a carry forward of £357,000 is requested by Members due to delays to the schemes.

39. Norway House improvements are ahead of schedule with the installation of a new intruder alarm, bathroom improvements and new CCTV equipment (see Garages & Environment Works). The remaining budget is expected to be used to replace a communal bathroom within the facility and install finger guard production units on all the communal doors. Door entry improvements works at Hill House and Neal Court have been completed; whilst consultation with leaseholders and tenants in two further blocks at Hornbeam Close and Hilltop Court are still progressing. The energy efficiency scheme has seen a decline in expenditure over the past few years due to most of the cavity wall installations completed earlier in the programme, whilst most energy efficient works attracts grant money from the MHCLG and covers most expenditure; therefore, a saving of £5,000 has been identified for this scheme.

40. The Council's amended policy of reverting to the Decent Home standard, opposed to a Modern Home standard, came into effect in April 2017. Within this standard, the Council is not required to replace both the tenant's kitchen and bathroom at the same time if either falls below the standard, which is mandatory in the Modern Home standards. The adoption of this new standard has reduced the expenditure of the kitchens and bathrooms replacement scheme. Although the kitchen replacements are currently on target, a saving of £200,000 has been identified within the bathroom replacements scheme.

41. The off-street parking schemes at Torrington Drive and Paley Gardens are now complete providing a combined total of thirty-three spaces to local residents. However, due to a lack of take up in permits around several street parking sites, the Housing Assets team will submit a viability report to Cabinet detailing whether any more sites should be identified for parking; until a decision has been made, there will be no further works and the current budget of £235,000 is requested to be carried forward with the view to being identified as a saving in 2019/20 if possible. The budget for major repairs to garages has seen a decline in recent years due to the Council's garages across the district being identified for potential housebuilding sites. In 2018/19 there has been limited spend on garage repairs as many of the sites are expected to be demolished and converted into development land; some costs relating to reinforcing walls and garage doors to garages not currently identified in the programme will be spent within the year. All costs relating to demolishing and securing the sites will continue to be charged to the housebuilding schemes. There is an increase in cost relating to estate environmental works due to changes to bin storage requirements which has led to the need to construct new bin stores and modify existing ones with ramps and other features; it is requested that an allocation of £143,000 is vired from the gas heating and rewiring category to cover this additional expenditure. The replacement CCTV system at Norway House was completed earlier than anticipated with a significant increase in the number of cameras and equipment utilised at the site, amid security concerns. Designs have been completed and are ready to tender for the replacement system at Limes Farm Red Block, whilst the work planned for the three lifts areas at all the Limes Farm sites cannot proceed until the lifts themselves become operational.

42. Feasibility studies were performed on two properties in Waltham Abbey and Loughton which are showing signs of structural movement, whilst a third report has been issued for a property in Waltham Abbey after cracks and structural damage have appeared due to close proximity of trees. Currently expenditure is exceeding the profiled budget for asbestos removal which is linked to the increase in structural repairs and has led to additional costs to remove asbestos when found in Council properties. It is requested that £92,000 is transferred from the gas heating and rewiring category to cover the forecasted increase in costs to this budget in 2018/19.

43. The door replacement programme for leaseholders has been suspended for the same reasons as other door replacement schemes in other categories; a carry forward of the remaining budget amounting to £138,000 is requested into the 2019/20 financial year. After consultation with members of the Oakwood Hill Estate Residents' Association (OHERA), it was agreed that the best use of the £400,000 funding (shared 50/50 by EDFC and ECC) is to repair and resurface the whole footpath on the estate with slurry sealing. Members are requested to approve a transfer of £18,000 from the gas heating and rewiring category to purchase a new cash flow model software package to assist the Housebuilding team with the work taken on when the contract with East Thames ended.

44. Four replacement housing repairs vans are on order to replace their ageing fleet, and are awaiting a delivery date that is expected to be towards the end of this calendar year. There has been limited spend and a subsequent back log of disabled adaptations due to a combination of staffing capacity and tendering for two new contractors to assist with the increasing volume of disabled adaptations and extensions. The Council has now recruited a Disabled Adaptations Officer whilst the tenders for extensions and bathroom adaptations to Council properties have both been received and are awaiting Portfolio Holder approval.

These delays have caused a reduction in expenditure for the first half of the year however, once the tendering process has been completed, the scheme is likely to be accelerated through the rest of the year. The Council is also currently awaiting Portfolio Holder approval of a second contractor to assist with the increased structural works to the Council's housing stock. The Council has seen a rise in expenditure over the past three years due to the properties becoming old, issues with subsidence and cracks in plaster and walls becoming an issue. Although the current budget for these works (£1,533,000) seems sufficient, with a 23% buffer showing against the profiled budget at month six, the Housing Assets and Accountancy team will continue to monitor the costs throughout the year. The installation of new lifts at Limes Farm and Copperfield are scheduled for practical completion by March 2019. There are no budget movements identified within these three categories.

45. Capital expenditure work on leaseholder properties is shown as a single credit figure within the HRA Capital Programme; actual costs will be identified to the type of work they relate to once the works are complete. The reduction in the sum shown for 2018/19 has occurred as a result of an adjustment of £224,000 for works originally planned but not completed in 2017/18.

46. The expansion of the depot located at Oakwood Hill to accommodate the Welfare, Works Unit and Grounds Maintenance teams is continuing to progress. The consultants have now completed the concept designs of the Oakwood Hill Depot extension and are now progressing with a cost plan and technical designs for the build. A few variations to the original specification, including a new fence, gates and new electronic barriers, have been adopted within these designs due to multiple break-ins and security issues at the depot. Subject to planning permission being granted the provisional start date for these works will be January 2019, with a lead time of six months. The Council have faced two issues with the planning application that has been submitted for the construction of a new car park to facilitate the increased number of employees at the depot. These issues relate to increased air pollution and increased footfall to the nature reserve in Oakwood Hill where the car park will be located. The application will be submitted to the Plan South planning committee with works, if approved, not likely to start until after Christmas. Members are requested to approve a carry forward sum of £531,000 into the 2019/20 financial year to reflect the work schedule for both parts of this scheme.

47. In summary, Members are requested to approve the following movements relating to works on the Council's HRA properties, excluding the housebuilding programme: virements of £253,000 across categories within the Service; net savings of £384,000; and a carry forward of £1,261,000 into the 2019/20 financial year.

Revenue Expenditure Financed from Capital under Statute (REFCuS)

48. The Council entered into a ten-year contract with Biffa in November 2014, which can be extended by another ten years at the end of the term. During the April Cabinet, Members considered a report from the Environment Portfolio setting out the difficulties arising from the Chinese Government's decision to ban the import of paper produced by Material Recycling Facilities (MRF) in the U.K. This decision triggered a rapid drop in price of recycled paper in the UK and international markets. It also meant that only good quality recycled paper, less than 0.5% contamination, could be sold in the market. Biffa have made significant, circa £4.6 million, capital investment in improving their Edmonton MRF where Epping Forest recycling materials are processed as well as making changes to the MRF processes to achieve the required quality; consisting of additional staff and slowing the processing speed. Biffa requested the Council make a contribution to these costs of £841,000 for the remaining six years of the contract. The Council had the choice to reject all Biffa requests for making contribution towards these costs. However, two risks were identified with this approach; firstly, Biffa may elect to cease processing materials and recycling materials could end up in landfill and secondly this will put further significant financial pressure on the waste management contract. In consultation with WYG Environmental Limited, who supported the Council through the procurement of the waste management contract, the Council agreed a compromised figure of £500,000 consisting of a one-off contribution of £200,000 and six-yearly instalments of £50,000 to ensure stability of the waste management contract and guarantee end use of recycling materials collected in the District. The one-off contribution was paid in November 2018 and, because it relates to Biffa's capital costs, falls under the REFCuS section; no further costs anticipated relating to this matter.

49. The second phase of the Council's parking review scheme will cover the Debden area after the completion of the Loughton area in 2017/18. The consultation and Traffic Road Order (TRO) was conducted by NEPP in October, with an advertising campaign inviting comment within twenty-one days. The time scales for this project will depend on the quantity and severity of objections to the TRO, each of which requires a personalised response and increases the likelihood of works slipping into the next financial year. Members are requested to approve a carry forward of £212,000 into the 2019/20 financial year to coincide with the most probable phasing of the costs for the scheme.

50. In 2013, Members agreed a Section 106 contribution of £225,000 from the redevelopment of St John's School to be used to improve and redevelop sports and leisure facilities at Stonards Recreation ground in Epping. The contribution arose as a result of the development of the new Secondary School in Epping to compensate for the loss of playing fields and would be used to develop new or improved existing facilities within Epping. Improvement works to Jack Silley Pavilion was agreed with extensive works carried out including reroofing, changing room refurbishment and a café extension. Although works were planned, the budget has never been present in the Capital Programme as the date for the works wasn't specified. The contributions phased across the 2017/18 (£23,000) and 2018/19 (£210,000) financial years have amounted to £233,000, an increase of £8,000, due to inflation since the contribution was agreed.

51. In summary, Members are requested to note the inclusion of £210,000 and £200,000 in the Capital Programme for the 2018/19 financial year for the final payment for works at Jack Silley Pavilion and contribution for Biffa's recycling plants; and approve a carry forward amounting to £212,000 into 2019/20 for the on-going parking review scheme.

Capital Loans

52. The Council offers discretionary loans to provide financial assistance for improving private sector housing stock. After amendments were made to the Housing Assistance Policy, which forms part of the overall Housing Strategy 2017-2022, applications for private sector housing loans have reduced. Up to the end of quarter two, £33,000 has been spent on repayable assistance, with an additional £38,000 of approved cases where works are either on-site or to go on-site and be completed. A saving of £97,000 has been identified within the Capital Programme for Members approval.

Capital Financing

53. Appendix 1 shows a summary of the Capital Programme along with the financing profile. The Council has approved estimates of capital expenditure under Prudential Code Indicator P (2) and also financing proposals for the years 2018/19 to 2022/23. Appendix 1 has applied the same principles with regard to funding although changes in the expenditure profile have been reflected in the financing requirements in each year.

54. The Council has maintained a consistent policy of prudence in forecasting available capital resources to ensure that any capital project included in the Capital Programme will be fundable. This means that only capital receipts received to date, projected receipts from the sale of council houses, the receipt in respect of the sale of the Pyrles Lane nursery and loan repayments from the Council's waste management and leisure management operators are taken into account. No recognition of other potential receipts is made and, when predicting levels of available capital funding, receipts from future land sales are not taken into account.

55. Similarly, a prudent view is taken of other sources of capital funding including funds receivable from Government Grants and private contributions. The availability of Section 106 monies to fund capital projects is based on payments received to date and not payments anticipated in the future. Those received for the provision of affordable housing are currently used to support the Council's own house-building programme.

56. The position regarding the generation of Right To Buy (RTB) capital receipts improved after the maximum allowable discount was increased significantly on 1 April 2013. In 2013/14 the number of Council House sales was fifty-three, this fell to forty-six in 2014/15 and twenty in 2015/16 but numbers rose again to forty-six in 2016/17 and forty-two in 2017/18. To date there have been fifteen sales in the first six months to 30 September 2018 and it is estimated that a total of twenty-nine dwellings will be sold by the year end. Future projections are notoriously difficult to forecast as there remain many uncertainties in the housing market; for the purposes of this report 25 sales have been estimated for 2019/20 and 2020/21, reducing to 20 in the ensuing two years. The situation will continue to be monitored.

57. Appendix 6(a) shows the latest forecast of capital receipt generation, their application and hence the likely level of resources available to fund new projects. Due to the increase in the Council's capital investment programme on General Fund schemes in recent years, there are limited capital receipts available to fund the General Fund Capital Programme this financial year. However, funds are expected to be available in 2018/19, pending the capital receipt for the sale of the Pyrles Lane nursery, and more limited funds are expected from 2019/20 onwards. With regard to funding the new housebuilding programme, maximum use will continue to be made of the retained 1-4-1 capital receipts available for replacement homes in addition to 30% of the Assumed Debt element of the un-pooled RTB receipts. This situation continues to be monitored through the quarterly HRA Financial Plan Review. The remaining un-pooled RTB receipts, up to the Government cap, are utilised to finance General Fund schemes in order to keep borrowing to a minimum. In previous financial years the General Fund has borrowed the excess 1-4-1 RTB receipts not applied to the housebuilding programme at that stage and,

in so doing, has managed to avoid external borrowing to date. However, the funding proposals in this programme are based on the assumption that this policy will not be extended for the time being, pending a reassessment of the housebuilding programme and the rules relating to the repayment of RTB capital receipts to Central Government. Appendix 6(a) has been prepared using these assumptions and shows a balance of £3,901,000.

58. Based on the Capital Programme presented, borrowing is expected to be in the order of £8,341,000 to finance some General Fund projects over the next five years; where the term borrowing refers to either internal or external borrowing. Work is being undertaken to assess when external borrowing will be required, but forecasts currently suggest that it will be in the 2019/20 financial year and that it will fall within the authorised limit approved by Members. With regard to the HRA Capital Programme, it is thought that no increase in external borrowing will be necessary in the next five years. All available balances on the Major Repairs Reserve and the HRA self-financing reserve will initially be diverted to contribute directly to the Capital Programme before borrowing from external sources.

59. Appendix 6(b) shows that the balance on the Major Repairs Reserve will reduce to £558,000. Members are asked to note that the use of direct revenue funding are indicative figures only and will be updated as necessary when the HRA revenue account is revised.

60. Appendix 6(c) shows that the balance on HRA Self Financing Reserve expected to increase from £12,720,000 as at 1 April 2018 to £16,320,000 by 31 March 2023, based on the housebuilding programme presented.

Resource Implications:

The following table lists all sums recommended to be carried forward from 2018/19 to future years; net increases/savings requesting approval within 2018/19; supplementary estimates for 2018/19 and capital estimates for 2019/20 approved by Cabinet since February 2018:

Capital Project	Sum c/f from 2018/19	Supplementary Allocations for 2018/19	Capital Estimates for 2019/20	Net increases/ (savings)	Appendix: Paragraph in Report
Transformation Projects				(11,000)	2: 21
Accommodation Review					2: 27
Active Planned Maintenance	30,000			(21,000)	2: 24
On-hold Planned Maintenance	1,196,000				2: 25
Works on Investment Properties	15,000			56,000	2: 23
Housing Estate Parking (GF)	403,000				2: 28
ICT Strategy Implementation	220,000			(21,000)	2: 2
Epping Forest Retail Park				23,000	2: 4
Waltham Abbey Swimming Pool Development		275,000			2: 5
Landmark Building Development		140,000*			2: 6
NW Airfield Automated Gate		4,000			2: 7
Leisure Centres		211,000			2: 12-14
St Johns Development		475,000			2: 15
NW Gymnasium Refurbishment		90,000	150,000		2: 16
Hillhouse Sec 106 Contribution		7,000			2: 17
Car Parking Schemes	149,000		160,000		2: 19
Grounds Maintenance Plant & Equipment	17,000				2: 18
CCTV Systems	45,000	14,000			2: 9
CCTV Car Park Systems	32,000		23,000		2: 10
Parking Review Schemes (REFCuS)	212,000				5: 49
Biffa Recycling Facility Contribution (REFCuS)		200,000			5: 48
Jack Silley Pavillion		210,000			5: 50
Total General Fund Schemes	2,319,000	1,626,000	333,000	26,000	
New House Building	6,224,000			492,000	3: 30-36
Heating, Rewiring and Water Tanks				(344,000)	3: 37
Windows, Doors and Roofing	357,000			(59,000)	3: 38
Other Planned Maintenance				(5,000)	3: 39
Kitchen and Bathroom Replacements				(200,000)	3: 40
Garages and Environmental Improvements	235,000				3: 41
Capital Service Enhancements	138,000				3: 43
Oakwood Hill Depot	531,000				3: 46
Work on Leasehold Properties				224,000	3: 45
Private Sector Housing Loans				(97,000)	4: 52
Total HRA Schemes	7,485,000	0	0	11,000	

*allocation(s) still pending approval

Legal and Governance Implications:

The legal and governance implications are taken into account within individual project reports.

Safer, Cleaner and Greener Implications:

In considering individual capital schemes and the programme overall, the Council gives due consideration to safer, cleaner and greener issues.

Consultation Undertaken:

All Directors and spending control officers for individual schemes have been consulted.

Background Papers:

Reference has been made to previous Cabinet reports and minutes. The Local Government Act 2003 (for England and Wales) and the Regulations have also been complied with.

Risk Management:

There is a financial risk involved in reducing the balance of usable capital receipts over the next five years.

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**CAPITAL PROGRAMME
2018/19 to 2022/23 FORECAST**

	2018/19 Revised Budget £000	2019/20 Original Budget £000	2020/21 Original Budget £000	2021/22 Original Budget £000	2022/23 Original Budget £000	5 Year Total £000
EXPENDITURE						
Governance & Members	0	0	0	0	0	0
Housing & Property Services	463	2,487	280	693	40	3,963
Business Support Services	511	220	0	0	0	731
Commercial & Regulatory Services	913	0	0	0	0	913
Contract & Technical Services	8,753	506	30	30	30	9,349
Community & Partnership Services	55	150	0	0	0	205
Total General Fund	10,695	3,363	310	723	70	15,161
Total HRA	18,065	16,807	18,030	17,481	9,818	80,201
Total Capital Expenditure on Council Assets	28,760	20,170	18,340	18,204	9,888	95,362
Total Capital Loans	120	120	150	150	150	690
Total Revenue Expenditure Financed From Capital under Statute	470	562	0	0	0	1,032
TOTAL CAPITAL PROGRAMME	29,350	20,852	18,490	18,354	10,038	97,084
FUNDING						
Central Government Grant	80	85	90	90	90	435
Private Funding	45	0	0	0	0	45
Total Grants	125	85	90	90	90	480
General Fund	5,953	2,388	0	0	0	8,341
Total Borrowing	5,953	2,388	0	0	0	8,341
General Fund	5,332	1,657	459	873	220	8,541
HRA	2,500	1,951	2,765	2,601	303	10,120
Total Capital Receipts	7,832	3,608	3,224	3,474	523	18,661
Direct GF Revenue Funding	0	0	0	0	0	0
Direct HRA Revenue Funding	4,130	3,500	4,000	3,800	341	15,771
HRA Major Repairs Reserve	11,310	11,271	11,176	10,990	9,084	53,831
HRA Self- Financing Reserve	0	0	0	0	0	0
Total Revenue Contributions	15,440	14,771	15,176	14,790	9,425	69,602
TOTAL	29,350	20,852	18,490	18,354	10,038	97,084

**CAPITAL PROGRAMME
2018/19 to 2021/22 FORECAST**

	2018/19	2019/20	2020/21	2021/22	2022/23	5 Year
	Revised Budget	Original Budget	Original Budget	Original Budget	Original Budget	Total
	£000	£000	£000	£000	£000	£000
Governance & Members Service						
Transformation Projects	0	0	0	0	0	0
	0	0	0	0	0	0
Housing & Property Services						
Active Planned Maintenance	241	70	125	407	0	843
On-Hold Planned Maintenance	0	1,309	62	221	0	1,592
Works on Investment Properties	96	260	53	25	0	434
Accommodation Review	XX	XX	XX	XX	XX	XX
Town Mead Depot	107	0	0	0	0	107
Housing Estate Parking	19	848	40	40	40	987
	463	2,487	280	693	40	3,963
Business Support Services						
ICT General Schemes	16	0	0	0	0	16
ICT Strategy Implementation	495	220	0	0	0	715
	511	220	0	0	0	731
Commercial & Regulatory Services						
Epping Forest Shopping Park	482	0	0	0	0	482
Waltham Abbey SP Development	275	0	0	0	0	275
Landmark Building Development	140	0	0	0	0	140
NW Airfield Automated Gate	16	0	0	0	0	16
	913	0	0	0	0	913
Contract & Technical Services						
Leisure Centres	7,803	0	0	0	0	7,803
St Johns Development	475	0	0			475
NW Gymnasium Refurbishment	90	150				240
Hillhouse Sec 106 Contribution	137	0	0	0	0	137
Car Parking Schemes	35	309	0	0	0	344
Flood Alleviation Schemes	19	0	0	0	0	19
Grounds Maint Plant & Equipment	194	47	30	30	30	330
	8,753	506	30	30	30	9,349
Community & Partnership Services						
CCTV Systems	41	95	0	0	0	136
Car Park CCTV Systems	14	55	0	0	0	69
	55	150	0	0	0	205
TOTAL GENERAL FUND	10,695	3,363	310	723	70	15,161

**CAPITAL PROGRAMME
2018/19 to 2021/22 FORECAST**

	2018/19	2019/20	2020/21	2021/22	2022/23	5 Year
	Revised Budget	Original Budget	Original Budget	Original Budget	Original Budget	Total
	£000	£000	£000	£000	£000	£000
Housing & Property Services						
New House Building	7,612	6,145	8,856	8,307	644	31,564
Housing Conversions	0	0	0	0	0	0
Heating/Rewiring/Water Tanks	1,887	2,455	2,455	2,455	2,455	11,707
Windows/Doors/Roofing	2,305	2,707	2,374	2,374	2,374	12,134
Other Planned Maintenance	135	251	250	250	250	1,136
Structural Schemes	2,475	1,100	1,100	1,100	1,100	6,875
Kitchen & Bathroom Replacements	1,551	2,300	2,300	2,300	2,300	10,751
Garages & Environmental Improvements	532	750	265	265	265	2,077
Disabled Adaptations	487	450	450	450	450	2,287
Other Repairs and Maintenance	315	220	220	220	220	1,195
Capital Service Enhancements	229	138	0	0	0	367
Housing Repairs Vehicles	68	60	60	60	60	308
Oakwood Hill Depot	545	531	0	0	0	1,076
Less Work on Leasehold Properties	(76)	(300)	(300)	(300)	(300)	(1,276)
TOTAL HRA	18,065	16,807	18,030	17,481	9,818	80,201

Appendix 4

**CAPITAL LOANS FOR PRIVATE HOUSING ASSISTANCE
2017/18 to 2021/22 FORECAST**

	2018/19	2019/20	2020/21	2021/22	2021/22	5 Year
	Revised Budget	Original Budget	Original Budget	Original Budget	Original Budget	Total
	£000	£000	£000	£000	£000	£000
Capital Loans						
Private Sector Housing Loans	120	120	150	150	150	690
TOTAL CAPITAL LOANS	120	120	150	150	150	690

Appendix 5

**REVENUE EXPENDITURE FINANCED FROM CAPITAL UNDER STATUTE
2017/18 to 2021/22 FORECAST**

	2018/19	2019/20	2020/21	2021/22	2021/22	5 Year
	Revised Budget	Original Budget	Original Budget	Original Budget	Original Budget	Total
	£000	£000	£000	£000	£000	£000
REFCuS						
Parking Review Schemes	60	212	0	0	0	272
Biffa Recycling Facility Contribution	200	0	0	0	0	200
Superfast Broadband Contribution	0	350	0	0	0	350
Jack Silley Pavillion	210	0	0	0	0	210
TOTAL REFCuS	470	562	0	0	0	1,032

**CAPITAL PROGRAMME
2018/19 to 2022/23 FORECAST**

	2018/19 Revised Estimate £000	2019/20 Original Estimate £000	2020/21 Forecast £000	2021/22 Forecast £000	2022/23 Forecast £000	5 Year Total £000
Receipts Generation						
Housing Revenue Account	5,820	4,343	4,343	3,474	3,474	21,454
General Fund	4,402	871	0	0	0	5,273
Total Receipts	10,222	5,214	4,343	3,474	3,474	26,727
Receipts Analysis						
Usable Receipts	5,498	1,764	889	776	772	9,699
Available for Replacement Homes	3,885	2,615	2,621	1,868	1,874	12,863
Payment to Govt Pool	839	835	833	830	828	4,165
Total Receipts	10,222	5,214	4,343	3,474	3,474	26,727
Usable Capital Receipt Balances						
Opening Balance	0	1,551	2,322	2,609	1,779	0
Usable Receipts Arising	9,383	4,379	3,510	2,644	2,646	22,562
Use of Capital Receipts	(7,832)	(3,608)	(3,224)	(3,474)	(523)	(18,661)
Closing Balance	1,551	2,322	2,609	1,779	3,901	3,901

Appendix 6(b)

**MAJOR REPAIRS RESERVE
2018/19 to 2022/23 FORECAST**

	2018/19 Revised Estimate £000	2019/20 Original Estimate £000	2020/21 Forecast £000	2021/22 Forecast £000	2022/23 Forecast £000	5 Year Total £000
Opening Balance	11,693	8,914	6,193	3,552	1,102	11,693
Major Repairs Allowance	8,531	8,550	8,535	8,540	8,540	42,696
Use of MRR	(11,310)	(11,271)	(11,176)	(10,990)	(9,084)	(53,831)
Closing Balance	8,914	6,193	3,552	1,102	558	558

Appendix 6(c)

**HRA SELF FINANCING RESERVE
2018/19 to 2022/23 FORECAST**

	2018/19 Revised Estimate £000	2019/20 Original Estimate £000	2020/21 Forecast £000	2021/22 Forecast £000	2022/23 Forecast £000	5 Year Total £000
Opening Balance	12,720	12,720	12,720	12,720	12,720	12,720
Contribution from HRA	0	0	0	0	3,600	3,600
Use of Self Financing Reserve	0	0	0	0	0	0
Closing Balance	12,720	12,720	12,720	12,720	16,320	16,320

Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: **Finance**

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: **N/A**

Title of policy or decision: **Capital Review 2018/19 – 2022/23**

Officer completing the EqIA: **Tel: 01992 564603**
Email: jwhittaker@eppingforestdc.gov.uk

Date of completing the assessment: **7th November 2018**

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? No
2.2	Describe the main aims, objectives and purpose of the policy (or decision): This report represents a financial summary of the projects within the Capital Outturn for 2018/19 What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? It aims to provide financial information on the Council's capital investments for noting and to make recommendations to Council to approve amendments as necessary.
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? No Will the policy or decision influence how organisations operate? No
2.4	Will the policy or decision involve substantial changes in resources? The financial impacts are given in detail within the report.
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? The report summarises decisions previously approved.

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified? N/A – this report focuses on financial provision. Any equalities impact assessment for individual projects or programmes is detailed on the respective reports.
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? N/A – see above.
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: N/A – see above.

Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Neutral. Any impacts on different age groups have been taken into account when the individual schemes were originally approved. As this report does not represent a formative stage in the approval of capital projects, it does not have any impact.	Low
Disability	Neutral for the reasons given above.	Low
Gender	Neutral for the reasons given above.	Low
Gender reassignment	Neutral for the reasons given above.	Low
Marriage/civil partnership	Neutral for the reasons given above.	Low
Pregnancy/maternity	Neutral for the reasons given above.	Low
Race	Neutral for the reasons given above.	Low
Religion/belief	Neutral for the reasons given above.	Low
Sexual orientation	Neutral for the reasons given above.	Low

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No X	
		Yes	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service:

Date:

Signature of person completing the EqIA:

Date:

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

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EPHING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Finance and Performance Management Cabinet Committee **Date:** Thursday, 15 November 2018

Place: Council Chamber - Civic Offices **Time:** 7.00 - 7.32 pm

Members Present: Councillors G Mohindra (Chairman), A Lion, J Philip and S Stavrou

Apologies: C Whitbread

Officers Present: P Maddock (Assistant Director (Accountancy)), D Macnab (Acting Chief Executive), T Carne (Public Relations and Marketing Officer), M Chwiedz (Senior Project Manager) and R Perrin (Senior Democratic Services Officer)

32. Webcasting Introduction

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

33. Substitute Members

The Cabinet Committee noted that there were no substitute members for this meeting.

34. Declarations of Interest

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

35. Minutes

RESOLVED:

That the minutes held on 13 September 2018 be taken as read and signed by the Chairman as a correct record.

36. Corporate Plan 2018-2023 - Progress Report Q2 2018/19

The Performance Improvement Officer, M. Chwiedz presented a report regarding the progress report for quarter 2, 2018/19.

The Corporate Plan 2018-2023 was the authority's key strategic planning document which laid out the journey the Council would take to transform the organisation to be 'Ready for the Future'. The plan linked the key external drivers influencing Council services, with a set of corporate aims and objectives, grouped under three corporate ambitions.

A Corporate Specification for each year (previously called the Key Action Plan) detailed how the Corporate Plan was being delivered through operational objectives, with these in turn linked to annual service business plans.

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The success of the Corporate Plan was assessed through the achievement of a set of benefits, each measured through one or more performance indicator, focussed on what the Council achieved for customers. The Leadership Team, Cabinet and the scrutiny committees had scrutiny roles to drive improvement in performance and ensure corrective action was taken where necessary.

The Performance Improvement Officer updated members on the following performance indicators;

M1.2 Number of 'take-away' restaurants signed up to 'Tuck In' pledge – This had not met the target and the action to be taken was targeting premises in Waltham Abbey and NHS/GP surgeries to offer healthier takeaways and healthier alternatives.

M2.2 Number of days to process benefits claims – Processes had been changed and this should be reflected in quarter 3.

M4.3 Number of new residential properties built or acquired by the Council – The framework of new contractors for phases 4 onwards had been signed and sealed on 16 October 2018.

The Cabinet Committee commented that the performance indicator for M4.1 Number of businesses who joined the 'Buy with confidence' scheme, may need to be reconsidered as it appeared not to be working and officers should discuss this indicator with the Environment Portfolio Holder, Councillor N. Avey. Also the target for M6.2 - Number of new jobs, was incorrect. Overall, depending on the quarter 3 positions, some of the measures may need to be reconsidered for future years.

Resolved:

(1) That outturn position of Quarter 2 2018/19, in relation to the achievement of the Corporate Plan for 2018-2023 be noted.

Reasons for Decision:

The combined report brings together the performance of the Council against the Corporate Plan and gave a 'clear line of sight' for performance across the Council via the new benefits maps and performance indicator set. The benefits maps provide an opportunity for the Council to focus attention on how specific areas for improvement would be addressed, and how opportunities would be exploited and better outcomes delivered. It was important that relevant performance management processes were in place to review and monitor performance against performance indicators to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under performance.

Other Options Considered and Rejected:

No other options were appropriate in this respect. Failure to monitor and review performance and to consider corrective action where necessary could have negative implications for judgements made about the Council's progress and might mean that opportunities for improvement were lost.

37. Mid-Year Report on Treasury Management and Prudential Indicators 2018/19

The Assistant Director Accountancy presented a report on the mid-year Treasury Management and Prudential Indicators 2018/19.

The mid-year treasury report was a requirement of the CIPFA Code of Practice on Treasury Management and covered the treasury activity for the first half of the financial year 2018/19. During this period, the Council had continued to finance all capital expenditure from within internal resources, the average net investment position had been approximately £19.75m and there had been no significant breaches on any of the prudential indicators.

This prudential indicator assisted the Council in controlling and monitoring the level of usable capital receipts that would be available at the end of a five-year period. The forecast Capital Programme for the four years to 2021/22 totalled £127m and was partly funded by £28m borrowing. It was predicted that at the end of this period there would still be £2.1m available in Capital Receipts and £5.9m in the Major Repairs Reserve. The Cabinet Committee were asked to note the report.

Councillor J. Philip enquired about the 13% investment to a counterparty outside of the UK. The Assistant Director Accountancy informed members that it was to Svenska Handelsbanken, which was Swedish bank.

Resolved:

That the management of the risks associated with Treasury Management for the first half of 2018/19 be noted.

Reasons for Decision:

The report was presented for noting as scrutiny was provided by the Audit and Governance Committee, who made recommendations to this Committee when necessary.

Other Options for Considered and Rejected:

Members could ask for additional information about the CIPFA Codes or the Prudential Indicators.

38. Quarterly Financial Monitoring

The Assistant Director Accountancy presented the second quarterly financial monitoring on key areas of income and expenditure for 2018/19, which covered the period from 1 April 2018 to 30 September 2018. The report provided details of the revenue budgets for both Continuing Services and the District Development Fund, Capital budgets and Major Capital Schemes. The reports were presented in the new directorate structure.

The salaries monitoring data was presented in the previous directorate structure, due the complexity and showed an underspend of £140,000 or 1.1%.

The Assistant Director Accountancy updated members on the following Service Areas;

- Planning Service Area - Development Control was well above expectations with fees and charges £139,000 higher than budgeted and other pre-assessment charges £23,000 higher than expected.
- Commercial and Regulatory Service Area - Building Control income was £13,000 higher than the budgeted and the opening position on the ring-fenced

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account had a surplus of £111,000 after a £4,000 deficit last year. The account was budgeted to show an in year deficit of £87,000, although this would be lower than expected and adjusted during the budget process. Licencing income was below expectations but there were a significant number of renewals due.

- Contracts and Technical Services Area - Income from MOT's carried out by Fleet Operations was below expectations by around £17,000. The Car Parking income was up by £6,000 and the recycling credit income was still very slow and difficult to get the County Council to agree the figures. Income was well behind expectation at month 6 and there was an adjustment necessary to 2017/18 figures, also to be accounted for in 2018/19. The waste contract expenditure had fallen behind due to late invoicing and the leisure management contract showed a reduction in income due to some unexpected pension related expenditure.
- In the Business Services Area - The Local Land Charge income was £9,000 below expectations and had marginally improved.
- Housing and Property Service - Bed and Breakfast income and expenditure had been begun to increase again. The main underspend on the HRA related to special services and was a combination of late Biffa invoicing, reduced utility costs and caretaking and cleaning. The Housing Repairs Fund expenditure was surprisingly close to the profiled budget.

In addition the proposed retention of 75% of Business Rates within local government sector would take effect from 2020/21 and it was possible that it would be accompanied by additional responsibilities. The Council was part of the Essex authorities bid to Central Government, to become a 75% retention pilot for 2019/20 and the outcome was expected on 6 December 2018.

Furthermore, the Council benefited from the cash collection requirements and held onto £1,791,216 of non-domestic rates.

There were four projects included on the Major Capital Schemes which related to the House Building packages 2 and 3, the new Hillhouse Leisure Centre and refurbishment works at Loughton Leisure Centre.

The Cabinet Committee enquired whether a recent decision from the Court of Appeal, which judged in favour of retailers seeking to avoid ATM sites being treated as separate property units for business rates purposes, would affect the Council. The Assistant Director Accountancy advised that he would investigate this ruling with the Customer Services Service Director.

The Cabinet Committee also pointed out that the Fleet Operations had a recurring loss. The Acting Chief Executive advised that the associated costs subsidised the maintenance of the Council's fleet and therefore recharges would increase.

Resolved:

That the Revenue and Capital Financial Monitoring report for 1 April 2018 to 30 September 2018 be noted.

Reasons for Decision:

To note the second quarter financial monitoring report for 2018/19.

Other Options Considered and Rejected:

No other options available.

39. Fees and Charges 2019/20

The Assistant Director Accountancy presented a report on the fees and charges that would be levied by the Council in 2019/20 and, if any, increases that could be made.

The Medium Term Financial Strategy had identified the need to find savings of £600,000, £300,000 in both 2020/21 and 2021/22, which was over and above the £2.5m (£1.7m General Fund) savings from the implementation of the People Strategy. The Revenue Support Grant funding was set to be phased out in 2019/20 and there had been no real information on funding levels from 2020/21 onwards with the Council having to fund all the General Fund services from the Council Tax, Retained Business Rates and Fees and Charges.

There was little scope of increasing income through fees and charges with the exception of parking charges, and increases of 2% or 3% would not have a particularly significant impact on overall income levels. Charges were to be set at a level to fully recover costs where possible and prevent the General Taxpayer subsidising those services.

The Consumer Prices Index (CPI) was at 2.7% and the Consumer Price Inflation Householders (CPIH) which included housing costs and employee related inflation were around 2.3%.

The Assistant Director Accountancy advised that the following fees and charges had been put forward as follows;

Community and Partnership Services – The charges made for the use of the Limes Centre would be increased in line with inflation, rounding to the nearest 50p and the Council's Museum, Heritage and Culture (MHC) service levy had been increased after taking into consideration the cost of the provision provided.

Housing and Property Services - Housing-Related Fees and Charges for 2019/20 were to be increases by around 2.3%.

Planning Services - Development Control fee levels were controlled by Central Government and the Council had been able to increase the charges by 20% in January 2018, under the proviso that the additional income would be used for planning related services. The pre-application charges were to remain at the same level as 2018/19 for 2019/20 and Local Land Charges were undergoing significant change and migration to the Land Registry system. This was expected to be completed by December 2019 with a report to Cabinet due shortly and fees and charges being reviewed for the 2020/21 financial year.

Contract & Technical Services - The fees and charges relating to Car Parking Charges were being reported to the Cabinet separately. The MOT charges were subject to a maximum charge set by the Vehicle Operating Service Agency (VOSA) which was currently £54.85 and the Council had determined a fee of £45 for trade and £50 normal customers would be competitive. The cost for the collection of bulk waste was subject to an annual index linked increase in line with the Waste Management contract and the general uplift for fees and charges relating to the Leisure Centres were in line with the retail prices index within the leisure contract.

Commercial & Regulatory Services - Public Hire licence fees were set by the Local Government (miscellaneous provisions) Act 1976 and other forms of licensing were based on cost recovery only. The fees relating to the Gambling Act 2005 were set locally and were unchanged from 2018/19.

Building Control Fees were ring-fenced into the Building Control Charging Account and apart from rationalising charges in 2017; fee levels remained unchanged since 2011. Therefore, it was proposed that fees were increased by an average of 5% but the exact fee structure had yet to be determined.

Governance and Member Services - The main area of fees related to the recharging of legal work, which in many cases were too low and did not properly recover costs. Therefore, it was proposed that new fees were introduced from 1 January 2019 and a more detailed review would be undertaken to ensure that costs were fully recovered.

The Cabinet Committee agreed with increases relating to the legal work and asked that the review include benching marking against the market place and commercial services. Furthermore, Councillor J Philip commented on the Limes Centre charges in that, normally a full days usage fee of a venue would be slightly less than the cost of a half day fee, to encourage use. The Assistant Director Accountancy advised that he would investigate this issue.

Recommended:

- (1) That the proposed fees and charges for 2019/20, as set out in the appendices attached to the minutes, be approved; and
- (2) That the proposed schedule of Housing Revenue Account fees and charges for 2019/20 be approved.

Reasons for Decision

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

Other Options Considered and Rejected

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

40. Draft General Fund CSB, DDF and ITS lists and Savings Update

The Assistant Director Accountancy presented a report on the draft Continuing Services Budget (CSB), District Development Fund (DDF) and Invest to Save (ITS) Schedules for 2019/20.

The Financial Issues Paper was considered by members on 26 July 2018 and highlighted a number of financial uncertainties and risks facing the Authority including the reductions in Central Government funding, Retention of Business Rates, Welfare Reform and Transformation.

The Medium Term Financial Strategy (MTFS) had identified savings of £300,000 in 2020/21 above the figure previously identified on the growth/savings lists. The People Strategy implementation was underway and indications suggested that the

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£437,000 that had been identified in 2018/19 from the General Fund would be achieved. The Cabinet had also agreed a change to the parking tariffs, which were expected to be implemented by March 2019 and should generate additional ongoing income. In addition there was also a drive to remove or reduce budgets that traditionally had an underspend.

The DDF balanced for 2018/19, mainly due to slippage on the Local Plan budget and a number of other movements, which should stay solvent over the forecast period. The remaining balance at the end of 2017/18 on the ITS had been fully allocated and any further bids would need to be replenished from the General Fund.

The Assistant Director Accountancy advised that the emphasis in this budget cycle was on the CSB savings rather than growth and that there would inevitably be significant financial challenges ahead with the budget being revisited over the next two months.

The Cabinet Committee questioned why the additional rental income at North Weald Airfield had been reduced. The Acting Chief Executive advised that the additional income had slipped in 2019/20 because of when the National Police Air Service had signed their lease.

Resolved:

- (1) That the draft Continuing Services Budget (CSB), District Development Fund (DDF) and Invest to Save (ITS) schedules for 2019/20 be noted; and
- (2) That the savings to date, as part of the 2019/20 budget process be noted.

Reasons for Action

Members were asked to note the first draft of these schedules and make comments as appropriate.

Other Options Considered and rejected

No other options applicable.

41. Any Other Business

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

CHAIRMAN

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Community, Health & Wellbeing Activity - Proposed Fees and Charges for 2019/20

Appendix 1

Service/Activity	2018/19 Fees	Proposed 2019/20 Fees	Comments
New Horizons Yoga session Indoor Bowls (Epping & Waltham Abbey) David Lloyd Bowls Badminton Boccia Table Tennis	£5.80 £3.80 £4.50 £3.80 £3.80 £3.80	£6.00 £4.00 £4.50* £4.00 £4.00 £4.00	*This was increased by 50p last year and we received a lot of criticism for this therefore we do not feel it should be increased again for 2018/19
Lifewalks	£2.00 per walk £30.00 privilege card for 6 months £58 privilege card for 12 months	£2.00* £30.00 £58	*Easy money for leaders to collect, gets complicated when dealing in pence plus feel this is a premium we can charge for a walk, most walkers purchase a privilege card LVRPA have introduced car park charges, this has had a negative impact upon walkers attending and therefore we do not feel we can increase fees if walkers have to pay for parking.
Cycling for Health	£4.50 £9.00	£4.50 £9.00	LVRPA have introduced car park charges, this has had a negative impact upon people attending and therefore we do not feel we can increase fees if walkers have to pay for parking.
Term time Sessions: Futsal	£3.00	£3.00	Essex FA has advised that this is the right price for this session and any increase will reduce the number of people attending.
Holiday Provision Workshops	£5.00	£6.00	
Get Active Sessions	£3.50	£3.50	No change this year but will increase to £4 in 2020/21.
Multi-Sport/Activity Camps	£16.50	£16.50	Increased by 50p last year which is above 2.3% increase, we have a lot of local competition for these camps therefore we do not feel we can increase further this year.
Play in the Forest	£3.00	£3.50	



The Limes Centre

Limes Avenue, Chigwell, IG7 5LP

SCALE OF HIRE CHARGES – from 1st April 2019

The Limes (Main) Hall

	Charges per hour	
	Scale 1 – Regular Hirers	Scale 2 – Standard Rate
Monday to Friday		
9.00am – 6.00pm	£13.25	£26.50 (21.20)
6.00pm – 10.00pm	£18.25	£36.50 (29.20)
Saturday		
10.00am – 6.00pm	£18.25	£38.50 (30.80)
6.00pm – 11.00pm	£29.50	£50.00 (40.00)
Sunday		
10.00am – 9.00pm	£29.50	£50.00 (40.00)

Limes Activity Room

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£9.25	£19.50 (15.60)
6.00pm – 10.00pm	£14.25	£24.50 (19.60)
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£15.25	£25.50 (20.40)
6.00pm – 11.00pm	£20.50	£31.00 (24.80)

Limes Meeting Room

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£6.25	£12.50 (10.00)
6.00pm – 10.00pm	£12.25	£24.50 (19.60)
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£12.25	£24.50 (19.60)
6.00pm – 11.00pm	£16.25	£32.50 (26.00)

Charging Bands	Scale 1	Scale 2
	This rate is specifically for regular hirers (and not for profit organisations)	Standard rate less 20% if EFDC resident or Charity. Profitable organisations to pay full charge.

PAYMENTS

- A deposit of 25% of the hire fee is payable with the application
 - The balance must be paid at least **ONE MONTH** before the letting
 - If the letting is less than one month from the booking date, the full amount must be paid at the time of booking
 - A refundable damage deposit fee of £500 for adult parties and £250 for children's parties
- Cheques should be made payable to Epping Forest District Council and crossed a/c Payee Only. Credit/Debit card payments are also taken**

CANCELLATIONS

- Booking deposits are **not** refundable
- For general bookings, the balance is refundable only if more than **four week's notice** of the cancellation is given **or**, if shorter notice is given, the hall can be let to another hirer for the cancelled period
- For Wedding cancellations, a scale of cancellation fees applies according to period of notice given

Bookings may be made by telephone on

01992 564561

A completed application form and a non-returnable deposit of 25% of the hire fee along with a security deposit cheque are required before the letting can be confirmed.

Museums, Heritage & Culture: Fees & Charges

Appendix 3

	Actual (ex VAT) 2018/19 £	Proposed (ex VAT) 2019/20 £	VAT Indicator
Images (Private Research & Commercial)			
Private Research:			
A4 Black & White print	£6.25	£6.50	Yes
A4 Colour print	£6.75	£7.00	Yes
A4 Black and white photocopy	£1.00	£1.00	Yes
Digital copy, 300dpi (by email)	£5.50	£6.00	Yes
Digital copy, 300dpi (by email) (over 10 images)	£4.50	£5.00	Yes
Commercial:			
Books			
Local History Groups & Registered Charities	Free	Free	
Cover Page	£220.00	£220.00	Yes
Inner Page	£70.00	£70.00	Yes
TV / Film / Video			
Single Country	£80.00	£80.00	Yes
Worldwide	£160.00	£160.00	Yes
Digital			
300dpi jpeg/tiff per image / single use	£80.00	£80.00	Yes
Web			
Regional based business	£80.00	£80.00	Yes
National / International business	£160.00	£160.00	Yes
Identifications/ Enquiries			
Collections Search Service	Free	Free	
Research Visits	Free	Free	
Identifications Service	Free	Free	
Research Service (fee per hour)	£15.00	£15.00	No
Exhibition Hire			
Touring Exhibitions (Venues in Eastern Region) per month (minimum 2 month hire)	£50.00	£60.00	No
Touring Exhibitions (Venues Outside Eastern Region) per month (minimum 2 month hire)	£75.00	£90.00	No
Talks and Tours			

Museums, Heritage & Culture: Fees & Charges

Appendix 3

	Actual (ex VAT) 2018/19 £	Proposed (ex VAT) 2019/20 £	VAT Indicator
1 hour daytime talk within the Borough of Broxbourne / Epping Forest District (per group)	£55.50	£60.00	No
1 hour daytime talk outside the Borough of Broxbourne / Epping Forest District (per group)	£65.50	£70.00	No
1 hour evening talk outside museum but within borough/district (per group)	£65.50	£70.00	No
1 hour evening talk outside the borough/district (per group)	£75.50	£80.00	No
1 hour daytime talk or tour (incl. Behind the Scenes), with refreshments within the museum (per person) <i>minimum group charge of £50</i>	£5.00	£6.00	No
1 hour evening talk or tour (incl. Behind the Scenes), with refreshments within the museum (per person) <i>minimum group charge of £70</i>	£7.00	£8.00	No
Schools (workshops in school)			
(max 35 pupils per class)			
1 class for 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£40.00	£45.00	No
Schools outside Epping Forest/Broxbourne area	£50.00	£55.00	No
2 classes on same day 2 x 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£60.00	£70.00	No
Schools outside Epping Forest/Broxbourne area	£70.00	£80.00	No
3 classes on same day 3 x 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£80.00	£95.00	No
Schools outside Epping Forest/Broxbourne area	£90.00	£105.00	No
4 classes on same day 4 x 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£100.00	£120.00	No
Schools outside Epping Forest/Broxbourne area	£120.00	£140.00	No
Schools (workshops in museum)			
2 hours (half day) up to two classes			
Epping Forest District and Broxbourne Borough Council Schools (Per child) minimum charge £40	£3.00	£4.00	No
Schools outside Epping Forest/Broxbourne area (Per child) minimum charge £40	£4.00	£5.00	No
Self guided visit	Free	Free	
School Topic Box Hire			
Epping Forest and Broxbourne Borough Schools	£40.00	£45.00	No
Schools outside Epping Forest/Broxbourne area	£50.00	£55.00	No
*Special rate save £10 if booked with and delivered on the same day as a workshop			

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Museums, Heritage & Culture: Fees & Charges

Appendix 3

	Actual (ex VAT) 2018/19 £	Proposed (ex VAT) 2019/20 £	VAT Indicator
Workshops/Public Programme			
Family Fun Workshops and Toddler sessions	£1.50	£2.00	No
Half Day Workshops	£8.00	£8.00	No
Full day workshops	£20.00	£20.00	No
Artist-led Workshops 1.5 hrs (incl. materials)	£8.00	£10.00	No
Artist-led Workshops 2 hrs (incl. materials)	£10.00	£10.00	No
Artist-led Workshops 5 hrs/1 day (incl. materials)	£20.00	£20.00	No
Performance ticket (kids theatre shows)	£8.00	£8.00	No
Motiv8 Performance ticket	£8.00	£8.00	No
Motiv8 Performance ticket Concession price	£5.50	£6.00	No
eNgage Performance ticket	£12.50	£13.00	No
eNgage Performance ticket Concession price	£9.50	£10.00	No
After School Dance per child per session	£3.50	£3.50	No
Active Assemblies 1 day of training for session leaders (plus travel)	£180.00	£200.00	No
Active Assemblies 20 resource packs	£400.00	£450.00	No
Active Assemblies teacher mentoring over 8 weeks, per group	£51.00		No
Active Assemblies session delivery for 8 sessions outside EFDC (plus travel)	£260.00	£300.00	No
Active Assemblies session delivery for 8 sessions EFDC	£185.00	£200.00	No
Creative Homes Arts sessions per session (incl. materials and set up, clear up time)	£67.00	£70.00	
Creative Homes Dance sessions per session (incl. materials)	£48.00	£50.00	
Venue Hire			
Lowewood Museum Room (per hour) (25 people)	12.50/£10.00	12.50/£10.00	Yes
Lowewood Museum Room evening rate (per hour) (25 people)	£50.00/£35.00	£50.00/£35.00	Yes
Lowewood Museum Whole Museum (per hour) (200 people)	£160.00/£150	£160.00/£150	Yes
The Space day rate (per hour) (30 people)	£25.00/15.00	£25.00/15.00	Yes
The Space evening rate (per hour) (30 people)	£50.00/£35.00	£50.00/£35.00	Yes
The Space Sunday rate (per hour) (30 people)	£100.00/£80.00	£100.00/£80.00	Yes
Tudor Gallery and Garden day rate (per hour) (20 people)	£35.00/£30.00	£35.00/£30.00	Yes
Tudor Gallery and Garden evening rate (per hour) (20 people)	£55.00/£45.00	£55.00/£45.00	Yes
Temp Ex (per hour) (60 people)	£120.00/£100	£120.00/£100	Yes
Whole Museum (per hour) (200 people)	£160.00/£150	£160.00/£150	Yes
Overnight hire at both museums		£500.00	Yes
Tea/Coffee and Biscuits (per person)	£3.00	£3.00	Yes
Buffet Lunch (per person)	£7.00	£7.00	Yes

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Fees and Charges 2019/20 - HOUSING RELATED SERVICES

Appendix 4

Service	2019/20		2018/19	
	Amount	Period	Amount	Period
Older People's Housing				
Communal Halls: Pelly Court Hall, Epping Oakwood Hill Hall, Loughton Barrington Hall, Loughton	£10.65 £149.20 £8.70	per hour per annum per session	£10.40 £145.85 £8.50	per hour per annum per session
Guest Rooms - Sheltered Housing	£9.90	per person per night	£9.65	per person per night
Scooter Stores: Rental Electricity	£4.25 £2.20	per week per week	£4.15 £2.15	per week per week
Sheltered Housing Charges: Scheme Management Charge: <i>Tenants not in receipt of housing benefit</i> <i>Tenants in receipt of housing benefit</i> Intensive Housing Management Charge <i>(Note: Charge not payable by HB claimants)</i>	£10.65 £3.20 £1.90	per week per week per week	£10.40 £3.15 £1.85	per week per week per week
Area Housing Charges: Scheme Management Charge: <i>Tenants not in receipt of housing benefit</i> <i>Tenants in receipt of housing benefit</i> Intensive Housing Management Charge <i>(Note: Charge not payable by HB claimants)</i>	£2.65 £0.85 £0.52	per week per week per week	£2.60 £0.80 £0.50	per week per week per week
Careline Charges (Council tenants): Tenants not in receipt of housing benefit Tenants in receipt of housing benefit	£4.60 £1.40	per week per week	£4.50 £1.35	per week per week
Telecare Packages (Private users): Alarm and up to 4 sensors (Monitoring only) Alarm only Monitoring of additional sensors (per sensor)	£156.50 £128.50 £15.90	per annum per annum per annum	£153.00 £122.00 £15.50	per annum per annum per annum
Monitoring of alarms for other organisations (per speech module)	£115.00	per annum	£112.00	per annum
Large Button Telephone	£23.20	per telephone	£22.65	per telephone
Use of Jessopp Ct Lounge by Essex CC as a Day Centre	£10,790	per annum	£10,545	per annum
Lease for Jessopp Ct Office to Peabody	Increased each October by the Sept RPI increase			
Home Ownership and Sales				
Leasehold Vendors' Enquiries	£156.50	per enquiry	£153.00	per enquiry
Certificates of Buildings Insurance - Leaseholders	£49.80	per copy	£48.70	per copy
Small Land Sales Valuation Charge	£399.40	per sale	£390.40	per sale
Valuation & Legal Charge - Re-sale of RTB Property within 5 years / Sale of property to EFDC within 10 years	£403.30	per application	£394.20	per application
Consideration of Right to Re-purchase Former RTB Property within 10 years of Original Purchase	£66.60	per application	£68.60	per application
Housing Management				
Hire of Halls for Elections	£97.30	per day	£95.10	per day
Garage rents	£8.95	per week	£8.75	per week
Hardstandings	£92.75	per annum	£90.65	per annum
Lockable parking spaces	£7.70	per annum	£7.50	per annum
Mortgage references	£45.70	per enquiry	£44.65	per enquiry
Request for covenant and leasehold approvals	£72.90	per request	£71.25	per request
Licences for vehicular access across housing land	£121.25	per annum	£118.50	per annum
Dishonoured cheques	£28.30	per cheque	£27.65	per cheque
Homelessness				
Homeless Hostel Accommodation: One Room Two Rooms Three Rooms Homelessness Pods (per room) Chalets	£51.40 £80.40 £108.15 £51.40 £93.70	per week per week per week per week per week	£50.25 £78.55 £105.70 £50.25 £91.55	per week per week per week per week per week
Bed and Breakfast Accommodation (Contracted rates): Single Room Double Room	£42.10 £50.05	per night per night	£42.10 £50.05	per night per night
Repairs and Maintenance				

Repairs and maintenance				
Condition surveys to respond to Party Wall Act Notices	£82.50	per Notice	£80.60	per Notice
Copies of Structural Reports on RTB Properties	£40.80	per report	£39.85	per report
Rechargeable repairs	2.3%	increase in all charges	3.0%	increase in all charges
Replacement Door Entry and Suited Keys	£15.40	per key	£15.00	per key
Sewerage charges for individual sewerage systems	2.3%	increase in all charges	3.0%	increase in all charges
Caring and Repairing in Epping Forest (CARE) Service				
Caring And Repairing in Epping Forest (CARE) Fees: Disabled facilities grants and Decent Homes loans Small Works Repayable Assistance	15% 10%	of works cost of works cost	15% 10%	of works cost of works cost
C.A.R.E Handyperson Service: <i>Clients in receipt of means-tested benefits:</i> General jobs Falls prevention and home safety checks/works Garden maintenance - First visit - Second visit <i>Clients <u>not</u> in receipt of means-tested benefits:</i> General jobs Falls prevention and home safety checks/works Garden maintenance	£34.30 Free Free Free £56.40 £28.15 £28.15	Maximum charge per visit per visit (up to 2 hours) per visit (up to 2 hours) Maximum charge per visit Maximum charge per visit per visit (up to 2 hours)	£33.50 Free Free Free £55.10 £27.50 £27.50	Max. charge per visit per visit (up to 2 hours) per visit (up to 2 hours) Max. charge per visit Max. charge per visit per visit (up to 2 hours)
Private Sector Housing				
Licences - HMOs (Initial & Renewal): 3 storey HMO with up to 5 units of accommodation Additional units of accommodation	£753.50 £70.20	per licence per additional unit	£736.50 £68.60	per licence per additional unit
Landlord Accreditation Scheme for Student Accommodation: Bed-sit 1-2 bedroom flats House/bungalow with up to 6 bedrooms 3 storey houses (non-licensable)	£55.20 £111.00 £166.00 £194.00	per property accredited per property accredited per property accredited per property accredited	£53.95 £108.00 £162.00 £189.00	per property accredited per property accredited per property accredited per property accredited
Park Homes Licensing Fees: Site licence fees Depositing of site rules				
		In accordance with EFDC's Fees Policy for Licensing Residential Park Home Sites		
	£147.00	per deposit	£143.60	per deposit
Penalty charges for private landlords Failing to provide appropriate smoke and carbon monoxide alarms (Smoke and Carbon Monoxide Alarm (England) Regulations 2015) Fine for Lettings Agencies and Property Agencies failing to join a Government-approved Redress Scheme Civil Penalty Notices for certain Housing Act 2004 offences	£5,000 £5,000	per incidence (unless extenuating circs.) per incidence (unless extenuating circs.)	£5,000 £5,000	per incidence (unless extenuating circs.) per incidence (unless extenuating circs.)
		New charge		Up to £30,000 per notice
Property inspections for immigration applications: 1 or 2 Bed Property 3 Bed Flat Property 4 Bed Property	£89.50 £120.00 £166.00	per inspection per inspection per inspection	£87.50 £117.50 £162.00	per inspection per inspection per inspection
Enforcement of private sector housing conditions - Housing Act 2004 and Mobile Homes Act 2013 1-4 Hazards: 1 Bed Property 2 Bed Property 3 Bed Property 4 Bed Property 5 or 6 Bed Property > 6 Bed Property or HMO 5 or more Hazards: 1 Bed Property 2 Bed Property 3 Bed Property 4 Bed Property 5 or 6 Bed Property > 6 Bed Property or HMO	£360.00 £405.00 £452.00 £540.00 £584.00 £706.00 £452.00 £195.00 £541.00 £645.00 £690.00 £765.00	per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement	£352.00 £396.00 £441.00 £528.00 £571.00 £690.00 £441.00 £484.00 £529.00 £630.00 £675.00 £748.00	per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement
Works in default following enforcement		Cost of Works plus 30%		
General percentage uplift for next year	2.3%			

Proposed fees & charges for 2019/20

Service area	2018/19		Proposed 2019/20		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
Environmental Health					
Training					
Basic food hygiene course	£75.00		£75.00		6 courses 10 per course
Basic health & safety course	£65.00		£65.00		
Animal welfare					
Animal boarding	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Dog breeding	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Pet Shops	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Dangerous wild animals	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Riding Establishment	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Stray dog					Set by Waltham Forest as part of contract with them
Dog home boarding fee	£72.00		£75.00		.
Zoo's	£570.00		£570.00		
Licensing.					
Hackney Carriage/Private Hire					
Annual Vehicle Licence	£277.00	£277.00	£277.00	£277.00	
Annual Driver's Licence	£186.00	£186.00	£186.00	£186.00	
Vehicle plate	£30.00		£30.00		Initial fee, refundable on return
Driver badge	£10.00		£10.00		
Drivers Test	£40.00		£40.00		Refundable if 2 days notice of cancellation given. Payment required 7 days before.
Drivers re-sit of test	£21.00		£21.00		Refundable if 2 days notice of cancellation given. Payment required 7 days before.

Service area	2018/19		Proposed 2019/20		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
Private Hire Operators					
Annual operator licence (1 vehicle only)	£105.00		£105.00		Subject to Statutory consultation, 5 year licence
Annual Operators (> 1 vehicle)	£405.00		£405.00		Subject to Statutory consultation, 5 year licence
Plate exemption	£88.00		£88.00		
Gambling Act 2005					
See separate sheet					
Miscellaneous					
Special treatment premises	£167.00		£171.00		
Special treatments person	£90.00		£92.00		
Sex Shops and Cinemas	£556.00	£556.00	£569.00	£569.00	
Sexual Entertainment Venues -	£4,325.00	£2,160.00	£4,425.00	£2,210.00	
Street Trading Consents	£410.00	£410.00	£420.00	£420.00	If not successful at sub-committee then half fee refunded
Scrap Metal Site	£405.00		£415.00		3 year licence
Scrap Metal Dealer	£243.00		£249.00		3 year licence
Road Closure Notices	£181.00		£185.00		
Licensing Act 2003					All fees set by statute based upon premises rateable value plus occupancy for premises holding more than 5,000 people. Personal licences valid for 10 years EFDC cannot amend these charges, therefore not included in this table

Gambling Act 2005

Betting Premises	New application		Annual fee		Variation, Transfer, Re-instatement	
	Current	Proposed	Current	Proposed		
Betting premises (not tracks)	£1,220.00	£1,220.00	£610.00	£600.00		

Betting Premises	Licence copy		Notification of change	
	Current	Proposed	Current	Proposed
Betting premises (not tracks)	£31.00	£31.00	£31.00	£31.00

Waste management

Bulky household waste

Item	Current	Proposed	Notes	
1 to 3 items	£25.00	£25.50	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
4 to 7 items	£37.50	£38.50	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
8 to 10 items	£49.50	£51.00	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
11 to 15 items	£63.00	£65.00	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
More than 15 items	Assessment	Assessment	50% concession HB/in receipt of state pension	Contract plus Admin. Fee

Street Numbering and Naming Charges

Item	Current	Proposed	Notes	
House Name Change/ Addition	£54.00	£55.00	Per property	
Development of 1+ properties	£54.00	£55.00	For first property	
	£18.50	£19.00	Per additional property	
Changes in initial development after initial notification	£54.00	£55.00	For first property	
	£18.50	£19.00	Per additional property	
Renaming of street at residents request	£54.00	£55.00	For first property	
	£18.50	£19.00	Per additional property	
Confirmation of postal address details	£2.95	£3.00	Per certificate issued	
	£18.50	£19.00	Per property involved	

Fee Type Permit Type	Application fee	Annual fee	Renewal fee	Transitional Application Fee
FEC Gaming Machine	£306.00	N/A	£306.00	£102.00
Prize Gaming	£306.00	N/A	£306.00	£102.00
Alcohol Licences Premises – Notification of 2 or less machines	£51.00	N/A	N/A	N/A
Alcohol Licences Premises – More than 2 machines	£153.00	£51.00	N/A	£102.00
Club Gaming Permit	£204.00	£51.00	£204.00	£102.00
Club Gaming Machine Permit	£204.00	£51.00	£204.00	£102.00
Club Fast-track for Gaming Permit or Gaming Machine Permit	£102.00	£51.00	£204.00	N/A
Small Society Lottery Registration	£42.00	£22.00	£22.00	N/A

Permit - Miscellaneous Fees

	Change of Name £	Copy of Permit £	Variation £	Transfer £
FEC Permits	£26.00	£16.00	N/A	N/A
Prize Gaming Permits	£26.00	£16.00	N/A	N/A
Alcohol Licences Premises – Notification of 2 or less machines	£51.00	N/A	N/A	N/A
Alcohol Licences Premises – More than 2 machines	£26.00	£16.00	£102.00	£26.00
Club Gaming Permit	N/A	£16.00	£102.00	N/A
Club Gaming Machine Permit	N/A	£16.00	£102.00	N/A
Small Society Lottery Registration	£42.00	£22.00	N/A	N/A

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LEGAL FEES – 2018/19
& Proposed from 1/1/19

	<u>2018/19</u>	<u>2019/20</u>
1. Property Transactions		
1.1 Redemption of Mortgages	£152.00	£152.00
1.2 Transfers of Equity	£295.00	£295.00
1.3 Sale of Land	£431.00	£650.00
1.4 Repayment of Discount and Postponement of Legal Charge	£144.00	£432.50
1.5 Deed of Release of Covenant	£266.00	£400.00
1.5.1 Deed of Covenant + Application to Cancel Land Charges Entry (Form K11)	£115.00	£300.00
1.6 Second Mortgage Questionnaires	£106.00	£120.00
1.7 Licence to cross land/occupy land	£431.00	£643.00
Licences to cross housing land	£128.00	£324.00
1.8 Leases		
(a) Shops	£773.00	£1,200.00
(b) Industrial (e.g. Oakwood Hill and North Weald)	£773.00	£1,200.00
(c) Leases contracted out of Landlord and Tenant Act 1954 provisions	£184.00	£184.00
(d) New Lease extending Term (residential)	£547.00	£600.00
1.9 Licences granted pursuant to a lease		
(a) To Assign (add £63.00 if surety)	£402.00	£1,140.00
(b) For Alterations	£402.00	£1,140.00
(c) For Change of Use	£402.00	£1,140.00
(d) To sublet	£402.00	£1,140.00
1.10 Deed of Surrender of Lease	£400.00	£1,140.00
1.11 Combined Surrender/Licence	£481.00	£1,140.00
1.12a Transfer of Lease and Notification of Mortgage (RTB)	£65.00	£84.00
1.12b For commercial leases	£89.00	£90.00
1.13 Deed of Variation (if they produce)	£195.00	£450.00
1.14 Deed of Variation (Legal prepare)	£313.00	£450.00
1.15 Consent for restriction (Land Registry)	£65.00	£114.00

		<u>2018/19</u>	<u>2019/20</u>
2.	Planning Agreements		
2.1	S106 Agreement - routine	£643.00	£900.00
2.2	S106 Agreement – complex	Time recorded	Time Recorded
2.3	S106 Agreement including Minor Highway Works	£643.00	£1,300.00
2.4	S106 Agreement including Major Highway Works	£864.00	£1,500.00
2.5	Unilateral Undertaking - routine	£356.00	£500.00
2.6	Unilateral Undertaking - Complex	Time recorded	Time Recorded
2.7	Variation/Revocation of S106 Agreement or Unilateral Undertaking	£430.00	£550.00
3.	Photocopying		
3.1	Abstract of Title	£10.00 £1.85 for each Deed	£12.00 £2.20 each Deed
3.2	Other	A4 –£0.90 per page A3–£1.32 per page Add £2.88 for P&P	A4-£0.93 per page A3-£1.35 per page Add £2.95 for P&P
3.3	Any Document that can be obtained as office copies from the Land Registry not in connection with a redemption or other current matter for each document	£10.00 plus £3.14 for P&P	£10.00 plus £3.20 for P&P
3.4	Additional charge for faxing documents/letter	£0.90 per page	£0.93 per page

* All charges are subject to an increase in case of additional work being necessary in accordance with time spent.

Report to the Cabinet

Report reference: C-023-2019/20

**Date of meeting: 10 December
2018**



**Epping Forest
District Council**

Portfolio: Community and Partnership Services (Councillor S. Kane)

Subject: Epping Forest Youth Council - Project Development

Responsible Officer: G. Wallis (01992 564557)

Democratic Services: A. Hendry (01992 564532)

Recommendations:

That the Cabinet agree a DDF sum of £15,000 to be allocated to Epping Forest Youth Council, as a project budget to enable the Youth Council to deliver a range of targeted projects for young people in 2019/20, 2020/21 and 2021/22.

Executive Summary:

The Overview and Scrutiny Task and Finish Review of Youth Engagement in 2015/16 recommended that the Youth Council be granted £8,000 DDF project funding in 2016/17 to provide targeted project work for young people in the district and that the opportunity to secure DDF funding would be available to the Youth Council in subsequent years.

In 2017/18 a further sum of £8,000 was granted for Youth Council project work, which enabled the provision of £5000 for a Street Survival project and £3000 funding to deliver Year 3 of the MiLife emotional health and wellbeing project in local schools.

The Youth Council would like to be able to provide these valuable programmes of work on an ongoing basis for children and young people, as continuity is needed across new cohorts of pupils in the district.

The Youth Council therefore seeks Cabinet approval to grant DDF funding of £15,000, to enable £5,000 to be available for this work in each of the following years, 2019/20, 2020/21 and 21/22.

Reasons for Proposed Decision:

The Overview and Scrutiny Committee Task and Finish Review of Youth Engagement in 2015/16, recommended that the Youth Council be able to bid for project funding each year, in order for them to develop and deliver activities and projects for young people. It is now requested that approval is given for DDF funding to be available for a three year period in order for the Youth Council to plan projects over a longer period.

Other Options for Action:

To not provide any funding for Epping Forest Youth Council project work.

Report:

Background

1. Epping Forest Youth Council enables young people to have a voice in their local district and to put forward the views and concerns of other local young people. Since its' inception, the Youth Council has been very proactive in developing a range of

projects and programmes to benefit and support young people across the Epping Forest District, including anti-bullying, emotional health & wellbeing and drugs awareness campaigns.

2. The core budget for the Youth Council covers costs of training, travel and meeting expenses for the Youth Councillors, but does not contain any project funding. However, the Youth Council actively seeks external funding and has been successful in securing up to £8,000 in previous years, from organisations such as Essex County Council, the Jack Petchey Foundation and High Sheriff's Awards.
3. An Overview and Scrutiny Task and Finish panel was set up in 2015/16 to review Youth Engagement across the district in 2015/16 and part of this included a complete review of the District Youth Council and its' functions. A result of this was a recommendation that the Youth Council be granted £8,000 DDF project funding in 2016/17, in order to provide targeted project work for young people in the district and, that the opportunity to secure DDF funding would be available to the Youth Council in subsequent years.
4. This initial funding was used for the development of MiLife, an adolescent mental and emotional health and wellbeing programme, which was designed directly around concerns that had been raised by local young people. Council funding was matched with £4,000 from Essex County Council Youth Strategy Fund and this enabled the provision of MiLife to all young people in local secondary schools in the district. The Council further funded MiLife in 2017/18 and over 8000 young people aged 11-17 have taken part in the programme since it started. Due to its success, it has also been modified for Primary Schools and is now available in digital form, so that it provides online support to children and young people. The project's success also led to it being awarded the National Crimebeat Award this year, following nomination by the High Sheriff of Essex.
5. The Youth Council would like to be able to provide this valuable resource on an ongoing basis for children and young people in the district and will need committed funding to enable this to be possible.
6. They would also like to launch a new programme of work entitled 'Street Survivor', which aims to help prevent young people from being drawn into gangs and associated gang culture. This will be through targeted work to build resilience and confidence in individuals and by raising awareness of the risks of being involved in gangs.

Summary

As both of these programmes of work will need continuity across new cohorts of pupils in the district, the Youth Council seeks Cabinet approval to grant DDF funding of £15,000, to enable £5,000 to be available for this work in each of the following years, 2019/20, 2020/21 and 21/22.

Resource Implications:

Officers from the Council's Community Health and Wellbeing Team organise, manage and facilitate the Epping Forest Youth Council work and liaise with partner agencies that may wish to work with EFYC.

External funding already secured by EFYC in 2018:

National Crimebeat Award - £1000

Jack Petchey - £1500

Total external funding secured - £2500

Legal and Governance Implications: N/A

Safer, Cleaner and Greener Implications:

This report relates wholly to Community Safety.

Consultation Undertaken:

Comprehensive consultation and evaluation of the MiLife programme has been undertaken with schools, including evaluation forms completed by pupils and teachers. Informal feedback is also obtained from partners. EFYC is discussed at EF Youth Council Strategy meetings and partners are also contacted for their comments.

Background Papers:

Corporate Plan Medium Term Aim 3

Risk Management:

It has been identified that youth nuisance and anti-social behaviour are becoming more prevalent and it is suggested that the MiLife programme may help to prevent some young people from being drawn into this kind of behaviour.

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 1 to this report.

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Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: Youth Council, Community Health & Wellbeing Team

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: NA

Title of policy or decision: Epping Forest Youth Council – Allocation of DDF

Officer completing the EqIA: Tel: Gaby Gold Email: ggold@eppingforestdc.gov.uk

Date of completing the assessment: 28th November 2018

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? No, it is part of an on-going decision-making process
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision): The DD Fund allows the Epping Forest Youth Council to deliver targeted projects to benefit the residents of Epping Forest.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? The projects delivered are designed taking in to account the concerns facing young people and the support that they require and will impact positively on local people's lives</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>The decision will affect the wider community, including groups of people where there may be inequalities</p> <p>Will the policy or decision influence how organisations operate? The Youth Council will work with partners to develop practical solutions to very real problems and fears facing young people</p>
2.4	<p>Will the policy or decision involve substantial changes in resources? This decision will involve DDF allocations.</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? The allocation of DDF supports the Council's Corporate Plan, by enabling young people to achieve their full potential.</p>

Initialled as original copy by
Portfolio Holder:

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified? Evidence is gathered from application forms and supporting information. Groups are questioned further if more information is required.</p> <p>Young people were consulted with at the Local Democracy conference and the concerns highlighted are what becomes the focus for Youth Council projects.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>Young people were consulted with at the Youth Democracy conference regarding issues concerning and facing our young people. Youth Councillors also consulted with their peers within their schools</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: N/A</p>

Section 4: Impact of policy or decision

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

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive Epping Forest Youth Council criteria ensures that no unfair restrictions on membership/ participation is acceptable in terms of accessing support. Although projects are designed for young people all groups can benefit from the outcomes.	L
Disability	Positive Epping Forest Youth Council criteria ensures that no unfair restrictions on membership/ participation is acceptable in terms of accessing support. Although projects are designed for young people all groups can benefit from the outcomes.	L
Gender	Positive Epping Forest Youth Council criteria ensures that no unfair restrictions on membership/ participation is acceptable in terms of accessing support. Although projects are designed for young people all groups can benefit from the outcomes.	L
Gender reassignment	Positive Epping Forest Youth Council criteria ensures that no unfair restrictions on membership/ participation is acceptable in terms of accessing support. Although projects are designed for young people all groups can benefit from the outcomes.	L
Marriage/civil partnership	Positive Epping Forest Youth Council criteria ensures that no unfair restrictions on membership/ participation is acceptable in terms of accessing support. Although projects are designed for young people all groups can benefit from the outcomes.	L

Initialled as original copy by
Portfolio Holder:

Pregnancy/maternity	Positive Epping Forest Youth Council criteria ensures that no unfair restrictions on membership/ participation is acceptable in terms of accessing support. Although projects are designed for young people all groups can benefit from the outcomes.	L
Race	Positive Epping Forest Youth Council criteria ensures that no unfair restrictions on membership/ participation is acceptable in terms of accessing support. Although projects are designed for young people all groups can benefit from the outcomes.	L
Religion/belief	Positive Epping Forest Youth Council criteria ensures that no unfair restrictions on membership/ participation is acceptable in terms of accessing support. Although projects are designed for young people all groups can benefit from the outcomes.	L
Sexual orientation	Positive Epping Forest Youth Council criteria ensures that no unfair restrictions on membership/ participation is acceptable in terms of accessing support. Although projects are designed for young people all groups can benefit from the outcomes.	L

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: Julie Chandler

Date: 28.11.18

Signature of person completing the EqIA: Gaby Gold

Date: 28.11.18

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.