



CABINET
Thursday, 7th March, 2019

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

Council Chamber - Civic Offices
on **Thursday, 7th March, 2019**
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, A Lion, J Philip, G Mohindra and S Kane

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 - 16)

To confirm the minutes of the meeting of the Cabinet held on 7th February 2019.

5. REPORTS OF PORTFOLIO HOLDERS

To receive oral reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on this 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. HARLOW AND GILSTON GARDEN TOWN TRANSPORT STRATEGY (Pages 17 - 58)

To consider the attached report (C-036-2018/19).

9. WALTHAM ABBEY LEISURE CENTRE - OPTION TO TAX (Pages 59 - 68)

To consider the attached report (C-037-2018/19)

10. PETITION - PARKING TARIFF AT ONGAR CAR PARKS (Pages 69 - 90)

To consider the attached report (C-038-2018/19).

11. 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.

12. EXCLUSION OF PUBLIC AND PRESSExclusion

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:** 7 February 2019
Place: Council Chamber - Civic Offices **Time:** 7.00 - 7.45 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 Brookes, S Heap, R Morgan and M Sartin

Apologies:

Officers Present: D Macnab (Acting Chief Executive), G Blakemore (Strategic Director), A Blom-Cooper (Interim Assistant Director (Planning Policy)), P Maddock (Assistant Director (Accountancy)), R Pavey (Service Director (Customer Services)), A Hendry (Senior Democratic Services Officer), S Kits (Social Media and Customer Services Officer) and P Seager (Chairman's Secretary)

72. 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.

73. DECLARATIONS OF INTEREST

Pursuant to the Council's Member Code of Conduct, Councillor A Lion declared an interest in item 13 – Outcome of the Chigwell Neighbourhood Plan Examination, by virtue of being a Chigwell Parish Councillor. The Councillor had determined that his interest was prejudicial and that he would leave the meeting for the consideration of the item.

74. MINUTES

RESOLVED:

That the minutes of the meeting of the Cabinet held on 10 December 2018, be taken as read and signed by the leader as a correct record.

75. REPORTS OF PORTFOLIO HOLDERS

There were no verbal reports made by Members of the Cabinet on current issues affecting their areas of responsibility.

76. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET

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

77. OVERVIEW AND SCRUTINY

The Chairman of the Overview and Scrutiny Committee reported that the last meeting of the Overview and Scrutiny Committee had been held on 18 December 2018 when they had received a presentation on the progress of the Council's People Strategy by the Strategic Director, G Blakemore. She advised that the strategy encompassed five work streams which were developing leadership, the organisation, skills and capacity and resourcing the Council and the pay, grading and benefits.

Following consultation, members concluded that a Task and Finish Panel be set up to determine a way forward. The Task and Finish Panel had met twice so far and had considered developing the Select Committee's framework around the Council's three Corporate ambitions: Communities, Place and Council.

Other items discussed included review a of Polling Districts, Polling Places and Polling Stations; the Corporate Plan 2018/19 (quarter 2 report) and the Council's Forward Plan of Key decisions.

78. COUNCIL BUDGET REPORT

The Business Support Portfolio Holder introduced the Council's budget report for 2019/10. This report set out the detailed recommendations for the Council's budget for 2019/20. The budget added £0.51m to reserves and the Council's policy on the level of reserves could be maintained throughout the period of the Medium Term Financial Strategy (MTFS). Over the course of the MTFS the use of reserves to support spending peaks at £1.153m in 2021/22 and reduces to £0.384m in 2022/23. The budget assumed that Council Tax would not increase in 2019/20 and that average Housing Revenue Account rents would decrease by 1% in 2019/20.

The Portfolio Holder noted that with the phasing out of the Government's revenue support grant the Council was aiming to maintain and enhance local services as it became entirely self-financing. The council was able to do this as it continued to reap the rewards of long term planning and innovation.

He highlighted the council's commercial property portfolio that was valued at £140million, which included North Weald Airfield Industrial estates and the Epping Forest shopping park and the High Street shop units. It was also noted that the National Police Air Service at North Weald was the latest major tenant supporting the District Council Services. Other ways that the council continues to recoup costs without increasing council taxes was by using fees and charges. Major contracts with service providers such as Biffa and the provision of leisure services by Place for People who run existing leisure centres and will help in the provision of a new one in Epping. The Council was also making a more efficient council through innovation and investment. All these and more came together as a package and contributed to a more efficient council while enabling the council to freeze council tax for yet another year.

The Chief Finance Officer noted that this report had been considered by the Finance and Performance Management Cabinet Committee and will go on to the full Council meeting at the end of February. Officers had now received the final local government settlement and were proposing that the CSB be no more than £12million.

Councillor Philip noted recommendation 3 where is said that rent reductions would be kept at 1%. Was that 1% on a weekly basis to take this budget forward? The Business Services Portfolio Holder said it was right to point out that this particular

issue was causing problems for all local authorities, as the forthcoming calendar year had 53 weeks with a Monday so we were continuing to work closely with the LGA and seeking clarification from the Government so that we can follow the correct policy.

Councillor Lion said that he was encouraged to see no increase in council charges for the year and, that transformation was having a major impact in the way we worked and in improving our efficiencies. Well done to the officers on the finance side.

Councillor Stavrou also said it was an excellent report from the finance officers and as the housing portfolio holder she was looking forward to seeing what would happen with the new homes bonus.

Councillor Whitbread noted that this built strongly on the foundation of 9 years out of 10 that we have been able to freeze council tax. This continues to build upon successes that we have had and continues to recognise the need to increase revenue to support our frontline services. A good building block to be self-sufficient. It goes without saying that our officers work tirelessly across the whole Council to produce this budget, particularly finance, and across the board we are an efficient council thanks to our officers.

Decision:

- (1) That the Cabinet considered the Council's 2019/20 General Fund budgets and make recommendations to the Full Council meeting on 21 February 2019 to adopt the following:
 - (a) the revised revenue estimates for 2018/19, which were anticipated to reduce the General Fund balance by £0.8m;
 - (b) a decrease in the target for the 2019/20 CSB budget from £12.1m to £12.0m (including growth items);
 - (c) an increase in the target for the 2019/20 DDF net spend from £0.553m to £2.373m;
 - (d) no change in the District Council Tax for a Band 'D' property to keep the charge at £152.46;
 - (e) the estimated increase in General Fund balances in 2019/20 of £0.43m;
 - (f) the five year capital programme 2018/19 – 2022/23;
 - (g) the Medium Term Financial Strategy 2018/19 – 2022/23;
 - (h) the Council's policy on General Fund Revenue Balances to remain that they are allowed to fall no lower than 25% of the Net Budget Requirement.
- (2) That the Cabinet recommends to the Full Council that the 2019/20 HRA budget including the revised revenue estimates for 2018/19 be agreed;
- (3) That the Cabinet notes that rent reductions proposed for 2019/20 would give an average overall fall of 1%;

- (4) That Cabinet recommends to Full Council the adoption of the Capital Strategy 2018/19 to 2022/23;
- (5) That the Cabinet notes the Chief Financial Officer's report to the Council on the robustness of the estimates for the purposes of the Council's 2019/20 budgets and the adequacy of the reserves.

Reasons for proposed decision:

The decisions are necessary to assist the Cabinet in determining the budget that will be laid before Council on 21 February 2019.

Other options for action:

Members could decide not to approve the recommended figures and instead specify which growth items they would like removed from the lists, or Members could ask for further items to be added.

79. COUNCIL TAX EMPTY DWELLINGS PREMIUM

The Customer Services Portfolio Holder apologised for the lateness of this report but noted that it needed to be adopted by the Council before the 31st of March. She noted that the Government had provided additional discretion for local authorities to help incentivise owners to bring empty dwellings back into use through the levying of additional Council Tax premiums. Through the additional premiums the intention is that the number of dwellings that remain empty for a substantial period was further minimised.

Currently there were approximately 130 long-term empty dwellings within the Epping Forest district. The key driver behind the legislation was to ensure that properties did not remain empty for long periods and that the additional Council Tax charged would incentivise owners to bring properties back into use. The additional Council Tax charged will however give rise to a potential additional income for the financial year 2019/20 of around £12,000 for the district council and £95,000 for Essex County Council, if the additional premium was raised from 50% to 100% from 1 April 2019.

Billing authorities currently had the power to increase council tax by a maximum premium of 50% on long-term empty dwellings. Therefore, in England, billing authorities could charge up to 150% on properties empty for more than 2 years. With effect from 1 April 2019 this premium was to increase to an additional maximum of 100%, meaning that up to 200% Council Tax could be levied on long-term empty dwellings.

Councillor Philip questioned the wording in paragraph 2 of the report saying that it was '100% extra for long term empty dwellings (2-5 years) [commencing 1st April 2019]' however, the recommendations said that for empty dwellings for everything over 2 years...will be charged at Council Tax premium of 100%. Did the legislation say over 2 years and not 2 to 5 years? The Service Director, Customer Services agreed that the legislation said over 2 years.

Councillor Stavrou said that this was an excellent idea, however under resources implication in the report it said the majority of the additional income would benefit Essex County Council and so the income to the District Council would not be enough to cover the risks associated with the additional costs of billing and collecting the

premium charge unless the major recipients, especially the County Council agree to share a proportion of their additional income. This arrangement has been in place in the past and should be reflected in the recommendations to make sure it happens in the future so that at least it would be cost neutral to ourselves. The Customer Services Service Director agreed that this arrangement would be continuing into the foreseeable future.

Councillor Philip provided suitable wording to be added to the recommendations, that: "the existing arrangements on billing and collection costs with major preceptors continues to allow this to take place". This was seconded by Councillor S Kane and agreed by the Cabinet.

Councillor Mohindra would like recommendations 2 and 3 to be reviewed before the extra (200%) increases came in as this would be a major increase. Councillor Whitbread said that we would encourage them to contact us when they found themselves in this position as there were funding streams available to help people who could not afford this. The Service Director added that officers would be contacting all the owners ahead of time to inform them and give them some preparation time.

Decision:

That the Cabinet considered the Council Tax Empty Dwellings Premium Policy and recommend to Full Council meeting on 21 February 2019 on adopting the following:

- (1) That with effect from 1 April 2019 properties that are long-term empty dwellings for over two years, under Section 11B of the Local Government Finance Act 1992, will be charged a Council Tax premium of 100%.
- (2) That with effect from 1 April 2020 properties that are long-term empty dwellings for over five years, under Section 11B of the Local Government Finance Act 1992, will be charged a Council Tax premium of 200%; and
- (3) That with effect from 1 April 2021 properties that are long-term empty dwellings for over ten years, under Section 11B of the Local Government Finance Act 1992, will be charged a Council Tax premium of 300%.
- (4) That the existing arrangements on billing and collection costs with major preceptors continues to allow this to take place.

Reasons for Proposed Decision:

The Government had provided additional discretion for local authorities to help incentivise owners to bring empty dwellings back into use through the levying of additional Council Tax premiums. Through the additional premiums the intention is that the number of dwellings that remain empty for a substantial period of time was further minimised.

Other Options for Action:

To not implement the additional Council Tax premiums as laid out.

80. DISCRETIONARY RETAIL DISCOUNT POLICY

The Customer Services Portfolio Holder introduced the report on the Discretionary Retail Discount Policy covering relief for non-profit organisations such as sports clubs and certain charities and local cubs and scout's organisations. However, the Government announced in its Autumn Budget of 2018 that eligible retailers with a rateable value below £51,000 would receive a one-third discount on their business rates bills. This scheme would run in 2019/20 and 2020/21 and adopted the same definition of retail following the previous retail relief scheme in 2014/15 and 2015/16.

The Council had recently received guidance from the MHCLG with regards to this relief and each local authority was to set up a local scheme and award the discretionary relief under section 69 of the Localism Act 2011. The scheme was laid out in Appendix A of the report and drew upon this Government guidance.

The discount will be applied automatically and would be good news for around 800 small businesses who would benefit from this scheme.

Councillor Mohindra congratulated the Portfolio Holder for implementing this excellent scheme. Councillor Philip noted that large charity exemptions like Oxfam etc. did not fall under this scheme, but small local ones did. Councillor Grigg added that the intention of having electronic applications was also a very good idea. Councillor Stavrou said that this was an excellent scheme especially for Waltham Abbey's point of view and she welcomed it.

Decision:

To amend the existing Council's Discretionary Rate Relief Policy to include the Retail Discount Policy as set out in Appendix A of the report.

Reasons for Proposed Decision:

In order to grant Retail Rate Relief the Council must adopt a local scheme, and in accordance with the discretionary rate relief powers contained within section 47 of the Local Government Finance Act 1988 (as amended) decide in each individual case when relief should be granted.

Other Options for Action:

A scheme is laid out in Appendix A of the report and Members could vary the terms of that scheme, although this was not recommended as there was a limit on the relief that the Government would fund and would need to be funded by this authority.

81. TREASURY MANAGEMENT STRATEGY STATEMENT 2019/20

The Business Services Portfolio Holder introduced the report on the Treasury Management Statement. He noted that the Council was required to approve the Treasury Management Strategy and Prudential Indicators and a statement on the Minimum Revenue Provision (MRP) before the start of each financial year.

The strategies had been scrutinised by the Audit and Governance Committee on 28 January 2019 and an update will be provided to Council on 21 February to cover any suggestions or proposed amendments.

The Council's treasury activities were strictly regulated by statutory requirements and a professional code of practice (the CIPFA Code of Practice on Treasury Management). There was a requirement for Council to approve its treasury and investment strategy and prudential indicators each year.

The Strategy was prepared in line with advice from our treasury advisors Arlingclose. There have been no major changes to the strategy from the current strategy approved in February 2018.

Decision:

That Cabinet considered and, recommended the following to Council for approval:

- (a) Treasury Management Strategy Statement 2019/20;
- (b) Minimum Revenue Provision (MRP) Strategy;
- (c) Treasury Management Prudential Indicators for 2019/20 to 2021/22;
- (d) The rate of interest to be applied to any inter-fund balances; and
- (e) Treasury Management Policy Statement.

Reasons for Proposed Decision:

The proposed decision was necessary to ensure we comply with CIPFA Code of Practice on Treasury Management.

Other Options for Action:

Members could ask for additional information about the Treasury Management Strategy, or could decide that alternative indicators were required.

82. LOCAL COUNCIL TAX SUPPORT SCHEME 2019/20

The Portfolio Holder for Customer Services introduced the report on the Local Council Tax Support Scheme for 2019/20. Each local authority must review its scheme annually. The Government brought in regulations to ensure that pensioners continue to receive the same level of assistance as they would have done if the Council Tax Benefit scheme was still in place. The Council could therefore only make amendments to the scheme for people of working age. The Council has approved the general principle that the Local Council Tax Support scheme should be cost neutral. In legislative terms the scheme needs to be approved by 11th March each year so for 2019/20 approval needs to be made at Full Council on 21st February 2019.

A consultation exercise was undertaken between 30th October 2018 and 21st December 2018 based on there being no changes to the 2018/19 scheme for 2019/20. Whilst there was no legal duty to consult, as no changes were proposed, Members decided in its Cabinet meeting to undertake a shortened and focused consultation exercise; that exercise has now finished.

Although the response to the consultation was disappointing it was argued that it showed no great desire for the scheme to be changed for 2019/20. The results of the consultation showed that 211 people viewed it but that only 26 went on to attempt it. Further, only 6 people expressed an opinion that the scheme should be changed. The conclusion was that the proposal to keep the scheme unchanged for 2019/20 is sound and should be recommended to Council for approval.

Councillor Mohindra said that there was some discussion on if this should have gone out to consultation and that he believed that we should have an annual consultation on this scheme. Councillor Stavrou commented that it was a disappointing response, but in its way it was a good result as it indicated that we did not have any unsatisfied customers. She was glad to note that the Council had an exceptional hardship fund to assist households experiencing exceptional hardship.

Councillor S Kane asked if we did enough to promote the consultation. The Service Director for Customer Services replied that this was valid point and that he was looking to carry out a wide-ranging review of the scheme next year.

Decision:

That the Cabinet noted the responses to the consultation on the scheme for 2019/20 and recommend to Council that the scheme for 2018/19 continues unchanged for 2019/20.

Reasons for Proposed Decision:

Full Council needs to approve the 2019/20 Local Council Support Scheme on 21st February 2019

Other Options for Action:

To make amendments to the Local Council Tax Support scheme for 2019/20

83. PAY POLICY STATEMENT

The Business Services Portfolio Holder introduced the annual pay policy statement. He noted that Section 38 (1) of the Localism Act 2011 required the Council to produce a Pay Policy Statement for each financial year setting out details of its remuneration policy. Specifically it should include the Council's approach to its highest and lowest paid employees.

It draws on the Review of Fair Pay in the Public Sector (Will Hutton 2011) and concerns over low pay.

The matters which must be included in the statutory Pay Policy Statement are as follows:

- The Council's policy on the level and elements of remuneration for each chief officer
- The Council's policy on the remuneration of its lowest paid employee (together with its definition of 'lowest paid employees' and its reasons for adopting that definition)
- The Council's policy on the relationship between the remuneration of its chief officers and other officers

- The Council's policy on specific aspects of chief officers' remuneration: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments and transparency.

The Act defines remuneration in broad terms and guidance suggests that it is to include not just pay but also charges, fees, allowances, benefits in kind, increases in/enhancements of pension entitlements and termination payments.

Decision:

The Cabinet recommend the Pay Policy Statement to Council.

Reasons for Proposed Decision:

To enable members of the Cabinet to comment on the Council's Pay Policy Statement before it is agreed by full Council.

Other Options for Action:

The content of the Statement could be amended.

84. OUTCOME OF THE CHIGWELL NEIGHBOURHOOD PLAN EXAMINATION

The Planning Services Portfolio Holder introduced the report on the outcome of the Chigwell Neighbourhood Plan Examination. He reported that the Examiner of the Chigwell Neighbourhood Plan had concluded that as a whole, the plan did not meet the basic conditions required of a Neighbourhood Plan and therefore could not recommend that the plan should proceed to referendum. Having considered each of the Examiner's recommendations and reasons for them, Officers agreed with the Examiner's conclusions. Whilst the Council could make modifications to the plan to put it forward for referendum these would be critical to the plan purpose and were therefore considered to be the purview of the Parish Council. Therefore, the Council should now refuse the plan proposal. It should be noted that the Council will continue to advise and assist the Parish Council of Chigwell in producing a revised plan should it seek to do so.

He noted that the council now needed to publicise what was happening and emphasised that officers would work with Chigwell Parish Council if they wanted to continue to produce a compliant plan and help them meet the criteria. He did not want this decision to discourage other parish councils from producing their own neighbourhood plans if they wished to.

It was unfortunate that this had cost our tax payers just over nine thousand pounds; had the Examiner concluded that the plan met the basic conditions we would have been eligible for a government grant to cover this expenditure.

Councillor Mohindra noting the cost to the district council asked if we could set out some terms to reclaim cost for future failed plans. Councillor Philip understood his sentiments but said that the way legislation was framed it was the Council's responsibility. However, they could make a voluntary contribution but we could not enforce it.

Councillor S Kane asked if the district planning department could provide a nominated contact point to help the parishes. Councillor Philip said that there was support agreement with the Rural Community Council of Essex (RCCE) that delivers support for town and parish councils who were preparing neighbourhood plans. The Council had also had many meetings with them in the production of plans.

Decision:

That:

- (1) the Cabinet noted the Examiner's recommendation that the Chigwell Neighbourhood Plan did not meet the basic conditions;
- (2) the Cabinet agreed that the plan proposal should be refused and should not proceed to referendum;
- (3) the Cabinet noted that this decision would be publicised as soon as possible; and
- (4) the Cabinet noted that the Council would assist the Parish in the process of producing a revised proposal should it seek to do so.

Reasons for Proposed Decision:

To comply with relevant regulations and in so doing make clear the Council's position. The Council considers that the plan does not meet the basic conditions. The magnitude of change to key policies in the plan to enable it to meet the basic conditions is such that the Council considers the Parish Council should reconsider and re-consult on the proposals should it wish to do so.

Other Options for Action:

Under the regulations the Council is able to make changes to the plan proposal, consult on these and put it forward for referendum or send it back for examination. It could therefore, with the Parish's agreement, strike out the policies that are of concern to the Examiner and make the additional changes. However, given that the Council on the whole agrees with the conclusions of the Examiner, this is not a recommended course of action; it is considered that a revision of the plan by the Parish Council would be needed followed by all the relevant regulatory stages.

85. CALENDAR OF COUNCIL MEETINGS 2019/20

The Customer Services Portfolio Holder introduced the draft calendar of council meetings for 2019/20. She identified a minor issue with the draft calendar that the DDMC scheduled for 29th May 2019 should actually be a Plans South meeting that was to be held on 29th May. Because of this the scheduled meeting of Plans South on 5th June was now rendered redundant because of its closeness with the end of May meeting and should be removed.

Councillor Philip asked that this now vacant date be used to fit in an extra DDMC meeting for 5th June 2019. This was agreed by the Cabinet.

Decision:

That, with minor agreed amendments, the draft Calendar of Council Meetings for 2019/20 be recommended to the Council for adoption.

Reasons for Proposed Decision:

To review the proposed Calendar of Meetings for 2019/20, prior to its final adoption by the Council.

Other Options for Action:

Individual frequencies of meetings could be varied. In practice, additional meetings are added as and when issues dictate. Similarly, meetings can be cancelled if there is a lack of business.

86. ANY OTHER BUSINESS

Decision:

That, as agreed by the Leader of Council and in accordance with Section 100B (4) of the Local Government Act 1972, the following item of urgent business be considered following the publication of the agenda:

- Finance and Performance Management Cabinet Committee meeting minutes dated 24 January 2019.

87. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE MINUTES

The Business Support Portfolio Holder presented the minutes from the meeting of the Finance & Performance Management Cabinet Committee, held on 24 January 2019.

The Cabinet Committee had made recommendations to the Cabinet concerning the Detailed Directorate Budgets 2019/20 and the Corporate Risk Register. Other issues considered by the Cabinet Committee included: Corporate Plan 2018/23 – Performance Report Q3 2018/19 and the Council Budget for 2019/20.

Decision:

That the recommendations of the meeting of the Finance and Performance Management Cabinet Committee held on 24th January 2019 be agreed. And that:

(1) Detailed Directorate Budgets for 2019/20:

Decision:

- (1) That the detailed directorate budget for Community & Partnership Services be approved;
- (2) That the detailed directorate budget for Commercial and Regulatory Services be approved;
- (3) That the detailed directorate budget for Housing and Property Services be approved;

- (4) That the detailed directorate budget for Planning Services be approved;
- (5) That the detailed directorate budget for Contract and Technical Services be approved;
- (6) That the detailed directorate budget for Business Support Services be approved;
- (7) That the detailed directorate budget for Customer Services be approved
- (8) That the detailed budget for the HRA be approved.

Reason for Decision:

To give Members an opportunity to review and provide recommendations on the detailed budget prior to adoption by Council.

Other Options Considered and Rejected:

Other than deciding not to review the budget there were no other options.

(2) Risk Management - Corporate Risk Register:

Decision:

That the amended Corporate Risk Register be approved.

Reasons for Decision:

It was essential that the Corporate Risk Register was regularly reviewed and kept up to date.

Other Options Considered and Rejected:

Members may suggest new risks for inclusion or changes to the scoring of existing risks.

CHAIRMAN

Report to the Cabinet

Report reference: C-036-2018/19

Date of meeting: 7 March 2019



**Epping Forest
District Council**

Portfolio: Planning

Subject: Harlow and Gilston Garden Town Transport Strategy

Responsible Officer: Alison Blom-Cooper (01992 564066).

Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decisions Required:

- (1) To agree that the draft Harlow and Gilston Garden Town Transport Strategy (January 2019) is published for a six-week period of public consultation following the May elections; and**
- (2) To note that, following consultation and any subsequent revisions to the document, it is intended that the final Transport Strategy will be agreed as a material planning consideration for the preparation of masterplans, the preparation of the Gilston Area Charter, pre-application advice, assessing planning applications and any other development management purposes**

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.

AECOM were commissioned in May 2018 to prepare a transport strategy working with the Councils across the Garden Town. Transport has a critical role to play in facilitating housing and employment growth. The Transport Strategy is intended to be a high level document which sets out the key aims, objectives and principles in relation to movement, travel and transport in and around the Garden Town. The Draft Transport Strategy has now been agreed by the Harlow and Gilston Garden Town Member Board and the next stage is to seek agreement from this Council to publish the draft strategy for a period of consultation.

Reasons for Proposed Decision:

To agree the Draft Transport Strategy to be published for a six week period of public consultation following the May elections. Following consultation and any subsequent revision to the document it is intended to give suitable planning weight to the strategy by endorsing it as a material planning consideration, 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 agree the Draft Transport Strategy for consultation would mean that there would be no agreed approach to 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 in relation to movement, travel and transport

Report:

1. As part of the work for the Garden Town, EFDC has been working with Essex County Council, Hertfordshire County Council, Harlow Council and East Herts Council. AECOM were commissioned to prepare a Garden Town Transport Strategy in May 2018. The Transport Strategy is intended to be a high level document which sets out the key aims, objectives and principles in relation to movement, travel and transport in and around the Garden Town. A copy of the Draft Transport Strategy is attached as Appendix A.

Why does Harlow and Gilston Garden Town need a Transport Strategy

2. Planned significant housing growth will fuel an increase in travel demand. Economic growth is a national priority and will be needed to provide employment for the growing population. Transport also has a critical role to play in facilitating housing and employment growth. However we cannot simply build more road capacity to accommodate this growth.
3. With increasing travel demand, continued reliance on high levels of single occupancy car use will result in worsening congestion which will constrain growth. Meeting this demand through significant increases in highway capacity will be expensive to deliver, will displace congestion to other locations, and will have significant adverse environmental impacts. Experience shows that new road capacity will soon be filled by additional trips reducing the initial benefits of investment.
4. Achieving a change in travel behaviours, including reducing the need to travel, and focusing on active travel modes (such as walking and cycling), will help facilitate sustainable growth and have wider social benefits, such as addressing health concerns.
5. Transport and travel is rapidly evolving and new transport services need to be flexible and adaptable to changing technology, such as real time travel information and electric vehicles.
6. Public transport will also need to be adaptable to changing market conditions and demands, such as possible longer-term conversion to Rapid Transport Systems (segregated light rail or guided systems such as electric tram or metro systems) or Bus Rapid Transport (high quality, high frequency bus-based equivalent), together with integration between modes and more demand responsive transport.
7. The Transport Strategy sets out guidance that will assist the Councils, developers and

transport providers to consider and plan for how Harlow and Gilston Garden Town will achieve the challenge of future travel demand linked to planned growth. The Transport Strategy has been prepared to deliver the Harlow and Gilston Garden Town Vision through identifying measures to reduce the need to travel, whilst recognising that travel will continue to be important in our daily lives.

The Transport Strategy sets out three key objectives to:

- (i) Achieve a target where 60% of all journeys within the new Garden Town Communities¹, and 50% of all journeys across Harlow, will be undertaken by sustainable modes (including walking, cycling and public transport)².
 - (ii) Ensure mobility options are based on a hierarchy of importance:
 - a. Reduce the need to travel
 - b. Walking and cycling
 - c. Public transport
 - d. Private vehicles
 - (iii) Support and encourage a culture of active and sustainable travel ensuring all journeys will be efficient and safe.
8. The planned housing and economic growth for the Garden Town provides a once-in-a-lifetime opportunity to deliver a step-change in travel behaviour. Ensuring that transport infrastructure and services can adapt to new technologies, innovative new service models and changing habits is fundamental to ensure long term benefits for the Garden Town.
9. The Transport Strategy sets out existing movement challenges and seeks to maximise opportunities in order to create an attractive sustainable transportation network which benefits all members of the community. The Garden Town is well placed to provide a healthy and well-connected environment for existing and future residents and workers, and there is already good infrastructure in place to improve upon.
10. To maximise opportunities, the Strategy sets out a series of actions as follows:
- Action 1 – Reducing the need to travel
 - Action 2 – Making better use of existing infrastructure
 - Action 3 – Supporting and encouraging a culture of active and sustainable travel

¹ Epping Forest District Council, Harlow Council and East Herts Council are collectively allocating new neighbourhoods to the east, west and south and new villages to the north of Harlow as new communities within the Harlow and Gilston Garden Town.

² Currently 34% of travel within the town is by sustainable modes (see page six of the Transport Strategy).

- Action 4 – Sustainable transport corridors
 - Action 5 – Supporting walking and cycling
 - Action 6 – Public transport
 - Action 7 – Infrastructure for road based travel
 - Action 8 – Anticipating change
11. The Transport Strategy has undergone a significant amount of scrutiny during its preparation to ensure that it is fit for purpose. In particular, a draft of the Transport Strategy was reviewed by the Garden Town Quality Review Panel (QRP) on 11 October 2018. The Panel's report is attached for reference at Appendix B
 12. The session was very useful and the Panel made some helpful and insightful comments. The Panel felt that the Draft Transport Strategy provides a good high-level statement of intent that is readable and ambitious. However, they expressed concern that the Strategy's core priorities were not reflected in the actions set out in the document. The Panel also felt that the document needed to include timelines, robust data and analysis on the problems being addressed, more nuanced targets and sub-targets, and clear indications of how priorities are to be translated into actions. The Panel advised that this would require greater clarity about aims, objectives and actions; in particular, the panel questioned how developers and others could respond to the Strategy, for example in creating masterplans.
 13. Officers gave consideration as to how to best incorporate / take account of the QRP's comments. It was agreed that some of the points that the QRP made would be best addressed through the next stages of work to be undertaken to support the Transport Strategy in order to preserve the Transport Strategy itself as a high level document setting out aims and ambitions. The more detailed work required to address some of the points that the Panel made will be picked up in subsequent documents as part of the implementation plan for the Transport Strategy.
 14. It was considered however, that the draft Transport Strategy could be amended to reflect other points that the QRP made and it was felt that these amendments should be incorporated prior to publication of the draft Strategy for consultation. As a result of this, finalisation of the draft Transport Strategy was delayed and, due to the upcoming Local Plan examination hearing sessions and local elections, it is not now feasible to carry out the consultation until later on in the year, after the elections and Local Plan hearing sessions have taken place.

Consultation

15. It is proposed that the Transport Strategy is published for a six-week period of public consultation following the May elections. It is anticipated that consultation will include staffed exhibitions, as well as an online response form/questionnaire. Consultation arrangements will be put in place over the coming months and will be advertised ahead of the consultation.
16. Following public consultation, the final Transport Strategy will be presented to a Garden Town Board meeting in Autumn 2019 and it will then be given final formal

approval by the partner local planning authorities, through their formal decision making processes.

17. Members are also requested to note the intention is that the final Transport Strategy will be agreed as a material planning consideration for the preparation of masterplans, pre-application advice, assessing planning applications and any other development management purposes. This will help to 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 in relation to movement, travel and transport. Prior to and following final adoption of the Strategy, the Local Plan policies for each of the District Councils, along with the transport policies of the County Councils will continue to be used to shape and assess development proposals.

Next steps

18. The Transport Strategy will ensure a unified approach to the delivery of the Garden Town, as set out in the respective Local Plans and the Vision for the Garden Town. It provides an opportunity to support a pattern of development that minimises the need for travel, minimises journey lengths, encourages sustainable active travel, and enables accessibility for all members of the community.
19. Next steps include:
 - Ensuring the Transport Strategy is considered when preparing masterplans or guidance for development across the Garden Town;
 - Securing infrastructure funding , initially in the form of £151m from the Housing and Infrastructure Fund;
 - Securing developer funding for infrastructure;
 - Developing a delivery plan to produce a detailed programme for delivery of the actions set out in the Transport Strategy.

Resource Implications:

The successful delivery of the Garden Town sites within Epping Forest District requires 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 the bring forward of growth within the Garden Town and ensuring that the need for travel using the private car is minimised.

Legal and Governance Implications:

The Draft Transport Strategy has been developed in the context of Government Policy (NPPF) and Planning Practice Guidance.

Safer, Cleaner and Greener Implications:

The Draft Transport Strategy 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. Strategic Masterplans and Concept Frameworks will be the mechanism for these place-making measures to be delivered in identified Masterplan Areas.

Consultation Undertaken:

The Draft Transport Strategy has been developed in partnership with other local authorities in the Garden Town. The next stage is to undertake more widespread consultation with local communities and site promoters.

Background Papers:

- Sustainable transport corridor study - Systra

Risk Management:

The consultation on the Draft Transport Strategy will support the Council's objectives of achieving sustainable development in the District and encourage modal shift.

Section 1: Identifying details

Your function, service area and team: Planning Policy, Planning Services

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

Title of policy or decision: Draft Transport Strategy for the Harlow and Gilston Garden Town

Officer completing the EqlA: Alison Blom-Cooper Tel: 4493 Email: ablomcooper@eppingforestdc.gov.uk

Date of completing the assessment: 6 February 2019

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
2.2	Describe the main aims, objectives and purpose of the policy (or decision): The Draft Transport Strategy will set the key aims, objectives and principles in relation to movement, travel and transport in and around the Garden Town. What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Agreement to consult on the Draft Transport Strategy
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>This decision will not affect any group at this stage as it is being recommended that the Draft Transport Strategy should be subject to consultation</p> <p>Will the policy or decision influence how organisations operate? Following consultation if the Transport Strategy is agreed then the policies will not be used to determine planning applications.</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?

	<p>If the Transport Strategy is subsequently agreed as a material planning consideration it will be used to inform the preparation of masterplans, pre-application advice, the assessment of planning applications and for development management purposes within the Harlow and Gilston Garden Town.</p>
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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: The next stage is to consult on the Draft Transport Strategy

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 – no impact	
Disability	Neutral – no impact	
Gender	Neutral – no impact	
Gender reassignment	Neutral – no impact	
Marriage/civil partnership	Neutral – no impact	
Pregnancy/maternity	Neutral – no impact	
Race	Neutral – no impact	
Religion/belief	Neutral – no impact	
Sexual orientation	Neutral – no impact	

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.
N/A	N/A	N/A

Section 7: Sign off

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

Signature of Head of Service: Nigel Richardson	Date:
Signature of person completing the EqIA: Alison Blom-Cooper	Date: 6 February 2019

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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HARLOW

**Harlow and Gilston
Garden Town**
Transport Strategy

DRAFT FOR CONSULTATION 2019

INTRODUCTION

Welcome to Harlow and Gilston Garden Town

1.1 Harlow and Gilston was designated as a Garden Town in 2017, with East Herts, Epping Forest and Harlow District Councils, and Essex and Hertfordshire County Councils working together to deliver new and support existing communities in and around Harlow. Growth in the Garden Town is being planned to deliver at least 23,000 new homes following Garden City principles.

1.2 At least 16,500 homes will be built in new communities to the north (Gilston Area), south (Latton Priory), east (East of Harlow) and west (Water Lane) of Harlow (collectively referred to as the new Garden Communities). Employment clusters and job growth will be dispersed throughout the Garden Town, including in the town centre, Enterprise Zone sites and employment areas as well as in the new communities.

1.3 Harlow New Town includes a number of distinct neighbourhoods and employment areas separated by open spaces. The Gilston Area to the north of the River Stort includes a number of existing villages whilst the areas to the west, south and east of Harlow are predominantly rural in character. These new Garden Communities together with the existing New Town form the Harlow and Gilston Garden Town (HGGT).

1.4 To prepare for this, the three District Councils are producing their Local Plans which set out the allocations and policies for delivering and managing growth and change across the Garden Town both within the new Garden Communities and existing urban areas, and the social and physical infrastructure needed. Working with stakeholders and the community the District and County Councils have jointly prepared a Vision for the Garden Town which is set out in the Harlow and Gilston Spatial Vision document.

“Growing the pioneering New Town of Gibberd and Kao 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; local centres accessible by walking and cycling; and innovative, affordable public transport. It will set the agenda for sustainable living. It will be adaptable, healthy, sustainable and innovative.”

Why does HGGT need a transport strategy?

1.5 Planned significant housing growth will fuel an increase in travel demand. Economic growth is a national priority and will be needed to provide employment for the growing population. Transport has a critical role to play in facilitating housing and employment growth. **We cannot simply build more road capacity to accommodate this growth.**

1.6 With increasing travel demand, continued reliance on high levels of single occupancy car use will result in worsening congestion which will constrain growth. Meeting this demand through significant increases in highway capacity will be expensive to deliver, will displace congestion to other locations, and will have significant adverse environmental impacts. Experience shows that new road capacity will soon be filled by additional trips reducing the initial benefits of investment.

1.7 Achieving a change in travel behaviours, including reducing the need to travel, and focusing travel on active travel modes, will help facilitate sustainable growth and has wider social benefits, such as addressing current health concerns in the community.

1.8 Transport and travel is rapidly evolving and any existing and new transport services need to be flexible and adaptable to changing technology, such as Mobility as a Service (a shift away from personally owned modes of transport towards a consumer door-to-door service), real time travel information and electric and autonomous vehicles.

1.9 Public transport will also need to be adaptable to changing market conditions and demands, such as possible longer-term conversion to Rapid Transit Systems (segregated light-rail or guided systems such as electric tram or metro systems) or Bus Rapid Transit (high quality, high frequency bus-based equivalent), integration between modes and more demand-responsive transport.

1.10 This Transport Strategy sets out how HGGT will achieve the challenge of future travel demand linked to planned growth.



Meeting future transport needs

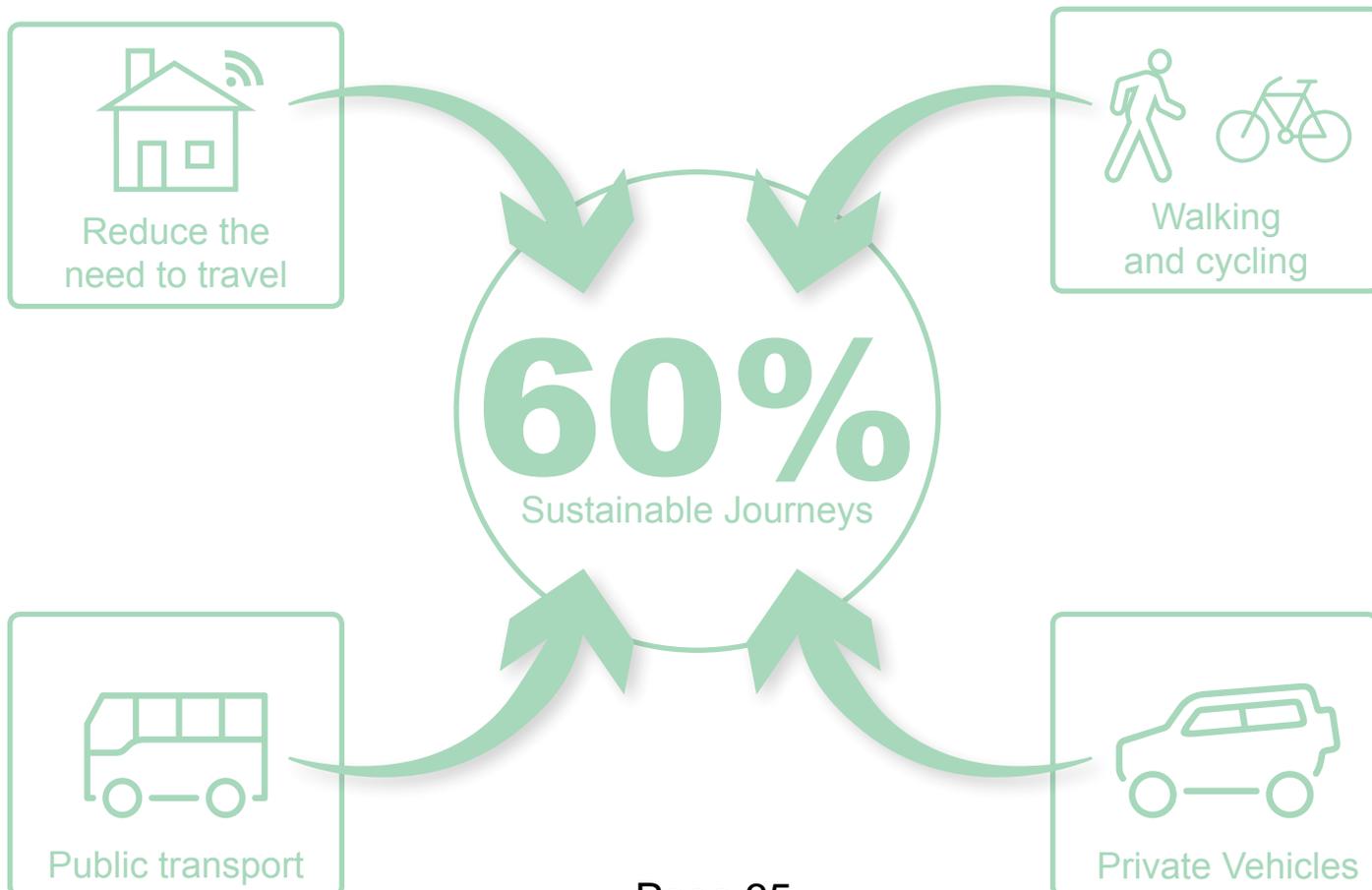
1.11 This Transport Strategy has been prepared to help deliver the Vision and principles through identifying measures to reduce the need for travel, whilst recognising that travel will continue to be important in our daily lives.

1.12 The Strategy sets out three objectives:

- 1 Achieve a target where 60% of all journeys within the new Garden Town Communities, and 50% of all journeys across Harlow, will be undertaken by sustainable modes.
- 2 Mobility options will be based on a hierarchy of importance:
 - i) Reduce the need to travel
 - ii) Walking and cycling
 - iii) Public transport
 - iv) Private vehicles
- 3 Support and encourage a culture of active and sustainable travel ensuring all journeys will be efficient and safe.

1.13 The planned housing and economic growth for the Garden Town provides a once-in-a-lifetime opportunity to deliver a step-change in travel behaviour. Appropriate transport infrastructure and services will also be needed to deliver our growth aspirations in accordance with the Vision. Ensuring that transport infrastructure and services can adapt to new technologies, innovative new service models and changing habits is fundamental to ensure this investment has long term benefits for the whole of the Garden Town.

1.14 Local Plan policies and allocations for each of the District Councils, and the transport policies of the County Councils will continue to be used to shape and assess development proposals. The Garden Town Vision and Design Charter and this Transport Strategy will be material planning considerations in this process ensuring that development across the Garden Town is of a consistent high quality and is delivered in a co-ordinated and sustainable way.



CHALLENGES AND OPPORTUNITIES

Existing movement challenges

2.1 The HGGT will deliver significant growth, bringing together established and new communities as a fully integrated Garden Town.

2.2 Harlow is used to growth. It was originally established under the New Towns Act of 1946, and was organised as a series of neighbourhoods surrounding the existing older community of Old Harlow, which remains village-like with a distinct character including many listed buildings.

2.3 The new communities which form an integral part of the Garden Town will be delivered as a series of distinct new communities linked to the wider Garden Town and neighbouring settlements.

2.4 Travelling to Harlow 83% of people drive and a high number of trips have their origin in Bishop's Stortford and Epping Forest. Only 11% of these trips are by sustainable modes.

2.5 From Harlow 22% of all trips are made by sustainable modes double that of inbound trips, reflecting train trips to London for work.

2.6 Within Harlow there is good accessibility by all modes, with town-wide bus services and bus priority on some routes, extensive segregated footways and cycleways and a pedestrianised town centre. Currently, 34% of travel within the town is by sustainable modes, an excellent foundation on which to build to achieve our ambition of 60% of all journeys within the new Garden Town Communities, and 50% of all journeys across Harlow, to be undertaken by sustainable modes.

2.7 Some of the key movement challenges by mode are shown in the following table, together with the opportunities they provide for HGGT going forward.

Mode	Current Position	Opportunities
Flexible working 	<ul style="list-style-type: none"> 6.9% of the working population works at or mainly from home 	<ul style="list-style-type: none"> “Better Digital” – delivery of superfast broadband and 5G to support increased home and flexible working.
Walking and cycling  	<ul style="list-style-type: none"> Harlow has a reasonably good walking and cycling network and 16% of the resident population walks or cycles to work. Some parts of the town are not well served by the network, including the more recent growth areas, and links to neighbouring settlements and villages are limited. There are missing links, outdated facilities and severance caused by existing roads. The proportion of residents who walk or cycle for any purpose was 89% (East Herts), 87% (Epping Forest), and 84% (Harlow) vs. 87% (UK) in 2014/15 in spite of the availability of relatively good walking and cycling network. 	<ul style="list-style-type: none"> Update the existing pedestrian and cycle network and fill in its gaps, reduce conflicts with motorised vehicles, and make best use of Green Wedges for increased commuting and leisure walking and cycling trips. Provide walking and cycling routes that interconnect the new communities where practicable. “Sustainable Transport Corridors” – provide a framework of key north-south and east-west public transport, walking and cycling routes. Expand the existing River Stort crossing and provide a new River Stort crossing to improve connections with the Gilston Area.
Bus 	<ul style="list-style-type: none"> Harlow has a comprehensive local bus network, with around 40 daytime bus routes, run by six operators. Buses provide accessible transport options for all and help keep the network moving. Most services travel to the bus station so bus journeys to the key employment and retail sites on the periphery of the town often require an intermediate change of buses. Services are very limited to neighbouring settlements such as Epping and Bishop’s Stortford. 	<ul style="list-style-type: none"> “Sustainable Transport Corridors” – provide a framework of key north-south and east-west public transport, walking and cycling routes. More direct, frequent and integrated public transport services to a range of destinations. Review options for a Park and Ride facility which links to a Mass Rapid Transit system. Explore innovation within bus provision such as “on-demand services”. Further bus priority building on the existing network would reduce delays and congestion in the peak periods.

Mode	Current Position	Opportunities
Rail 	<ul style="list-style-type: none"> The location of the rail stations on the northern edge of Harlow are quite distant for parts of the town and the proposed Garden Town Communities. Rail stations are located on the edge of the town and access to the town centre from the main station by foot is not easy. 	<ul style="list-style-type: none"> Improve rail stations and services on the West Anglia Main Line and lobby for the benefits of four tracking and Crossrail 2 at Broxbourne. Improve sustainable routes to the town centre from the station and reduce severance. Improve wayfinding
Road 	<ul style="list-style-type: none"> Harlow is connected to the Strategic Road Network at M11 J7 and Harlow is sometimes considered as a through route to access this junction. A new motorway junction J7a will be constructed to the north east of the town. Parts of the network, particularly the A414, are reaching, or are over, capacity during peak periods, constraining access to Harlow potentially stifling growth. The A414 presently provides the principal crossing over the River Stort and railway line connecting the original Harlow New Town with the Gilston Area and has very limited walking and cycling provision, no bus priority and presently suffers from peak period congestion. Private vehicle trips represent a high mode share of current commuter trips, with 75% travel by car or van, higher than the 69% national average. Widespread availability of affordable and privately controlled parking provision throughout the town encourages private vehicle trips as the easy choice. Increasing congestion will worsen air quality. Many new and existing residents of the new Garden Communities may have established, or bring with them, behaviours of car use based upon their current opportunities. 	<ul style="list-style-type: none"> “Better Digital” – delivery of superfast broadband and 5G to support home and flexible working. “Sustainable Transport Corridors” – provide a framework of key north-south and east-west public transport, walking and cycling routes. Expand the existing River Stort crossing and provide a new River Stort crossing to improve connections with the Gilston Area. Undertake improvements to the A414, completion of M11 J7a in 2022/23 and schemes identified in the Memorandum of Understanding on Highways & Transportation Infrastructure for the West Essex / East Hertfordshire area. Review options for the implementation of a Workplace Parking Levy. Review options for a Park and Ride facility which links to a Mass Rapid Transit system.

Maximising opportunities

2.8 HGGT is well placed to provide a healthy and well-connected environment for existing residents and workers and for future growth. There is already good transport infrastructure in place to improve upon in order to deliver the target of 60% of all journeys within the new Garden Town Communities, and 50% of all journeys across Harlow, to be undertaken by sustainable modes.

2.9 HGGT, as part of the London – Stansted – Cambridge growth corridor, is recognised as a key development area within what is termed the UK Innovation Corridor, and there is opportunity within this corridor to link residents to jobs, ranging through high-tech digital and bio-medical to logistical, resource recovery, aeronautical and food manufacturing industries.

2.10 To support growth, the proposals in this strategy include transformational change across the Garden Town to, firstly reduce the need to travel, then make sustainable modes the preferred choice of transport, at the same time reducing distances travelled.

2.11 The technology sector is exciting and offers an opportunity for HGGT to be a leader in both development and adoption.

2.12 Examples include:

- The growth in the science, technology, engineering and digital industries at the Harlow Enterprise Zone.

- The arrival of Public Health England in the town and the potential re-provision of Princess Alexandra Hospital, helping to promote healthy living.
- The University of Hertfordshire Centre for Sustainable Communities and the presence of Harlow College and Anglia Ruskin University.
- Links with Transport Systems Catapult in Milton Keynes.

2.13 With such partners, HGGT has the potential to realise opportunities and test technological and socially innovative mobility solutions which enhance the physical and social wellbeing of residents, workers and visitors.

2.14 Examples include:

- Trials of autonomous and connected vehicles.
- Mobility as a Service (MaaS) and advanced Rapid Transit options (bus or rail) potentially delivering a significant shift from car ownership.
- Promoting active forms of travel for physical and mental health.

2.15 The challenge lies in drawing all of these opportunities together in order to create a seamless and attractive sustainable transportation network and services which maximise infrastructure investments and benefits all members of the community.

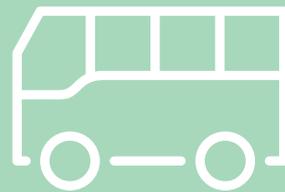


OBJECTIVES

Our objectives for mobility in the Garden Town

Objective 1 – Modal Split

50% of all journeys across Harlow will be made by active and sustainable modes...



...and this target rises to of all journeys within the new communities

60%

3.1 Why have we set these sustainable mode share targets? The transport network is under a lot of stress now, even without growth in housing and jobs which will create more demand for travel and more pressure on the transport network. Without behavioural change, as planned growth takes place not only in the Garden Town, but nationwide, this pressure will continue to increase with adverse impacts on the economy, productivity and on public health. The HGGT growth aspiration offers us the opportunity to address these problems head-on and provide a new approach to mobility that can support growth without detriment to wider society. Our targets will help us to deliver sustainable growth and regeneration, and mitigate against some of the adverse impacts of growth both now and in the future across HGGT.

3.2 The Vision for HGGT is challenging but, as the previous section has shown, HGGT has good foundations in place on which to build to deliver this.

3.3 The 60% modal shift for the Garden Town Communities should be achievable from the outset or as early as possible in the new developments. The 50% target across the wider area will be delivered as infrastructure and measures are put in place to enable the shift to sustainable modes

Objective 2 – Transport Hierarchy

3.4 To deliver the Vision HGGT will plan and deliver transport interventions and services for the whole town against the following hierarchy:

- Reduce the need to travel
- Walking and cycling
- Public transport
- Private vehicles

3.5 Achieving this will benefit members of society within the Garden Town.

3.6 For the individual travelling actively, the health benefits can be extensive, whilst the community will benefit from the reduced pressure on demand for health care services.

Transport is a major source of air pollution, with poor air quality a serious threat to health. Reducing the number of vehicles, and reducing the emissions from those remaining will have significant impact on the reduction of the most harmful emissions, which include carbon dioxide and nitrogen oxide, and particulates.

At the same time the reduction in the consumption of fuels will combine to enhance our local and global environment.

Objective 3 – Support and encourage a culture of active and sustainable travel

3.7 Careful planning of the built and natural environment will enable and encourage physical activity and active lifestyles. It starts with policy

and planning, and place-making and home design, and providing local centres that can reduce journey lengths and provide a degree of self-sufficiency for everyday activities such as school, convenience shopping, health and community facilities, recreation and open spaces. For instance, digital technology is reducing the need for travel through increasing the option for people to work from home. Local co-working spaces can further reduce travel by recognising that people may still prefer to retain a work environment but might not necessarily need to be at their place of work every day.

3.8 Existing and new HGGT communities will be supported by sustainable movement corridors providing high quality networks for walking, cycling and public transport. These will be linked to key places of employment, the bus station and rail network, enabling seamless and multi-modal sustainable connections with destinations within HGGT and beyond.

3.9 The delivery of high quality infrastructure across the Garden Town in order to make sustainable travel more attractive, more convenient and intuitive to use for almost every journey instead of the private car, will support the delivery of our Vision.

3.10 A rebalancing of funding from provision of additional road capacity to delivery of sustainable interventions will take place.

3.11 How we intend to deliver these objectives is presented in the rest of this document.



Most Sustainable



Least Sustainable

ACTION PLAN

Introduction

4.1 The Transport Strategy recognises the need to deliver transformational change, not only to reduce the need to travel, but to make sustainable modes a first choice for travel for most journeys for most people. It is also about ensuring that movement corridors are as effective as possible in bringing communities together, providing leisure opportunities and enhancing lives throughout HGGT.

Action 1 – Reducing the need to travel

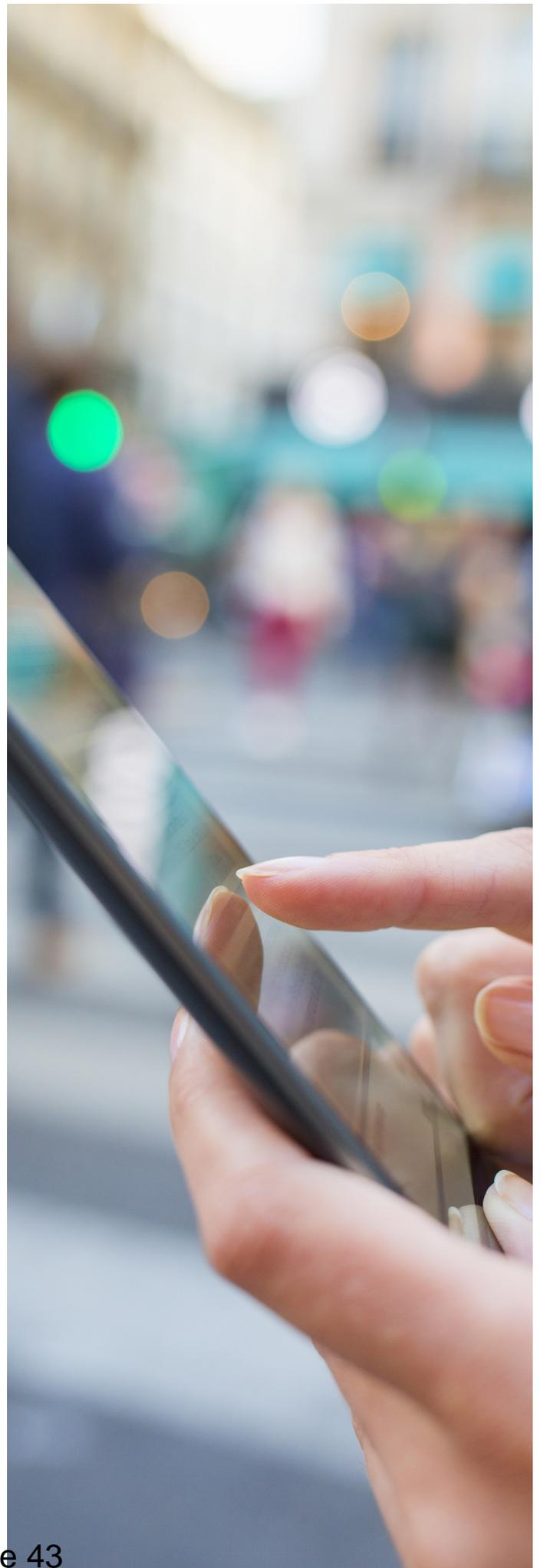
4.2 Reducing the need to travel means reducing the number, or length, of journeys or both. It does not mean reducing the freedom or ability to travel. The benefits of reducing the need to travel have a close bearing on our everyday lives. The HGGT will support reducing the need to travel through:

- a) Facilitating remote and flexible working technologies and practices to enable a better work life balance for residents;
- b) Facilitating shorter (and more active) journeys by improving sustainable interconnectivity;
- c) Encouraging vibrant town and neighbourhood centres offering a wide range of local services and amenities; and
- d) Providing opportunities to live and work within the same community to reduce travel distances.

Action 2 – Making better use of existing infrastructure

4.3 The HGGT recognises the value of existing transport infrastructure assets such as footways, cycleways, roads, lighting, traffic signals and signage. The HGGT will support activities to make better use of this infrastructure through:

- a) Education, training and marketing activities to ensure residents are aware of non-car options available to them, particularly for short journeys;
- b) Provision of data through apps to ensure travellers are informed about their travel options and use the most efficient mode for each journey;
- c) Identifying pinch points, severance issues, or movement conflicts across the network and delivering schemes or enhancements which benefit users;
- d) Reviewing and improving signage and visibility; and
- e) Effective maintenance management to maximise asset longevity and user experience.



Action 3 – Supporting and encouraging a culture of active and sustainable travel

4.4 The HGGT will support and actively encourage a culture of multi-modal mobility where people are inspired and motivated to travel actively and sustainably by:

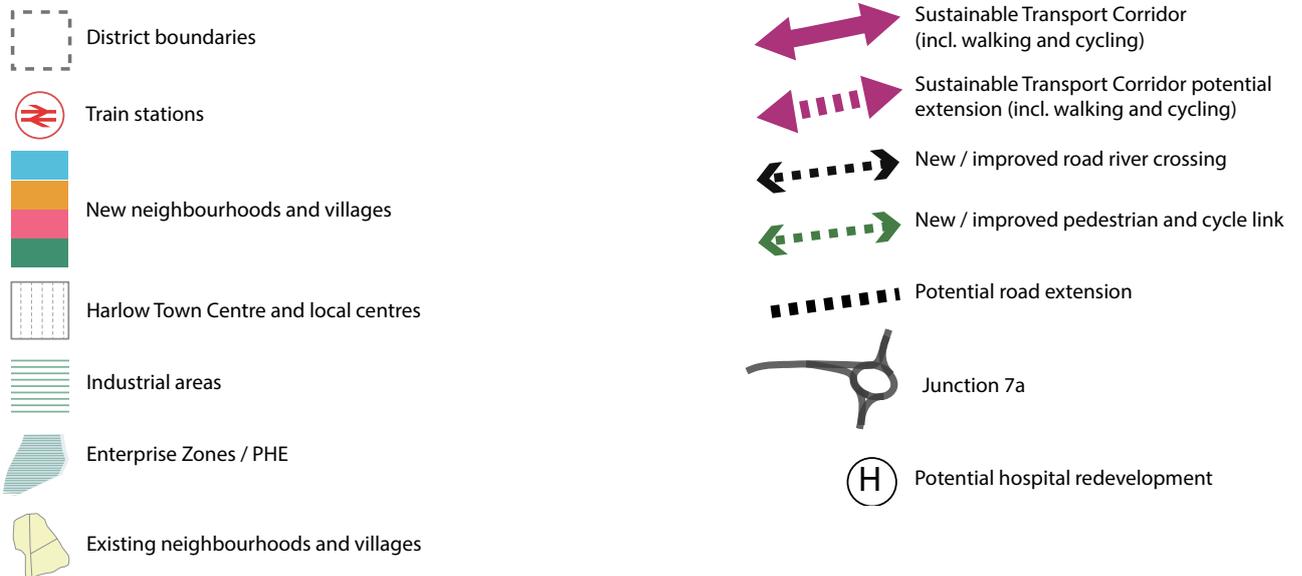
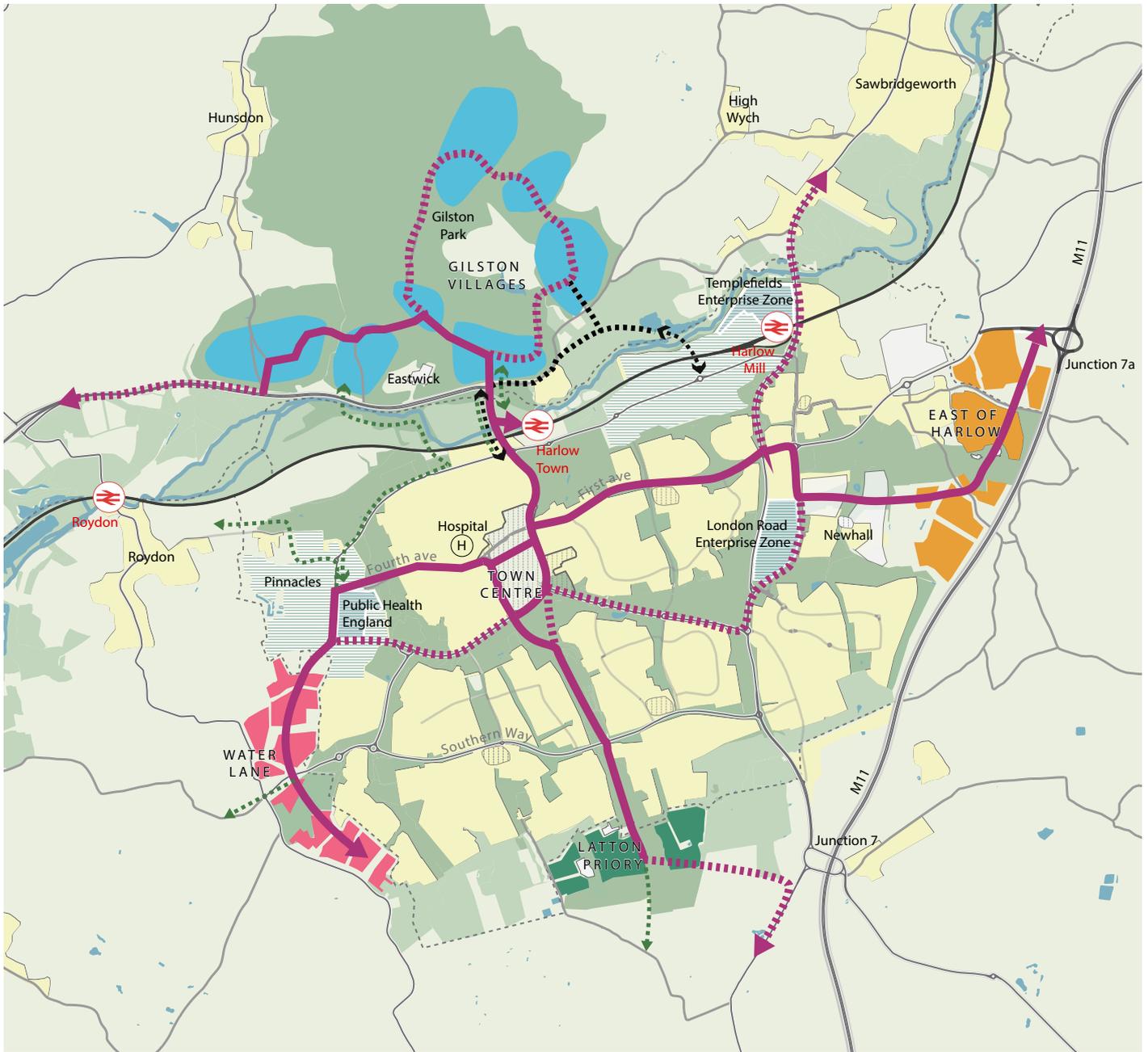
- a) Promoting a culture where sustainable transport choices and active travel lifestyles are the norm, reflecting the hierarchy presented in Objective 2;
- b) Identifying and enhancing principal sustainable movement corridors, both within and beyond HGGT, which connect housing with key destinations for work, education, healthcare, leisure and recreation;
- c) Providing direct, high quality links which make walking, cycling and public transport the easy, attractive, affordable and safe options for most journeys;
- d) Provision of segregated facilities on key routes should be sought to enhance safety for respective users;
- e) Corridors running along existing roads can be expected to accommodate high quality bus / Rapid Transit services;
- f) Providing very high quality interchange facilities which enhance user experience, network transparency and the opportunity for interchange between modes. Co-location with retail, leisure, employment or community uses should be encouraged;
- g) Masterplans and planning proposals should reflect the objectives of the Transport Strategy and will be expected to demonstrate how they have incorporated Active Design into proposals which promote physical activity and active lifestyles through the built and natural environment;
- h) New development should incorporate the movement hierarchy as a first principle. Development should seamlessly incorporate sustainable travel opportunities and infrastructure;
- i) Applications for new development or change will be expected to consider its interaction with the wider transport context and may be required to participate in, and contribute to, wider collaborative proposals to facilitate overall sustainable travel delivery;
- j) Travel Plans will be required for all development within the HGGT set against the HGGT Travel Plan which will form the basis of expectations for the site, in accordance with the requirements of the National Planning Policy Framework (NPPF), County or District Policies or HGGT guidance;
- k) There will be an ongoing, consistent educational and promotional campaign to engage and develop partnerships with the community to influence travel behaviours to create a culture of sustainable and active travel and challenge perceived safety (personal security) concerns; and
- l) Develop and exploit a unified brand for presenting and promoting transport in HGGT.

Action 4 – Sustainable Transport Corridors

Enhancing opportunities for sustainable, active travel

4.5 HGGT provides a significant opportunity to build on Harlow's foundation as New Town, using its distinctive spatial layout incorporating many open spaces and an extensive network for walking and cycling. These valued spaces and Green Wedges are to be protected and enhanced and should facilitate sustainable mobility through the creation of Sustainable Transport Corridors.

4.6 These corridors will provide the high quality sustainable connectivity between the existing and new communities and key destinations. The Sustainable Transport Corridors will fully integrate with a network of public and active travel mode routes, with town-wide promotion (and adoption) of active travel behaviours, which will mark the Garden Town out as a national leader in sustainable movement.



Action 5 – Supporting Walking and Cycling

4.7 The HGGT will build upon, and enhance, the existing valued and distinctive walk / cycle network of Harlow New Town to ensure an accessible, safe and attractive network for all users within the whole Garden Town.

4.8 In order to encourage more active travel and create a shift away from motorised modes, the HGGT will:

- a) Develop a Local Cycling and Walking Infrastructure Plan for HGGT.
- b) Identify existing network gaps and provide an enhanced, coherent and integrated network of walking and cycling infrastructure which is accessible and attractive for users of all ages, abilities and journey purposes;
- c) Identify the most appropriate Sustainable Transport Corridor routes to ensure connectivity by active travel modes throughout and beyond HGGT;
- d) Develop and deliver a well-maintained network which encompasses infrastructure solutions ranging from on-street cycle lanes and cycle-friendly junctions, through to shared footways and completely segregated off-road routes;
- e) Identify potential points of conflict between cyclists and other road users at key cross-over/intersections and deliver appropriate solutions including infrastructure upgrades, more segregated cycle facilities, and priority for walking and cycling over other modes;
- f) Protect and enhance Harlow's green infrastructure which support a wide variety of uses such as walking, cycling and community interaction;
- g) Utilise seamless wayfinding with a unified brand / typography to integrate with the rest of the HGGT sustainable transport network;
- h) Ensure homes and destinations provide suitable facilities, so that access to secure cycle parking, e-bike charging, associated storage and other facilities to support users of active travel modes are at least as convenient, if not better, than access to private motor vehicles;
- i) Maximise opportunities for natural surveillance of cycle ways and walking routes, supported with maintenance, CCTV and lighting to improve the perception of safety and reduce personal security fears;
- j) Ensure widespread access to cycle training across the community, education and workplaces to suit a range of users, from primary school pupils to adults, and the mobility impaired for whom self-propelled mobility can be liberating; and;
- k) Support the development of a cycle hire scheme throughout the Garden Town, working with existing key destinations, employers and developers to ensure bikes and parking are located to maximise opportunities for residents, workers and visitors to access the scheme. Easy to use flexible payment systems and shared platforms will be supported by education and training activities. Opportunities should be explored to extend the scheme to neighbouring settlements within a reasonable cycle commute distance.



Action 6 – Public Transport

4.9 Proposals for public transport will need to create opportunities for services and user experience which surpasses private vehicle travel.

Bus and demand responsive travel

4.10 Improvements in bus services should be structured around a core network of movement corridors that connect within, and beyond, HGGT. Phased implementation will allow upgrading of services running on the existing roads along identified corridors and the improvement of connections between services. The HGGT will support this through:

- a) Ensuring that services connect homes with key destinations, making use of the Sustainable Transport Corridors, offering frequent, high quality, seamless, rapid services with limited stops;
- b) Developing / improving bus priority where required, including use of Urban Traffic Control systems to prioritise the movement of buses and minimise delays caused by traffic congestion;
- c) Ensuring that public transport services are provided from first occupation so that new residents, workers or visitors develop sustainable travel habits from the outset;
- d) Providing high quality interchanges at the town centre, rail stations and across communities in HGGT where movement corridors meet to facilitate modal interchange;
- e) Improving stop and station infrastructure to ensure comfortable, sheltered waiting areas which are provided with Real Time Passenger Information at key stops and interchanges;
- f) Maximising opportunities to access up-to-date travel information via mobile phones and IT;
- g) Using of a unified brand/typography for the network;
- h) Promoting integrated ticketing with the wider transport network including flexible payment systems and shared digital platforms;
- i) Developing a Quality Bus Partnership (QBP) to influence and improve service quality and infrastructure;
- j) Championing innovation in public transport provision and encouraging partners to do the same.
- k) Developing a platform through which to share data for future service enhancements;
- l) Supporting demand responsive transport, ensuring this is integrated with, and complementary to, the wider HGGT bus network and to meet the needs of more vulnerable travellers;
- m) Integrating existing routes with new development areas, possibly serving these with demand responsive services, as this can offer flexibility during the early phases of development and can be enhanced as the development grows;
- n) Encourage high quality vehicles with low emission or electric transmissions, on-board Wi-Fi, charge points, etc.;
- o) Ensuring that new bus services and improvements to existing routes take into account emerging technology, such as electric or low emission engines, integrated ticketing and user-centric platforms such as 'Mobility as a Service' (MaaS);
- p) Providing electric vehicle charging points for buses at depots and key interchanges or exploring innovative solutions for charging integrated within vehicles or infrastructure; and
- q) Requiring construction travel plans to mitigate the impact of construction traffic and to consider whether providing bus services for construction workers on major development sites from key travel interchanges or temporary facilities can help reduce congestion or pollution, particularly in or through sensitive areas.



Bus Rapid Transit (BRT)

4.11 Bus Rapid Transit which is a fast high quality high frequency integrated bus service, will provide connections within and beyond HGGT, directly linking the rail stations, town centre, hospital, college and key employment areas, and will provide connections to Stansted Airport, nearby towns, and potentially the Central Line at Epping. BRT will be integrated with the existing bus network.

Rail

4.12 The recent Anglia Corridor Study (March, 2016) includes proposals for the West Anglia Main Line, which it identifies as a busy commuter and leisure route, which has the potential for significant housing and employment growth. The HGGT will support enhancements which include:

- a) Longer trains providing more seats on peak services;
- b) Line speed improvements to support faster journeys;
- c) Enhancing Harlow Town and Harlow Mill Stations to provide enhanced access for Gilston communities, and to enable them to operate as high quality interchanges with bus services at station forecourts, including Real Time Information;
- d) Improving walking and cycling facilities and wayfinding to the rail stations from residential areas and the town centre to encourage active travel access to rail services; and
- e) Taking opportunities to work with key stakeholders to address differential pricing between national rail services and those delivered by Transport for London.

Action 7 – Infrastructure for road based travel

4.13 This Transport Strategy recognises the importance of prudent investment in road infrastructure improvements that will help to mitigate current congestion and facilitate the planned growth across the Garden Town. However, it also recognises that extensive road capacity improvements would conflict with the Vision for the Garden Town and the user hierarchy set out in Objective 2 and reduce the ability to achieve, or likelihood of achieving, the required modal shift.

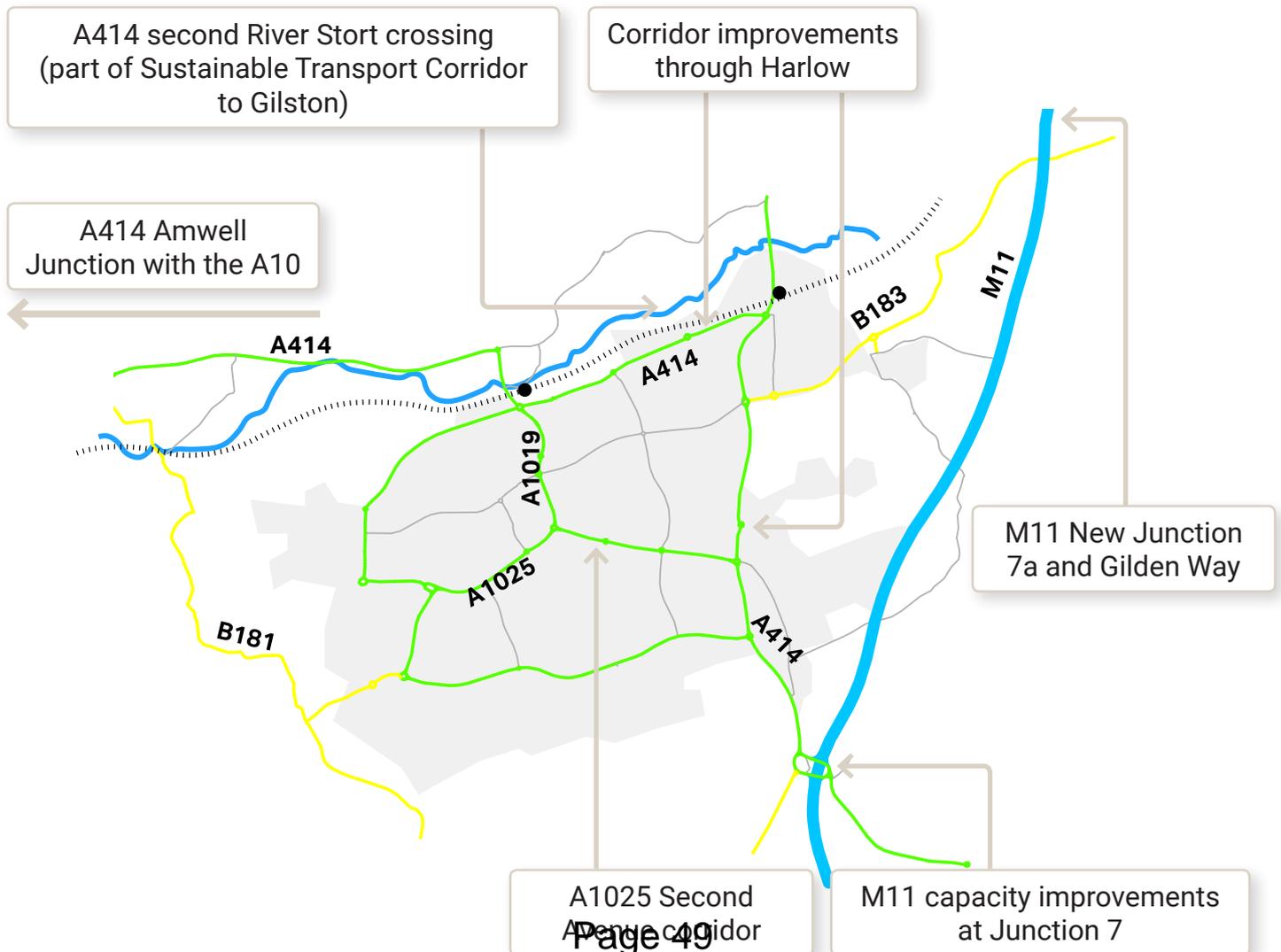
4.14 Road improvements have been identified to complement the wider mobility needs of the town, with due consideration of the user hierarchy and to concentrate vehicles onto appropriate routes. Delivery of limited highway infrastructure improvements should not constrain, but should actively benefit, users of Sustainable Transport Corridors.

4.15 Highway improvements will enable and support the growth of HGGT and plans for their implementation will be developed between the

relevant District and County Councils. Identified strategic highway improvements to support delivery of Local Plan objectives and targets are shown in the following map.

4.16 These highway improvements do not include specific interventions that may be required to deliver the Garden Communities, which will be determined as part of their master planning, with due cognisance of the requirements of this Transport Strategy and the emerging work from the Sustainable Transport Corridors Study and the HGGT Vision and Design Charter, and could include:

- Traffic and network management measures such as revised speed limits and restrictions to specific routes to ensure motor vehicles remain on designated routes; and
- Electric vehicle infrastructure to encourage the take up and use of electric vehicles by residents and businesses.





Parking

4.17 The ready supply and low cost of parking in Harlow currently supports extensive use of the car. Addressing this will help to reduce private vehicle trips and to achieve the HGGT sustainable mode share objective. The HGGT will:

- a) Consider the implications and viability of introducing a workplace parking levy as a demand management intervention. The revenue would be used to fund sustainable transport investments such as improvements to public transport services and behavioural change interventions;
- b) Consider the feasibility of implementing a park and ride which serves HGGT and links to proposals for a wider Mass Rapid Transit system;
- c) Review the supply and utilisation of existing commercial parking space in Harlow, much of which is privately owned;
- d) Engage with providers and, where possible, encourage them to consider converting space for conventional cars to electric vehicle charging spaces, autonomous vehicles, cycle and powered two wheeler parking;
- e) Manage new parking supply at key destinations through the planning system, and work with businesses, retailers and developers to manage car park capacity to create a better balance between parking supply and land use, and reduce the attractiveness of car use by making it harder to be certain of a parking space whilst balancing the needs of retailers and employers through delivering improved access for active and sustainable travel;
- f) Work with residential developers to design and deliver flexible residential car parking to enable later conversion to other uses to benefit the community;
- g) Plan flexible forecourts/parking areas for pick-up and drop-off by autonomous and shared use vehicles; and
- h) Provide charging infrastructure for Electric Vehicles in public and private locations to aid transition to low-carbon, low-emission vehicle technologies.

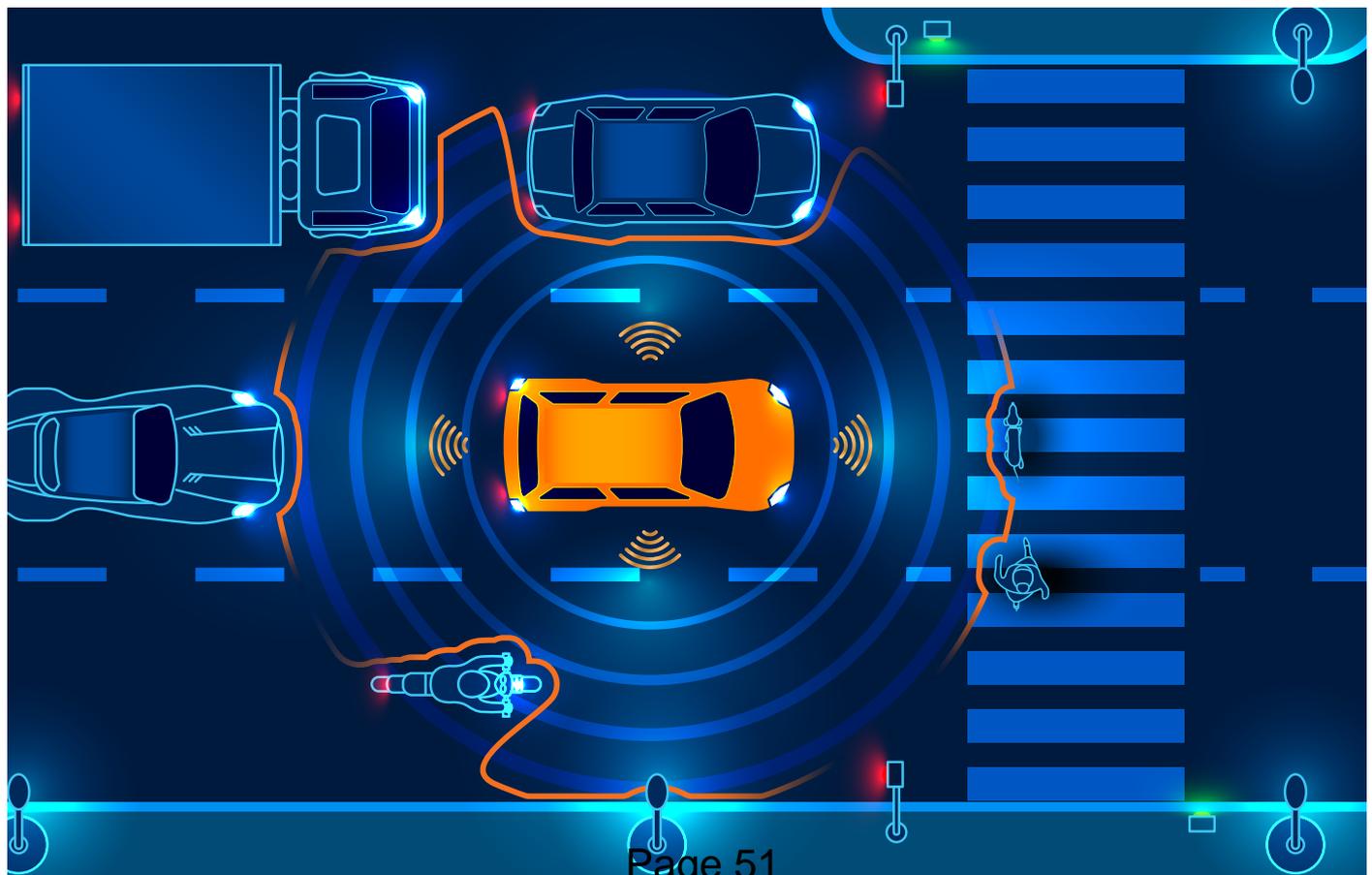
Action 8 – Anticipating Change

A responsive and resilient transport system

4.18 The Garden Town offers extensive opportunities for innovation in mobility and transport, with a unique urban form and partnerships ready to enable delivery. The local authorities are already working closely together to realise the Garden Town Vision and wider links exist between the councils and industry, research and education. Emerging technologies and socially innovative shared mobility solutions have potentially significant implications for providing future transport services to change travel behaviours and the Garden Town will seek to take the lead to exploit these opportunities as they arise. To achieve this HGGT will:

- a) Support Masterplans which demonstrate flexibility in anticipation of future mobility scenarios, including adaptable parking, drop off and pick up arrangements and electric vehicle charging points to ensure that communities can readily respond;
 - b) Exploit opportunities to trial and develop shared mobility, demand responsive, autonomous and alternatively fuelled vehicle and public rapid transit technologies
- c) Facilitate development of 'Mobility as a Service' journey planning and travel information mobility platforms to enable travellers to plan, book and pay for end to end journeys using real-time information for any mode;
 - d) Consider the benefits of adopting an 'open data' approach for transport data to support innovation and investment in data solutions and other technologies which aid mobility, traffic and parking management, enabling real-time advice to users;
 - e) Encourage sustainable deliveries: including low carbon vehicle use, delivery hubs and last mile logistics which use electric vehicles, freight bicycles (typically electric aided), or cargo bicycles to deliver goods to local centres or the final destination; and
 - f) Give consideration to shared public transport vehicles being able to use bus and taxi priority

with partners. The HGGT will also be seen as being open to innovation through marketing and lobbying of businesses, institutions and government;



NEXT STEPS AND FURTHER INFORMATION

5.1 This Transport Strategy provides an opportunity to support a pattern of development that minimises the need for travel, minimises journey lengths, encourages sustainable active travel, and enables accessibility for all members of the community.

5.2 By adopting this strategy, the Councils are committing to a unified approach to deliver HGGT as set out in their respective local plans and Spatial Vision for the area.

5.3 Next steps include

- Ensuring this Transport Strategy is woven into the masterplanning for HGGT;
- Securing funding, initially in the form of £151m from the Housing and Infrastructure Fund;
- Securing developer funding without which the strategy cannot be delivered;
- Developing a delivery plan to produce a detailed funded programme for delivery of the actions in this strategy, including but not limited to:
 - Prepare masterplans and work with developers to ensure properties enable residents to work from home where possible.
 - Work with developers to prepare travel plans, develop branding for sustainable modes, and explore the opportunities for the development of apps to help travellers to choose the best modes for their journey.
 - Design and provide a network of sustainable transport corridors.
 - Develop a local cycling and walking infrastructure plan and a local cycling and walking delivery plan.
 - Develop Infrastructure Delivery Plan for the Garden Town which identifies, prioritises, phases and identifies funding opportunities for sustainable transport schemes.
 - Work with developers to prepare Masterplans which demonstrate flexibility in anticipation of future mobility scenarios, including adaptable parking, drop off and pick up arrangements and electric vehicle charging points to ensure that communities can readily respond.
- Development of monitoring and evaluation strategy, including a set of targets, which we will use to monitor our progress toward meeting our sustainable mode ambition.

5.4 Further information on the Garden Town and the local Plans for the district councils, as well as their Infrastructure Delivery Plans (which include Transport Interventions) can be found online:

www.harlow.gov.uk/planning-policy

www.eastherts.gov.uk/gilston

www.efdclocalplan.org/local-plan/planning-policy/

www.essex.gov.uk/Environment%20Planning/Development-in-Essex/Pages/Default.aspx

www.hertfordshire.gov.uk/services/recycling-waste-and-environment/planning-in-hertfordshire/transport-planning/local-transport-plan.aspx

5.5 The relevant transport policies of the County Councils can be found online:

www.essexhighways.org/transport-and-roads/highway-schemes-and-developments/transport-planning.aspx www.essex.gov.uk/Environment%20Planning/Development-in-Essex/Pages/Sustainable-Travel.aspx

www.hertfordshire.gov.uk/services/recycling-waste-and-environment/planning-in-hertfordshire/transport-planning/local-transport-plan.aspx

5.6 The following documents provide additional evidence to support the measures contained in this strategy:

National cycling and walking investment strategy

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/603527/cycling-walking-investment-strategy.pdf

TfL Healthy Places work

<http://content.tfl.gov.uk/healthy-streets-for-london.pdf>



Harlow and Gilston Quality Review Panel

Report of Formal Review Meeting: Garden Town Transport Strategy

Thursday 11 October 2018

Committee Room 1, Epping Forest District Council, 323 High Street, CM16 4BZ

Panel

Peter Maxwell (chair)
Peter Studdert
Richard Smith
Derek Griffiths
Vivienne Ramsey

Attendees

Alison Blom-Cooper	Epping Forest District Council
Ione Braddick	Epping Forest District Council
Lydia Grainger	Epping Forest District Council
Adam Halford	East Herts District Council
Sarah Pullin	Harlow & Gilston Garden Town
Vicky Forgione	Harlow District Council
Allison De Marco	Frame Projects
Adrian Harvey	Frame Projects

Apologies / report copied to

Roger Flowerday	Hertfordshire County Council Highways
Claire Hamilton	Garden Town Project Director
Deborah Denner	Frame Projects

1. Project name and site address

Garden Town Transport Strategy

2. Presenting team

David Sprunt Essex County Council Highways

3. Aims of the Quality Review Panel meeting

The Quality Review Panel provides impartial and objective advice from a diverse range of highly experienced practitioners. This report draws together the panel's advice and is not intended to be a minute of the proceedings. It is intended that the panel's advice may assist project and development management teams in making design improvements where appropriate and in addition may support decision-making, to secure the highest possible quality of development.

4. Planning authority's views

The Transport Strategy is a key document for both the expansion of Harlow and the changing travel patterns in society at large. Rooted in the Garden Towns principles, it aims to secure a modal shift to healthy and sustainable travel within and between the new settlements and the wider area.

That modal shift aims for 50% of all journeys, and 60% within the new communities themselves, to be non-car in future. The hierarchy of modes envisaged within the strategy puts 'no travel' at the top and private car at the bottom, with walking, cycling and public transport between them. In achieving this ambition, the strategy recognises that alongside infrastructure investment, there needs to be considerable effort made in affecting behaviour change. Harlow already has extensive walking and cycling infrastructure but it is poorly used.



5. Quality Review Panel's views

Summary

The panel feels that the strategy is a good high-level statement of intent that is readable and ambitious. However, the panel is concerned that the strategy's core priorities are not reflected in the actions suggested. Furthermore, the panel feels that even a high-level document needs to include timelines, robust data and analysis on the problems being addressed, more nuanced targets and sub-targets, and clear indications of how priorities are to be translated into action. That will require greater clarity about aims, objectives and actions. In particular, the panel questions how developers and others can respond to the strategy, for example in creating masterplans. As the implementation plan develops, the panel hopes that these concerns will be reflected and resolved. Further details on the panel's views are provided below.

Ambition and deliverability

- The panel feels that the top-line aspirations of the strategy are commendable, and that many of the ideas within it are laudable.
- It suggests more precision – and recommends incorporating more analysis and detail to properly inform priorities, decisions and action. In particular, the absence of a timeline and proper baseline will make it particularly challenging to know if the strategy is successful.
- The panel suggests that the Transport Strategy must highlight what is happening now and also signpost what will be coming. Therefore, it wants to see more nuanced targets and sub-targets.
- This is particularly important given that the biggest amount of change will occur within the proposed new neighbourhoods surrounding the Harlow & Gilston Garden Town. The panel is interested to see how these are defined for each masterplan.
- The panel feels that a proper analysis of current travel patterns needs to be included in the strategy, describing the problem to be addressed by it and informing the solutions to it. This will be particularly important for developers responding to the strategy.

Public investment and priorities

- The panel feels that the strategies priorities are not reflecting in the actions identified. For example, given that making more journeys unnecessary sits at the top of the hierarchy of modes, there is little in the strategy to suggest that action will be prioritised on this, such as creating places appropriate for homeworking.



- It suggests more clearly drawing out key initiatives or ‘high-profile carrots’ that flesh out sustainable transport concepts into a few core tangible initiatives that can be emblematic of the broader strategy. This will support developer and housebuilder buy-in, with potential to leverage additional funding.
- These could include ‘quick wins’ previously suggested by the panel – such as enhancement to routes from Harlow Town Station to Harlow town centre or Public England access.
- The panel also refers to previous comments on the balance of funding between capital expenditure funding and behaviour change and the need to instil behaviour change early in the process.
- The panel also re-iterates the need to have the public transport alternative available at the beginning, if people are to make more sustainable transport choices.

Assumptions and modal shift ambitions

- The panel feels that the strategy does not clearly articulate how the overarching ambition of 60% sustainable or active travel will be achieved, nor within what timeframe.
- The panel feels that the strategy should focus as much on the types of journeys being made as on the mode used to undertake them. This would enable policy makers and developers to prioritise action. For example, the panel feels that getting through traffic out of the town could be one such priority.
- By understanding the types of journey being made, the strategy could focus on the easiest transitions to enable – for example, converting journeys made as part of the school run into walking and cycling trips has proven successful in other places.
- The panel is also concerned that the strategy does not fully address the likely impacts of Electric and Autonomous Vehicles on traffic and transport patterns; nor does it address traffic associated with deliveries and freight

Next steps

The panel offers its continuing advice and support in developing the Garden Town Transport Strategy, and in particular the development of the implementation plan that will sit below it.



Report to the Cabinet

Report reference: C-037-2018/19

Date of meeting: 7 March 2019



**Epping Forest
District Council**

Portfolio: Business Support Services

Subject: Waltham Abbey Leisure Centre – Option to Tax

Responsible Officer: John Bell (01992 564387).

Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decisions Required:

That in order to safeguard the Council's financial position Cabinet agree to "Opt-to-Tax" Waltham Abbey Leisure Centre.

Executive Summary:

The Council currently enjoys the protection of Section 33 of the VAT Act 1994 whereby it can reclaim all the Value Added Tax (VAT) paid on expenditure relating to its exempt supplies as long as VAT on costs relating to the exempt supplies is less than 5% of the total VAT incurred by the Council in any given financial year.

Leisure services are, in general, subject to exempt rates of VAT and the relevant expenditure of running sports centres is predominantly standard rated, it is requested that Waltham Abbey Leisure Centre be added to the list of properties "opted-to-tax" along with all other sports complexes.

Reasons for Proposed Decision:

To enable the Business Support Service Director to "Opt-to-Tax" Waltham Abbey Sports Centre after gaining relevant advice from VAT advisors thus ensuring the Council can reclaim all the VAT incurred on its exempt supplies.

Other Options for Action:

- (i) Do not "Opt-to-Tax" and do not reclaim any VAT on exempt supplies;
- (ii) Do not "Opt-to-Tax" and repay over £2m of reclaimed VAT to date;
- (iii) Do not "Opt-to-Tax" and do not reclaim VAT paid on construction costs.

Report:

1. As many of the services provided by the Council are statutory functions and funded by local taxation and Government grants they are generally non-business in nature and as such VAT is not recoverable. S33 of the VAT Act 1994 allows Councils to recover VAT on its non-business activities as well as its exempt supplies up to a de-minimis limit of 5%, the position of the Council currently stands at around 4% per annum.

2. Construction costs on commercial properties are subject to VAT at the standard rate along with incidental costs such as consultants also attracting the standard rate of VAT, by opting to tax this land the Council can reclaim this VAT.

3. As Leisure Services, are predominantly exempt from VAT the Council would be unable to recover any of the VAT incurred on any of its costs of maintaining the site. To remain consistent with the other Leisure Centres, opting to tax the land we can reclaim all VAT without it affecting our partial exemption limits. This practice is in place at present with formalities to be put in place.

Resource Implications:

If the Council decides not to take up the option to tax then for this year only we would have to repay all VAT reclaimed to date, in excess of £2m, and be unable to recover any other VAT incurred for the remainder of the contract, approximately £500,000 per annum.

Legal and Governance Implications:

Section 33 VAT Act 1994.

Safer, Cleaner and Greener Implications:

None.

Consultation Undertaken:

PWC Accountants, the Councils VAT advisors.

Background Papers:

None.

Risk Management:

By opting to tax the leisure centre the Council will minimise the risk of suffering a loss due to irrecoverable VAT.

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: Accountancy

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: Option to tax Waltham Abbey Sports Centre

Officer completing the EqIA: Tel: 01992 564387 Email: jbell@eppingforestdc.gov.uk

Date of completing the assessment: 14 February 2019

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?
2.2	Describe the main aims, objectives and purpose of the policy (or decision): Remain consistent with other sports centres in the district. What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Recovery of the of VAT.
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? 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? No.

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
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
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

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	N/A	N/A
Disability	N/A	N/A
Gender	N/A	N/A
Gender reassignment	N/A	N/A
Marriage/civil partnership	N/A	N/A
Pregnancy/maternity	N/A	N/A
Race	N/A	N/A
Religion/belief	N/A	N/A
Sexual orientation	N/A	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.

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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Report to the Cabinet

Report reference: C-038-2018/19
Date of meeting: 07 March 2019



Portfolio: Contracts and Technical Services

Subject: Petition to rescind Sunday Off Street Car Parking charges in Ongar

Responsible Officer: Qasim (Kim) Durrani (01992 564055).

Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decisions Required:

(1) To note the Petition signed by 75 signatories from Ongar seeking to rescind the Cabinet decision of September 2018 of a free one hour followed by £1 all day charge on Sunday in the Pleasance Car Park in Ongar;

(2) To agree that on the basis that the changes being introduced were agreed by Cabinet in September 2018 as part of parking tariff review it is too soon to make an amendment and that a full review of the impact of the new tariff will be carried out within a year of being implemented.

Executive Summary:

The last tariff change was in 2015 however it did not include Ongar and Waltham Abbey. Parking charges have not changed in Ongar since 2008.

In September 2018 Cabinet agreed a new car parking tariff. The review seeks to balance the needs of various users and is an attempt to simplify parking tariff, accept the principle of controlling demand by price, help local businesses by keeping the lower charge bands unchanged, gradually removing subsidy from Season Ticket prices, continue the differential tariff across the District, create uniformity in charging on weekends and enable reinvestment to improve and enhancing user experience.

Reasons for Proposed Decision:

To consider a petition submitted by 75 residents of the District.

Other Options for Action:

It is possible to rescind the earlier Cabinet decision of September 2018 and keep free Sunday parking in Pleasance Car Park in Ongar. There are four other car parks that will also see the introduction of new £1 charge, these are: Basons Lane Ongar, Cornmill, Quaker Lane and Darby Drive Waltham Abbey. It could be deemed unfair if only one car park remained free and others were chargeable.

Report:

1. The Council has received a Petition signed by 75 residents of Ongar, attached as an annex. The petitioners seek for the Council to reconsider its earlier decision of introduction of a £1 all day parking charge on a Sunday in Pleasance Car Park in Ongar, after an initial free one hour. The Petitioner's reasons include adverse impact on: members of Petangue club, ramblers, dog walkers, visitors and vitality of local shops and businesses. Under the Council Constitution Cabinet is obliged to consider the Petition and take appropriate action.
2. In September 2018 Cabinet agreed a new car parking tariff to be implemented across all 20 pay and display car parks owned and managed by the Council. These car parks play an essential role in servicing high streets and towns across the District by providing safe parking spaces to: shoppers, short and long stay visitors, workers and commuters. Use of these car parks is subject to parking charges which were last reviewed in 2015, in the case of Ongar and Waltham Abbey in 2008. The new tariff is planned to be implemented from early March 2019.
3. When considering tariff review Cabinet was keen to ensure needs of the local users and it was agreed to keep short and long stay tariff for the first three bands: 20 pence for half hour, 80 or 90 pence for up to 1 hour and £1.60 or £1.80 for up to 2 hour stay.
4. The review considered parking arrangements on weekends. In some car parks full weekday tariff applies while in others there is partial or full day free parking. A decision was made to bring consistency across the District in charges in those car parks that are free on weekends. This means those car parks that are currently free on Saturday and/or Sunday a free one hour period followed by £1 all day will be introduced. All other car parks that attract a full tariff will remain unchanged.
5. While the use of car parks on weekends by residents, visitors and tourists is welcome it is worth noting the costs, for example: enforcement to ensure safe parking, maintenance associated with repairs to car park surface, signs and lines and vegetation etc. by introducing a £1 all day charge the Council will recover costs incurred in keeping the car park safe and in good state of repair.

Resource Implications:

New car parking charges will come into force in March 2019. It is estimated, based on the modelling assumptions, that an additional income of £320,000 per financial year could be generated once all the changes are introduced, subject to no reduction in parking stays.

It is estimated that rescinding the decision to charge £1 on Sunday in Ongar would result in annual lost revenue of £3,000. This could be a lot higher if, in the interest of fairness, the remaining four car parks also retained free Sunday parking. This could present a budgetary issue as the Council budget has been agreed which includes the additional income from car parks.

Legal and Governance Implications:

The changes to the tariff structure are carried out under Notice of Variation under sections 35C and 46A of the Road Traffic Regulation Act 1984.

Safer, Cleaner and Greener Implications:

All the Council car parks have Park Mark accreditation. Most of the car parks have new CCTV

systems. All car parks are regularly maintained, all equipment kept in good working order, hedges, fences and signs are checked and updated when required. New pay and display machines enable remote access to officers to monitor usage of the machines. Use of credit and debit card and payment by phone enable easy payment options for customer.

Consultation Undertaken:

NSL – Council’s parking enforcement contractor for introduction of changes
RTA Associates for validation of parking modelling and advice on weekend charging.

Background Papers:

Cabinet report of 6 September 2018.

Risk Management:

The Council last increased tariffs in Ongar in 2008. The Council is keen to help local businesses and high streets. If the decision is rescinded then there is a financial as well as reputational risk. The financial risk arises from the loss of income which has already been included in the Council budget. The reputational risk is associated with only allowing free parking in Ongar and not the other four car parks.

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Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity and foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

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

If you require further help, please contact the Performance Improvement Unit.

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Review of petition to rescind parking charges on Sunday in Pleasance Car Park Ongar
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	No change in decision of Cabinet in September 2018
Relationship with other policies / projects:	Corporate Plan, Stronger Communities and Stronger Place
Name of senior manager for the policy / project:	Q Durrani
Name of policy / project manager:	A Hoadley

Step 2. Decide if the policy, service change or withdrawal is equality relevant

Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.	If yes, state which protected groups: Council Officers will monitor Car Park users
If no, state your reasons for this decision. Go to step 7. <i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	If no, state reasons for your decision:

Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 ‘Sources of evidence for the protected characteristics’

<i>Characteristic</i>	<i>Evidence (name of research, report, guidance, data source etc)</i>	<i>What does this evidence tell you about people with the protected characteristics?</i>
Age	Corporate Plan 2018 -23. Themes: Stronger Communities, Stronger Place and Stronger Council by aspiration to make the District a great place to live, work, study and do business in	Some elderly patrons may have difficulty in understanding how the pay and display machines work or understanding the tariff boards
Dependents / caring responsibilities	Corporate Plan 2018 -23. Themes: Stronger Communities, Stronger Place and Stronger Council by aspiration to make the District a great place to live, work, study and do business in	Those with caring responsibilities may find the tariff systems in car parks complex to follow
Disability	Corporate Plan 2018 -23. Themes: Stronger Communities, Stronger Place and Stronger Council by aspiration to make the District a great place to live, work, study and do business in	Patrons with disabilities may have problem finding a disabled bay, not being able to reach to insert coins into pay and display machine and reading and understanding the tariff boards
Gender reassignment	Corporate commitment to Equality. Promoting culture and leisure	In the case of gender reassignment it may be that they feel uncomfortable to speak with a CEO to seek further information or clarification.
Marriage and civil partnership	Corporate Plan 2018 -23. Enabling Communities to support themselves	Might feel insecure approaching a Civil Enforcement Officer (CEO)
Pregnancy and maternity	Corporate Plan 2018 -23. Supporting healthy lifestyles	Pregnant women may have difficulty in walking long distances to get pay and display tickets.
Race / ethnicity	Corporate Plan 2018 -23. People and communities achieve their full potential	In the case of Race/Ethnicity some groups may feel uncomfortable to speak with a CEO to seek further information or clarification on the service.
Religion or belief	Corporate Plan 2018 -23. Promoting culture and leisure	In the case of Religion some groups may feel uncomfortable to speak with a CEO to seek further information or clarification on the service.
Sex	Corporate Plan 2018 -23. Adults and children are supported in times of need	Some patrons may feel vulnerable using the car parks when it is dark.
Sexual orientation	Corporate Plan 2018 -23. People and communities	There is limited information available to enable an assessment of the impact on this Characteristic.

	achieve their full potential	
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Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age	Some elderly patrons may have difficulty in understanding how the pay and display machines work or understanding the tariff boards	The notice boards in car parks clearly explain the requirements for compliance, these will be reviewed to check if the information can be made clearer
Dependents / caring responsibilities	Those with caring responsibilities may find the tariff systems in car parks complex to follow	The notice boards in car parks clearly explain the requirements for compliance, these will be reviewed to check if the information can be made clearer
Disability	Patrons with disabilities may have problem finding a disabled bay, not being able to reach to insert coins into p&d machine and reading and understanding the tariff boards	Disabled badge holders can park in all Council car parks for free
Gender reassignment	Might feel insecure approaching a Civil Enforcement Officer (CEO)	NSL, the enforcement contractor, is fully aware of the equality legislation and will be reminded of ongoing staff training to ensure awareness remains high.
Marriage and civil partnership	In the case of gender reassignment it may be that they feel uncomfortable to speak with a CEO to seek further information or clarification.	NSL, the enforcement contractor, is fully aware of the equality legislation and will be reminded of ongoing staff training to ensure awareness remains high.
Pregnancy and maternity	Pregnant women may have difficulty in walking long distances to get pay and display tickets.	CEOs will observe the vehicle before issuing a PCN, this will allow sufficient time for drivers to walk to a machine and buy adequate ticket.
Race / ethnicity	In the case of Race/Ethnicity some groups may feel uncomfortable to speak with a CEO or member of Council staff to seek further information or clarification on the service.	Information is available on the Council Website and can also be requested by email
Religion or belief	In the case of Religion some groups may feel uncomfortable to speak with a CEO to seek further	Information is available on the Council Website and can also be

	information or clarification on the service.	requested by email
Sex	Some patrons may feel vulnerable using the car parks when it is dark.	All Council car parks are Park mark accredited; CCTV and lighting systems are being upgraded through the ongoing work on the Parking Strategy.
Sexual orientation	There is limited information available to enable an assessment of the impact on this Characteristic. It is assumed that some members of this group may feel uncomfortable approaching a CEO or Council officer	Information is available on the Council Website and can also be requested by email

Step 6.

The duty to advance equality of opportunity

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age	Improvement in signage and due consideration to observation time before issue of a PCN.	
Dependents / caring responsibilities	Observation by CEO before issuing a PCN and ability for motorists to call the Council and speak with a staff member.	
Disability	Provision of bays for disabled badge holders, free parking across all car parks.	
Gender reassignment	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Pregnancy and maternity	Observation time before issue of a PCN, use of CEOs as agents of the Council when dealing with the members of the public	
Race / ethnicity	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Religion or belief	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and	

	members of the public.	
Sex	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	
Sexual orientation	Enforcement contractor compliance with equality legislation and monitoring of on-going commitment to equality of opportunities for staff and members of the public.	

The duty to foster good relations

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. (*Note: not relevant to marriage and civil partnership*)

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age	Ability to ring the Council for information,	
Dependents / caring responsibilities	Observation by CEO before issue of a PCN to ensure that those with caring responsibilities have adequate time to attend to those cared for.	
Disability	Free parking in all Car Parks throughout the year.	
Gender reassignment	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	
Pregnancy and maternity	Observation before issue of a PCN will ensure those with mobility restrictions can get ample time to purchase pay and display tickets	
Race / ethnicity	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	
Religion or belief	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	
Sex	Ability to monitor enforcement contractors commitment to equality legislation and foster good	

	relations via the Car Parking Partnership Board	
Sexual orientation	Ability to monitor enforcement contractors commitment to equality legislation and foster good relations via the Car Parking Partnership Board	

Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
<ol style="list-style-type: none"> The actions/decisions have the potential to adversely affect the characteristic groups. This will be mitigated by ensuring that the enforcement contractors activities are managed and monitored through the formal contractual arrangements and the proposed new Car Parking Partnership Board. Equalities monitoring and reporting will be reviewed by the Car Parking Partnership Board and corrective measures reviewed periodically. The opportunity to replace the display signs and boards in the car parks will be taken to simplify the information on display, as much as permissible under the relevant legislation, to make it easier for some of the adverse impacts identified in this analysis to be mitigated. CEOs will be the Councils interface with the public, they will, through the enforcement contractor, be encouraged to play a supportive and helpful role. 	Mrs A Hoadley Car Park and Street Furniture Manager	Regular reviews and on going monitoring updates to be provided to Director

Name and job title of officer completing this analysis:	Amanda Hoadley Car Parking and Street Furniture Manager
Date of completion:	18/02/2019
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Qasim (Kim) Durrani Director Contracts and Technical Services
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	

Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy.

Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be

updated as your policy or service changes develop, and it exists as a log of evidence of due regard;

- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

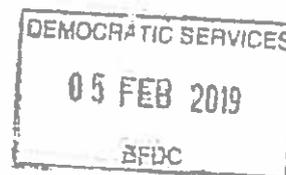
Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;
- whether or not your policy or service changes could help to foster good relations between communities.

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PLEASANCE CAR PARK - PROPOSED PAYMENT CHARGES

FAO Derek McNab
Chief Executive Officer Epping Forest District Council
CIVIC OFFICES
High Street
Epping CM16 4BZ



RE: Off Street Order 2019 -A

The Under-signed wish to register our dissent and disappointment RE: the proposed charge for Sunday Parking at the Pleasance Car Park, Ongar CM5 9AB to be introduced 2019.
For the following reasons :

1. The Ongar Twinning Petanque Club established in 2009 having their playing area in the Cerizay Garden to the rear of this car park, currently has over 25 regular playing members. The majority are senior citizens from Ongar and the surrounding areas, including, Epping, Greensted, North Weald, Toot Hill, Stanford Rivers, Shelley, The Rodings and beyond. They play every SUNDAY throughout the year between 10.00 a.m. and 2.30 p.m. and Sunday is our main CLUB day. We encourage new players, young and old, including families with young children, passers by, to join us. We regularly invite players from neighbouring clubs to come along and compete with our teams. Our experienced players also offer free coaching and advice to local community groups and youth groups such as the 3rd ONGAR Scouts and the local schools. For many of our members a weekly car parking charge would prove prohibitive.
2. Our club will lose some of our regular and loyal members - especially those of our elderly members who rely on this activity for social and health reasons.
3. The proposed charge would discourage new members to join.
4. The Car Park on a Sunday morning is frequently FULL – with ramblers, dog walkers, children’s football and rugby players walking through to the ONGAR SPORTS field and RECREATION AREA, or following the historic footpath around the Castle moat and ground. The charge would deter all these groups from taking their regular weekend exercise. This at a time when Councils are supposed to be encouraging people to keep fit and exercise.
5. Our Petanque Club with the Ongar Twinning Association hosts the Ongar Town Festival in May each year and in 2018 brought over 3000 people to Ongar on one Sunday morning – benefitting all the local shops, restaurants, businesses and Community groups in Ongar. The Festival featured a Petanque Competition with over 60 players in the Pleasance Car Park, organised by our current Club Members with great success. Another Town Festival is already planned for 5th May 2019 and Petanque will again be the centrepiece, this year with a possible 96 players.
6. Do EFDC want to lose the opportunity of re-vitalising the Town of ONGAR – by penalising our Petanque members every Sunday, to see the Petanque group fold and the Festival thwarted ?
7. By offering free parking on a Sunday – visitors are encouraged to come and use the facilities Ongar has to offer.
8. The shops and businesses open on a Sunday striving to keep Ongar alive , would lose a large amount of their custom and revenue, when Ongar charge their customers to park, and many neighbouring boroughs DO NOT charge on Sunday.

We as a group of responsible and long-standing Ongarians appeal to EFDC to re-consider their proposal to charge your local residents to park, and to allow them to continue to enjoy the beauty of the Ongar Cerizay Garden, the Castle walk, the recreation areas for children and their families that have been created via the Pleasance Car Park to keep people fit and healthy, especially on a Sunday – the one day when most families can come together and build strong relationships with their home town and enjoy the freedom of open space.

WE PROPOSE :

E.F.D.C continues to ALLOW FREE PARKING AT THE PLEASANCE CAR PARK, HIGH STREET, ONGAR ON SUNDAYS – and also the neighbouring Car Parks at Sainsbury’s and Banson’s Lane, to cope with the numbers of people using the nearby facilities on a regular basis.

Thank you



Carolyn Innocent. 31st January 2019

Contact email : ~~carolyn1464@ongar.gov.uk~~ Tel: ~~01822 522277~~ or ~~01822 522277~~
~~carolyn1464@ongar.gov.uk~~, ~~carolyn1464@ongar.gov.uk~~, ~~carolyn1464@ongar.gov.uk~~, ONGAR ~~CM5 9AB~~

The following people have duly read and signed their agreement to the proposal for reasons stated above.

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Report to the Cabinet

Report reference: C-012-2018/19
Date of meeting: 06 September 2018

**Epping Forest
 District Council**

Portfolio: Safer, Greener and Transport
Subject: Parking tariff review across all Council owned car parks
Responsible Officer: Qasim (Kim) Durrani (01992 564055).
Democratic Services: Adrian Hendry (01992 564246).

Recommendations/Decisions Required:

(1) That following a review of car parking tariff in all Council owned car parks carried out under the objectives and principles set out in paragraph 2 of the report the following be agreed to be implemented by 1 March 2018:

- (a) The existing tariff of 20 pence for 30 minutes, 80 or 90 pence for up to one hour and £1.60 or £1.80 for up to 2 hours be retained across the District;
- (b) To accept and retain the principle of differential tariff between the car parks in towns with London Underground stations and rest of the District car parks,
- (c) That the current tariff structure for stays above 2 hours be replaced with a linear hourly tariff structure as set out in paragraph 6,
- (d) That short and long stay car parks be retained,
- (e) To remove the five hour maximum stay in Cottis Lane and Civic Offices Car Parks in Epping and turn them back into short stay car parks,
- (f) To discontinue Season Ticket holders of Bakers Lane Car Park in Epping from parking in Cottis Lane Car Park,
- (g) To have the same price for on and off street resident parking permit and to achieve that to increase price from the current £48 to £50 per year,
- (h) To increase Season Tickets prices in line with all day parking charges and incrementally remove the current subsidy of 15% over the next four years,
- (i) That the £1 all day charge, payable in some car parks, on Saturday and Sunday is retained and the free period reduced from 2 hrs to 1 hr.
- (j) In car parks currently free on Saturday or Sunday a £1 all day charge is introduced with a 1 hr free period.
- (k) All car parks where a full tariff is payable on Saturday will remain as such,
- (l) The free Saturday, Sunday and Bank Holiday parking during the month of December will be retained,

- (m) To continue to allow free parking for Blue Badge holders and motor bikes,
- (2) To agree to reallocate a sum of £30,000 from the Contaminated Land DDF budget by means of a virement to a budget for making the changes to traffic orders and replacing notice boards in car parks,
- (3) To agree to recommend to the Council a growth bid of the following additional funding:
- (a) £100,000 Capital budget allocation in 2019/20 for environmental improvements,
 - (b) £100,000 Capital budget in 2019/20 pending the outcome of ongoing feasibility study of installation of electric charge points,
 - (c) £130,000 Capital budget in 2019/20 for installation of new CCTV systems and LED lighting,
 - (d) £40,000 DDF in 2019/20 for carrying out an assessment of suitability for new technological features like Automatic Number Plate Recognition facilities in car parks and feasibility of constructing additional levels above existing car parks, and
 - (e) Continued Services Budget growth of £20,000 in 2019/20 for ongoing costs associated with electrical charge points, environmental improvements and new CCTV systems
- (4) To note, subject to approval of recommendations above, that the total investment in car parks of £400,000 represents a pay back of a year and a quarter for the best case estimate income of £320,000 per year;
- (5) To note the annual report on the performance of off street parking operations for 2017/18
- (6) To agree to charge £1 all day, outside of school pick up and drop times, in the currently free Council owned car park in Roydon

Executive Summary:

The last tariff review was carried out in 2015. The Council owned car parks are under considerable pressure. Short stay shoppers and workers in town centres routinely complain about the lack of paid for parking. There is a perception, due to Council car parking charges being significantly lower than those at station car parks, that all day parking is taken up by commuters using the London Underground. The demands for parking by Season Tickets holders as well as workers in shops and local businesses regularly outstrip capacity. A number of new car parks have been created in the last few years however this is not enough. This review attempts to simplify parking tariff, accept the principle of controlling demand by price, help local businesses by keeping the lower charge bands unchanged, gradually removing subsidy from Season Ticket prices, continue the differential tariff across the District, create uniformity in charging on weekends and reinvest some of the additional income in improving and enhancing user experience.

Reasons for Proposed Decision:

To review the current charging regime in car parks. London Underground charges are 80% to 50% higher than the long stay car parking charges in Council owned car parks. This results in increased parking stress causing hardship to local businesses, workers and shoppers.

To generate additional income for the Council to assist in dealing with the funding pressure faced by the Council.

Other Options for Action:

It would be possible to delay the introduction of new tariffs, but this would not address the parking stress in car parks and could endanger the Council's budget objectives.

Report:

1. There are 20 pay and display car parks across the District that are owned and managed by the Council. These car parks play an essential role in servicing high streets and towns across the District by providing safe parking spaces to: shoppers, short and long stay visitors, workers and commuters. Use of these car parks is subject to parking charges which were last reviewed in 2015. Since then parking charges in the London Underground Car Parks have increased and it is much more attractive for Underground users to park in Council owned long stay car parks, the table below sets out the difference in weekday parking charges:

Town	EFDC all day long stay car park charge	London Underground all day charge
Epping	£3.80	£6.90
Debden	£3.80	£5.90
Loughton	£3.80	£5.70
Buckhurst Hill	£3.80	£5.70

2. The objectives of the parking review are to address the conflicting requirements of shoppers, long and short stay visitors, local workers, within District commuters, all day workers and businesses. The review will attempt to balance these needs by adoption of the following principles:
 - a) Create capacity in car parks by ensuring turnover of users,
 - b) Deter all day commuters using the London Underground from taking up too many spaces,
 - c) Ensure availability of short stay parking for shoppers and visitors,
 - d) Simplify tariff structure,
 - e) Rationalise Season Tickets prices and gradually remove subsidy,
 - f) Control car park usage by tariff and not length of stay,
 - g) Encourage the use of sustainable modes of travel,
 - h) Reinvest in car parks to enhance and improve safety, capacity and user experience,
 - i) Seek innovation and improvement in management of car parks,
 - j) Accept the principle of differential tariff between the towns served by London Underground (Epping, Loughton and Buckhurst hill) and Waltham Abbey and Ongar
3. Car parks are categorised as short or long stay with each category attracting a different type of customer. It is recommended to retain the current short and long stay tariff for the first three bands: 20 pence for half hour, 80 or 90 pence for up to 1 hour and £1.60 or £1.80 for up to 2 hour stay. The tariff is then recommended to increase incrementally by £1 an hour reaching £6 for over five hours stay in long stay car parks and £10 in short stay. The higher short stay tariff is designed to ensure turnover of parking spaces, something essential for shoppers and short stay visitors to high streets and local shops. The relatively lower long stay tariff is intended to allow parking for all day visitors, workers and out of town commuters who visit the District. The demands on car parking spaces is higher in towns served by London Underground Stations, by accepting the principle of differential tariff this varied demand can be addressed.
4. The existing tariff structure is complex and while it has been adequate thus far it is felt that a simpler hourly charge would be simpler. It is also recommended that car park stays should be regulated by parking charges instead of limiting the length of stay and the five hour maximum

Appendix 1

stay in Cottis Lane and Civic Offices Car Park should be removed and the car parks turned back into short stay car parks. The change of Cottis Lane Car Park in Epping back to a short stay car park along with the decision to not allow Season Ticket holders from Bakers Lane Car Park to park in Cottis Lane Car Park will free up spaces. The higher all day tariff of £10 will hopefully encourage out of town commuters using the London Underground to use Bakers Lane Car Park or the London Underground Station Car Park.

5. The current tariff structure consists of multiple charge bands and is set out below:

Existing tariff structure:

Type of car park	Up to 30 min	Up to 1 hr	Up to 2 hr	Over 2 hr	Up to 3 hr	Over 3 hr	Up to 4 hr	Up to 5 hr
Cottis Lane								
Tariff	£0.20	£0.90	£1.80		£2.30		£3.00	£3.70
Short Stay								
Epping, Loughton and Buckhurst Hill	£0.20	£0.90	£1.80		£3.50	£10.0		
Waltham Abbey and Ongar	£0.20	£0.80	£1.60		£3.20	£10.0		
Long Stay								
Epping, Loughton and Buckhurst Hill			£1.80	£3.80				
Waltham Abbey and Ongar			£1.60	£3.50				
Combined								
Epping, Loughton and Buckhurst Hill	£0.20	£0.90	£1.80	£3.80				
Waltham Abbey and Ongar	£0.20	£0.80	£1.60	£3.50				

6. It is proposed that the new tariff structure as set out in the table below be adopted:

Proposed tariff structure:

Type of car park	Up to 30 min	Up to 1 hr	Up to 2 hr	Up to 3 hr	Up to 4 hr	Up to 5 hr	Over 5 hr	Over 5 hr
Short Stay	No change							
Epping, Loughton and Buckhurst Hill	£0.20	£0.90	£1.80	£3	£4	£5		£10
Waltham Abbey and Ongar	£0.20	£0.80	£1.60	£3	£4	£5		£10
Long Stay								
Epping, Loughton and Buckhurst Hill	£0.20	£0.90	£1.80	£3	£4	£5	£6	
Waltham Abbey and Ongar	£0.20	£0.80	£1.60	£3	£4	£5	£6	
Combined								
Epping, Loughton and	£0.20	£0.90	£1.80	£3	£4	£5	£6	

Appendix 1

Buckhurst Hill								
Waltham Abbey and Ongar	£0.20	£0.80	£1.60	£3	£4	£5	£6	

A more detailed tariff structure for each car park is attached as appendix-1

7. Additionally in the Debden Broadway area, owing to lack of parking provision, Resident Parking Permits are also available in car parks. The price for these annual permits is £48. It is recommended that this price be brought in line with the on street resident parking permit price of £50 per annum. Going forward the price of off street parking permits is recommended to be the same as on street, currently £50.
8. Season tickets are sold to motorists for a car park once they demonstrate that they work in the area and if there is capacity, season tickets do not guarantee a parking space. Regular users can benefit from purchasing a Season Ticket by not having to pay every day. Historically Season tickets have been sold at a reduced price, 15% cheaper than paying all day parking charge over a month, three months or a year. It is recognised that offering cheaper Season Tickets when the car parks are under considerable stress is not helpful. It is recommended that the Season Ticket prices be gradually brought to the equivalent of paying all day charge in increments of 5% per annum such that there is price parity in year four.
9. Business Permits for a month, three months and a year are available to assist local businesses. It is recommended that the prices of these permits be gradually increased to bring them in line with the equivalent of paying an all-day charge. The charges are prorated against all day parking charge. Table below sets out existing and proposed charges:

Existing and proposed permit prices (Epping, Loughton and Buckhurst Hill):

	Season Ticket Prices, Long Stay Car Parks		Season Ticket Prices, Short Stay Car Parks		Resident Permits		Business Permit Prices	
	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing
1 month	£102 *	£65	£170	£125				
3 months	£306	£190	£510	£320				
12 months	£1224	£750	£2040	£1275	£50**	£48	£52	£52
2 nd Permit for 3 months					£90	£80	£255	£190
2 nd and subsequent for 12 months							£1020	£750

* Price of £102 is 85% of all day parking for a month (£6 per day x 5 days a week x 4 weeks)

** going forward the price will match the on street price as set by NEPP

Existing and proposed permit prices (Waltham Abbey and Ongar):

Existing Long Stay	Proposed Long Stay	Existing Short Stay	Proposed Short Stay
£50	£102	£125	£170
£135	£306	£320	£510
£450	£1224	£1275	£2040

10. The Council currently offers a 2 hour free parking period in some car parks on weekends followed by a £1 all day and some are free on weekends. It is recommended that in these car parks there is a one hour free period followed by £1 all day charge, this means those car parks

that are currently free on Saturday and/or Sunday a free one hour period followed by £1 all day be introduced. All other car parks that attract a full tariff will remain unchanged.

11. It is acknowledged that the free weekend and bank holiday parking during the month of December is assisting the high streets and local shops in increasing foot fall. It is therefore recommended that this arrangement be continued. The free parking for Disabled Badge holders and motor bikes is also proposed to continue.
12. Following the last tariff review in 2015 a series of investments were made in improving and enhancing the car parks, these included: installation of new 'smart meters', chip and pin devices, LED lighting programme, CCTV upgrade and improvements and creation of four new car parks creating 60 additional spaces. These projects have been significantly completed, some delays have occurred in LED project due to complications arising from technical design requirements and lack of in house capacity.
13. The £30,000 DDF budget recommended to be vired from an allocation originally set aside for Contaminated Land has become available as a result of re-prioritisation of contaminated land assessments. If approved, this budget will pay for making new traffic regulation orders to reflect the new tariff and associated changes for example updating all notice boards in car parks.
14. Additional Capital funding of £330,000 is sought to: carry out environmental enhancement including landscaping and planting, replace and upgrade dated CCTV systems, complete the LED lighting project by hiring external consultants to provide design expertise, install electrical charging points in the busy car parks if these are deemed feasible under the ongoing study.
15. An additional £40,000 DDF budget is recommended to fund a feasibility study into Automatic Number Plate Recognition (ANPR) and digital bay sensor technology for better management of car parks and feasibility of increasing car park capacity.
16. A Continued Services Budget (CSB) growth bid of £20,000 is also sought for the following: £3,000 associated with the running costs of new CCTV systems, £5,000 for maintenance of new planting including large potted plants, and £12,000 with the operational, back office and 24/7 support for the electrical charging points.
17. The Council is a member of the North Essex Parking Partnership (NEPP) and officers believe the Partnership is best placed to carry out the necessary legal and technical work associated with the introduction of new tariff. The Council has already engaged NEPP to deliver the Loughton Broadway Parking Review scheme.
18. At the time of award of the Off Street enforcement contract to NSL Limited Cabinet resolved to receive yearly updates on contract performance within six months of the end of the financial year. The report attached at appendix-2 sets out the operational performance of the contract.
19. There is a Council owned car park in Roydon which is free to use. It provides a safe parking area for parents dropping off children to the local primary school and also benefits local businesses and residents. The costs of maintenance in recent years have increased, for example costs associated with repairs to the car park surface, signs and lines and maintenance of vegetation etc. by introducing a £1 all day charge, outside of school pick up and drop times, the Council will recover some of the costs incurred in keeping the car park safe and in good state of repair.

Resource Implications:

In the 2017/18 financial year the income from the car parks was £1,347,000. This consisted of

£300,000 from payments made by phone, £918,000 by cash in pay and display machines, £25,000 by using chip and pin devices at the pay and display machines and £104,000 by purchase of Season Tickets and Resident Permits.

The revision in parking charges will lead to an increase in income for the Council. In order to estimate the likely additional income a modelling exercise has been carried out which relies on current usage data. The modelling is based on a number of assumptions:

- (a) Due to changes in tariff structure, new charge bands of stays up to 4, 5 and 6 hours have been introduced, for which usage data is not available. Existing usage data for all day parking band has been split across these new bands assuming an equal split,
- (b) The same number of Season and Business Permits will be purchased as at present,
- (c) The capacity of car parks will be maintained,
- (d) Same number of parking stays will occur as in the last year,
- (e) A sensitivity analysis has been carried out modelling 5%, 10% and 15% reduction in usage,

Income:

It is estimated, based on the modelling assumptions above, that an additional income of £320,000 per financial year could be generated if there was no change in user behaviour. This would drop to £250,000, £175,000 and £100,000 if there were 5%, 10% and 15% drop in customers respectively. Details of the modelling calculations are attached as appendix-3

Costs:

The DDF virement of £30,000 from the Contaminated Land budget is for making changes to the tariff structure as recommended in this report.

The DDF growth bid of £40,000 is for carrying out feasibility studies for the recommendations.

The total Capital budget of £330,000 is an estimate of costs associated with carrying out works recommended in this report.

The details of the CSB ongoing costs of £20,000 from 2019/20 is provided in paragraph 16 of the report

Legal and Governance Implications:

The changes to the tariff structure will require a Notice of Variation under sections 35C and 46A of the Road Traffic Regulation Act 1984. The Council does not have the expertise to prepare and implement such notices. This could be done by the NEPP who have the expertise and carry out such work across all the other members of NEPP.

Safer, Cleaner and Greener Implications:

All the Council car parks have Park Mark accreditation. Most of the car parks have had new CCTV systems. Replacement of some of the dated end of life CCTV camera systems will further enhance safety and security for users. All car parks are regularly maintained, all equipment kept in good working order, hedges, fences and signs are checked and updated when required. New pay and display machines enable remote access to officers to monitor usage of the machines. Use of credit and debit card and payment by phone enable easy payment options for customer.

Consultation Undertaken:

NSL – Council’s parking enforcement contractor
RTA Associates for validation of parking modelling.

Background Papers:

Cabinet resolved on 9 March 2017 “That an annual report setting out the activities of the service be presented to Cabinet within six months of the end of each financial year”

Risk Management:

There is a risk around the modelling assumptions and until the new tariff is implemented, it would not be possible to ascertain if the income assumption will be realised or not.

The best case estimate, no change in lengths and number of parking stays across all car parks from last year, is for an additional £320,000 per year. The assumptions made in the modelling are listed under the Resource Implication section of the report. One of the significant assumption is the way the current all day tariff has been split, equally, across the new 4, 5 and 6 hour stay periods. It is not clear how motorists will react to this change. In the worst case scenario if all the motorists currently paying for all day stay decided to only stay for three hours and paid the new £3 tariff then the estimated income will drop from £320,000 to £190,000.

The Council last increased tariffs in 2015. The Council is keen to help local businesses and high streets. However the increase could be seen as a further burden on local businesses and high streets. That said the lower charge bands of up to 2 hour stay have not been changed, these represent over 80% of the usage in car parks.