

Report to the Cabinet

Report reference: C-007-2023/24

Date of meeting: 10 July 2023



**Epping Forest
District Council**

Portfolio: Planning & Sustainability – Cllr. Bedford

Subject: Endorsement of the Latton Priory Strategic Masterplan Framework

Responsible Officer: Nigel Richardson / Ione Braddick (01992 564 110).

Democratic Services: Vivienne Messenger (01992 564246).

Recommendations/Decisions Required:

(1) To note the process undertaken and the outputs from the public consultation on the Draft Latton Priory Strategic Masterplan Framework undertaken between November 2022 and January 2023.

(2) To agree that the Latton Priory Strategic Masterplan Framework be formally endorsed in order for it to be taken into account as an important material consideration in the determination of future planning applications, and to inform pre-application advice, assessing planning and any other development management and implementation related purposes relating to the site.

(3) To agree that the Planning Services Director, in consultation with the Planning Portfolio Holder, be authorised to make minor amendments to the Latton Priory Strategic Masterplan Framework, including any document accessibility requirements, prior to publication.

Executive Summary:

The development of the Latton Priory Strategic Masterplan Framework (SMF) responds to EFDC's Adopted Local Plan (March 2023) Policy SP 3 Development & Delivery of Garden Communities in the Harlow and Gilston Garden Town and Policy SP 4 Garden Town Communities, and SP 4.1 Latton Priory Masterplan Area allocation.

The Harlow and Gilston Garden Town aims to coordinate and enable delivery of 16,000 homes by 2033, along with associated infrastructure, in and around Harlow, East Herts and Epping Forest Districts, delivering the Garden Town Vision, principles and guidance that has been agreed by the five partner councils. 3,900 of these homes are allocated within Epping Forest District, making up over a third of the District's allocated housing to be built to the TCPA's Garden City Principles.

The Latton Priory Masterplan Area located within the Parish of North Weald Bassett. It is bounded to the north by the border between Epping Forest District and Harlow District. The masterplan area is allocated within the Local Plan for a minimum of 1,050 homes, a primary and secondary school, 1ha of employment land, 0.5ha for Gypsy & Travellers pitches, a vibrant local centre and community facilities. The masterplan will also feature extensive green and blue infrastructure to promote natural and sustainable drainage and improved biodiversity, along with a large Suitable Alternative Natural Green space (SANG) to the south

east of the site to improve biodiversity and alleviate mounting pressure on the EFDC Special Area or Conservation (SAC).

The site promoters for Latton Priory, Commercial Estates Group (CEG) and Hallam Land, have been engaging with EFDC officers since 2018 in the development of the Latton Priory SMF following the Strategic Masterplanning Briefing Note, which was agreed by the Council's Cabinet in October 2018. This document sets out the requirement for the endorsement of Strategic Masterplans and Concept Frameworks as allocated in the emerging LPSV.

The Strategic Masterplan Framework has been subject to extensive review and scrutiny by the professional applicant team engaged in drafting the SMF, the Council, as Local Planning Authority, Harlow and Gilston Garden Town authority partners (including Harlow Council officers, and Essex County Council officers) and the masterplan proposals have been reviewed by the HGGT Quality Review Panel three times (Oct 2018, April 2019, July 2022).

The formal public consultation on the Draft Latton Priory SMF finished on the 21st January 2023. Since then the SMF has been reviewed and amended to incorporate and respond to, where necessary and appropriate, the consultation responses. Key points raised during the consultation, and response to these, are outlined in the report below, and set out in more detail in the Consultation Report which forms Appendix X of the Latton Priory SMF.

Following this review and amendments to the SMF, officers are of the view that meaningful public consultation has been undertaken, and the Strategic Masterplan Framework can now be formally endorsed to support high quality development proposals to come forward.

Reasons for Proposed Decision:

The Masterplan has undergone extensive scrutiny and where necessary and appropriate changes have been undertaken in accordance with the masterplanning process set out in the Council's Strategic Masterplanning Briefing Note which was endorsed by the Council's Cabinet in October 2018. This has included review of the emerging Strategic Masterplan by EFDC's Quality Review Panel (QRP) and following receipt of responses to the first and second stages of public consultation. The Strategic Masterplan is considered to be capable of endorsement as an important material consideration in the determination of any planning applications and will be taken into account as such. It will also be used to inform the provision of pre-application advice and other development related purposes

To ensure that members are kept fully up to date on the progress of Masterplans and Concept Frameworks and other major proposals being promoted within the District.

To comply with the Council's general obligations as a local planning authority and the requirements set out in national planning guidance.

Other Options for Action:

To not endorse the Latton Priory Strategic Masterplan Framework as an important material consideration in the determination of planning applications. This could result in a delay in delivering a high quality garden community and homes in the District.

Report

Introduction

1. The Epping Forest District Local Plan 2011 – 2033 (the Local Plan) promotes a joined up, collaborative and proactive approach to the planning and implementation of key strategic

sites across Epping Forest District. The production of Strategic Masterplans and Concept Framework Plans ensures that development proposals are brought forward in accordance with the Council's priorities, planning policies and facilitate the delivery of necessary infrastructure.

2. Strategic Masterplans and Concept Framework Plans provide an overarching framework to ensure that development is brought forward in a coordinated and coherent way in accordance with high quality placemaking principles. Any relevant planning applications must demonstrate general conformity with an endorsed Strategic Masterplan or Concept Framework Plan.
3. The Council's adopted Strategic Masterplanning Briefing Note (October 2018) sets out the process by which Strategic Masterplans and Concept Framework Plans for sites allocated in the Local Plan. This requirement is set out in the supporting text to Policy SP 2 Place Shaping and in respect of North Weald Airfield in the place specific Policy P 6 North Weald Bassett.
4. The Latton Priory Masterplan Area is located to the south of Harlow immediately outside the urban area, within the administrative area of EFDC. It is located in Hastingwood, Matching and Sheering Village Ward and North Weald Bassett Parish.
5. The site is allocated as one of three Garden Town Communities in the adopted Epping Forest Local Plan (March 2023) and is one of a number of strategic allocations in and around Harlow collectively forming the Harlow and Gilston Garden Town.
6. The Local Plan Policy SP4 (Garden Town Communities) envisages that the Latton Priory site will deliver a minimum of 1,050 homes, 1ha of employment land, up to 5 traveller pitches and a range of infrastructure and facilities including, amongst others, a primary school, a secondary school (or an all-through school), sustainable drainage systems, suitable alternative natural greenspaces (SANGs), a local centre, and a sustainable transport corridor connecting the site to Harlow centre and beyond.
7. The strategic masterplan for Latton Priory needs to adhere to the place-shaping and development principles set out under Policy SP2 (Place Shaping), as well as principles and objectives in the Harlow and Gilston Garden Town Vision and Design Guide, HGGT Transport Strategy and HGGT Sustainability Guidance and Checklist (these are all endorsed as material planning considerations). The Transport Strategy sets out the objective that 60% of all trips starting and/or ending in the new Garden Communities of Harlow & Gilston Garden Town should be by active and sustainable travel modes.

Design Code

8. In 2022 EFDC were awarded funding from the Department of Levelling Up, Housing and Communities Pathfinders Programme to produce an authority-led strategic design code for the Latton Priory Masterplan Area. This design code is being produced by the EFDC Implementation Team with collaboration and specialist input as required. Content builds on the parameters and principles set out in the SMF and incorporates key aspects of the HGGT Vision, including modal shift and green infrastructure. In line with the National Model Design Code, community and local stakeholder engagement will help to promote provably popular design and to ensure a wide range of stakeholder input in shaping the new community and the Design Code will be brought to Cabinet separately for approval for public consultation. It is intended that the Strategic Design Code will also be endorsed to secure design quality on future planning applications for the masterplan area as well as providing a benchmark for quality and coding process for other EFDC and HGGT masterplans.

Strategic Masterplanning and Engagement process

9. In accordance with best practice the Local Plan contains a requirement that a Strategic Masterplan for Latton Priory Masterplan Area is produced. This is in order to ensure that proposed development on the site is brought forward in a comprehensive and co-ordinated manner in order to achieve high quality and sustainable development which incorporates the place making principles of the Local Plan. This includes meeting the Council's expectations in terms of the quality, scale and nature of development to be delivered, providing sustainable transport opportunities and other supporting infrastructure and services, responding to the environmental context, and responding appropriately to the outputs from community engagement.
10. The preparation of the Strategic Masterplan was supported by a wide range of technical work including in relation to, environmental issues, biodiversity, transport, heritage, and sustainability considerations, which was
11. The site promoters for Latton Priory, Commercial Estates Group (CEG) and Hallam Land, have been engaging with EFDC officers since 2018 in the development of the Latton Priory SMF following the Strategic Masterplanning Briefing Note, which was agreed by the Council's Cabinet in October 2018. This document sets out the requirement for the endorsement of Strategic Masterplans and Concept Frameworks as allocated in the emerging LPSV.
12. The Strategic Masterplan Framework has been subject to extensive review and scrutiny by the professional applicant team engaged in drafting the SMF, the Council, as Local Planning Authority, Harlow and Gilston Garden Town authority partners (including Harlow Council officers, and Essex County Council officers).
13. The Latton Priory site promoter team have been engaging with the local communities of Epping Forest District and Harlow District since 2013. A consultation report which notes this background, as well as reporting on the recent formal public consultation, can be found at Appendix B.

Matters Arising from Initial Consultation (2019)

14. Public engagement was undertaken by the applicant team in September - October 2019, including four topic-based stakeholder workshops, public consultation events, pop-up stands and questionnaires. The key themes of this public engagement (Sept – Oct 2019) included:
 - Sustainable movement and transport
 - Nature, green and open spaces, landscape and water
 - Community services and facilities and well-designed homes
15. A total of 34 respondents completed the questionnaire, with 70 people attending topic-based workshops and inputting through this engagement. 25 people attended a guided site walk prior to the first workshop. Key points and issues raised from initial consultation included:
 - Participants were keen to see the creation of safe, attractive, well-signed, convenient routes walking and cycling connecting a variety of destinations – including parkland, the village centre and links with existing networks.
 - Opportunities for better connectivity between Latton Priory and Harlow. Safe public transport with reliable links to Harlow, during the daytime and the evening.

- Recognised that people drive to Epping Station to avoid higher rail ticket costs from Harlow. The impacts of this may be exacerbated at Latton Priory if the site does not benefit from more efficient and effective links with Harlow.
- The main points made in respect of main route and access points were around the importance of it being in character with the landscape – not being seen to “*cut-through*” open areas, avoiding sensitive areas and not “*standing out*” in the landscape.
- There was significant consensus around the importance of the provision of high quality, attractive, interesting and multi-purpose open space at Latton Priory.
- Safety and the need for natural surveillance and good management/ stewardship to address anti-social behaviour was a common theme.
- The opportunities for open space to cater for all people, of all ages, were widely recognised. School playing facilities were identified as an opportunity for multi-use/multiaccess, providing facilities both for the school and for the wider community (out of school hours).
- There was agreement around the ideal of securing long term community management, preferably through legal agreement and guaranteed funding for a period of time, with the ultimate aim of community management becoming self-funding.

Latton Priory Access Road Study (2020)

16. As part of the EFDC Local Plan examination, further work was requested to be undertaken by the LP Inspector on the potential requirement for an access/ link road to Latton Priory. The Latton Priory Access Road Study (PJA, 2020) provided sufficient evidence to point to a need for an east-west link road from Latton Priory Masterplan Area to London Road (B1393). This has been agreed by HGGT partners. The Latton Priory Access Road Study can be viewed in full online: <https://hggd.co.uk/wp-content/uploads/2020/12/04777-R-02-D-Latton-Priory-Project-Report-REV-5.pdf>

HGGT Quality Review Panel (2018, 2019, 2022)

17. The masterplan has been to three Quality Review Panel’s (QRPs), a key aspect of quality assurance and independent critical friend advice, from an expert panel of built environment practitioners.

18. Summary of comments from first QRP (October 2018):

- Further thought needed to the vision for the development and how this relates to the scale and density of the settlement, how this relates to its long-term viability and its intended character. Important that the team use this period to give more thought to the kind of place that they intend to create.
- The context of the settlement, with regard to its edges and adjacencies, needs further thought, and the integration of the two ‘islands’ within the site also needs to be considered more creatively
- Need to think more about views into the site, as well as views out, given its prominence from Harlow itself.
- Welcome the aspiration for 60% of journeys to be non-car based but believe more needs to be done to demonstrate how this will be achieved.
- Want to see further thinking around sustainability issues beyond transport as well as the relationship between elements in section, not simply plan.

19. Summary of comments from second QRP (April 2019):

- Masterplan should be more reactive to the existing topography and respond better to the edge conditions of no-build line, green wedge and neighbouring settlements.
- The applicant should explore different models of stewardship and the panel highlights how securing stewardship arrangements will be crucial for the success of Latton Priory.
- The importance of the Sustainable Transport Corridor (STC) to the success of the masterplan in terms of modal shift, and need to understand delivery, including interim arrangements.
- Concern about the number of car parking spaces and following ECC parking standards, particularly in the local centre.
- More clarity sought on pedestrian and cycle routes and how they connect to the wider mobility network.
- Further work needed on look, function and feel of local centre, crucial to its success.
- Green spaces should enhance ecology as well as education, production and entertainment. The Panel also recommended green spaces in areas of higher densities for amenity and inclusion of more informal “door-step” play and amenity spaces.

20. Summary of comments from third QRP (July 2022) – QRP Report available at Appendix D:

- Pleased to see the applicant design team and Council working collaboratively, proposals have developed well since the last review.
- Supporting modal shift will be fundamental to the masterplan and design code, and the panel feels that this should be reinforced more strongly through the design.
- The neighbourhood centre still feels too car-dominated, and the routes across the site need to be developed further to address the hierarchy and character of these spaces.
- A focus on promoting pedestrian and cycle use is crucial and, as raised previously, the panel suggests that the topography needs to be understood to make the site accessible for all abilities and ages.
- The panel feels that the sustainability and energy strategy lacks detail, and it would like to see fundamental decisions considered as part of the masterplan work, to address passive design measures including layout and orientation, as well as options for renewable energy and distribution.

21. The masterplan has been developed in a comprehensive manner and it includes the whole allocation area spanning across different land ownerships. In June 2022, the Dorrington Farm owners removed their land from the comprehensive development of the Latton Priory masterplan. The site promoters and design team have provided the council with satisfactory options to ensure that the masterplan can be delivered around this landholding (local plan employment allocations RUR.E19A / RUR.E19B).

Formal Consultation (2022-23)

22. A formal stage of consultation on the draft Strategic Masterplan took place between November 2022 and January 2023. This represented an extended 9-week period of consultation to take account of the Christmas/New Year Period.

23. A letter and flyer was sent to almost 4000 local homes (in Thornwood, North Weald and Harlow) as well as to EFDC and HDC councillors, Parish councillors, local stakeholders and groups and statutory consultees. The formal consultation included online and in-person events. The Community Q&A online event was attended by over 50 people. The consultation was promoted on social media, through press articles (e.g. Epping Forest Guardian) and exhibition boards and copies of the SMF were available to view throughout at the EFDC civic offices, and the Latton Bush Centre, Harlow.

24. The project website (lattonpriory.co.uk) provided access to the consultation material and 350 people reviewed the material, with 128 responses received. Statutory consultees were

notified formally and one-to-one meetings (online and in-person) were held on request with stakeholders including Natural England, North Weald Parish Council and councillors. More details on the representations made are set out in the Consultation Report attached at Appendix B. Statutory Consultee responses can be found at Appendix C.

15. The following feedback was received from respondents:
 - The main priority for questionnaire respondents on the SMF was 'Transport/ Roads'. This included convenient, safe and prioritised access to schools by sustainable modes and road and junction improvements and investment and early provision into transport infrastructure. Queries were raised regarding the Centre to South Sustainable Transport Corridor and the STC Connector.
 - Concern raised over delivery, phasing and provision of the Sustainable Transport Connector to Commonside Road, as the first piece of the centre to south STC.
 - Clarification on proposed public transport improvement, and details of access junctions onto Rye Hill Road and B1393 London Road.
 - Concerns were raised regarding lack of further detailed transport modelling to date.
 - Concern over phasing as shown in the indicative phasing plan, and delivery of key infrastructure.
 - Clarification sought on number of homes (minimum 1050 in Local Plan, SMF notes potential capacity for 1500 homes), and provision of affordable housing.
 - Mixed views expressed in relation to the location option for location of Gypsy and Traveller site, and relationship to existing G&T site on Fern Hill Lane.
 - Concern that local centre would compete with other nearby local centres/ hatches.
 - Concern that healthcare was not being safeguarded within the masterplan area/ local centre and that this was needed.
 - Need for varied playing areas and sports pitches for all, including increased size of community pitches.
 - Confirmation needed over cycling within the SANG area and what access would be provided to the SANG.
 - Concern over protection of the woodland blocks and adjacent local wildlife sites.
 - Requirement for inclusion of Mandatory Spatial Principles and Planning Deliverables sections within SMF.
 - Concern over lack of commitment to sustainability targets and stewardship consideration.

25. Following the receipt of these public consultation comments and stakeholder meetings, further work was undertaken to address the points and issues raised and outlined above. As a result of the matters raised changes have been made to the Strategic Masterplan where necessary and/or appropriate. The Consultation Report attached at Appendix B gives further details of the consultation process and comments that were received.

26. A HGGT Member Briefing took place on Tuesday 6th June 2023, with invites to HGGT Board Members, EFDC and HDC Cabinet members and relevant local ward and parish councils in both Epping Forest and Harlow Districts. The Local Planning Authority and applicant team presented the draft masterplan and updates and amendments following the formal public consultation. Members were then invited to ask questions or provide comments on the presentations. These included queries traffic modelling and existing road capacity, updated phasing plans and provision of infrastructure including the Sustainable Transport Corridor, the STC Connector and the access road to London Road. The SuDs to the north of the site, and impact of neighbouring residential areas in terms of flood mitigation, clarification on the provision of healthcare facilities now included in the Local Centre, clarity on the total number

of homes proposed, location of Local Centre in relation to gypsy and traveller sites, parking restrictions/ mechanisms to achieve modal shift, the need for early stewardship model discussions and requirements for removing service charge evictions, contributions towards public infrastructure such as libraries, and ongoing engagement with Members on the site and relevant associated work.

27. Responses to these have been noted in the final draft SMF where appropriate and have been recorded in the summary note of the Member Briefing which has been circulated to all Member Briefing invitees.

Strategic Masterplan Framework

28. The final draft SMF proposed for endorsement is enclosed at Appendix A and is commented upon as follows:

Placemaking

29. The masterplan has been developed observing EFDC's Local Plan Policy SP 2 Place Shaping where emphasis has been given to ensure generous, well connected and biodiverse rich green space provision with a sense of place/ identity. The masterplan will be well connected through a hierarchy of streets, walking paths and cycle lanes along rich green and blue infrastructure features to the local centre that will host community facilities, retail and service opportunities as well as schools and a sustainable movement hub.

Transport

30. EFDC Local Plan Policy SP 3 and the endorsed HGGT Transport Strategy describes the provision of integrated and sustainable transport systems for the Harlow and Gilston area that puts walking, cycling and public transport networks and connections at the heart of growth in the area to create a step change in modal shift. Sustainable Transport provision is required to be at the centre of the development of the masterplan. The Latton Priory masterplan provides for a Sustainable Transport Corridor (STC) connection (to Commonside Road) and associated mobility hub at the local centre. From there, residents will be able to access a rapid transit bus service that will connect to Harlow Town Centre and beyond to Gilston, Water Lane area, East of Harlow and the New Princess Alexandra Hospital, along with direct and accessible cycling and walking routes. In April 2023 HGGT partners completed the STC Connector Route Study project to establish early design options for a feasible route for the 'STC Connector' from Latton Priory to Commonside Road. Commitments to the delivery of both on-site and off-site transport infrastructure to ensure modal shift are required to be set out in the Strategic Masterplanning Framework document and must be considered through the phasing and construction/ delivery of the proposal and at planning application stage.

Green Infrastructure

31. The Latton Priory Masterplan is a landscape-led development that will provide large areas of SANG together with Blue and Green Infrastructure features that will enhance biodiversity and the natural environment following EFDC Local Plan Policies SP 2, SP 7 and SP 6 as well as the EFDC Green Infrastructure Strategy which sets out SANG requirements for Latton Priory. The masterplan will also provide residents with a wide range of amenities ranging from a vibrant local centre provision with access to community facilities and service/retail opportunities as well as dedicated areas for play, food growing and community gardening.

Local centre and social facilities

32. The Latton Priory Masterplan provides a Local Centre following EFDC Policy SP 4. The local centre will provide:

- Community facilities
- A two-form entry primary school with early years facilities
- At least 10Ha of land to accommodate a secondary school
- Employment space for retail/service facilities, office space, flexible working space
- Community facilities
- Mobility Hub with access to EV charging points, cycle hire, cycle repair shop, car club and access to the STC rapid bus service terminus.

Sustainability

33. The Latton Priory Masterplan will be a sustainably connected new neighbourhood with safe, direct and attractive cycle routes integrated within the network of roads, green fingers and open space which link key facilities within the site and further afield, including Harlow Town centre. The development of the masterplan has observed the following documents: EFDC Sustainability Guide and Checklist, HGGT Sustainability Guidance and Checklist and the EFDC Green & Blue Infrastructure Guide, emerging HGGT Stewardship Charter.

Gypsy and traveller pitches

34. Following the EFDC Local Plan policies H 4 and SP 3 the masterplan will provide 5 Travellers pitches. Three potential location options have been noted within the SMF, with further consultation required, specifically requested by consultee Essex Police, on the preferred option at planning application stage.

Housing numbers and tenure

35. The masterplan has a capacity for a minimum of 1,050 dwellings in alignment with the LPSV. While the masterplan allows the potential for increases in this number to be explored, any increase in the site capacity at the Latton Priory site will need to be fully assessed at planning application stages in terms of traffic impacts (both as a result of this site and when considered in combination with the quantum of development proposed across the entire Garden Town) and by reference to the Habitat Assessment Regulations with regards to the potential impact on air quality Epping Forest SAC.

36. Housing tenure is stated as being targeted to be in accordance with the Local Plan with a position of 40% affordable housing sought.

Conclusion

37. As part of the HGGT partnership agreement the development of the Latton Priory Masterplan has been developed in consultation with ECC and HDC. In conclusion, officers consider that the Strategic Masterplan Framework fulfils the intentions of the EFDC Local Plan and Strategic Masterplanning Briefing Note (2018) in enabling meaningful public consultation, and will lead to high quality development, supporting the following EFDC LPSV strategic policies:

- **Policy SP 1** – Spatial Development Strategy 2011-2033
- **Policy SP 2** – Place Shaping
- **Policy SP 3** – Development and delivery of Gardens Communities in the Harlow and Gilston Garden Town
- **Policy SP 4** – Garden Communities

- **Policy SP 5** – Green Belt and Local Greenspace
- **Policy SP 6** – The Natural Environment, Landscape Character and Green and Blue Infrastructure

38. Further guidance documents observed:

- EFDC Green & Blue Infrastructure Strategy (2021)
- EFDC Statement of Community Involvement
- EFDC Endorsed Strategic Masterplanning Briefing Note (2018)
- EFDC Infrastructure Delivery Plan (2020)
- HGGT Vision (2019)
- HGGT Design Guide (2019)
- HGGT Sustainability Guidance & Checklist (2021)
- HGGT Transport Strategy (2022)
- HGGT Communication & Engagement Strategy (2021)
- HGGT How to Guide for Planning Obligations, Land Value Capture & Viability (2019)
- HGGT Latton Priory Access Strategy Study (2020)
- HGGT Infrastructure Delivery Plan 2019
- Draft HGGT Stewardship Charter
- HGGT Green Infrastructure Framework 2023

Resource Implications:

As set out in the 18 October 2018 Cabinet Report, the successful delivery of the Garden Town and the other strategic sites within Epping Forest District will require considerable commitment of officer time from EFDC. The noting of the contents of this report do not give rise to additional resource implications.

Legal and Governance Implications:

The work on Strategic Masterplans has been developed in accordance with Government policy (NPPF and NPPG) and Planning Law

Safer, Cleaner and Greener Implications:

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

Consultation Undertaken:

See Appendix B Consultation Report
See Appendix C Statutory Consultee Responses

Background Papers:

Cabinet Report – 7th November 2022
Appendix A: Final Draft Latton Priory Strategic Masterplan Framework
Appendix B: Consultation Report
Appendix C: Statutory Consultee Responses
Appendix D: Quality Review Panel report – July 2022

Risk Management:

If the Council was not to take a pro-active stance on the delivery of Masterplans and major applications arising from the Local Plan, there is a real risk of development occurring of a type that does not extract maximum value for the provision of social infrastructure and poor quality development may occur.

Equality Impact Assessment

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

8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
- Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details
Your function, service area and team: Planning Service
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: Progress of Strategic Masterplans & Planning Performance Agreements
Officer completing the EqIA: Ione Braddick Tel: - Email: ibraddick@eppingforestdc.gov.uk
Date of completing the assessment: 12/06/2022

Section 2: Policy to be analysed	
2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? No
2.2	Describe the main aims, objectives and purpose of the policy (or decision): The report is to seeking endorsement of the Latton Priory Strategic Masterplan Framework to be a material planning consideration for future development management purposes. What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? Endorsement of the SMF as a material planning consideration.
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"> • service users • employees

	<ul style="list-style-type: none"> the wider community or groups of people, particularly where there are areas of known inequalities? <p>Wider community/ employees.</p> <p>Will the policy or decision influence how organisations operate? No</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>No.</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>It is associated with Adopted Local Plan policies SP2, SP3, SP4.</p>

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

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

3.1 What does the information tell you about those groups identified? Consultation data gathered from local residents and stakeholders, with detailed responses set out in Consultation Report in Appendix B. This includes population in Epping Forest District and Harlow District.

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?

Yes, see consultation report Appendix B.

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:

See consultation report Appendix B.

Section 4: Impact of policy or decision

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

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

Section 5: Conclusion

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

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: 12/06/22

Signature of person completing the EqlA: Ione Braddick

Date: 12/06/22

Advice

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

Appendix A – Latton Priory Strategic Masterplan Framework

Appendix B – Consultation Report

Appendix C – Statutory Consultees Responses

Appendix D – QRP Report July 2022