

EPHING FOREST DISTRICT COUNCIL CABINET MINUTES

Committee: Cabinet **Date:** 10 December 2018

Place: Council Chamber - Civic Offices **Time:** 7.00 - 8.40 pm

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

Other

Councillors: R Brookes, S Heap, S Heather, R Morgan, S Murray, C C Pond, C P Pond, C Roberts, D Stocker, H Whitbread, J H Whitehouse and J M Whitehouse

Apologies:

Officers Present: D Macnab (Acting Chief Executive), G Blakemore (Strategic Director), A Blom-Cooper (Interim Assistant Director (Planning Policy)), S Hill (Service Director (Governance & Member Services)), P Maddock (Assistant Director (Accountancy)), P Pledger (Service Director (Housing & Property Services)), R Smith (Area Housing Manager North), J Whittaker (Finance Officer), T Carne (Public Relations and Marketing Officer), A Hendry (Senior Democratic Services Officer) and S Kits (Social Media and Customer Services Officer)

58. 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.

59. DECLARATIONS OF INTEREST

(1) Pursuant to the Council's Member Code of Conduct, Cllr N Avey declared an interest in item 9, St John's Road Development, Epping, by virtue of being the Chairman of Epping Town Council. The Councillor had determined that his interest was not pecuniary and would remain in the meeting for the consideration for the issue.

(2) Pursuant to the Council's Member Code of Conduct, Cllr A Grigg declared an interest in item 8, Accommodation Strategy and also on item 9, St John's Road Development, by virtue of being a North Weald Councillor. The Councillor had determined that her interest was not pecuniary and would remain in the meeting for the consideration for the issue.

(3) Pursuant to the Council's Member Code of Conduct, Cllr Jon Whitehouse declared an interest in item 9, St John's Road Development, Epping, by virtue of being a member of Epping Town Council and a resident of St John's Road. The Councillor had determined that his interest was not pecuniary and would remain in the meeting for the consideration for the issue.

60. MINUTES

That the minutes of the meeting of the Cabinet held on 8 November 2018, be taken as read and signed by the leader as a correct record.

61. REPORTS OF PORTFOLIO HOLDERS

The Business Support Portfolio Holder, Councillor G Mohindra reported that the Local Government Finance Assessment that was due on 6 December had been delayed and will now go out during the week commencing 17 December 2018.

Councillor Whitbread announced that this was the first meeting of the Cabinet with the new Portfolio Holder responsibilities in place to correspond to the new management structure of the Council.

62. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET

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

63. OVERVIEW AND SCRUTINY

It was reported that no meeting had been held since the last meeting of the Cabinet on 8th November 2018.

64. ACCOMMODATION STRATEGY

The Strategic Director, G Blakemore gave a short presentation to the meeting outlining the proposed future accommodation plans for the Council.

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

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

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

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

Councillor Mohindra asked about the proposed time scale for this project. The Strategic Director said that they were looking, optimistically, at less than three years.

Councillor Lion supported the report saying it was a useful proposal. One question was about travel between the buildings and how this would be managed. The

Strategic Director referenced the Travel Plan that had already started before this had come forward. The plan was a living document and would take this new development into consideration. It was still in an information gathering position. It was due to report back on its next phase in March/April 2019.

Councillor Philip asked about the second floor of plans of this building showing the upper part of this chamber as part of the offices; as its listed he assumed that was not so. And he noticed that Homefield House had not been mentioned. The Strategic Director confirmed that the Council Chamber was not part of the plan. As for Homefield House this had not been included as it was seen as a temporary accommodation used to move people into while other work was going on. Also, there were no definite plans for this as yet.

Councillor S Kane said that he liked the plan a lot as it had a lot going for it as it was cost neutral and would open up a revenue stream for the Council. His only concern was the parking provision for the proposed new tenants. We will have our travel in place and we need to give due consideration to the new tenants. He was told that there would be a travel plan for the building and not just the EFDC occupants for the building.

Councillor Grigg was keen to retain staff on this site and also have partnership working for the High Street. What more could we do to tell people that we were not demolishing this building. Councillor Whitbread noted that there had been some bad information going around about this building. It still had a future with this council and with our partners. The proposed new build at North Weald would be a more functional building and a good thing for the district.

Councillor Avey noted that Epping High Street already had enough cafés but one more had been identified for this building. Councillor Whitbread noted that this building already had a café where staff got their lunches etc. so, it just would be more open and usable for residents as well.

Councillor Bedford, looking at the plans that were put up suggested that the space provided on the ground floor would not be enough for the amount of people to be put in there. Also could you consider putting in car parking under the residential buildings to be put up? The Strategic Director said that they were looking at 7-10 working ratio for officers to be working here. Councillor Whitbread remarked that the redevelopment of the Condor building was covered in the local plan. Councillor Philip added that they would be assessing what the best design and use of land would be for the area.

Councillor Janet Whitehouse raised concerns that it would be very difficult for members of the public to get to North Weald just to speak to a planning officer. She was told that there would be no public access at North Weald and that meetings would be held by appointment here in the Civic Offices.

Councillor Jon Whitehouse said that it was clear from the paperwork that this was the more costlier and riskier option but outweighed by the strategic advantages of the proposal. Options were not clearly set out in the discussions and paperwork and should be set out in detail so we could tell if this was the more efficient way forward or not. Also he would like some assurance that the Travel Plan had taken into account all the various stakeholders in this project. As for the timing of the sale of the land, the recommendations says by the end of March is this the intention? By putting in an absolute deadline it puts the buyer in a stronger position. And parking issues come up often because it was an important issue; could we put in conditions in the sale of the land that meet the aspirations of the planning committees rather than the

minimum you can get away with in the Local Plan. Councillor Philip replied that the Local Plan stressed that we needed to start moving towards a more sustainable environment but also in the Local Plan we have retained the ability to set different parking standards to the Essex Plan if needed. The Strategic Director said that they were looking to March 2020 as an aspiration to sell the site, regardless of a new build or not. As for the strategic objectives, the previous option of moving into this building was financially more viable but less successful in meeting the strategic objectives.

Councillor Chris Pond said that he was not opposed to relocating the backroom staff but it has inbuilt inefficiencies. He was worried about the unsustainable North Weald location. Its bus service ran about every 20 minutes at best, which may increase car use by staff to the new site. Also, it seems very crowded for the staff left in this building, but he was looking forward to seeing more details in due course. Councillor Whitbread said that a number of issues were still to be resolved and a lot of this comes down to the new partners we will be working with. Councillor Philip noted that the Local plan has new residential and employments assigned in North Weald and part of the work around that was to improve sustainability and connectivity.

Councillor Murray sought assurance that any officer access that the public had at present they would still have after the move. Councillor Whitbread gave this assurance. Councillor Murray continued that public transport to North Weald was very poor and had to be improved. Some of the ideas were very exciting such as the use of the space and was something we should be doing. Finally it was said that the Condor site was for saving green spaces elsewhere, but this was not the case in Debden.

Councillor Brookes asked what percentage of staff was travelling to work by car. She was told that it was 81%. Councillor Brooks continued that she liked the idea of sharing the building with other stakeholder and had a ratio of 6-10 been considered as they had at Enfield. Councillor Whitbread said that PWC had done a lot of work on this already and that this ratio was the most sensible for this authority, especially with the listing of the building.

Councillor Philip suggested that recommendation 2(c) be changed to read "...with the sale to be progressed before the end of the financial year 2019/20". This was agreed.

Decision:

- (1) That the Cabinet approved the accommodation option to maximise the Civic building use in Epping High Street by:
 - (a) retaining Civic, Democratic and Customer Service functions on the Epping site;
 - (b) delivering a combination of partner, community and business services from the Civic building;
 - (c) refurbishing the areas of the Civic building to the standards appropriate for the use (subject to b) above);
 - (d) the disposal of land to the rear of the Civic site in line with the Local Plan allocation;
 - (e) building office accommodation on Council owned land in North Weald for occupation by the Council and potentially partner organisations;

- (2) That consequent to the approval of recommendation (1) above the following actions be taken:
- (a) That the Council proceed to full design and build specification of a new build reporting back to the Cabinet before the end of the financial year 2018/2019 seeking agreement to proceed to the procurement of the new build process and its Capital requirement;
 - (b) Cabinet agreed £425,000 capital expenditure for professional services and programme resource to deliver year 1 of the programme met from the existing planned maintenance budget phased as follows: virements of £25,000 in 2018/19 and £400,000 in 2019/20;
 - (c) That land allocated within the local plan to the rear of the civic site be marketed for sale, with the sale to be progressed before end of the financial year 2019/20;
 - (d) That authority be given to the Chief Executive to 'soft' market test the letting of areas of the Civic building spaces as marked on appendix A of the report;
- (3) That a further report be made to Cabinet on:
- (a) the feasibility of the marketing of the part site before the end of the financial year 2018/2019;
 - (b) the revisions required to the accommodation programme to align it with these recommendations;
 - (c) the formation of a governance structure to support effective and efficient delivery across the programme; and
- (4) That the Cabinet receive regular updates on the programme to future meetings.

Reasons for Decision

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

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

Other Options for Action:

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

government offices.

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

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

65. ST JOHN'S ROAD DEVELOPMENT, EPPING

The Commercial and Regulatory Services Portfolio Holder presented a report on the St John's Road site in Epping. She made an amendment to paragraph 15 of report where it should have said 1,050 homes and not 1100 homes in North Weald.

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

An opportunity had also arisen to consider the option to replace Epping Sports Centre on the site by way of a new Leisure Centre to replace the Food Store component. The St John's Road site has been assessed as the preferred location in terms of sustainability, participation and viability. Members were asked to consider if they wished to formally agree to take this vision forward. On reflection, one of the causes of delay to the original scheme was the inability to achieve agreement with a private sector partner. The scheme could proceed without the land ownership of the Town Council, but this would not achieve the best form of development and compromise the economic and community benefits. If a partnership was to be formed, a legal agreement will need to be entered into with the Town Council which satisfies the needs and aspirations of both Councils.

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

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

Councillor Philip was pleased to see the recommendations around the local plan; it made sense to cover the changing circumstances. As the sports centre had moved to Epping, there was a requirement to cover the future needs of the residents of North Weald, making places better for people to live.

Councillor Jon Whitehouse was glad to see this report. He asked for clarification on assumptions made on access to the site and the assumptions on the commercial aspects of the site as it seem vague on this. Councillor Grigg responded that in regard to the commercial aspects they have tried to keep to the same commercial ventures that they had with the previous plan. With regard to access it was down to agreement with the Town Council.

Councillor Holly Whitbread said that she welcomed this project and was keen to see it get moving as soon as possible.

Councillor Brookes said that she looked forward to the full report from the consultants but had concerns about parking on that site. Councillor Gregg said they had an allocation of 200 spaces for the food store and it may similar. Councillor Brookes continued saying that her residents in Loughton were very keen that we kept the crèche in Epping. Councillor C Whitbread said that would be given due consideration at the appropriate time.

Decision:

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

Masterplan to ensure that the needs of current and future residents were met as part of the implementation of the Local Plan;

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

Reasons for Proposed Decision:

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

Other Options for Action:

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

66. HARLOW & GILSTON GARDEN TOWN - VISION & DESIGN GUIDE

The Planning Services Portfolio Holder, Councillor Philip, introduced the report on the design guide for the Harlow and Gilston Garden Town. He proposed a slight amendment to recommendation 2; that the first sentence be altered to read: "That the Service Director Planning in consultation with the Planning Portfolio Holder..." this was so that any minor amendments could be made to fall in line with the other authorities that were also considering this document.

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

Allies and Morrison were commissioned to support the Councils in developing a vision and design principles for the Harlow and Gilston Garden Town, through developing a strategic narrative, and establishing clear parameters for future

masterplanning and consideration of planning applications across the Garden Town that will ensure a consistent high-quality approach to growth.

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

Councillor Lion noted that the report mentioned digital capabilities, was there a need for a Digital Masterplan to be put in before building started. Councillor Philip replied that we did have a work stream to look at the digital side, and this will also be looked at through the masterplan, the details would be considered later.

Councillor Chris Pond suggested that electric buses or Trolley buses should be considered for the new town. Also there was mention of the 'four tracking' of the West Anglian Mainline and he queried the accuracy of this. Lastly he asked if there had been any concordat with the other two councils on future boundary changes, if not then there should be. Councillor Philip said that they were working on a sustainable transport approach to the plans. As for four tracking, it does say only between London and Broxbourne. As for a concordat; we had an agreement with Harlow several years ago early on in our Local Plan process. Neither of us would look for boundary changes, so the places in Epping Forest, would stay in Epping Forest.

Councillor Grigg asked for any information on the possibility of a sustainable transport bus and the possibility it would link with Epping going through Thornwood. Councillor Philip replied that at this stage there was no more information, other than they were looking at sustainable transport options and did not want to create rat-runs into Thornwood and Epping.

Councillor Jon Whitehouse noted that the Garden Town Transport Strategy was to be published this year and he wondered when we would see this. Councillor Philip replied that they were looking for a sustainable shift in transport; unfortunately the transport strategy was running behind at present and would be brought forward for consultation once approved by the GT Member Board.

Decision:

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

Reasons for Proposed Decision:

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

Other Options for Action:

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

67. LANDMARK SITE, LOUGHTON - CAPITAL COSTS

The Portfolio Holder for Commercial and Regulatory Services, Councillor Grigg, introduced the report seeking additional Capital to undertake necessary alterations and the letting of the Council's Units at the Landmark Building.

With respect to the redevelopment of the former Sir Winston Churchill PH, now renamed the Landmark Building, in September 2013 the Cabinet approved the Heads of Terms of a Development Agreement for the site. The developer's financial appraisal for the development, which was verified by consultants appointed by the Council's Estates & Valuation Team, assessed that it would not be viable to provide any affordable housing as part of the scheme. However, the agreement allowed for the Council to retain both the freehold of the site and any income derived from the commercial units provided by the developer on the ground floor. This was in accordance with the planning permission granted by the Council and was considered to be financially advantageous for the Council.

As handover approached, it was apparent that two significant issues needed to be resolved. Firstly, the units themselves were only constructed to a basic shell specification and work was required to split the units and provide services. In addition, the complexity of the legal arrangement which required consent for under lettings and access/servicing and alterations agreements has led to delay and the potential loss of two of the original potential tenants. In hindsight, the Council should have been more specific in the original development agreement in 2013 to avoid these issues. This is a key consideration in future negotiations of this type.

To date, the Council has incurred £56,000 of unanticipated specialist legal and construction related costs on the project. However, in order to take the development through to completion and to be ready for occupation, a further £84,000 capital will be required. This includes work to undertake the physical separation of the units, installation of additional services and further legal, project management and letting agency fees. This would also include a contingency for minor works.

Councillor Murray commented that some of this expenditure should have been foreseen; the projects were pushed forward too fast. The Landmark site was disliked by the local community and did not meet local housing needs. Councillor C

Whitbread said that they had carried out extensive consultation for a landmark building. Councillor Grigg noted that the developers had named the site, it had received planning permission from this council and as for the aesthetics of the building; beauty was in the eyes of the beholder. As for the income from the building, with all the spaces let it was anticipated that it would achieve about a quarter of a million pounds per annum.

Councillor C Roberts asked about the final occupation of the empty retail units of the Landmark building. Would it not now be prudent to consider a wider market for these units, for perhaps offices or start up businesses as an additional option other than retail outlets. We need to be sure more A3 was what the Broadways needed. Councillor Grigg noted that they had a restaurant signed up and now also had a gym in operation. We also have a head of estates who had the expertise on what mix to bring to new developments and we were still receiving enquiries about lettings in the Broadway. The Acting Chief Executive added that a provision of a public house was part of the planning permission for the Landmark building to compensate for the loss of the previous establishment.

Councillor Janet Whitehouse noted that some residents were concerned about the noise levels and food smells etc. were these always part of the plan. Councillor Whitbread said that yes, these were always in the plans, this had not changed.

Decision:

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

Reasons for Decision:

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

Other Options for Action:

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

68. CAPITAL REVIEW 2018/19-2022/23

The Business Support Services Portfolio Holder, Councillor Mohindra introduced the report on the Council's Capital Programme.

This report set out the Council's Capital Programme for the five-year period 2018/19 to 2022/23. It included the forecast capital investment in Council owned assets; estimates of capital loans to be made for private housing initiatives; and projected levels of revenue expenditure funded from capital under statute. The Capital Programme has been prepared by updating the programme approved in February 2018, amended for any slippage and re-phasing approved in June 2018, as well as new schemes and allocations proposed by Cabinet since then. The allocations included in 2018/19 and 2019/20 represent proposed sums for capital schemes

which the Council was committed to deliver. Allocations given for the years 2020/21 to 2022/23 represent forecast sums as a guide to future capital investment and the schemes to which they relate will require Cabinet approval before going ahead. The projects already approved within the Capital Programme have been reviewed and spending control officers have reassessed estimated final costs and the phasing of expenditure profiles for each scheme as part of the Capital Review. Recommendations have been made to make amendments as appropriate.

Councillor Philip noted the paragraph on the report talking about ICT and the purchasing of laptops; the sums did not seem to add up as it says that 399 out of 408 had been purchased with 10 left to buy. That would make 409 not 408. Councillor Mohindra said that he would look at the figures to make sure we were not over spending.

Councillor Sam Kane queried the Hill House Section 106 contribution, he wondered what the £7000 was for as the 106 money was not ours and was a much larger sum. Councillor Mohindra explained that the £7000 was just an adjustment of a previous version of £100,000 when in fact it was £107,000. This was just the adjustment.

Councillor Murray said that it was good to see grounds maintenance getting new ride-on-mowers. However he was not happy with paragraphs 45 and 46 of the report; he was not happy with the Oakwood Hill application and asked that the Council did not proceed with this. Councillor Whitbread welcomed the comments about grounds maintenance and noted that we needed to have the capital in the budget just in case we proceeded with this.

Councillor Brookes queried the contract with Biffa and the supplying of £500,000 to ensure stability of the waste management contract. This seemed quite a lot. Councillor Avey noted that he was new to this Portfolio, noted this comment from Councillor Brookes and would get back to her. Councillor Whitbread added that sometime the Council had to meet their obligations when things like this happened; and recycling was an important thing to do.

Decision:

- (1) That the latest five-year forecast of capital receipts be noted;
- (2) That the forecast application of usable capital receipts shown in the report, be approved;
- (3) That borrowing of an estimated £8,227,000, necessary to support the General Fund Capital Programme, be noted;
- (4) That the following amendments to the Capital Programme be recommended to Council to approve:
 - (a) supplementary capital estimates of £56,000 for works to investment properties and £23,000 for the Shopping Park letting fees in 2018/19;
 - (b) the inclusion of a supplementary capital estimate of £140,000 for works to let the units at the Landmark Building in 2018/19 and £70,000 for the installation of a new sub-station at North Weald Airfield, pending Cabinet report submission and approval;
 - (c) additional allocations of £603,000 relating to the updated five-year planned facility management programme in 2021/22;

- (d) the inclusion of Capital allocations of £1,706,000, including recommendation (b), and £323,000 into 2018/19 and 2019/20 respectively as approved by appropriate delegations;
- (e) savings and reductions totalling £53,000 in 2018/19 and £10,000 in 2019/20 for General Fund projects as identified in the report;
- (f) virements relating to the Accommodation Project, pending approval, of £25,000 in 2018/19 and £400,000 in 2019/20 to be taken from on-hold planned maintenance budgets;
- (g) further virements in 2018/19 of £25,000 and £206,000 in 2019/20 within the General Fund and a transfer of a £33,000 potential saving within the car parking schemes;
- (h) additional allocations, savings, reductions and virements in respect of the Council's housebuilding programme and other HRA capital schemes as identified in the report; and
- (i) carry forwards totalling £2,294,000 and £7,473,000 from 2018/19 to future years for General Fund and HRA capital schemes respectively, as outlined in the report and Resources Implications table.

Reasons for Proposed Decision:

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

Other Options for Action:

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

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

69. FINANCE & PERFORMANCE MANAGEMENT CABINET COMMITTEE

The Business Support Portfolio Holder presented the minutes from the meeting of the Finance & Performance Management Cabinet Committee, held on 15th November 2018.

The Cabinet Committee had made recommendations to the Cabinet concerning the proposed fees and charges for 2019/20.

Decision:

That the recommendations of the meeting of the Finance and Performance Management Cabinet Committee held on 15th November 2018 be agreed. That:

Fees and Charges:

- (1) That the proposed fees and charges for 2019/20, as set out in the appendices to the minutes be agreed; and
- (2) That the proposed schedule of Housing Revenue Account fees and charges for 2019/20 be agreed.

Reasons for Proposed Decision

As part of the annual budget process changes to fees and charges need to be agreed.

Other options for action

Where the Council has discretion on the level of fees and charges that it sets there are many possible options open to the Council ranging between no increase up to applying quite large increases where justifiable.

70. EPPING FOREST YOUTH COUNCIL - PROJECT DEVELOPMENT

The Community and Partnership Services Portfolio Holder, Councillor S Kane introduced the report from the Epping Forest Youth Council.

The Overview and Scrutiny Task and Finish Review of Youth Engagement in 2015/16 recommended that the Youth Council be granted £8,000 DDF project funding in 2016/17 to provide targeted project work for young people in the district and that the opportunity to secure DDF funding would be available to the Youth Council in subsequent years.

In 2017/18 a further sum of £8,000 was granted for Youth Council project work, which enabled the provision of £5000 for a Street Survival project and £3000 funding to deliver Year 3 of the MiLife emotional health and wellbeing project in local schools.

The Youth Council would like to be able to provide these valuable programmes of work on an ongoing basis for children and young people, as continuity was needed across new cohorts of pupils in the district.

The Youth Council therefore sought Cabinet approval to grant DDF funding of £15,000, to enable £5,000 to be available for this work in each of the following years, 2019/20, 2020/21 and 21/22.

Decision:

That the Cabinet agreed a DDF sum of £15,000 to be allocated to Epping Forest Youth Council, as a project budget to enable the Youth Council to deliver a range of targeted projects for young people in 2019/20, 2020/21 and 2021/22.

Reasons for Decision:

The Overview and Scrutiny Committee Task and Finish Review of Youth Engagement in 2015/16, recommended that the Youth Council be able to bid for project funding each year, in order for them to develop and deliver activities and projects for young people. It is now requested that approval was given for DDF funding to be available for a three year period in order for the Youth Council to plan projects over a longer period.

Other Options for Action:

To not provide any funding for Epping Forest Youth Council project work.

71. ANY OTHER BUSINESS

The Cabinet considered and agreed the minutes from the Local Plan Cabinet Committee meeting held on 22nd November 2018.

The Cabinet noted and endorsed the decision on minute item 7, Epping Forest District Local Plan Update, noting that the decision implied moving money around from DDF to CSB.

CHAIRMAN

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Community, Health & Wellbeing Activity - Proposed Fees and Charges for 2019/20

Appendix 1

Service/Activity	2018/19 Fees	Proposed 2019/20 Fees	Comments
New Horizons Yoga session Indoor Bowls (Epping & Waltham Abbey) David Lloyd Bowls Badminton Boccia Table Tennis	£5.80 £3.80 £4.50 £3.80 £3.80 £3.80	£6.00 £4.00 £4.50* £4.00 £4.00 £4.00	*This was increased by 50p last year and we received a lot of criticism for this therefore we do not feel it should be increased again for 2018/19
Lifewalks	£2.00 per walk £30.00 privilege card for 6 months £58 privilege card for 12 months	£2.00* £30.00 £58	*Easy money for leaders to collect, gets complicated when dealing in pence plus feel this is a premium we can charge for a walk, most walkers purchase a privilege card LVRPA have introduced car park charges, this has had a negative impact upon walkers attending and therefore we do not feel we can increase fees if walkers have to pay for parking.
Cycling for Health	£4.50 £9.00	£4.50 £9.00	LVRPA have introduced car park charges, this has had a negative impact upon people attending and therefore we do not feel we can increase fees if walkers have to pay for parking.
Term time Sessions: Futsal	£3.00	£3.00	Essex FA has advised that this is the right price for this session and any increase will reduce the number of people attending.
Holiday Provision Workshops	£5.00	£6.00	
Get Active Sessions	£3.50	£3.50	No change this year but will increase to £4 in 2020/21.
Multi-Sport/Activity Camps	£16.50	£16.50	Increased by 50p last year which is above 2.3% increase, we have a lot of local competition for these camps therefore we do not feel we can increase further this year.
Play in the Forest	£3.00	£3.50	



The Limes Centre

Limes Avenue, Chigwell, IG7 5LP

SCALE OF HIRE CHARGES – from 1st April 2019

The Limes (Main) Hall

	Charges per hour	
	Scale 1 – Regular Hirers	Scale 2 – Standard Rate
Monday to Friday		
9.00am – 6.00pm	£13.25	£26.50 (21.20)
6.00pm – 10.00pm	£18.25	£36.50 (29.20)
Saturday		
10.00am – 6.00pm	£18.25	£38.50 (30.80)
6.00pm – 11.00pm	£29.50	£50.00 (40.00)
Sunday		
10.00am – 9.00pm	£29.50	£50.00 (40.00)

Limes Activity Room

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£9.25	£19.50 (15.60)
6.00pm – 10.00pm	£14.25	£24.50 (19.60)
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£15.25	£25.50 (20.40)
6.00pm – 11.00pm	£20.50	£31.00 (24.80)

Limes Meeting Room

	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£6.25	£12.50 (10.00)
6.00pm – 10.00pm	£12.25	£24.50 (19.60)
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£12.25	£24.50 (19.60)
6.00pm – 11.00pm	£16.25	£32.50 (26.00)

Charging Bands	Scale 1	Scale 2
	This rate is specifically for regular hirers (and not for profit organisations)	Standard rate less 20% if EFDC resident or Charity. Profitable organisations to pay full charge.

PAYMENTS

- A deposit of 25% of the hire fee is payable with the application
 - The balance must be paid at least **ONE MONTH** before the letting
 - If the letting is less than one month from the booking date, the full amount must be paid at the time of booking
 - A refundable damage deposit fee of £500 for adult parties and £250 for children's parties
- Cheques should be made payable to Epping Forest District Council and crossed a/c Payee Only. Credit/Debit card payments are also taken**

CANCELLATIONS

- Booking deposits are **not** refundable
- For general bookings, the balance is refundable only if more than **four week's notice** of the cancellation is given **or**, if shorter notice is given, the hall can be let to another hirer for the cancelled period
- For Wedding cancellations, a scale of cancellation fees applies according to period of notice given

Bookings may be made by telephone on

01992 564561

A completed application form and a non-returnable deposit of 25% of the hire fee along with a security deposit cheque are required before the letting can be confirmed.

Museums, Heritage & Culture: Fees & Charges

Appendix 3

Actual (ex VAT) Proposed (ex VAT) VAT
 2018/19 2019/20 Indicator
 £ £

	Actual (ex VAT) 2018/19 £	Proposed (ex VAT) 2019/20 £	VAT Indicator
Images (Private Research & Commercial)			
Private Research:			
A4 Black & White print	£6.25	£6.50	Yes
A4 Colour print	£6.75	£7.00	Yes
A4 Black and white photocopy	£1.00	£1.00	Yes
Digital copy, 300dpi (by email)	£5.50	£6.00	Yes
Digital copy, 300dpi (by email) (over 10 images)	£4.50	£5.00	Yes
Commercial:			
Books			
Local History Groups & Registered Charities	Free	Free	
Cover Page	£220.00	£220.00	Yes
Inner Page	£70.00	£70.00	Yes
TV / Film / Video			
Single Country	£80.00	£80.00	Yes
Worldwide	£160.00	£160.00	Yes
Digital			
300dpi jpeg/tiff per image / single use	£80.00	£80.00	Yes
Web			
Regional based business	£80.00	£80.00	Yes
National / International business	£160.00	£160.00	Yes
Identifications/ Enquiries			
Collections Search Service	Free	Free	
Research Visits	Free	Free	
Identifications Service	Free	Free	
Research Service (fee per hour)	£15.00	£15.00	No
Exhibition Hire			
Touring Exhibitions (Venues in Eastern Region) per month (minimum 2 month hire)	£50.00	£60.00	No
Touring Exhibitions (Venues Outside Eastern Region) per month (minimum 2 month hire)	£75.00	£90.00	No
Talks and Tours			

Museums, Heritage & Culture: Fees & Charges

Appendix 3

	Actual (ex VAT) 2018/19 £	Proposed (ex VAT) 2019/20 £	VAT Indicator
1 hour daytime talk within the Borough of Broxbourne / Epping Forest District (per group)	£55.50	£60.00	No
1 hour daytime talk outside the Borough of Broxbourne / Epping Forest District (per group)	£65.50	£70.00	No
1 hour evening talk outside museum but within borough/district (per group)	£65.50	£70.00	No
1 hour evening talk outside the borough/district (per group)	£75.50	£80.00	No
1 hour daytime talk or tour (incl. Behind the Scenes), with refreshments within the museum (per person) <i>minimum group charge of £50</i>	£5.00	£6.00	No
1 hour evening talk or tour (incl. Behind the Scenes), with refreshments within the museum (per person) <i>minimum group charge of £70</i>	£7.00	£8.00	No
Schools (workshops in school)			
(max 35 pupils per class)			
1 class for 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£40.00	£45.00	No
Schools outside Epping Forest/Broxbourne area	£50.00	£55.00	No
2 classes on same day 2 x 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£60.00	£70.00	No
Schools outside Epping Forest/Broxbourne area	£70.00	£80.00	No
3 classes on same day 3 x 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£80.00	£95.00	No
Schools outside Epping Forest/Broxbourne area	£90.00	£105.00	No
4 classes on same day 4 x 1 hour			
Epping Forest District and Broxbourne Borough Council Schools	£100.00	£120.00	No
Schools outside Epping Forest/Broxbourne area	£120.00	£140.00	No
Schools (workshops in museum)			
2 hours (half day) up to two classes			
Epping Forest District and Broxbourne Borough Council Schools (Per child) minimum charge £40	£3.00	£4.00	No
Schools outside Epping Forest/Broxbourne area (Per child) minimum charge £40	£4.00	£5.00	No
Self guided visit	Free	Free	
School Topic Box Hire			
Epping Forest and Broxbourne Borough Schools	£40.00	£45.00	No
Schools outside Epping Forest/Broxbourne area	£50.00	£55.00	No
*Special rate save £10 if booked with and delivered on the same day as a workshop			

Museums, Heritage & Culture: Fees & Charges

Appendix 3

	Actual (ex VAT) 2018/19 £	Proposed (ex VAT) 2019/20 £	VAT Indicator
Workshops/Public Programme			
Family Fun Workshops and Toddler sessions	£1.50	£2.00	No
Half Day Workshops	£8.00	£8.00	No
Full day workshops	£20.00	£20.00	No
Artist-led Workshops 1.5 hrs (incl. materials)	£8.00	£10.00	No
Artist-led Workshops 2 hrs (incl. materials)	£10.00	£10.00	No
Artist-led Workshops 5 hrs/1 day (incl. materials)	£20.00	£20.00	No
Performance ticket (kids theatre shows)	£8.00	£8.00	No
Motiv8 Performance ticket	£8.00	£8.00	No
Motiv8 Performance ticket Concession price	£5.50	£6.00	No
eNgage Performance ticket	£12.50	£13.00	No
eNgage Performance ticket Concession price	£9.50	£10.00	No
After School Dance per child per session	£3.50	£3.50	No
Active Assemblies 1 day of training for session leaders (plus travel)	£180.00	£200.00	No
Active Assemblies 20 resource packs	£400.00	£450.00	No
Active Assemblies teacher mentoring over 8 weeks, per group	£51.00		No
Active Assemblies session delivery for 8 sessions outside EFDC (plus travel)	£260.00	£300.00	No
Active Assemblies session delivery for 8 sessions EFDC	£185.00	£200.00	No
Creative Homes Arts sessions per session (incl. materials and set up, clear up time)	£67.00	£70.00	
Creative Homes Dance sessions per session (incl. materials)	£48.00	£50.00	
Venue Hire			
Lowewood Museum Room (per hour) (25 people)	12.50/£10.00	12.50/£10.00	Yes
Lowewood Museum Room evening rate (per hour) (25 people)	£50.00/£35.00	£50.00/£35.00	Yes
Lowewood Museum Whole Museum (per hour) (200 people)	£160.00/£150	£160.00/£150	Yes
The Space day rate (per hour) (30 people)	£25.00/15.00	£25.00/15.00	Yes
The Space evening rate (per hour) (30 people)	£50.00/£35.00	£50.00/£35.00	Yes
The Space Sunday rate (per hour) (30 people)	£100.00/£80.00	£100.00/£80.00	Yes
Tudor Gallery and Garden day rate (per hour) (20 people)	£35.00/£30.00	£35.00/£30.00	Yes
Tudor Gallery and Garden evening rate (per hour) (20 people)	£55.00/£45.00	£55.00/£45.00	Yes
Temp Ex (per hour) (60 people)	£120.00/£100	£120.00/£100	Yes
Whole Museum (per hour) (200 people)	£160.00/£150	£160.00/£150	Yes
Overnight hire at both museums		£500.00	Yes
Tea/Coffee and Biscuits (per person)	£3.00	£3.00	Yes
Buffet Lunch (per person)	£7.00	£7.00	Yes

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Fees and Charges 2019/20 - HOUSING RELATED SERVICES

Appendix 4

Service	2019/20		2018/19	
	Amount	Period	Amount	Period
Older People's Housing				
Communal Halls: Pelly Court Hall, Epping Oakwood Hill Hall, Loughton Barrington Hall, Loughton	£10.65 £149.20 £8.70	per hour per annum per session	£10.40 £145.85 £8.50	per hour per annum per session
Guest Rooms - Sheltered Housing	£9.90	per person per night	£9.65	per person per night
Scooter Stores: Rental Electricity	£4.25 £2.20	per week per week	£4.15 £2.15	per week per week
Sheltered Housing Charges: Scheme Management Charge: <i>Tenants not in receipt of housing benefit</i> <i>Tenants in receipt of housing benefit</i> Intensive Housing Management Charge <i>(Note: Charge not payable by HB claimants)</i>	£10.65 £3.20 £1.90	per week per week per week	£10.40 £3.15 £1.85	per week per week per week
Area Housing Charges: Scheme Management Charge: <i>Tenants not in receipt of housing benefit</i> <i>Tenants in receipt of housing benefit</i> Intensive Housing Management Charge <i>(Note: Charge not payable by HB claimants)</i>	£2.65 £0.85 £0.52	per week per week per week	£2.60 £0.80 £0.50	per week per week per week
Careline Charges (Council tenants): Tenants not in receipt of housing benefit Tenants in receipt of housing benefit	£4.60 £1.40	per week per week	£4.50 £1.35	per week per week
Telecare Packages (Private users): Alarm and up to 4 sensors (Monitoring only) Alarm only Monitoring of additional sensors (per sensor)	£156.50 £128.50 £15.90	per annum per annum per annum	£153.00 £122.00 £15.50	per annum per annum per annum
Monitoring of alarms for other organisations (per speech module)	£115.00	per annum	£112.00	per annum
Large Button Telephone	£23.20	per telephone	£22.65	per telephone
Use of Jessopp Ct Lounge by Essex CC as a Day Centre	£10,790	per annum	£10,545	per annum
Lease for Jessopp Ct Office to Peabody	Increased each October by the Sept RPI increase			
Home Ownership and Sales				
Leasehold Vendors' Enquiries	£156.50	per enquiry	£153.00	per enquiry
Certificates of Buildings Insurance - Leaseholders	£49.80	per copy	£48.70	per copy
Small Land Sales Valuation Charge	£399.40	per sale	£390.40	per sale
Valuation & Legal Charge - Re-sale of RTB Property within 5 years / Sale of property to EFDC within 10 years	£403.30	per application	£394.20	per application
Consideration of Right to Re-purchase Former RTB Property within 10 years of Original Purchase	£66.60	per application	£68.60	per application
Housing Management				
Hire of Halls for Elections	£97.30	per day	£95.10	per day
Garage rents	£8.95	per week	£8.75	per week
Hardstandings	£92.75	per annum	£90.65	per annum
Lockable parking spaces	£7.70	per annum	£7.50	per annum
Mortgage references	£45.70	per enquiry	£44.65	per enquiry
Request for covenant and leasehold approvals	£72.90	per request	£71.25	per request
Licences for vehicular access across housing land	£121.25	per annum	£118.50	per annum
Dishonoured cheques	£28.30	per cheque	£27.65	per cheque
Homelessness				
Homeless Hostel Accommodation: One Room Two Rooms Three Rooms Homelessness Pods (per room) Chalets	£51.40 £80.40 £108.15 £51.40 £93.70	per week per week per week per week per week	£50.25 £78.55 £105.70 £50.25 £91.55	per week per week per week per week per week
Bed and Breakfast Accommodation (Contracted rates): Single Room Double Room	£42.10 £50.05	per night per night	£42.10 £50.05	per night per night
Repairs and Maintenance				

Repairs and maintenance				
Condition surveys to respond to Party Wall Act Notices	£82.50	per Notice	£80.60	per Notice
Copies of Structural Reports on RTB Properties	£40.80	per report	£39.85	per report
Rechargeable repairs	2.3%	increase in all charges	3.0%	increase in all charges
Replacement Door Entry and Suited Keys	£15.40	per key	£15.00	per key
Sewerage charges for individual sewerage systems	2.3%	increase in all charges	3.0%	increase in all charges
Caring and Repairing in Epping Forest (CARE) Service				
Caring And Repairing in Epping Forest (CARE) Fees: Disabled facilities grants and Decent Homes loans Small Works Repayable Assistance	15% 10%	of works cost of works cost	15% 10%	of works cost of works cost
C.A.R.E Handyperson Service: <i>Clients in receipt of means-tested benefits:</i> General jobs Falls prevention and home safety checks/works Garden maintenance - First visit - Second visit <i>Clients <u>not</u> in receipt of means-tested benefits:</i> General jobs Falls prevention and home safety checks/works Garden maintenance	£34.30 Free Free Free £56.40 £28.15 £28.15	Maximum charge per visit per visit (up to 2 hours) per visit (up to 2 hours) Maximum charge per visit Maximum charge per visit per visit (up to 2 hours)	£33.50 Free Free Free £55.10 £27.50 £27.50	Max. charge per visit per visit (up to 2 hours) per visit (up to 2 hours) Max. charge per visit Max. charge per visit per visit (up to 2 hours)
Private Sector Housing				
Licences - HMOs (Initial & Renewal): 3 storey HMO with up to 5 units of accommodation Additional units of accommodation	£753.50 £70.20	per licence per additional unit	£736.50 £68.60	per licence per additional unit
Landlord Accreditation Scheme for Student Accommodation: Bed-sit 1-2 bedroom flats House/bungalow with up to 6 bedrooms 3 storey houses (non-licensable)	£55.20 £111.00 £166.00 £194.00	per property accredited per property accredited per property accredited per property accredited	£53.95 £108.00 £162.00 £189.00	per property accredited per property accredited per property accredited per property accredited
Park Homes Licensing Fees: Site licence fees Depositing of site rules				
	In accordance with EFDC's Fees Policy for Licensing Residential Park Home Sites			
	£147.00	per deposit	£143.60	per deposit
Penalty charges for private landlords Failing to provide appropriate smoke and carbon monoxide alarms (Smoke and Carbon Monoxide Alarm (England) Regulations 2015) Fine for Lettings Agencies and Property Agencies failing to join a Government-approved Redress Scheme Civil Penalty Notices for certain Housing Act 2004 offences	£5,000 £5,000	per incidence (unless extenuating circs.) per incidence (unless extenuating circs.)	£5,000 £5,000	per incidence (unless extenuating circs.) per incidence (unless extenuating circs.)
	New charge		Up to £30,000 per notice	
Property inspections for immigration applications: 1 or 2 Bed Property 3 Bed Flat Property 4 Bed Property	£89.50 £120.00 £166.00	per inspection per inspection per inspection	£87.50 £117.50 £162.00	per inspection per inspection per inspection
Enforcement of private sector housing conditions - Housing Act 2004 and Mobile Homes Act 2013 1-4 Hazards: 1 Bed Property 2 Bed Property 3 Bed Property 4 Bed Property 5 or 6 Bed Property > 6 Bed Property or HMO 5 or more Hazards: 1 Bed Property 2 Bed Property 3 Bed Property 4 Bed Property 5 or 6 Bed Property > 6 Bed Property or HMO	£360.00 £405.00 £452.00 £540.00 £584.00 £706.00 £452.00 £195.00 £541.00 £645.00 £690.00 £765.00	per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement	£352.00 £396.00 £441.00 £528.00 £571.00 £690.00 £441.00 £484.00 £529.00 £630.00 £675.00 £748.00	per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement per enforcement
Works in default following enforcement	Cost of Works plus 30%			
General percentage uplift for next year	2.3%			

Proposed fees & charges for 2019/20

Service area	2018/19		Proposed 2019/20		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
Environmental Health					
Training					
Basic food hygiene course	£75.00		£75.00		6 courses 10 per course
Basic health & safety course	£65.00		£65.00		
Animal welfare					
Animal boarding	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Dog breeding	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Pet Shops	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Dangerous wild animals	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Riding Establishment	£250.00	£250.00	£250.00	£250.00	Plus recharge of Vet Fees
Stray dog					Set by Waltham Forest as part of contract with them
Dog home boarding fee	£72.00		£75.00		.
Zoo's	£570.00		£570.00		
Licensing.					
Hackney Carriage/Private Hire					
Annual Vehicle Licence	£277.00	£277.00	£277.00	£277.00	
Annual Driver's Licence	£186.00	£186.00	£186.00	£186.00	
Vehicle plate	£30.00		£30.00		Initial fee, refundable on return
Driver badge	£10.00		£10.00		
Drivers Test	£40.00		£40.00		Refundable if 2 days notice of cancellation given. Payment required 7 days before.
Drivers re-sit of test	£21.00		£21.00		Refundable if 2 days notice of cancellation given. Payment required 7 days before.

Service area	2018/19		Proposed 2019/20		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
Private Hire Operators					
Annual operator licence (1 vehicle only)	£105.00		£105.00		Subject to Statutory consultation, 5 year licence
Annual Operators (> 1 vehicle)	£405.00		£405.00		Subject to Statutory consultation, 5 year licence
Plate exemption	£88.00		£88.00		
Gambling Act 2005					
See separate sheet					
Miscellaneous					
Special treatment premises	£167.00		£171.00		
Special treatments person	£90.00		£92.00		
Sex Shops and Cinemas	£556.00	£556.00	£569.00	£569.00	
Sexual Entertainment Venues -	£4,325.00	£2,160.00	£4,425.00	£2,210.00	
Street Trading Consents	£410.00	£410.00	£420.00	£420.00	If not successful at sub-committee then half fee refunded
Scrap Metal Site	£405.00		£415.00		3 year licence
Scrap Metal Dealer	£243.00		£249.00		3 year licence
Road Closure Notices	£181.00		£185.00		
Licensing Act 2003					All fees set by statute based upon premises rateable value plus occupancy for premises holding more than 5,000 people. Personal licences valid for 10 years EFDC cannot amend these charges, therefore not included in this table

Gambling Act 2005

Betting Premises	New application		Annual fee		Variation, Transfer, Re-instatement	
	Current	Proposed	Current	Proposed		
Betting premises (not tracks)	£1,220.00	£1,220.00	£610.00	£600.00		

Betting Premises	Licence copy		Notification of change	
	Current	Proposed	Current	Proposed
Betting premises (not tracks)	£31.00	£31.00	£31.00	£31.00

Waste management

Bulky household waste

Item	Current	Proposed	Notes	
1 to 3 items	£25.00	£25.50	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
4 to 7 items	£37.50	£38.50	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
8 to 10 items	£49.50	£51.00	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
11 to 15 items	£63.00	£65.00	50% concession HB/in receipt of state pension	Contract plus Admin. Fee
More than 15 items	Assessment	Assessment	50% concession HB/in receipt of state pension	Contract plus Admin. Fee

Street Numbering and Naming Charges

Item	Current	Proposed	Notes	
House Name Change/ Addition	£54.00	£55.00	Per property	
Development of 1+ properties	£54.00	£55.00	For first property	
	£18.50	£19.00	Per additional property	
Changes in initial development after initial notification	£54.00	£55.00	For first property	
	£18.50	£19.00	Per additional property	
Renaming of street at residents request	£54.00	£55.00	For first property	
	£18.50	£19.00	Per additional property	
Confirmation of postal address details	£2.95	£3.00	Per certificate issued	
	£18.50	£19.00	Per property involved	

Fee Type Permit Type	Application fee	Annual fee	Renewal fee	Transitional Application Fee
FEC Gaming Machine	£306.00	N/A	£306.00	£102.00
Prize Gaming	£306.00	N/A	£306.00	£102.00
Alcohol Licences Premises – Notification of 2 or less machines	£51.00	N/A	N/A	N/A
Alcohol Licences Premises – More than 2 machines	£153.00	£51.00	N/A	£102.00
Club Gaming Permit	£204.00	£51.00	£204.00	£102.00
Club Gaming Machine Permit	£204.00	£51.00	£204.00	£102.00
Club Fast-track for Gaming Permit or Gaming Machine Permit	£102.00	£51.00	£204.00	N/A
Small Society Lottery Registration	£42.00	£22.00	£22.00	N/A

Permit - Miscellaneous Fees

	Change of Name £	Copy of Permit £	Variation £	Transfer £
FEC Permits	£26.00	£16.00	N/A	N/A
Prize Gaming Permits	£26.00	£16.00	N/A	N/A
Alcohol Licences Premises – Notification of 2 or less machines	£51.00	N/A	N/A	N/A
Alcohol Licences Premises – More than 2 machines	£26.00	£16.00	£102.00	£26.00
Club Gaming Permit	N/A	£16.00	£102.00	N/A
Club Gaming Machine Permit	N/A	£16.00	£102.00	N/A
Small Society Lottery Registration	£42.00	£22.00	N/A	N/A

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LEGAL FEES – 2018/19
& Proposed from 1/1/19

	<u>2018/19</u>	<u>2019/20</u>
1. Property Transactions		
1.1 Redemption of Mortgages	£152.00	£152.00
1.2 Transfers of Equity	£295.00	£295.00
1.3 Sale of Land	£431.00	£650.00
1.4 Repayment of Discount and Postponement of Legal Charge	£144.00	£432.50
1.5 Deed of Release of Covenant	£266.00	£400.00
1.5.1 Deed of Covenant + Application to Cancel Land Charges Entry (Form K11)	£115.00	£300.00
1.6 Second Mortgage Questionnaires	£106.00	£120.00
1.7 Licence to cross land/occupy land	£431.00	£643.00
Licences to cross housing land	£128.00	£324.00
1.8 Leases		
(a) Shops	£773.00	£1,200.00
(b) Industrial (e.g. Oakwood Hill and North Weald)	£773.00	£1,200.00
(c) Leases contracted out of Landlord and Tenant Act 1954 provisions	£184.00	£184.00
(d) New Lease extending Term (residential)	£547.00	£600.00
1.9 Licences granted pursuant to a lease		
(a) To Assign (add £63.00 if surety)	£402.00	£1,140.00
(b) For Alterations	£402.00	£1,140.00
(c) For Change of Use	£402.00	£1,140.00
(d) To sublet	£402.00	£1,140.00
1.10 Deed of Surrender of Lease	£400.00	£1,140.00
1.11 Combined Surrender/Licence	£481.00	£1,140.00
1.12a Transfer of Lease and Notification of Mortgage (RTB)	£65.00	£84.00
1.12b For commercial leases	£89.00	£90.00
1.13 Deed of Variation (if they produce)	£195.00	£450.00
1.14 Deed of Variation (Legal prepare)	£313.00	£450.00
1.15 Consent for restriction (Land Registry)	£65.00	£114.00

		<u>2018/19</u>	<u>2019/20</u>
2.	Planning Agreements		
2.1	S106 Agreement - routine	£643.00	£900.00
2.2	S106 Agreement – complex	Time recorded	Time Recorded
2.3	S106 Agreement including Minor Highway Works	£643.00	£1,300.00
2.4	S106 Agreement including Major Highway Works	£864.00	£1,500.00
2.5	Unilateral Undertaking - routine	£356.00	£500.00
2.6	Unilateral Undertaking - Complex	Time recorded	Time Recorded
2.7	Variation/Revocation of S106 Agreement or Unilateral Undertaking	£430.00	£550.00
3.	Photocopying		
3.1	Abstract of Title	£10.00 £1.85 for each Deed	£12.00 £2.20 each Deed
3.2	Other	A4 –£0.90 per page A3–£1.32 per page Add £2.88 for P&P	A4-£0.93 per page A3-£1.35 per page Add £2.95 for P&P
3.3	Any Document that can be obtained as office copies from the Land Registry not in connection with a redemption or other current matter for each document	£10.00 plus £3.14 for P&P	£10.00 plus £3.20 for P&P
3.4	Additional charge for faxing documents/letter	£0.90 per page	£0.93 per page

* All charges are subject to an increase in case of additional work being necessary in accordance with time spent.