

EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE

NOTICE OF MEETING

Place: Council Chamber, Civic Date: Monday, 15th June, 2015

Offices, High Street, Epping

Room: Council Chamber Time: 7.30 pm

Democratic Services Officer: Gary Woodhall

The Directorate of Governance

Tel: 01992 564470

Email:democraticservices@eppingforestdc.gov.uk

Members:

District Council Representatives:

Councillors E Webster (Chairman), M Sartin, K Angold-Stephens, A Boyce and B Rolfe

Local Council Representatives:

Clerks and Chairmen/Members of Parish and Town Councils

County Council Representatives:

Members for the following Divisions:

North Weald and Nazeing:

Loughton Central:

Ongar and Rural:

Councillor A Jackson
Councillor C Pond
Councillor M McEwen

Epping and Theydon Bois: Councillor Mr J M Whitehouse

Buckhurst Hill and Loughton South: Councillor V Metcalfe
Chigwell and Loughton Broadway: Councillor J Knapman
Waltham Abbey: Councillor Mrs R Gadsby

PLEASE NOTE THE START DATE OF THE MEETING
COFFEE/TEA WILL BE AVAILABLE FOR MEMBERS OF THE COMMITTEE FROM 7.00
P.M IN THE MEMBERS ROOM

1. WEBCASTING INTRODUCTION (Pages 5 - 8)

1. This meeting is to be webcast. Members are reminded of the need to activate

their microphones before speaking.

2. The Chairman will read the following announcement:

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

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if any member of the public wishes to avoid this they should move to the upper public gallery"

2. APOLOGIES FOR ABSENCE

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

3. MINUTES (Pages 9 - 28)

To confirm the minutes of the last meeting of the Committee held on 26 March 2015 and any matters arising.

4. EPPING FOREST LOCAL PLAN - GREEN BELT REVIEW PHASE I

(Director of Neighbourhoods) As previously discussed at the Local Councils Liaison Committee, the District Council's consultants will present the findings of Phase I of the Green Belt Review, being undertaken as part of the development of the new Local Plan. An insight into the methodology applied and conclusions reached will be outlined. A copy of the Phase I report will be provided and Local Town and Parish Councils will be asked to provide feedback.

5. ISSUES RAISED BY LOCAL COUNCILS

To discuss the following matters raised by local councils:

(a) Local Plan Timetable

At the request of Chigwell Parish Council, to receive an update on the preparation of the new Local Plan.

6. ANY OTHER BUSINESS

7. DATES OF FUTURE MEETINGS

Meetings of this Committee have been scheduled for the following dates in 2015/16:

- Monday 6 July 2015;
- Monday 16 November 2015; and
- Monday 21 March 2016.

The Local Council Members have expressed a desire for these meetings to not be held on a Monday evening. The Essex Police & Crime Commissioner has already been confirmed for the meeting currently scheduled for November, so this date will have to remain in situ. However, the following dates are alternatives:

July 2015

- Tuesday 7 July 2015;
- Wednesday 8 July 2015; or
- Thursday 30 July 2015.

March 2016

- Tuesday 29 March 2016;
- Wednesday 23 March 2016; or
- Thursday 24 March 2016.



sing Forest District

EPPING FOREST DISTRICT COUNCIL

PROTOCOL FOR WEBCASTING OF COUNCIL AND OTHER MEETINGS

Introduction

The Council has agreed that certain meetings should be the subject of live web transmission ('web casting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber for this purpose and there is a mobile unit for use in other locations

This protocol has been produced to assist the conduct of web cast meetings and to ensure that in doing so the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998. Accordingly the following will apply to all meetings to be web cast by the Council:-

Main provisions:

1. The Chairman of the meeting has the discretion to request the termination or suspension of the webcast if in the opinion of the Chairman continuing to webcast would prejudice the proceedings of the meeting.

This would include:

- (i) Public disturbance or other suspension of the meeting;
- (ii) Exclusion of public and press being moved and supported;
- (iii) Any other reason moved and seconded and supported by the Council/Committee or Subcommittee.
- 2. No exempt or confidential agenda items shall be webcast.
- 3. Subject to paragraph 4 below all archived webcasts will be available to view on the Council's website for a period of six months. Council meetings are recorded onto DVD, which will be stored in accordance with records management procedures.
- 4. Archived webcasts or parts of webcasts shall only be removed from the Council's website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision or common law doctrine, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.

If the Monitoring Officer has decided to take such action she must notify all elected Members in writing as soon as possible of her decision and the reasons for it via the Bulletin

Council expects the Chair of the Council and the Monitoring Officer to ensure that Council meetings are conducted lawfully. Therefore, Council anticipates that the need to exercise the power set out above will occur only on an exceptional basis.

5. Any elected Member who is concerned about any webcast should raise their concerns with the Head of Research and Democratic Services

Agenda Front Sheets and Signage at Meetings

On the front of each agenda and on signs to be displayed inside and outside the meeting room there will be the following notice:-

WEBCASTING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

Meetings of the Area Plans Subcommittees, District Development Control Committee, Licensing Committee and other 'Quasi Judicial' Hearings

In any correspondence notifying applicants, supporters or objectors of the meeting date on which an application will be heard, the following advice will be included if the particular meeting has been chosen to be web cast:-

"Please note that Council meetings may be filmed for live or subsequent broadcast via the Authority's Internet site. If you do not wish the hearing of your application to be filmed, please contact the Senior Democratic Services Officer to discuss their concerns. The Council will not film speakers if they do not wish to appear in the webcast"

Conduct of Meetings

At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being or may be web cast, and that the Chairman may also terminate or suspend the web casting of the meeting, in accordance with this protocol. This will be confirmed by the Chairman making the following statement:-

"I would like to remind everyone present that this meeting will be broadcast live to the internet and will be capable of repeated viewing.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery."



EPPING FOREST DISTRICT LOCAL COUNCILS' LIAISON COMMITTEE MINUTES

Date: Thursday, 26 March 2015 **Time:** 7.30 - 9.50 pm

Place: Council Chamber, Civic

Offices, High Street, Epping

Members
Present:

Representing Epping Forest District Council:

Councillor(s): A Boyce (Chairman), K Angold-Stephens,

Mrs M Sartin, B Rolfe and Mrs J H Whitehouse

Other Councillors:

Councillor(s): R Bassett, G Waller, C Whitbread, Ms S Stavrou and

A Watts

Representing Essex County Council:

County Councillor(s): Mrs R Gadsby, J Knapman, M McEwen,

Mrs V Metcalfe, C Pond and J M Whitehouse

Representing Local Councils:

Mrs S Jackman (Ongar Town Council), K Chana (Chigwell Parish Council), B Surtees (Ongar Town Council), R Morgan (Sheering Parish Council and Matching Parish Council), J Bowerman (Matching Parish Council), Mrs S De Luca (North Weald Bassett Parish Council), Mrs A Jones (Moreton, Bobbingworth & The Lavers Parish

Council), Mrs A Jones (Moreton, Bobbingworth & The Lavers Parish Council), Mrs V Evans (Epping Upland Parish Council), N Wilkinson (Roydon Parish Council), A Shaw (Epping Town Council (Clerk)),

J Eldridge (Epping Upland Parish Council), G Shiell, Mrs K Richmond (Waltham Abbey Town Council), P Price (Lambourne Parish Council), J Farren (Stapleford Abbotts Parish

Council), R E Russell (Stapleford Abbotts Parish Council), C C Pond (Loughton Town Council), B Scruton (Epping Town Council) and

Mrs V Evans (Buckhurst Hill Parish Council)

Page 9

Apologies: Epping Forest District Council –

Councillor(s):

Essex County Council -

Councillor(s): A Jackson

Parish/Town Councils: -

Mrs E K Walsh (Loughton Town Council), K O'Brien (Buckhurst Hill Parish Council), A Patel (Buckhurst Hill Parish Council), B Miller (Epping Upland Parish Council), Mrs D Borton (Nazeing Parish Council) and Mrs G Castle (Nazeing Parish Council)

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Officers D Macnab (Deputy Chief Executive and Director of Present: Neighbourhoods), S G Hill (Assistant Director (Governance &

Performance Management)), K Durrani (Assistant Director (Technical Services)), K Bean (Planning Policy Manager), M Jenkins (Democratic Services Assistant) and J Leither (Democratic Services

Assistant)

By Invitation: County Councillor K Twitchen, (Deputy Portfolio Holder for Customer

Services, Libraries, Planning and the Environment, Essex County Council), L Looney (Customer Services Director, Essex County Council), D Sprunt (Principal Transport Strategy and Engagement Officer, Essex County Council), I Mulla (Principal Planning Officer, Enfield Borough Council) and D Taylor (Head of Traffic and

Transportation, Enfield Borough Council)

20. WEBCASTING INTRODUCTION

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

21. MINUTES

RESOLVED:

That the minutes of the last Committee held on 20 November 2014 be agreed subject to an amendment under "Members Present," "Representing Local Councils" – Parish Councillor J Eldridge (Epping Upland Parish Council) was recorded incorrectly as being a member of Buckhurst Hill Parish Council.

22. HIGHWAYS

The Committee agreed for this item to be brought forward to allow County Councillor J Knapman to attend another meeting. The local councils had requested a discussion concerning Essex County Council's Highways and the condition of the roads in the district. County Councillor J Knapman, Chair of the Local Highways Panel, was asked to advise the committee on the situation.

County Councillor J Knapman said that the district had some very poor roads, however progress had been made, for example 50% of potholes had been repaired and the number of potholes now stood at 700. The County Portfolio for Highways now concerned two Cabinet Members, Councillors R Bass (Highways and Maintenance) and E Johnson (Highways Maintenance and Small Scheme Delivery). The Council had changed its street lighting policy with streets being illuminated from 1.00a.m. to 5.00a.m.

The representative of Matching and Sheering Parish Councils complained of pot holes on a main cycle route in his area and vehicles suffering puncture tyres because of poor roads. Despite being reported a year ago, no action has been taken. County Councillor J Knapman advised that he did not know about this problem but requested than an email be sent to him with details, so he could take action.

The Ongar Town Council representative reported poor markings on pedestrian crossings. It was advised that crossings were not re-painted until they had deteriorated

by 75%. County Councillor J Knapman went onto explain that because of under spending, the Local Highways Panel were losing money to other projects. Work was difficult to complete as Essex County Council did not have enough designers for road schemes, he advised that he would speak to the Divisional Member for assistance with this.

RESOLVED:

That the update regarding Highways be noted.

23. LOCAL HIGHWAYS PANEL

The Committee agreed for this item to be brought forward to allow for Councillor J Knapman to attend another meeting. This item of business was a standing item for the Committee, however the local councils were concerned about a lack of Parish/Town council representations on the Panel. The Chairman of the Local Highways Panel, County Councillor J Knapman, advised that the Committee consisted of 14 members, enhancing this number would be difficult to manage. He reminded members that a number of Local Highways Panel councillors were also on parish/town councils. He added that every parish/town Councillor knew the contact details of their District and County ward members, any issues around highways could be forwarded to the Panel via this route. It was rare for local council's schemes were rejected. The Committee suggested the Panel could be webcast which the Panel Chairman said could be done.

RESOLVED:

That the update on the Local Highways Panel be noted.

24. INVITATION TO COUNCILLOR ROGER HIRST, ESSEX COUNTY COUNCIL CABINET MEMBER FOR LIBRARIES, COMMUNITIES AND PLANNING

The Chairman welcomed to the Committee, Councillor K Twitchen, a Deputy Portfolio Holder for Customer Services, Libraries, Planning and the Environment and Ms S Looney, Essex County Council Customer Services Director, to speak on the subject of library services. An invitation had been extended to the County Portfolio Holder for Customer Services Libraries, Planning and the Environment, Councillor R Hirst to speak on this subject but it was advised that he had been seriously injured in a riding accident and was unable to attend, therefore Councillor K Twitchen had kindly agreed to attend in his place.

County Councillor K Twitchen stated that there were no proposals to close any public libraries in Essex, although there would be changes made to the service. Initiatives in library use was needed, they were not just repository for books, they should be a greater resource to the population.

Epping Forest District had 8 public libraries with 21,000 members and 400,000 attendances. County Councillor K Twitchen went on to outline the situation concerning each of the 8 libraries.

(a) Buckhurst Hill Library – the Parish Council office was located in the library, with a vacant space at the back of the property for commercial letting or community use. A Police Community Support Officer was based at the library as a point of access to the public. The representative for Buckhurst Hill Parish Council advised that they had two meetings and favoured a community use for the space.

- (b) Chigwell Library The Committee was advised that Chigwell Parish Council was happy to co-locate with the library and discussions were taking place.
- (c) Debden Library This library was the smallest in the district in terms of membership, it was located at Epping College. A suggestion had been made that the library could be re-located near to the road side of the college where it would be more visible to pedestrians, however, the new venue would be smaller. It was noted that a post office in Debden, near a bus terminus, was being vacated the District Council was the freeholder and the building could be converted to a library.
- (d) Epping Library This library had 2,600 members and shared a space with a Registrar and a children's centre. Local members advised they were happy with its current location.
- (e) North Weald Library The Parish Council was located at the library, there were no firm plans for expansion. Currently children's groups were using the library. However new signage was needed as a sign had been stolen.
- (f) Chipping Ongar Library this was a purpose built library, there was not enough room for any other residence.
- (g) Waltham Abbey Library A children's centre shared their space.
- (h) Loughton Library The National Jazz Archive was currently held there, a community orchard was being created plus a trade school and creative sewing classes were in operation there. It was suggested that the Citizens Advice Bureau could be located here.

Members were pleased with the mobile libraries but they were prone to breaking down and residents in villages were sometimes cut off from this service. The Customer Services Director advised that the County possessed 10 mobile libraries of which 2 were brand new of which the librarians had received a National Award.

RESOLVED:

That the presentation regarding library services within Epping District be noted.

25. ENFIELD COUNCIL UPDATES ON NORTH EAST ENFIELD AREA ACTION PLAN AND NORTHERN GATEWAY ACCESS PACKAGE (NGAP)

The Committee received a presentation from two officers of Enfield Borough Council's Regeneration and Environment Department, Mr I Mulla, Principal Planning Officer and Mr D Taylor, Head of Traffic and Transportation, regarding updates on the North East Enfield Area Action Plan (NEEAAP) and Northern Gateway Access Package (NGAP).

As part of their AAP work Enfield Borough Council were considering transport accessibility in the area. This had included undertaking modelling work to establish the potential benefits of a Northern Gateway Access Package for improving local accessibility. The area covered by the AAP included some deprived wards and the plan sought to recognise their needs as well as improving transport networks. So far, there had been a statutory consultation in June-July 2014 with proposed examination and adoption of the plan in April and November 2015. It was hoped that the regeneration of this part of North London would favour public transport, cycle routes and enhance employment opportunities.

The Committee had concerns about the plans being formed, particularly the inclusion of a reference to construction of a new link route to the M25 as part of NGAP, there would be no benefits for Epping district and there was anxiety regarding the displacement of heavy transport from Enfield into the area along roads which in some cases were poorly maintained and already congested. The representative from Loughton Town Council was concerned at the displacement of traffic from the M25 with representatives from Waltham Abbey Town Council saying that their views made in response to the consultation draft AAP had been largely ignored. The Enfield officers recognised the concerns expressed from Loughton and Waltham Abbey Town Council, however they advised at present no firm decision had been taken as to whether to construct the link road and that until further detailed traffic modelling work had been undertaken there was limited knowledge was available regarding the eventual impact on District Council roads.

RESOLVED:

That the presentation from Enfield Borough Council regarding progress on the North East Enfield Area Action Plan and the Northern Gateway Access Package be noted.

26. NORTH ESSEX PARKING PARTNERSHIP

An invite to the Committee had been extended to District Councillor G Waller, Portfolio Holder for Safer, Greener and Transport Portfolio Holder to discuss the North Essex Parking Partnership (NEPP).

Councillor G Waller began by acknowledging the parking difficulties within the district, particularly around the 8 London Underground stations, a Portfolio Holder Advisory Group had been established to support parking policy. It was important for the Council to remain as members of NEPP as they could influence decisions. The NEPP had only two officers subsequently it could take over a year for a new scheme to be started. He was pressing for more parking enforcement, a new manager had been appointed to the NEPP in January 2015 to cover West Essex and meetings had been taking place more regularly than before. The Councillor said that local councils were relied upon to advise over parking. The NEPP were making a presentation at the Overview and Scrutiny Committee on 27 April 2015. Questions were welcomed for the NEPP representatives.

The representative from Loughton Town Council asked why enforcement did not take place after 6.00p.m. Councillor G Waller replied that some enforcement took place but the costs were fairly prohibitive.

The Portfolio Holder advised the Committee that the NEPP staffing problem was made worse by the lunch break arrangements whereby enforcement officer did not currently use facilities at the District Council offices or Epping town itself. Councillor A Watts asked about difficulties he had experienced in trying to obtain a season parking ticket for Epping Forest car park. The Assistant Director Technical Services explained that season tickets were mainly allocated to local businesses, however this policy could be reviewed.

RESOLVED:

That the update on the North Essex Parking Partnership be noted.

27. LOCAL PLAN UPDATE

The Planning Policy Manager updated the committee on progress made with the Local Plan.

The Local Plan timetable had slipped. Receipt of the consultant's report updating the Strategic Housing Market Assessment (SHMA) had been delayed because new household projections had been published by the Government, that the consultants needed to take account of. A draft final report was expected by the end of April 2015. The following was noted:

- (a) The local councils would receive a presentation of the Green Belt Review Phase 1 in June 2015 at a special meeting of this committee;
- (b) The Strategic Flood Risk Assessment (SFRA) Stage 1 was nearing completion;
- (c) Fulfilling the statutory Duty to Co-operate was very important in ensuring production of a robust Local Plan that would be found sound at examination; and
- (d) Seven local councils had applied to establish Neighbourhood Planning Areas. Of these five had been approved and one, Moreton Bobbingworth and the Lavers, had drafted a neighbourhood plan upon which they would soon be consulting. It was noted that the revised Neighbourhood Planning regulations which came into force on 9 February 2015 meant that future decisions on neighbourhood planning area designations should be completed within 8 weeks.

Officers would be writing to all of the local councils concerning Neighbourhood Planning outlining where advice, assistance and funding could be obtained.

RESOLVED:

That the Local Plan Update be noted.

28. IPLAN USER GROUP UPDATE

The Director of Neighbourhoods advised the committee that progress was being made regarding the scanning of paper files. A Senior Technical Officer Electronic Information and a Technical Officer Applications Systems had been appointed. The Committee were informed that officers could visit local councils to assist their work on presenting planning applications electronically. Members acknowledged that the co-operation was working well.

RESOLVED:

That the Iplan User Group Update be noted.

29. MINORITY REFERENCE AT AREA PLANNING SUB-COMMITTEES

The Committee received an oral report from the Assistant Director (Performance Management) regarding Minority References made at Area Planning Sub-Committees, this item had been requested by local councils.

This rule, within the District Council's Constitution, allowed for at least 4 Members of an Area Planning Sub-Committee to stand and refer an item of the agenda to the parent committee, District Development Control Committee (DDCC). It was advised that the current Constitution review being undertaken by the Constitution and Member Services Scrutiny Panel, had recommended that this process must occur after a vote was taken. It was felt that when used at the committee meeting, the Chairman should explain this process to the public in attendance, it was also suggested that a brief paragraph could be added to the "Your Voice, Your Choice" booklets about the process.

RESOLVED:

That the report regarding Minority References at Area Planning Sub-Committees be noted.

30. PROPOSAL FOR ADDITIONAL MEETING OF THE COMMITTEE ON 15 JUNE 2015

The Director of Neighbourhoods advised the Committee that an additional meeting should be factored in specifically to discuss the Green Belt Review of the new Local Plan. It was proposed that the meeting would be held on Monday 15 June 2015 at 7.30p.m.

RESOLVED:

That an additional meeting of the Local Council's Liaison Committee be scheduled for Monday 15 June 2015 at 7.30p.m.

31. ANY OTHER BUSINESS

The Vice-Chairman reminded those present that this was the last Local Council's Liaison Committee of the current Council year, she thanked the Chairman of Council, Councillor T Boyce, for his work over this period. The Chairman returned the thanks and extended his gratitude to the Committee for its work over the past year.

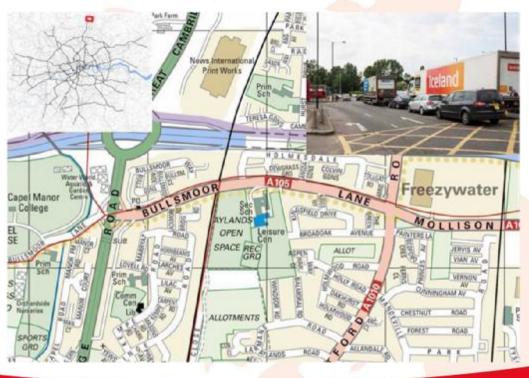
32. DATES OF FUTURE MEETINGS

As indicated before, there would be an extra-ordinary meeting of the Committee held on Monday 15 June 2015 with the next scheduled meeting being on Monday 6 July 2015 at 7.30p.m. in the Council Chamber.

CHAIRMAN

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Northern Gateway Access Package - Update



Striving for excellence





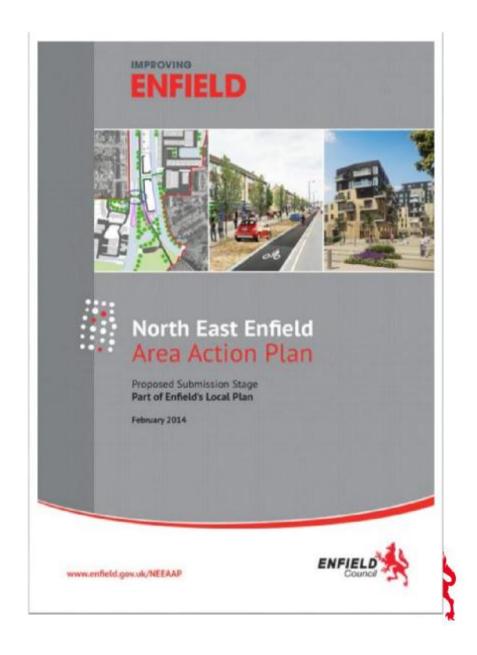
North East Enfield Area Action Plan

- Purpose of the AAP:
 - a shared strategy
 - a clear planning policy framework for decisions
 - guide to inform regeneration, development opportunities and investment
- AAPs must:
 - relate to a specific area
 - accord with higher level policy (Core Strategy and London Plan in particular)



Next steps

- Proposed submission NEE AAP – Statutory Consultation: June – July 2014
- Submission October 2014
- Examination April 2015
- Adoption November 2015



Northern Gateway Access Package

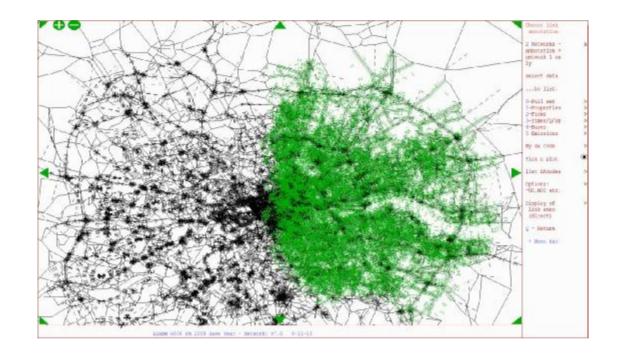
- NGAP's aims are to:
 - Improving connectivity by all modes for existing businesses and residents;
 - Enhancing Brimsdown and other parts of sub region as a place to do business;
 - Addressing existing transport impacts, including severance, congestion and poor air quality; and
 - Ensuring that the necessary transport infrastructure is in place (including pedestrian and cycle infrastructure) to support planned population and employment growth in North East Enfield and the wider Upper Lee Valley.



Preliminary Work to Develop Package

 TfL's Highway Assessment Model

 Insufficient detail to get full understanding of issues and options





Northern Gateway Access Package Development

Responses from 11 organisations:

TfL Herts.CC

LVRPA Broxbourne DC

Haringey Essex CC

Waltham Forest DC

Natural England City of London

Highways Agency

6 engagement meetings

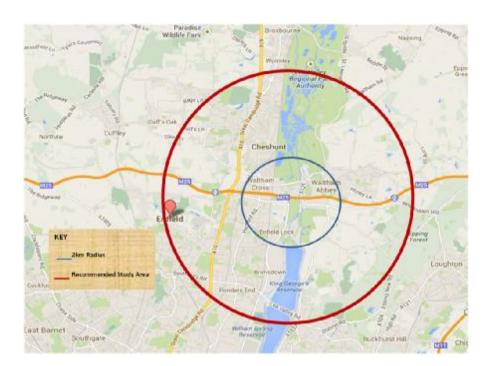
Approx. 95 comments in total



Key Issues Raised

- Model issues
 - Model version
 - Zoning
 - Network coverage

Option assessment





Model Issues

- Latest model version
 - Including Broxbourne enhancements
 - Updated LTS, taking account of 2011 census
- Need to refine zoning in parts of study area
- Network coverage
 - Tottenham Hale
 - Wake Arms R/A (A121/B1393/B172)
 - M11 J7a
 - Inside M25/M11



Option Selection

- New work stream added to explicitly deal with option selection
- Consultant will need to:
 - Review known network issues with adjoining authorities
 - Review existing studies
 - Review 2021 & 2031 reference cases
- Long list of options to be evaluated
- Short list of options to be tested



Option Selection

- Possible options to be considered
 - Demand management
 - high non-car mode split
 - Re-timing of HGV trips
 - Local traffic management interventions
 - Junction enhancements
 - Smarter traffic signals
 - New infrastructure
 - A1055-A121 link road
 - Direct link to M25



Next Steps

- Finalise brief January 2015
- Start procurement January 2015
- Appoint consultants March 2015
- Surveys Early April 2015
- Final report September/October 2015



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