



***CABINET***  
***Thursday, 6th April, 2017***

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

**Council Chamber, Civic Offices, High Street, Epping**  
**on Thursday, 6th April, 2017**  
**at 7.00 pm .**

**Glen Chipp**  
**Chief Executive**

**Democratic Services**  
**Officer**

Gary Woodhall  
(Governance Directorate)  
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Members:

Councillors C Whitbread (Leader of the Council) (Chairman), S Stavrou (Deputy Leader and Housing Portfolio Holder) (Vice-Chairman), R Bassett, W Breare-Hall, A Grigg, H Kane, A Lion, J Philip, G Mohindra and G Waller

**PLEASE NOTE THE START TIME OF THE MEETING**

**1. WEBCASTING INTRODUCTION**

- (a) This meeting is to be webcast;
- (b) Members are reminded of the need to activate their microphones before speaking; and
- (c) the Chairman will read the following announcement:

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

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights. If you have any concerns then please speak to the Webcasting Officer.

Please could I also remind Members to activate their microphones before speaking.”

**2. APOLOGIES FOR ABSENCE**

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

**3. DECLARATIONS OF INTEREST**

(Director of Governance) To declare interests in any item on this agenda.

**4. MINUTES**

To confirm the minutes of the last meeting of the Cabinet held on 9 March 2017 (previously circulated).

**5. REPORTS OF PORTFOLIO HOLDERS**

To receive oral reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on the agenda.

**6. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET**

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

**(a) Public Questions**

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

**(b) Requests to Address the Cabinet**

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

**7. OVERVIEW AND SCRUTINY**

(a) To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function.

(b) To consider any matters that the Cabinet would like the Council's Overview and Scrutiny function to examine as part of their work programme.

**8. ASSET MANAGEMENT AND ECONOMIC DEVELOPMENT CABINET COMMITTEE - 26 JANUARY 2017 (Pages 5 - 12)**

(Asset Management & Economic Development Portfolio Holder) To consider the minutes from the meeting of the Asset Management & Economic Development Cabinet Committee, held on 26 January 2017, and any recommendations therein (attached).

**9. FINANCE AND PERFORMANCE MANAGEMENT CABINET COMMITTEE - 6 MARCH 2017 (Pages 13 - 20)**

(Finance Portfolio Holder) To consider the minutes of the meeting of the Finance & Performance Management Cabinet Committee, held on 6 March 2017, and any recommendations therein (attached).

**10. TRANSFORMATION PROGRAMME MONITORING REPORT - FEBRUARY 2017 (Pages 21 - 26)**

(Leader of Council) To consider the attached report (C-070-2016/17).

**11. EPPING FOREST LOCAL HIGHWAYS PANEL - MATCH FUNDING (Pages 27 - 36)**

(Safer, Greener & Transport Portfolio Holder) To consider the attached report (C-071-2016/17).

**12. ANY OTHER BUSINESS**

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

**13. EXCLUSION OF PUBLIC AND PRESS**

Exclusion

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

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
14	Potential Purchase of Waltham Abbey Police Station	3
15	Epping Forest Shopping Park – Authority to enter into Lease Agreements with Retail Tenants	3

The Local Government (Access to Information) (Variation) Order 2006, which came

into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers

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

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

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

**14. POTENTIAL PURCHASE OF WALTHAM ABBEY POLICE STATION (Pages 37 - 46)**

(Asset Management & Economic Development Portfolio Holder) To consider the attached restricted report (C-072-2016/17).

**15. EPPING FOREST SHOPPING PARK - AUTHORITY TO ENTER INTO LEASE AGREEMENTS WITH RETAIL TENANTS (Pages 47 - 78)**

(Asset Management & Economic Development Portfolio Holder) To consider the attached restricted report (C-073-2016/17).

## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Asset Management and Economic Development Cabinet Committee **Date:** Thursday, 26 January 2017

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 8.10 pm

**Members Present:** Councillors A Grigg (Chairman), W Breare-Hall (Vice-Chairman), H Kane, G Mohindra and G Waller

**Other Councillors:** Councillors A Lion, S Kane and J M Whitehouse

**Apologies:**

**Officers Present:** D Macnab (Deputy Chief Executive and Director of Neighbourhoods), J Houston (Local Strategic Partnership Manager), M Warr (Economic Development Officer), J Leither (Democratic Services Officer) and S Tautz (Democratic Services Manager)

**Also in attendance:** C Pasterfield (Asset Management Development Consultant) and L Edwards (Consultant, Colliers International)

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### 28. WEBCASTING INTRODUCTION

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

### 29. SUBSTITUTE MEMBERS

The Cabinet Committee noted that there were no substitute members.

### 30. DECLARATIONS OF INTEREST

Pursuant to the Council's Code of Member Conduct, Councillor G Mohindra declared a personal interest in agenda item 8, Epping Forest Shopping Park by virtue of being known to one of the prospective tenants. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the item.

### 31. MINUTES

#### Resolved:

That the minutes of the meeting held on 27 October 2016 be taken as read and signed by the Chairman as a correct record.

## 32. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT

The Economic Development Officer (EDO) presented a report to the Cabinet Committee and updated them on a number of projects and issues being explored by the Economic Development Team.

### **Waltham Abbey Wayfinding Project**

Following a full tendered procurement process a contractor had been appointed to design, manufacture and install a new pedestrian wayfinding system in Waltham Abbey Town Centre. A total of eight tenders were received all of which were of a similar quality. Therefore the award of the tender was determined by the lowest priced tender and Mödel Signage Solutions were the successful contractor. The winning tender was less than 50% of the total potential budget that had been agreed for the project representing excellent value for money and ensuring that further funds would remain available to consider further enhancement projects for the town centre in the future.

Mödel have already undertaken a stakeholder presentation and consultation event in the town and have subsequently set up an online survey to enable those stakeholders, including businesses, unable to attend the meeting to have their say. It was intended that a proposed design for the scheme be presented to the key stakeholders in February 2017 in order that the finalised design could be agreed before the end of the current financial year.

Councillor Mohindra stated that it was important to ensure that in terms of the design and the points of interest that the Royal Gunpowder Mills and the Lea Valley White Water Raft Centre were included in the plan as they were critical tourist attractions in the area.

He also commented that the business confidence survey was a good idea and looked forward to receiving the results of that survey in the near future.

The EDO advised that both the Royal Gunpowder Mills and the Lea Valley White Water Rafting Centre would be referenced from the town centre in the Wayfinding scheme.

### **Ultrafast Network**

The Rural Challenge Project to deliver ultrafast broadband to rural parts of the district continued to make progress. Almost 195km of network had now been built within excess of 2,800 connection pots installed at the property edges. Ten cabinet areas would be completed by the end of June 2017 with two cabinet areas being delayed in the Hastingwood Area, which includes North Weald and Ongar which will start in Spring 2017 and would be completed by the end of October 2017.

### **Tourism Website**

Councillor Breare-Hall asked the EDO if the soft launch had taken place and what were the enhancements that have been made to the new district tourism website.

The EDO advised that the soft launch had not yet taken place as it was still in the process of building the content. There were two elements to the website, the database side and the content, which was used to perform the narrative for the district. Previously the visit Epping Forest website had been a list based website now

there was an opportunity to tell the story of Epping Forest. The new website will have more visual content and will give the opportunity to create themes.

### **Business Confidence Survey**

Councillor Breare-Hall asked if there was a sense of a plan or a strategy and what use will the Economic Development Team (EDT) make of the results.

The EDO advised that the EDT were at the pre-determining question stage. Once the business confidence survey was compiled and released the Team would use the information to indicate how the districts businesses would plan for the future.

The Assistant Director of Economic Development advised Members that the intention was to look at the standard survey questions that were used by other national organisations in terms of determining business confidence. The idea was to keep the questions as short as possible so that the survey would not become onerous.

The survey would give underlying information as to whether our local business were looking to expand, to hire or to put their investment plans on hold we would then be able to pick up on issues and areas local businesses were concerned about or any information they required.

The aim of the survey was to have a mechanism in place to make sure this authority were in touch with our local businesses and that we could anticipate and understand their needs at the earliest opportunity and identify areas that we may need to research to fully understand what was driving expansion or contraction in the local economy.

### **Partner Liaison**

Councillor Lion reported that he, together with other Members and EFDC Officers met with the Chairman of SELEP for a tour of North Weald Airfield (NWA). He advised that he was impressed with his visit to the Airfield and in particular Weald Aviation, which in his opinion, was doing a very useful job. The Councillor asked the Committee about the possibility of developing opportunities at North Weald Airfield.

The Director of Neighbourhoods advised that in the terms of reference of this Committee there was a remit to explore opportunities at North Weald Airfield. There had been previous policy decisions around the retention and intensification of aviation on this site.

Members will recall that with the assistance of Savills, the Council did some soft market testing at North Weald Airfield to see if there was an opportunity to bring on board a development partner, this proved to be disappointing in terms of the response received. Members have now set further parameters around investment at the Airfield. The Council would invest if the correct opportunities arose.

The Council had intended to offer a service contract to an external partner but due to changes in the European Union procurement rules a full OJEU process would need to be followed to seek an operational partner.

Within the Local Plan further work had been commissioned on employment. A lot of the focus on the Local Plan to date had been on housing needs and the housing numbers but there was a requirement in consultation with other partners to determine employment allocation across the wider area and the Airfield will specifically form

part of that consideration. This piece of work will be instrumental in determining the types and levels of use of the airfield that would be appropriate.

The Council has always recognised the potential of North Weald Airfield and a lot of time has been spent employing consultants trying to develop the best way to go forward.

### **Broadband – Smart Places**

The Assistant Director of Economic Development advised Members that the Smart Places Initiative was an attempt to bring together a coalition of different organisations who have an interest in infrastructure or an interest in using infrastructure once it was installed in the ground in order to provide services more effectively in order to provide a greater reach and to encourage major providers to invest in this area.

The Smart Places Initiative involved EFDC and ECC having discussion with major national and international infrastructure providers to see if it was possible to make this area a pathfinder area. The plan is to hold a Smart Places Summit along the lines of Smart Cities to find out what applications and technology that worked in the City and could be expanded to work in an area such as this District. A further report would come to the next meeting updating the Committee further on the progress.

### **Resolved:**

To note the progress and work programme of the Council's Economic Development Section.

### **Reasons for Decision:**

To appraise the Committee on the progress made with regard to Economic Development issues.

### **Other Options Considered and Rejected:**

None, as this monitoring report is for information, not action.

## **33. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT**

The Director of Neighbourhoods presented a report to the Cabinet Committee and updated Members on further developments to the report since it had been published.

### **(1) Epping Forest Shopping Park**

There was a separate detailed report on the progress of the Epping Forest Shopping Park at Agenda Item 8.

### **(2) Oakwood Hill Depot**

The Depot was now completed and fully operational. The mezzanine floor had been extended at a notional cost to provide additional office accommodation.

### **(3) Pyrles Lane Nursery**

Planning permission had been granted for a residential development on the site of Pyrles Lane Nursery. External advisors had produced a report, the outcome of this



report and a proposed disposal strategy would be reported to Cabinet on 9 March 2017.

**(4) St John's Road**

After a protracted period of negotiation the Council have completed on the purchase of the former junior school from Essex County Council. There had been some anti-social behaviour on the site but the Council have now secured security presence on and the site was now secure. The next stage was to work with Frontier Estates and Epping Town Council moving towards the submission of their full planning application and if this was successful a tri-party agreement would take place between Epping Forest District Council, Epping Town Council and Frontier Estates and would develop the site.

Councillor J M Whitehouse stated that it had previously been reported that the consultation would take place as part of the planning process. He advised that as landowner and the planning authority the Council should be ensuring and encouraging pre-application engagement and not just the statutory 21 day letters going out when a planning application was submitted. It was easier to deal with queries in the pre-application stage rather than when the planning application was submitted.

The Chairman advised that Officers would raise that issue with Frontier Estates when they had their next meeting.

**(5) Lindsay House**

Essex County Council advised that they no longer wished to obtain Lindsay House for use as accommodation to support vulnerable adults. A report would go to Cabinet on the 2 February 2017 with regard to marketing the property for disposal as either a single dwelling, subject to the restrictive covenants, or conversion to flats.

**(6) North Weald Airfield**

A discussion had taken place earlier in the meeting regarding North Weald Airfield.

**(7) Site of former Winston Churchill Public House**

Members and Officers were invited by Higgins for a site visit. The views from the top of the building were spectacular with views across East London. The flats would be completed ready for occupation in September 2017. The Council's main interest were the retail units on the ground floor which we had the opportunity to view. The Council have now appointed agents and were receiving offers for those units.

Councillor Mohindra stated that the site visit was a worthwhile exercise but that the top floor was for office space and not living accommodation and Planning Enforcement Officers should keep stringent checks that this was the case.

**(8) Ongar Academy**

The school was now under construction and was due to open in September 2017.

**(9) Townmead Depot**

A considerable amount of time and energy had been spent on investigating this site for alternative use. Unfortunately due to the high flood risk this site could not be

progressed for any kind of residential development. Discussions were underway with Waltham Abbey Town Council who were the co-occupiers, as to an alternative use for this site.

#### **(10) Hillhouse Leisure / Community Hub**

Outline planning permission was granted to all three elements of this site by the District Development Management Committee in November 2016. A S106 agreement was being entered into to compensate for the loss of the playing fields and that S106 agreement was due to be signed shortly. We have met with our newly appointed Leisure Management Contractor, Places for People and will submit a full planning application in the next 6-8 weeks.

#### **Resolved:**

To note progress on the Council's Asset Management and Development Projects.

#### **Reasons for Decision:**

To comply with the Cabinet Committee's previous request to monitor the development of the Council's Property Assets on a regular basis.

#### **Other Options Considered and Rejected:**

None, as monitoring report was for information not action.

### **34. EPPING FOREST SHOPPING PARK PROGRESS REPORT**

#### **Epping Forest Shopping Park**

The Council's Asset Management Development Consultant, Mr C Pasterfield presented a report to the Cabinet Committee with regard to the current progress of the development of the Epping Forest Shopping Park. Mr Pasterfield was accompanied by Mr L Edwards of Colliers International, one of the Council's appointed consultants for the management of letting the units at the shopping park.

Mr Pasterfield advised that at a recent meeting with the main contractor, McLaughlin & Harvey it had been reported that completion of the site was proceeding according to schedule. The steel frame for the 95,000 sq ft building was complete with the end walls and part of the roof clad. Meetings with tenants would now become more intensified regarding their shop fitting requirements.

On 22 December 2016 Members of the Cabinet and Board Members were taken on a site visit of the Shopping Park. The site Manager for McLaughlin & Harvey gave an overview of the construction process to date and advised that they were on schedule with the scheme.

#### **Section 278 Road Works**

There had been a delay with the highways work due to a gas mains being discovered which was not revealed in the original searches and site investigations. This meant that the drainage had to be redesigned. The widening of the carriageway works would be completed by the end of March 2017.

Members expressed concerns and queried if the delays with the highways work would cause a delay on the opening of the Shopping Park.

Mr Pasterfield advised that the Shopping Park would be completed before the highways work was completed. The shopping park would not be ready to open as the tenants would need to fit out the shops and this would take approximately 6-8 weeks. It was anticipated that the Shopping Park would open around August/September 2017.

Councillor Lion asked if there was any progress on the installation of broadband and Wi-Fi services at the Shopping Park.

Mr Macnab advised that during a recent site meeting with the project manager he advised that there was extensive duct work which runs all through the site where the cables for the broadband would run.

**Resolved:**

This report updates the Cabinet Committee on a Epping Forest Shopping Park as discussed at previous meetings.

**Reasons for Decision:**

To comply with the Cabinet Committee's previous request to monitor the development of the Shopping Park on a regular basis.

**Other Options Considered and Rejected:**

None, as monitoring report is for information not action.

**35. ANY OTHER BUSINESS**

The Cabinet Committee noted that there was no other urgent business for consideration.

**36. EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

That the public and press be excluded from the meeting for the items of business set out below on the grounds that they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

<u>Agenda Item No.</u>	<u>Subject</u>	<u>Exempt Information Paragraph Number</u>
8	Epping Forest Shopping Park Progress Report Part II	3

**37. EPPING FOREST SHOPPING PARK PROGRESS REPORT PART II**

Mr L Edwards from Colliers International, consultants responsible for letting the units at the Epping Forest Shopping Park reported that the market was steady and 75% of the retail units had been let to a mix of tenants.

Mr Edwards advised that they were considering offers on some of the smaller units but were looking to make sure that they did not conflict with any of the traders on Debdon Broadway.

Mr Pasterfield advised that they would be looking into installing some electric car charging points at the Shopping Park. More information would need to be collected to estimate how many electric car charging points to install.

Members were very enthusiastic to see that a provision was being made to install electric car charging points.

**CHAIRMAN**

## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

<b>Committee:</b>	Finance and Performance Management Cabinet Committee	<b>Date:</b>	Monday, 6 March 2017
<b>Place:</b>	Council Chamber, Civic Offices, High Street, Epping	<b>Time:</b>	7.00 - 8.52 pm
<b>Members Present:</b>	Councillors G Mohindra (Chairman), R Bassett, A Lion, S Stavrou and C Whitbread		
<b>Other Councillors:</b>	Councillors K Chana, B Surtees, G Waller, J H Whitehouse		
<b>Also in Attendance</b>	W Marshall (Epping Forest Tenants and Leaseholders Association)		
<b>Apologies:</b>	Councillors B Rolfe, H Whitbread (Communities Select Committee)		
<b>Officers Present:</b>	A Hall (Director of Communities), R Palmer (Director of Resources), P Pledger (Assistant Director (Housing Property)), T Brown (Senior Finance Officer), S Tautz (Democratic Services Manager) and D Bailey (Head of Transformation)		

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### 46. DECLARATIONS OF INTEREST

No declarations of interest were made by members of the Committee pursuant to the Council's Code of Conduct.

### 47. MINUTES

#### RESOLVED:

That the minutes of the meeting of the Committee held on 19 January 2017 be signed by the Chairman as a correct record, subject to the correction of the reference to Councillor J. M. Whitehouse in Minute 42(d) (Risk Management – Corporate Risk Register (Risk 9 – Safeguarding)), to read 'Councillor J. H. Whitehouse'.

### 48. ANY OTHER BUSINESS

The Committee noted that there was no other urgent business for consideration at the meeting.

### 49. HOUSING REVENUE ACCOUNT - FINANCIAL OPTIONS REVIEW (STAGE 1)

The Director of Communities reported that, in April 2014, the Council Housebuilding Cabinet Committee had reviewed the resources available for the Council's Housebuilding Programme and options available for expanding and accelerating the programme. Members noted that one of the drivers for the review had been the increasing amount of one-for-one replacement Right to Buy (RTB) capital receipts (141 Receipts) that were accumulating and which needed to be spent if the Council was to avoid paying over such receipts to the Government. The Committee was advised that the Cabinet had subsequently decided to:

- increase the number of affordable homes developed in Phases 3-6 of the programme from 20 to 30 per year;
- extend, in principle, the programme by a further 4 years to 10 years with an additional 30 new affordable homes provided each year;
- make no decision on the most appropriate way of funding an extended Housebuilding Programme, but that consideration be given at an appropriate time in the future, and before any commitments are made or expenditure incurred;
- seek grant funding from the Homes and Communities Agency (HCA), initially, for Phase 2 of the Housebuilding Programme at Burton Road, Loughton; and
- re-profile the Council's HRA Self-Financing Reserve, in order to release funds for the Housebuilding Programme in earlier years of the HRA Business Plan, by increasing contributions to the reserve in later years, whilst ensuring that sufficient resources have been accumulated within the Reserve to repay the first loan on maturity; and
- develop a contingency plan to purchase properties from the open market, should the amount of 141 Receipts still be in excess of the maximum amount that can be spent on the Housebuilding Programme, in order to avoid having to pass any 141 Receipts to the Government, with interest.

Members were reminded that, in September 2015, the Committee had considered a report on the options available to ensure that the HRA did not fall into deficit, as a result of the Government's requirement that all social landlords reduce rents by 1% per annum for four years from April 2016. The estimated loss in rental income to the HRA had been assessed at that time at around £14m over the following four years and around £228m over the following 30 years and the Committee had considered a number of options to recast the HRA Financial Plan for the future, including:

- ceasing some or all of the funding currently available within the Financial Plan for future housing improvements and service enhancements for HRA services;
- reducing investment in improvements to the Council's housing stock and reducing the Council's Modern Home Standard accordingly;
- reducing/ceasing the Housebuilding Programme; and
- further borrowing for the HRA, repaid by the end of the Financial Plan period.

The Director of Communities reported that the Committee had concluded that, since no immediate corrective action was required at that time, no major decisions should be made to re-cast the HRA Financial Plan until further information became available on the effect of the Government's separate proposal to require the sale of higher value void properties. The Committee had also agreed that the HRA Financial Plan and the options available should be reviewed again, once the financial implications for the Council of the requirement to sell higher value void properties were known, and that decisions for the future should be made at that time.

The Committee noted that the current position with the Housebuilding Programme was that:

- Phases 1 and 2 were on site, with the first properties at Phase 1 due to be handed-over in March 2017;
- Section 106 affordable properties at Roydon were also on site, with development agreements signed with the developer;
- contractors had been appointed for the 34 homes in Phase 3 (Epping, Coopersale and North Weald);
- planning permission had been granted for all the development sites in Loughton planned for Phase 4;

- planning applications were currently being determined for the sites planned for Phase 5 (Buckhurst Hill); and
- planning applications were being submitted and determined for sites planned for Phase 6 (at various locations).

The Director of Communities reported that, under the Housing and Planning Act 1996, the Government intended to charge an annual Higher Value Voids Levy funded from the sale of higher value void council properties, calculated individually for each local authority. Members noted that details of how such arrangement would operate were still awaited and that the earliest that the proposed levy would be introduced was during 2018/19.

It was reported that, in order to progress with investment decisions for the HRA, the Housing Portfolio Holder had agreed to undertake the further HRA Financial Options Review in two stages, as follows:

- Stage 1: Based on what the Council knows now – to enable the Cabinet to make decisions on the future of the Council Housebuilding Programme (Phases 4 to 6) and whether or not it wishes to reduce investment in the existing stock from the Council's Modern Homes Standard back to the Decent Homes Standard; and
- Stage 2: If and when a decision is made by the Government on the proposed introduction of the High Value Voids Levy, the implications will be modelled at that time to identify the required actions to mitigate the assessed financial impact.

The Director of Communities explained that the Decent Home Standard had been introduced by the Government in 2000 to ensure that all social housing met standards of decency. Members noted that, following the introduction of self-financing for the HRA in 2012, when significant additional financial resources became available to the HRA, the Council had introduced its own Modern Home Standard, which was achieved through the delivery of the thirty-year maintenance programme to ensure that none of the authority's housing stock had any building components that failed or lacked any reasonable modern facilities or services.

The Committee noted that the Council's HRA Business Planning Consultant, Simon Smith, had been commissioned to undertake the Stage 1 HRA Financial Options Review. Mr. Smith attended the meeting to present the findings arising from his review, which analysed the HRA projections and impact of a range of options.

Mr. Smith reported that the financial modelling detailed in his report was based on data from 2015/16, in order to keep the analysis consistent with the reviews undertaken in the latter part of last year. It was noted however, that the modelling had been updated to take account of the following:

- the latest HRA and capital forecasts for 2016/17;
- the proposed HRA and capital budgets for 2017/18
- right to buy sales for Quarter 3 and revised estimates for the coming quarters; and
- the latest cash forecasts for Phases 1 to 3 and the Section 106 and market purchase acquisitions.

Mr. Smith indicated that the key changes between the 2017/18 position that was forecast in October 2016 and the current review were:

- rental Income was forecast to be lower on account of new build properties for Phases 1 and 2 not coming on stream as quickly as expected and the higher number of right to buys that have occurred/projected;
- higher management costs, matched with reduced expenditure to the repairs account (as a result of past erroneous coding);
- Repairs Forecast Costs had been increased for voids and planned improvements;
- interest charges were lower on account of reductions in the base rate, rather than increases that were previously modelled; and
- interest received was lower on account of percentage rates used for the calculations reducing from over 1% to 0.3% - based on latest performance and estimates.

The Chairman reported that members of the Communities Select Committee had been invited to attend the meeting in view of the significance of the HRA Financial Options Review for the future strategy of the Housing Revenue Account, the Council Housebuilding Programme and whether the Council continues with implementation of its Modern Homes Standard for existing Council properties. Mr. W. Marshall, the Chairman of the Epping Forest Tenants and Leaseholders Federation and a co-opted member of the Communities Select Committee, presented the views of the Federation with regard to the options considered by the Committee.

**Option 1: Continuing with the full Housing Building Programme (at least until the completion of Phase 6) and maintaining the Modern Homes Standard for existing Council homes (the current policy)**

This option would deliver the highest level of affordable housing, whilst maintaining the existing stock at a good standard, higher than that prescribed by Government as a minimum. The option also ensured that the Council maximised the 1-4-1 receipts it had and would gain as a result of increased right to buy sales, without paying any to the government.

Members noted that this option was likely to result in a capital shortfall of £30.016m in years 3 to 7 of the HRA Business Plan and that the Council would therefore be unable to achieve the modern standard for its properties during this time, unless the existing ten-year variable HRA loan was re-profiled or additional short term borrowing was undertaken.

**Option 2: Continuing with the full Housing Building Programme and reverting to the Decent Homes Standard for existing Council homes**

This option sought to deliver the highest level of affordable housing on identified sites but, in order to assist funding of the Council Housebuilding Programme, the level of investment on existing stock dropped from the Modern Standard to the Government's minimum Decent Homes Standard.

Members noted that this option was likely to result in a capital shortfall of £12.213m in years 3 to 5 of the HRA Business Plan and that the Decent Homes Standard would not be able to be achieved in this timescale, unless the existing ten-year variable HRA loan was re-profiled or additional short term borrowing was undertaken.

**Option 3: Ceasing the current Housing Building Programme and maintaining a Modern Homes Standard for existing Council homes**



This option maintained stock investment in line with current plans, but continued the moratorium on the Council Housebuilding Programme and short to medium-term capital budgets.

Members noted that this option was likely to result in a capital shortfall of £15.918m in years 4 to 7 of the HRA Business Plan and that the Council would therefore be unable to achieve the modern standard for its properties during this time, unless the existing ten-year variable HRA loan was re-profiled or additional short term borrowing was undertaken.

**Option 4: Ceasing the current Housing Building Programme and reverting to the Decent Homes Standard for existing Council homes.**

This option would reduce both expenditure on the new build programme and the capital financing. Members noted that there was no capital shortfall arising from this option.

The Director of Communities indicated that it was also necessary for the Committee to formulate detailed recommendations to take forward its preferred option forward.

Members were reminded that outline planning permission had been granted in March 2016 for the development of 36 new homes, including 40% (14) affordable homes, at the site of the Council's Nursery in Pyrles Lane, Loughton. Members considered arrangements for the future acquisition of the affordable homes element of the development, for which the Financial Options Review Report had demonstrated that sufficient financial resources were available within the Housing Revenue Account, whichever option was chosen.

The Committee considered the options identified and the position of each with regard to the availability of 141 Receipts and their usage.

**Recommended:**

- (1) That, having had regard to the views of the Epping Forest Tenants and Leaseholders Federation and members of the Communities Select Committee in attendance at the meeting, Option 2 within the Housing Revenue Account Financial Options Review Report prepared by SD Smith Consultancy Ltd (being the continuation of the Council Housebuilding Programme up to at least Phase 6 of the current programme and the reversion to the Government's Decent Home Standard), be the preferred option of the Committee;
- (2) That the current moratorium on the Council Housebuilding Programme be lifted and that Phases 4-6 of the programme now be undertaken;
- (3) That, if possible, the 141 Receipts 'temporarily' paid to the Department for Communities and Local Government be recovered as soon as possible, in order to help fund the Housebuilding Programme;
- (4) That financial contributions received by the Council from developers through Section 106 Agreements, in lieu of on-site affordable housing provision, continue to be utilised for the Council Housebuilding Programme;
- (5) That, in the first instance, tenders be invited to undertake Phase 4 of the Housebuilding Programme;

- (6) That the phasing of the Housebuilding Programme be appropriately paced, with an acceptance that, in view of the anticipated continuation of a high rate of 141 Receipts for the foreseeable future, it is likely that some such receipts will still need to be paid to the Government;
- (7) That the Council revert to the Government's Decent Homes Standard as soon as practicably possible, with reduced levels of stock investment, having regard to existing contractual commitments arising from Framework Agreements;
- (8) That the Director of Resources report to a future meeting of the Committee on the most appropriate way to arrange the required additional Housing Revenue Account borrowing;
- (9) That, at such time as the Cabinet consider the marketing strategy for the proposed sale of land at the Pyrles Lane Nursery development site in Loughton, consideration be given to whether the proposed sale should be subject to a requirement that the purchaser must enter into a separate Development Agreement with the Council requiring the affordable housing element of the development to be sold to the authority on practical completion, and how this could best be practically achieved; and
- (10) That SD Smith Consultancy Ltd be requested to undertake the Stage 2 of the Housing Revenue Account Financial Options Review at such time as a decision is made by the Government on the proposed introduction of the High Value Voids Levy, and that the review report be considered by the Committee in order to consider the issues, implications and action required to mitigate the assessed financial impact.

### **Reasons for Decision**

The Cabinet had previously agreed recommendations of the Council Housebuilding Cabinet Committee for the expansion and acceleration of the Housebuilding Programme. In September 2015, the Finance and Performance Management Cabinet Committee had undertaken a review of the options to ensure that the Housing Revenue Account (HRA) did not fall into deficit as a result of the requirement that social landlords reduce rents by 1% per annum for four years from April 2016. At that time, the Committee had concluded that no major decisions should be taken until further information was available on the effect of the proposed requirement that local authorities must sell higher value void properties, but that the options be reviewed again once the financial implications of this Government proposal were known.

The Housing Portfolio Holder had decided to undertake the HRA Financial Options Review in two stages, with Stage 1 based on the currently available information, to enable decisions to be made on the future of the Housebuilding Programme (Phases 4 to 6) and whether the Council wished to reduce investment in the existing housing stock back to the Decent Homes Standard. It was not possible to fund the Council's current policy to both undertake the Housebuilding Programme and maintain existing properties to the Modern Homes Standard, without reviewing borrowing requirements and/or reducing capital expenditure, so it was necessary to review the options available and make decisions for the future.

### **Other Options Considered and Rejected:**

All available options were set out in the Stage 1 HRA Financial Options Review Report considered by the Committee. The following options were considered and rejected:

Option 1: Continuing with the full Housing Building Programme (at least until the completion of Phase 6) and maintaining the Modern Homes Standard for existing Council homes (the current policy)

Option 3: Ceasing the current Housing Building Programme and maintaining a Modern Homes Standard for existing Council homes

Option 4: Ceasing the current Housing Building Programme and reverting to the Decent Homes Standard for existing Council homes.

**CHAIRMAN**

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## **Report to the Cabinet**

**Report reference:** C-070-2016/17

**Date of meeting:** 6 April 2017



**Epping Forest  
District Council**

**Portfolio:** Leader of the Council

**Subject:** Transformation Programme – February 2017 Highlight Report

**Responsible Officer:** David Bailey (01992 564105).

**Democratic Services:** Gary Woodhall (01992 564470).

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### **Recommendations/Decisions Required:**

**(1) That the Cabinet note the progress of Projects and Programmes for February 2017, alongside planned actions for March 2017.**

### **Executive Summary:**

Regular highlight reports on the progress of the Transformation Programme are presented to the Cabinet. This is the highlight report for February 2017 and covers progress for all chartered projects of Medium and High Risk Potential, as well as key aspects of the Transformation Programme.

Overall, progress indicators for 'time', 'cost', 'delivery / outcomes / outputs' and 'benefits' are Green for this period, for a total of 216 actions.

### **Reasons for Proposed Decisions:**

To inform Cabinet of progress on the Transformation Programme, including workstreams, programmes and projects.

### **Other Options for Action:**

No other options are available. Failure to monitor and review progress of the Transformation Programme and to consider corrective action where necessary, could have negative implications for the Council's reputation, and may mean the opportunities for improvement were lost.

### **Report:**

1. This is the February 2017 Highlight Report for the Transformation Programme. The format of the report has evolved in order to remain an effective tool for highlighting progress, slippage and remedial actions being taken.
2. The report covers progress for the 38 chartered 'live' projects with Medium or High Risk Potential, as well as progress on key aspects of the Transformation Programme.
3. The Cabinet is requested to review progress for February 2017, alongside actions scheduled for the next period and any remedial actions being undertaken.

4. The highlight report uses the RAG rating, based on Red, Amber and Green colours used in a traffic light system. The definitions of the RAG ratings are:

<i>Light</i>	<i>Definition</i>	<i>Action</i>
<b>Red</b>	<p>There are significant issues with the project, programme or workstream.</p> <p>The project requires corrective action to meet business objectives. The issue cannot be handled solely by the project manager or project team.</p> <p>One or more aspects of project viability – time, cost, scope – exceed tolerances set by the Transformation Programme Board.</p>	<p>The matter should be escalated to the project sponsor and Transformation Programme Board immediately.</p>
<b>Amber</b>	<p>A problem has a negative effect on project performance but can be dealt with by the project manager or project delivery team.</p> <p>Action is taken to resolve the problem or a decision made to watch the situation.</p> <p>One or more aspect of project viability – time, cost, scope – is at risk. However, the deviation from plan is within tolerances assigned to the project manager.</p>	<p>The Transformation Programme Board should be notified using a progress report or scheduled briefing with the sponsor.</p>
<b>Green</b>	<p>The project is performing to plan.</p> <p>All aspects of project viability are within tolerance. However, the project may be late or forecast to overspend (within tolerance).</p>	<p>No action needed.</p>

5. Overall, progress indicators for ‘time’ ‘cost’, ‘delivery / outcomes / outputs’ and ‘benefits’ are Green for this period, from a total of 216 actions. Progress will be kept under review and it is anticipated that the status of the majority of these items will remain Green in the next report.

6. Appendix 1 contains the highlight report for February 2017. Any project closures are also noted.

**Resource Implications:**

Resource requirements for actions to achieve specific outcomes or benefits will have been identified by the Transformation Programme Board and reflected in the budget for the year.

**Legal and Governance Implications:**

There are no legal or governance implications arising from the recommendations of this report. Relevant implications arising from actions to achieve specific outcomes or benefits will have been identified by the Transformation Programme Board.

**Safer, Cleaner and Greener Implications:**

There are no implications arising from the recommendations of this report in respect of the

Council's commitment to the Climate Local Agreement, the corporate Safer, Cleaner and Greener initiative, or any crime and disorder issues within the district. Relevant implications arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

**Consultation Undertaken:**

Progress has been reviewed by the Transformation Programme Board.

**Background Papers:**

Progress submissions and relevant supporting documentation is held by the Programme Management Office (PMO).

**Risk Management:**

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific projects will have been identified by the Transformation Programme Board.

# Equality analysis report

## Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Transformation Programme – February 2017 Highlight Report
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	That the Cabinet note the progress of Projects and Programmes for February 2017
Relationship with other policies / projects:	<b>All</b>
Name of senior manager for the policy / project:	Glen Chipp, Chief Executive
Name of policy / project manager:	David Bailey, Head of Transformation

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

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	If yes, state which protected groups:
	<p>If no, state reasons for your decision:</p> <p>No. Any equalities impact assessment for individual projects or programmes is detailed on the respective reports.</p>

Name and job title of officer completing this analysis:	David Bailey, Head of Transformation
Date of completion:	07.03.2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	David Bailey, Head of Transformation
Date of authorisation:	07.03.2017
Date signed copy and electronic copy forwarded to PIU <a href="mailto:equality@eppingforestdc.gov.uk">equality@eppingforestdc.gov.uk</a>	07.03.2017



## Transformation Programme Highlight Report

<i>Report</i>	<i>Period</i>
<b>14</b>	<b>February 2017</b>

### Approval

<i>Approved for submission to the Cabinet (Sponsoring Group), given by</i>	Cabinet Agenda Planning Group	<i>Date</i>	14.03.2017
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### Distribution list

<i>Name</i>	<i>Job title</i>	<i>Directorate / Department</i>	<i>Organisation</i>
Membership	Transformation Programme Board	-	EFDC

### Overall transformation programme progress and status

	<i>RAG status</i>		<i>Comment on overall progress and status and recommended actions</i>
	<i>This period</i>	<i>Last period</i>	
Time	Green	Amber	Total of 216 actions in progress
Cost	Green	Green	
Delivery / outcome / output	Green	Green	
Benefits	Green	Green	

### Accountabilities and information flow: Project closures

<i>Workstream / Project</i>	<i>Progress to report</i>	<i>Actions for next period</i>	<i>Due</i>	<i>Owner</i>
Workstreams	TPB agreed project closures: P006 Ageing Population Needs Assessment P045 Customer Self-Service Payment Kiosks	TPB consider project closures: P046 Propman Property Management System P118 Oakwood Hill Depot	Mar 2017	Chief Executive

### Document control

<i>Version</i>	<i>Date</i>	<i>Status (draft, approved)</i>	<i>Author</i>	<i>Change description</i>
1.0	03.03.2017	February draft	Monika Chwiedz, Performance Improvement Officer	Draft
2.0	07.03.2017	February draft	David Bailey, Head of Transformation	Draft
3.0	14.03.2017	February draft	Cabinet Agenda Planning Group	

\*\*\* End of Report \*\*\*

## **Report to the Cabinet**

**Report reference:** C-071-2016/17

**Date of meeting:** 6 April 2017



**Epping Forest  
District Council**

**Portfolio:** Safer, Greener and Transport

**Subject:** Epping Forest Local Highways Panel

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

**Democratic Services:** Gary Woodhall (01992 564470).

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### **Recommendations/Decisions Required:**

(1) To agree to recommend to the Council a supplementary DDF estimate of £50,000 in 2017/18 to match fund the contribution from Essex County Council for the Epping Forest Local Highways Panel to implement highway improvement schemes within the District; and

(2) Subject to approval of the recommendation above to only release the funds once the Essex County Council's share of the match funding has been spent first

### **Executive Summary:**

The Epping Forest Local Highways Panel (LHP) was formed in 2009. It consists of all seven County Councillors and an equal number of District members. The Panel is supported by Essex Highways and carries out highway improvement schemes within the District.

The County Council has offered to match fund £50,000 for the LHP to implement schemes within the District. If match funding is agreed by the Council then a number of highway schemes will be enabled in the District which would otherwise not get funding.

### **Reasons for Proposed Decision:**

To enable highway improvement schemes to be implemented over and above those for which funding is available.

### **Other Options for Action:**

The Council can decline the offer of match funding.

### **Report:**

1. The Epping Forest Local Highway Panel was formed in 2009 when Cabinet agreed the membership and constitutional arrangements proposed under Essex Localism Agenda. The scope and membership of the LHP has since changed however the focus remains delivery of highway improvement schemes within the District. The membership of the Panel consists of seven county division members and an equal number of district members. The LHP is allocated budget by the Essex County Council (ECC), in 2017/18 it has a budget allocation of £450,000 for carrying out capital improvement schemes.

2. The LHP can only undertake capital improvement schemes, all revenue and maintenance schemes are delivered directly by Essex Highways, and the types of schemes that the LHP can undertake include: Passenger transport, public rights of way schemes, traffic management and walk way schemes. In addition the Panel keeps an oversight on any highway related Section 106 schemes as well as the work of the Highway Rangers.

3. Although the LHP has significant budget allocation there is high demand for highway improvement and new road safety schemes. This forces scheme prioritisation and some schemes lose out. There are currently 50 approved, both minor and major, highway schemes on the LHP work programme. There are a further potential 49 schemes that the Panel will review for consideration for 2017/18.

4. Last year the Council match funded ECC's £50,000 for highway improvements. This funding enabled feasibility studies, detailed designs and the implementation of capital schemes. The schemes funded through the match funding budget are listed below

1. Honey Lane (east of Wood Green Road), Waltham Abbey
2. A121 Woodriven Hill approach to Wakes Arms Roundabout
3. B 181 Epping Upland by Chambers Manor
4. Alderton Hill junction with Alderton Hall Lane, Loughton
5. Middle Street Nazeing – South of golf course entrance
6. B 181 Epping Road junction with Common Road, Broadley Common
7. Traps Hill junction Rowans Way and Church Lane, Loughton
8. Horseshoe Hill, Waltham Abbey
9. Reeves Lane/Typers Road/Hamlet Hill, Roydon Hamlet
10. Alderton Hall lane/Alderton Hill, Loughton
11. Vicarage Lane junction with Manor Road
12. A113 Abridge Road, Chigwell
13. Moreton Bridge, Moreton Road, Moreton
14. Ivy Chimney Road, Epping – installation of a bus cage
15. Daws Hill/Sewardstone Road, Sewardstone
16. St Leonards Road
17. A113 Ongar Road, Abridge
18. Ivy Chimneys Primary School, Centre Drive, Epping
19. B1393 London Road junction with access to MacDonalDs – pedestrian safety scheme
20. Milton Crescent – Shelley Primary School
21. Church Road, Moreton

5. The ECC Cabinet Member for Highways and Transportation Councillor Eddie Johnson wrote to the Leader of the Council on 3 March 2017, letter attached at appendix, offering to match fund up to £50,000 of District Council contribution to the Panel. Given that the additional funding, £100,000 in total, will enable the delivery of a number of priority schemes which would otherwise not be possible it is recommended that the Council accepts the offer of match funding by ECC.

#### **Resource Implications:**

DDF allocation of £50,000 will be required to match fund the contribution made by Essex County Council. This is being requested as a supplementary estimate as the offer from the Essex County Council was made on 3 March, after this Council's budget for 2017/18 had been set on 21 February 2017.

The Epping Forest Local Highways Panel has, after deducting the costs of the schemes already approved, a balance of £104,000 remaining to be allocated for schemes in 2017/18.

By agreeing the recommendations in this report this fund will increase to £204,000.

**Legal and Governance Implications:**

The responsibility for carrying out capital improvement schemes on the public highway is that of the Essex County Council. All schemes recommended by the LHP are considered for approval by the Cabinet Member for Highways and Transport at Essex County Council and all schemes are in line with County Council policies, strategies and guidelines.

**Safer, Cleaner and Greener Implications:**

The nature of schemes implemented with the match funding will be for highway safety, casualty reduction and pedestrian walk way improvements. These will improve the road network in the District.

**Consultation Undertaken:**

Chairman of the Epping Forest Local Highways Panel and the lead officers of Essex County Council.

**Background Papers:**

Previous reports on the formation of the Epping Forest Local Highways Panel.

**Risk Management:**

If the recommendations in this report are not agreed then a significant number of schemes will not be implemented. This could cause reputational damage to the Council by neglecting to benefit from the opportunity to match fund Essex County Council's contribution.

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# Equality analysis report

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

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

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

## Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Match fund Essex County Council's contribution to the Epping Forest Local Highways Panel to carry out capital highway safety and improvement works
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	To enable highway improvement schemes to be carried out which would otherwise not be possible
Relationship with other policies / projects:	Epping Forest Local Highways Panel is formally constituted and includes all County and nominated District Members
Name of senior manager for the policy / project:	Q Durrani
Name of policy / project manager:	Q Durrani

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

Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.	If yes, state which protected groups:
If no, state your reasons for this decision. Go to step 7.  <i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	If no, state reasons for your decision:  The consequence of decision of this report will be a larger number of schemes being implemented. These schemes will be carried out Essex

	<p>Highways and the District Council will have no direct influence over the type and nature of these schemes.</p> <p>Equality Impact Analysis would be expected to be carried out by Essex Highways as part of scheme implementation.</p>
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***Epping Forest Local Highways Panel meets regularly and considers capital highway improvement schemes across the District. The Panel works under the Localism Agenda and linked to the Essex County Council's Corporate Plan, key objectives of the Panel are:***

- ***Encourage Essex residents to influence decisions and shape their communities,***
- ***Help communities play a greater role in shaping, challenging and developing local services,***
- ***Making Essex roads safer,***
- ***Encourage residents to get more involved in their communities,***
- ***Promote closer working between local authorities***
- ***Ensure that the highway infrastructure supports businesses to trade and grow***
- ***Ensure that the road network is well maintained***

***The types of schemes considered vary, for example: speed survey, installation of a traffic sign or a dropped kerb for access. Every scheme is in line with local and national policies and subject to equality impact assessments any equality and diversity issue identified is addressed before a scheme is recommendation for approval.***

#### **Step 7. Documentation and Authorisation**

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
The decisions in this report will enable more schemes to be implemented by the Epping Forest Local Highways Panel. The Panel is supported by officers of Essex Highways and governance arrangements of Essex County Council. It is understood that the Equality analysis of any scheme being implemented will be assessed under the decision making processes of the County Council.	Q Durrani Assistant Director Technical, Neighbourhoods	

Name and job title of officer completing this analysis:	Q Durrani Assistant Director Technical,
---	--



	Neighbourhoods
Date of completion:	10/03/2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Qasim ( Kim) Durrani Assistant Director ( Technical) Neighbourhoods
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU <a href="mailto:equality@eppingforestdc.gov.uk">equality@eppingforestdc.gov.uk</a>	

**Step 8. Report your equality analysis to decision makers:**

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

Therefore you must:

- reflect the findings from this analysis in a ‘Due Regard Record’ (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

**Your summary of equality analysis must include the following information:**

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

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Essex County Council  
**Cabinet Office**  
County Hall  
Chelmsford  
Essex CM1 1QH



Leader of Borough/ City/ District Council

Date: 03 March 2017  
Our Ref: LL/JH/EJ  
Your Ref:

Sent by email

Dear Cllr

**Re: 2017/18 Local Highways Panel – match funding agreement**

As you will already be aware, last year I offered to match fund additional contributions from the District/ Borough/ City council to their Local Highways Panel Budget.

Recognising the value that Local Highways Panels bring to their area, I have decided again to offer to match funding (up to £50k contribution) for the next financial year. This would allow each Local Highways Panel to increase their budget by £100k for the year 2017/18.

If your Council is able to commit any funding for the LHP in 2017/18, I would be grateful if you could let me know in writing by 24 March 2016.

Yours sincerely

A handwritten signature in black ink, appearing to be "Eddie Johnson", written over a light blue horizontal line.

**Cllr Eddie Johnson**  
**Cabinet Member for Highways and Transport**

CC: Chair of Local Highways Panels

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