

## Select Committee Agenda



### **Neighbourhoods Select Committee Tuesday, 30th January, 2018**

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

**Committee Room 1, Civic Offices, High Street, Epping  
on Tuesday, 30th January, 2018  
at 7.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

V. Messenger  
Tel: (01992) 564243 Email:  
democraticservices@eppingforestdc.gov.uk

#### **Members:**

Councillors N Bedford (Chairman), H Brady (Vice-Chairman), N Avey, R Baldwin, L Hughes, J Jennings, R Morgan, S Neville, A Patel, C P Pond, B Rolfe, M Sartin, G Shiell, E Webster and J H Whitehouse

**SUBSTITUTE NOMINATION DEADLINE:**

**6.30 pm**

**1. APOLOGIES FOR ABSENCE**

**2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

(Director of Governance) To report the appointment of any substitute members for the meeting.

**3. NOTES OF PREVIOUS MEETING (Pages 3 - 10)**

To agree the notes of the meeting of the Select Committee held on 21 November 2017.

**4. DECLARATIONS OF INTEREST**

(Director of Governance). To declare interests in any items on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the

Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 9 of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 9 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

**5. TERMS OF REFERENCE AND WORK PROGRAMME (Pages 11 - 16)**

(Chairman / Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Committee. This is attached along with an ongoing Work Programme. Members are asked at each meeting to review both documents.

**6. ENGINEERING, DRAINAGE AND WATER TEAM**

(Director of Neighbourhoods) To receive a presentation from the Council's Engineering, Drainage and Water Team, which is comprised of two sections:

- Land Drainage; and
- Water Supply / Contaminated Land.

**7. LOCAL PLAN UPDATE (Pages 17 - 20)**

(Director of Neighbourhoods) To consider the attached report on the current position of the Local Plan.

**8. CORPORATE GREEN WORKING PARTY (Pages 21 - 22)**

(Director of Neighbourhoods) To note the report on the Corporate Green Working Party following its meeting on 5 December 2017.

**9. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

**10. FUTURE MEETINGS**

(Director of Neighbourhoods) To note the next meeting date of this Committee will be held on 20 March 2018 at 7.30pm.

**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF NEIGHBOURHOODS SELECT COMMITTEE  
HELD ON TUESDAY, 21 NOVEMBER 2017  
IN COMMITTEE ROOM 1, CIVIC OFFICES, HIGH STREET, EPPING  
AT 7.30 - 8.25 PM**

**Members Present:** N Bedford (Chairman), H Brady (Vice-Chairman), N Avey, R Baldwin, L Hughes, J Jennings, J Lea, R Morgan, S Neville, A Patel, C P Pond, G Shiell, E Webster and J H Whitehouse

**Other members present:** W Breare-Hall and J Philip

**Apologies for Absence:** M Sartin

**Officers Present** D Macnab (Deputy Chief Executive and Director of Neighbourhoods), K Durrani (Assistant Director (Technical Services)) and V Messenger (Democratic Services Officer)

**25. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

It was noted that Councillor J Lea was substituting for Councillor M Sartin.

**26. NOTES OF PREVIOUS MEETING**

**RESOLVED:**

That the notes of the last meeting of the Neighbourhoods Select Committee held on 19 September 2017 be agreed, subject to the amendment below:

Work Programme (Min no 17) – Councillor S Neville asked if Essex County Council (ECC) Passenger Transport officers could be invited to a future meeting of this Select Committee (SC), as agreed at the meetings of 21 March and 27 June 2017. D Macnab replied that this was correct, but was dependant on their availability.

**27. DECLARATIONS OF INTEREST**

There were no declarations of interest made pursuant to the Member's Code of Conduct.

**28. TERMS OF REFERENCE AND WORK PROGRAMME**

Terms of Reference

These were noted by members.

Work Programme

Councillor A Patel asked if the 'Identification of Recommendations to be made to the Overview and Scrutiny (O&S) Committee' on the Council's Transformation Project from the Transformation Task and Finish Panel meeting of 11 September 2017 (Min no 22), and subsequent amendments made by the O&S Committee on 31 October 2017 (Min no 33) could be added to this SC's Work Programme. This concerned

recommendations 4 (Details of new projects should be submitted to the relevant select committee for their scrutiny, or in the case of those being managed by the Chief Executive they would come to the Overview and Scrutiny Committee) and 5 (Project closure and benefits realisation reports should be submitted to the relevant select committee for their information, or in the case of those being managed by the Chief Executive they would come to the Overview and Scrutiny Committee), which was agreed.

On item (7) Environmental Enforcement Activity, Councillor N Bedford suggested raising the profile of this issue through more publicity of successful cases to increase public awareness, which was agreed.

On item (11) Yearly Review of the Off-Street Parking Service, Councillor N Bedford advised that the first meeting of the Off-Street Car Parking Contract Partnership Board had been rescheduled for 7 December 2017 at 5pm.

On item (16) Air Quality Officer, Councillor N Bedford recommended these issues were included in a presentation next March – how air pollution was monitored; how we could reduce pollution; impact on air quality at roadworks; and impact on air quality from idling vehicles.

Councillor W Breare-Hall, Environment Portfolio Holder, said that Council Enforcement Officers had recently asked vehicle drivers parked outside a Buckhurst Hill primary school to turn their engines off and that if they did not comply, would be fined. Councillor S Neville said that idling vehicles were a frequent problem outside both primary schools in Buckhurst Hill. D Macnab stated that Epping Underground Station was on LUL land and suggested that TfL be approached to work with the Council on this issue. Councillor W Breare-Hall said that the Council had a general power to fine idling drivers and was able to issue up to a level 3 fine, the maximum amount of which was £1,000 for an offence.

On item (17) Councillor N Bedford said it would be useful to know from the Public Health Officer information on – which departments came under Public Health; how the team worked; how to raise the profile; trends; and the identification of hazards.

Councillor J H Whitehouse asked if both the Air Quality and Public Health Officers would be attending this SC's meeting in March 2018. D Macnab confirmed this and that a Land Drainage Officer (item 14) would attend the January meeting to explain the various land drainage and flood matters in which officers were involved.

Councillor A Patel asked if there would be an update provided on the anniversary of the introduction of the four-day collection service part of the Waste Management Contract in April 2018. D Macnab said the Minutes of the Waste Management Partnership Board were published on the Intranet at the link below: <https://eppingforestintranet.moderngov.co.uk/ieListMeetings.aspx?CId=769&Year=0>

D Macnab advised members that TfL would be attending the O&S meeting in January 2018, but there was no firm date on when Essex County Council Passenger Transport would attend a meeting.

**Agreed:**

- (1) Work Programme new additions to be made for Transformation Projects relevant to this Committee and for Transformation Projects closure and benefits reports.

- (2) Work Programme: (7) Environmental Enforcement Activity – D Macnab to organise increased public awareness through more press releases of successful cases.
- (3) Work Programme: (16) Air Quality Officer, the following issues be included in the officer's presentation next March information:
  - How air pollution was monitored;
  - How we could reduce pollution;
  - Impact on air quality at roadworks; and
  - Impact on air quality from idling vehicles.
- (4) Work Programme: (14) Land Drainage Officer – K Durrani to organise and presentation to include the various land drainage and flood matters with which officers were involved.
- (5) Work Programme: (16) Air Quality – D Macnab to organise co-operation with TfL on idling vehicles on LUL at Epping Station.
- (6) Work Programme: (17) Public Health Officer, the following issues be included in the officer's presentation next March information:
  - How the team worked and which departments came under Public Health;
  - How to raise the profile;
  - Trends; and
  - Identification of hazards.

## 29. KEY PERFORMANCE INDICATORS 2017/18 - QUARTER 2 PERFORMANCE

There were twelve indicators that fell with this SC's areas of responsibility. Of these, 10 (84%) had achieved target, 1 (8%) had not achieved target and 1 (8%) had performed within the agreed tolerance for the indicator. It was noted that 75% of indicators were anticipated to achieve year-end target.

NE1013 (What percentage of all household waste was sent to be recycled or reuse?)

K Durrani, explained that the Council had not hit the mark on the first or second quarters. It was difficult to assess what more could be done as the trend had been going upwards for a while, and was it because there was more waste or not enough waste being recycled.

Councillor J Jennings asked how the targets were set. D Macnab, replied that members would set the targets on the recommendation of officers. It was an internal process reviewed by the Management Board with a view to stretching the targets every year. The waste targets were split into two. This Council was in the top ten nationally and the top two in Essex.

Councillor J Lea asked about the recycling of glass bottles and why these were not collected separately from commercial establishments. K Durrani said that the Council did offer a commercial service, but that businesses chose their own contractor. Domestic glass was collected separately. However, there were incentive schemes for businesses to separate out glass.

Councillor W Breare-Hall, Environment Portfolio Holder, acknowledged that it was a problem to get residents to reduce their residual waste. On the positive side the Council had introduced a 'recycling rewards' scheme for blocks of flats, which a hundred were participating in, and were rewarded with vouchers to spend in local businesses or could choose to raise money for a nominated charity. A list of these blocks was available from Waste Management. However, the scheme was not available for individual households.

Councillor H Brady asked if a slogan with a financial incentive could be put on recycling sacks, such as 'recycling more keeps housing tax down' and publicise this.

NE1005 (What percentage of the issues and complaints received by the Environment & Neighbourhoods Team received an initial response within 3 days?);

NE1006 (What percentage of the recorded incidences of fly-tipping were investigated within 3 working days of being recorded?); and

NE1007 (What percentage of recorded incidences of fly-tipping (contract cleared) were removed within 5 working days of being recorded?).

Congratulations were offered by members to the officers on the high targets achieved.

Councillor R Morgan stated that as the Council did not remove fly-tipping from private land, how many prosecutions had been carried out and how could this be stopped. D Macnab said that the Council had used both covert and non-covert methods in hotspots in certain areas. Incidences were on the increase but this trend could not be linked back to Essex and the revised policy in use at its recycling centres. However, the Council could and did publicise prosecutions, but suffered from people that travelled from other areas, such as London into the District. The Environment and Neighbourhoods Manager, R Gardiner, and his team worked hard to keep fly-tipping under control. Environmental Enforcement Activity (Work Programme item 7) would go to the Neighbourhoods SC meeting in March 2018. It was a complex situation but ECC would not pay for disposal from private land. S Neville asked if neighbourhood police could be involved, to which Councillor Morgan said there was a rural policing team and suggested the SC could invite the rural policing unit to a meeting. It was noted that the Communities Director, A Hall, had regular meetings with the Essex Community Team. Councillor W Breare-Hall remarked that over the last year there had been between 10 – 13 prosecutions of fly-tippers and householders, who had given their waste to rogue traders. Therefore the 'duty of care' was not hugely popular, but the Council would be diligent in pursuing viable prosecutions.

**RESOLVED:**

That the Select Committee reviewed and noted the KPIs for 2017/18 Quarter 2 Performance in relation to the key performance indicators within its area of responsibility.

**30. CORPORATE PLAN KEY ACTION PLAN 2017/18 QUARTER 2 POSITION**

The Corporate Plan was the Council's key strategic planning document that set out its priorities or corporate aims over a five-year period from 2015/16 to 2019/20. The Corporate Plan Key Action Plan for 2017/18 was adopted by Council in September 2016. In relation to the ten actions and deliverables, which fell under the responsibility of this SC against the Key Action Plan for 2017/18, the report reviewed progress made, as given below:

- 9 (90%) of these actions have been 'Achieved' or are 'On-Target'
- 0 (0%) of these actions are 'Under Control'
- 1 (10%) of these actions are 'Behind Schedule'
- 0 (0%) of these actions are 'Pending'

Objective 1.b. To continue to review and develop the Council's own assets and landholdings

Action 7 Sell the Council-owned Nursery site at Pyrles Lane, Loughton to deliver a capital receipt

Councillor C P Pond asked about progress on the marketing agents that had been appointed. D Macnab said that the agents appointed for the valuation of the sites would have these on the market by early 2018.

Action 9 Deliver an approach to North Weald Airfield with an agreed operating partner, to maximise the use of the facilities

Councillor S Neville asked for an update on the North Weald Airfield. D Macnab said a progress report would be going to the next Asset Management and Economic Development Cabinet Committee in January 2018.

Action 10 Open the Epping Forest Shopping Park

D Macnab reported that the official opening of the retail park was planned for mid-December. Aldi would open on 30 November while JD Sports and Next would open in December.

Objective 2.c. To deliver the Council's new Leisure and Cultural Strategy

Action 2 Develop a new leisure centre at Waltham Abbey

D Macnab reported that this was on target and the main pool and learner pool tanks were completed.

**RESOLVED:**

That the Select Committee reviewed and noted the progress of the Corporate Plan Key Action Plan for 2017/18 Quarter 2 Position in relation to its areas of responsibility.

**31. LOCAL PLAN UPDATE**

(1) Verbal report on current position of the Local Plan

Councillor J Philip, Planning and Governance Portfolio Holder, reported that there had been an all-member briefing on 21 November to learn about the latest developments on the Local Plan (LP). The Council's LP submission had been scrutinised last week by Counsel to ensure it was being done correctly. All the Forward Planning team were working very hard to ensure the LP would be ready to be published in the agenda of the Extraordinary Council Meeting scheduled for 14 December 2017 at 6pm. This would be followed by a six-week representation period on the soundness of the plan. The SC was advised that

the Inspector would reply to the responses, as this was his responsibility under Regulation 19. The Council would be significantly better off if the LP was submitted to the Government by 31 March 2018, the target date of which was 15 March, otherwise the Government would increase housing numbers for the District.

Councillor R Morgan agreed it was sensible to have a two-week buffer period. Councillor J H Whitehouse asked when the LP would be finalised. Councillor J Philip said it was in the hands of the Inspector, but East Herts had submitted their LP in March 2017 and were expecting a completion report back in April 2018. The Council also had no choice on which Inspector would be appointed to review the Council's LP. D Macnab said the Council had enlisted the Programme Officer, who had supported the Inspector during the inspection of the East Herts submission. Councillor H Brady asked what would happen to the Forward Planning Interim AD after the LP submission, and if the consultants she worked for would be retained. Councillor J Philip said that a report would be made to Cabinet detailing the delivery phases of the LP and staffing etc. that would be required. The Forward Planning team had been working for over seven years on the LP. A five-yearly review would also be required.

- (2) Response to Government Consultation: Planning for the Right Homes in the Right Places: 14 September 2017 – 9 November 2017

This consultation had been a large consultation on the Government's proposed standardised methodology for an authority's housing requirement. The response detailed that Epping Forest District Council's LP contained the requirement to deliver 11,400 new homes for the period 2011 – 2033; an average of 514 new homes per year. However, the proposed standardised methodology would set the Council's indicative housing requirement at a figure of 923 or 20,306 homes over the plan period. The Council supported the introduction of a straightforward, standardised methodology, but summarised a number of reasons why the Government should not introduce the proposed methodology.

The report was noted.

## **32. LEISURE MANAGEMENT CONTRACT**

D Macnab said that a Partnership Board (PB) had been established and would be similar to the PBs for Waste Management and the Off Street Car Parking Contract. The first meeting was held on 6 November and was chaired by Councillor H Kane, Leisure and Community Services Portfolio Holder. The membership was comprised of Councillors R Brookes, G Chambers, P Keska, R Morgan plus two observers, Councillors S Murray and S Neville. The Places for People (Leisure) (PfP) comprised T Goodhand – Operations Director, D Jolliffe – Area Manager and M Nicholson – Contract Manager. The minutes would be published shortly on the Intranet at <https://eppingforestintranet.moderngov.co.uk/ieListMeetings.aspx?CId=792&Year=0>

The PB had published its Terms of Reference which detailed its aims, memberships, functions and duties, which were revised slightly at the first PB meeting. PfP gave a presentation detailing the company, its staff and the investments it had made since taking over the contract in April 2017. Members had been happy with the improvements made. This had included the re-development of the squash courts at Epping to accommodate the league matches and junior coaching sessions, which was now resolved. A report would be going to Cabinet on 6 December 2017 about

proposed crèche facilities at Loughton. This leisure centre was very well used and one of the best in the country. PfP would be completely refurbishing the centre and investing in its future. There had been significant uplifts in membership, especially a high demand for the 'swim only' membership scheme. PfP had submitted its proposed fees and charges from April 2018 but these would only increase by the rate of inflation. Any fee proposals over and above would need a specific agreement. There had been staffing issues that had included the closure of the café and crèche at Loughton, the reasons of which were detailed in the PB minutes. The local leisure forums were not an ideal way for handling issues and did not usually have a good turnout. There was a move by PfP towards regular meetings whereby their fitness managers would talk directly with customers on a regular basis.

Councillor A Patel commented that the consultation processes did not seem to be working in the leisure centres. D Macnab said that this could have been better at Loughton. PfP were more proactive and there was better publicity. They had undertaken numerous meetings with café and crèche users. Councillor A Patel asked how the Council would gauge feedback from members if the forums only had small attendance numbers and to engage with the wider public. Also could the Council look at how complaints were handled and the membership made aware of these complaints along with the PB. D Macnab said that PfP talked face to face with customers and had also organised a customer comments / feedback system and collated evaluation sheets on courses etc. The contract with PfP had required a complaints procedure system as part of the contract. However, he advised that PfP was handling complaints as quickly as possible and they would be monitored on a regular basis.

Councillor J Jennings asked if there would be a recruitment drive for new members to which D Macnab replied that they had non-stop membership drives which were available to view on their website. PfP's philosophy was a community orientated culture, visiting schools etc.

Councillor R Morgan said he was very impressed with PfP's presentation and that the new management got on to complaints very quickly and that he was of the opinion that the contract was working well.

**33. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

The SC noted that TfL would be attending the next O&S meeting on 9 January 2018.

**34. FUTURE MEETINGS**

It was noted that the future meetings of the Neighbourhoods SC for this municipal year would be on 30 January and 20 March 2018 at 7.30pm.

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## NEIGHBOURHOODS SELECT COMMITTEE

### TERMS OF REFERENCE – 2017/18

**Title: Neighbourhoods Select Committee**

**Status: Select Committee**

#### **Terms of Reference:**

##### **General**

1. To undertake overview and scrutiny, utilising appropriate methods and techniques, of services and functions of the Neighbourhood Directorate;
2. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee;
3. To keep under review:
  - (i) *Environmental enforcement activities;*
  - (ii) *Waste management activities; and*
  - (iii) *Leisure Management*
  - (iv) *Local Plan Scrutiny*
4. To respond to applicable consultations as appropriate;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To identify any matters within the services and functions of the Neighbourhoods Directorate that require in-depth scrutiny and report back to the Overview and Scrutiny Committee as necessary;

##### **Performance Monitoring**

7. To undertake performance monitoring in relation to the services and functions of the Neighbourhoods Directorate, against adopted Key Performance Indicators and identified areas of concern;

##### **Environment**

8. To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy / environmental policy and to receive progress reports from the Green Working Party.
9. To receive reports from the Waste Management Partnership Board in respect of the operation of and performance of the waste management contract;

##### **Leisure**

10. To monitor and keep under review leisure management matters and in particular the procurement of the Leisure Management Contract.

**Transformation Project**

11. Transformation Projects relevant to this Committee:  
Details of relevant new transformation projects to be submitted to the relevant SC for scrutiny.
12. Transformation Projects closure and benefits reports:  
That any Directorate appropriate project closure and benefits realisation reports to be submitted to this SC for information.

**Chairman: Cllr. Bedford**

## Neighbourhoods Select Committee (Chairman – Cllr Bedford) Work Programme 2017/18

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Neighbourhoods Directorate Business Plan 2018/19	20 March 2018	Presentation by all relevant Portfolio Holders	27 June 2017; 19 September 2017; 21 November 2017;
(2) KPIs 2016/17 – Outturn Review	First meeting of each municipal year	Outturn KPI performance report for 2016/17 - went to 27 June 2016 meeting <b>(COMPLETED)</b>	30 January 2018; 20 March 2018.
(3) KPIs 2017/18 - Quarterly Review	Quarterly	Review of quarterly performance: Q1 in September 2017; <b>(COMPLETED)</b> Q2 in November '17; <b>(COMPLETED)</b>	
		Q3 in March '18	
(4) Corporate Plan Key Action Plan 2016/17 – Outturn Review	First meeting of each municipal year	Outturn Key Action Plan 2016/17 performance - went to 27 June 2017 meeting <b>(COMPLETED)</b>	
(5) Corporate Plan Key Action Plan 2017/18 – Quarterly Review	Quarterly	Review of quarterly performance: Q1 September 2017; <b>(COMPLETED)</b> Q2 November 2017; <b>(COMPLETED)</b>	
		Q3 March 2018.	
(6) Transformation Projects relevant to this Committee.	As appropriate.	Details of relevant new transformation projects to be submitted to the relevant SC for scrutiny.	
(7) Transformation Projects closure and benefits reports	As appropriate.	That any Directorate appropriate project closure and benefits realisation reports be submitted to this SC for information.	
(8) To receive regular updates on the current position of the Local Plan	Update to go to each meeting	Committee to keep a watch in brief on the position of the District's Local Plan	

## Neighbourhoods Select Committee (Chairman – Cllr Bedford) Work Programme 2017/18

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(9) Environmental Enforcement Activity	March 2018	(a) Annual report to Committee. (b) Neighbourhoods (D Macnab) to co-ordinate with PR to raise public awareness and increase publicity of successful prosecutions.	
(10) To receive progress report of the Green Corporate Working Party	As appropriate. Next due January 2018	(a) To monitor and keep under review the Council's progress towards the development and adoption of a corporate environmental policy / energy strategy. (b) To receive Officer progress report ( <u>not</u> Minutes). (Last update on current position received from meeting held on 5 September, next meeting to be held on 5 December 2017).	
(11) To receive an annual update on the Environmental Charter	June 2017	At their meeting on 28 June 2016 the Committee agreed to receive an annual update of the Council's Environmental Charter ( <b>COMPLETED</b> )	
(12) Review of arrangements Licenced Taxi Drivers	June 2018	Item from the O&S Co-ordinating Group	
(13) Yearly Review of the Off-Street Parking Service	TBA (update after 7 Dec mtg)	To review on an annual basis the off-street parking service recently taken over by EFDC from NEPP (agreed at November 2016 meeting). (NB: 1st meeting of Off-Street Car Parking Contract Partnership Board held on 7 December 2017).	

**Neighbourhoods Select Committee (Chairman – Cllr Bedford)  
Work Programme 2017/18**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(14) Review of Leisure Management Contract	As appropriate. Next due March 2018	To review the Council's leisure contract with Places for People Leisure (PfP). (NB: Report of 1st Leisure Management Contract Partnership Board meeting of 6 November 2017).	
(15) Emergency planning – report on Council's emergency response systems and emergency housing arrangements	March 2018	Following the Grenfell Tower Fire – to consider our procedures.	
(16) Land Drainage Officer, Technical Services Directorate	January 2018	Invitation to attend – to report on the various land drainage and flood matters with which officers are involved	
(17) Air Quality Officer	March 2018	Invitation to attend.	
(18) Public Health Officer	March 2018	Invitation to attend – to report on: (a) How the team works and which departments come under Public Health; (b) How to raise the profile; (c) Trends; and (d) Identification of hazards.	
(19) Health and Safety Policies	January 2018	To be determined	

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## **Report to Neighbourhood Select Committee**

**Date of meeting: 30 January 2018**

**Subject: Update of the Local Plan**

**Officer contact for further information:** Alison Blom-Cooper  
(01992 564066)

**Committee Secretary:** Vivienne Messenger (01992 564265)

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SCRUTINY



Epping Forest District Council

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

To note the update on progress of the Local Plan

### **Executive Summary**

- A special meeting of the Council held on 14 December 2017 agreed to publish the Submission Version of the Epping Forest District Local Plan for a six-week period from 18 December 2017 to 29 January 2018 in accordance with Regulation 19 of the Town and Country Planning Regulations 2012.
- Officers are now working to submit the Plan for Independent Examination before the end of March 2018 thereby using the current assessment of housing need. The main area of work is to code and collate the responses received ready for submission. At the time of writing this report the number of responses is unknown. A verbal update will be provided.

### **Publication of the Submission Version of the Local Plan**

1. The Council published the Submission Version of the Local Plan following the Council decision on 14 December 2017 for a period of six weeks from 18 December 2017 to 29 January 2018 to seek representations on the soundness and legal compliance of the Plan. This has been done in accordance with the Council's adopted Local Development Scheme and Statement of Community Involvement; and relevant legislative requirements and is necessary before the Local Plan can be submitted to the Secretary of State for Independent Examination. The intention is to submit before the end of March 2018, thereby using the current assessment of housing need. Any delay will require the Council to undertake a significant amount of further work to revise the Plan in order to meet the additional housing need identified under the proposed standardised methodology published by DCLG in September 2017.
2. In addition, the Government is proposing to introduce a new Housing Delivery Test, that will identify whether the number of homes being built is below the prescribed target and, where there is under-delivery, a presumption in favour of development will apply. Although the implementation of the Housing Delivery Test has been delayed, when brought into effect, it is likely that the housing target applied for the District will be as set out in the DCLG consultation (i.e. 923 homes per annum) rather than the 518 homes per annum currently identified as the District's housing requirement.
3. A failure to submit the Local Plan to the Secretary of State for Independent Examination before the end of March 2018 would therefore have considerable implications for the Council. It is highly likely that the Council would need to reconsider many aspects of the Local Plan and undertake a considerable amount of further work in order to respond to a significant increase in the housing requirement. This would require additional resources, whilst also resulting in a considerable delay in finalising

the Local Plan for Submission, leaving the District without an up to date Local Plan for a significantly longer period. Importantly, it would also restrict the ability of the Council to deliver plan-led growth to meet future development and infrastructure needs, and leave the District vulnerable to speculative development proposals. It would also leave the Council vulnerable to formal intervention by the Secretary of State exercising his default plan-making powers under Part 2 of the 2004 Act, as set out in the Housing White Paper.

4. On 16 November 2017, the Secretary of State announced that he has commenced the formal process of intervention in the plan-making arrangements of 15 local planning authorities that have failed to progress a Local Plan to the stage of publication.
5. The Local Plan Submission Version is underpinned by a significant amount of technical work and justified by a comprehensive and robust evidence base. The Local Plan policies, spatial strategy and site allocations are supported by an extensive range of detailed supporting documents, including the Sustainability Appraisal, Habitat Regulations Assessment and Infrastructure Delivery Plan (amongst many others). All the documents and other studies to support the Local Plan are available on the Council's website [www.eppingforestdc.gov.uk/planningourfuture](http://www.eppingforestdc.gov.uk/planningourfuture)
6. The current stage of plan making is to ensure that all the necessary documentation is ready and available for submission and independent examination. This will include an updated consultation statement to report on the Regulation 19 publication, an updated duty to cooperate statement, the Sustainability Appraisal/Equalities Impact Assessment and Habitats Regulation Assessment. The published plan is the document that the Council considers is ready for examination – only non-material typographical, formatting, mapping and other amendments can be made prior to the submission of the Plan to the Secretary of State.
7. The Council is in the process of agreeing a Service Level Agreement with the Planning Inspectorate. One of the requisites for going ahead with the examination is the appointment of a programme officer to support the Inspector. This has been done and officers are meeting with the Programme Officer on 16 January 2018.

#### **Update on Local Plan implementation and delivery**

8. The Cabinet considered a report on the implementation of the Local Plan on 15 June 2017 and agreed to establish the appropriate process and arrangements and put in place the necessary resources, agree the approach to the production of Strategic Masterplans and the introduction of Planning Performance Agreements. Following that decision the Council commissioned a skills audit to identify where additional skills and resources are likely to be required. This led to a report to Cabinet on 7 December 2017 on resourcing the delivery of the Local Plan. The Cabinet agreed to the establishment of an Implementation Team to ensure the effective delivery of the required growth in housing, employment and infrastructure proposed in the Local Plan and agreed a bid for 2 years funding from the District Development Fund to support the establishment of the team. Work is currently underway to scope the team taking account of potential future income through Planning Performance Agreements and other income sources to enable recruitment to commence as soon as possible.
9. Member involvement will be required over and above the determination of planning applications during the preparation of the strategic masterplans and concept frameworks and to be briefed on pre-application proposals in an open and transparent way in order to ensure that members are not caught by predetermination. Mechanisms for doing this need to be considered – one way is for there to be a regular briefing as part of District Development Management Committee of the status of proposals and masterplans and for presentations to be made on progress associated with key sites. Alternatively a separate arrangement could be established. Members will also no doubt wish to attend community engagement meetings that are set up in

the preparation of masterplans – consideration could be given to the establishment of a Forum structure to consider such matters. Such forums have been established in many authorities and the Council will need to consider the arrangements for this District.

10. The next meetings of the Developer Forum (for the Strategic Sites around Harlow – this is now the Garden Town Forum and includes sites in Harlow and East Herts Districts) and Sites across the rest of the District are due to take place on 26 February 2018.
11. The Planning Policy team continues to liaise with all relevant landowners / developers through the Developer Forum only and has started individual meetings on the masterplan areas.

#### *Harlow and Gilston Garden Town update*

12. Further funding for the Garden Town of £175,000 for 2017/18 was announced on 3 October 2017. This funding has been ring-fenced to support the setting up of a Quality Review Panel and to provide support for transport and other evidence based work to help bring the strategic sites forward for development. Consultants have been appointed to prepare a spatial vision and design charter and separately consultants have been appointed to provide more detail on sustainable transport corridors for the Garden Town and this work is progressing well.
13. Work has been commissioned to establish a Quality Review Panel. It is proposed to set up a separate Epping Forest District Quality Review Panel drawn from the same panel members but with its own terms of reference to consider proposals/masterplans within Epping Forest District.
14. A Project Director for the Garden Town has been appointed and will start on 5 February 2018.

**Reason for decision:** not applicable

**Options considered and rejected:** not applicable

**Consultation undertaken:**

**Resource implications:** the preparation of the Local Plan is being prepared using existing Planning Policy Staff and consultants as per the Local Plan budget reported to Cabinet on 12 October 2017.

Budget provision: Local Plan Budget  
Personnel: Planning Policy Team  
Land: N/A

Community Plan/BVPP reference: NA  
Relevant statutory powers: NA

Background papers: Cabinet report 15 June 2017, Cabinet report 11 July 2017; Council report 14 December 2017

Environmental/Human Rights Act/Crime and Disorder Act Implications: The Local Plan has been subject to Sustainability Appraisal and Equalities Impact Assessment and Habitats Regulation Assessment.

Key Decision reference: (if required)

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## SCRUTINY



Epping Forest District Council

## **Report to Neighbourhoods Select Committee**

**Date of meeting: 30 January 2018**

**Subject: Corporate Green Working Party Updates**

**Officer contact for further information:** Liz Ainslie (01992 564235)

**Committee Secretary:** Vivienne Messenger (01992 564265)

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

**That the Select Committee notes the progress and updates from the Corporate Green Working Party.**

### **Report:**

1. The Corporate Green Working Party (CGWP) was originally set up in 2012 with a focus on the Council's internal functions. It continues to work across departments within EFDC. We have a Commitments & Action plan to both look at what we can and should do within EFDC, and also to record what has been done to measure how far we have come. The actions for the CGWP are divided between climate adaptation, tackling our greenhouse gas emissions, and other general sustainability projects. This can vary from looking at our energy use and how to reduce it, to finding ways we can reduce our paper usage through streamlining our systems and processes.

2. The CGWP were delighted to welcome Cllr Sam Kane, the new CGWP Portfolio Holder, at our meeting on 5 December, 2017.

3. The group discussed the commitments and actions plan. The aim of the commitments and actions spreadsheet is to both keep track of what we are doing throughout EFDC as well as highlight what we would like to do in the group. However, it was agreed that the plan is quite unwieldy as it stands. Therefore the group will focus on a few key actions each quarter, and keep the remainder of our commitments/actions separate to review as current actions are completed.

4. The group also discussed the structure of the group. The representatives who attend the meetings are very committed, but feel that perhaps there are areas of EFDC who are not represented. Cllr Kane suggested that once the EFDC restructure is complete, we look at the CGWP representatives to see which other post holders should be invited to the group. This will be added to the agenda for the June 2018 meeting.

5. The next meeting of the CGWP will be held on 5 March, 2018.

**Reason for decision:** Not applicable.

**Options considered and rejected:** Not applicable.

**Consultation undertaken:** Not applicable.

**Resource implications:** The Corporate Green Working Party is comprised of staff members across EFDC. There are no resource implications as it is only time allocated to the group.

Budget provision: None.

Personnel: Internally resourced.

Land: N/A

Community Plan/BVPP reference: N/A

Relevant statutory powers: N/A

Background papers: Previous Neighbourhoods Select Committee reports, September 2017.

Environmental/Human Rights Act/Crime and Disorder Act Implications: N/A

Key Decision reference: (if required) N/A