



## ***Overview & Scrutiny Committee Tuesday, 19th November, 2019***

You are invited to attend the next meeting of **Overview & Scrutiny Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping  
on Tuesday, 19th November, 2019  
at 7.30 pm .**

**Georgina Blakemore  
Chief Executive**

**Democratic Services  
Officer:**

G. Woodhall Tel: (01992) 564243  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

### **Members:**

Councillors M Sartin (Chairman), R Jennings (Vice-Chairman), R Baldwin, P Bolton, L Burrows, D Dorrell, I Hadley, S Heather, Y Knight, G Mohindra, S Murray, S Neville, S Rackham, P Stalker, D Sunger, J H Whitehouse and D Wixley

**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND  
SUBSTITUTE NOMINATION DEADLINE 18:30**

### **WEBCASTING NOTICE**

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

**You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those who request it..**

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

**If you have any queries regarding this, please contact the Public Relations Manager on 01992 564039.**

**1. WEBCASTING INTRODUCTION**

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking. The Chairman will read the following announcement:

“The Chairman would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

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

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

**2. APOLOGIES FOR ABSENCE**

To be announced at the meeting.

**3. SUBSTITUTE MEMBERS**

To report the appointment of any substitute members for the meeting.

**4. MINUTES**

To confirm the minutes of the meeting of the Committee held on 16 July 2019 (previously circulated).

**5. DECLARATIONS OF INTEREST**

To declare interests in any item on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the Council’s Code of Conduct, Members are asked to pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary interest in any matter before Overview & Scrutiny 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 11 of the Code of Conduct does not refer to Cabinet decisions or attendance at an Overview & Scrutiny meeting purely for the purpose of answering questions or providing information on such a matter.

**6. PUBLIC QUESTIONS & REQUESTS TO ADDRESS THE OVERVIEW AND SCRUTINY COMMITTEE**

To receive questions submitted by members of the public and any requests to address the Committee, in accordance with Article 6 (Overview and Scrutiny) of the Council’s

Constitution.

**(a) Public Questions**

Members of the public may ask questions of the Chairman of Overview and Scrutiny Committee at ordinary meetings of the Committee, in accordance with the procedure set out in the Constitution.

**(b) Requests to address the Overview and Scrutiny Committee**

Any member of the public or a representative of another organisation may address the Overview and Scrutiny Committee on any agenda item (except those dealt with in private session as exempt or confidential business), due to be considered at the meeting.

**7. EXECUTIVE DECISIONS - CALL-IN**

To consider any matter referred to the Committee for decision in relation to a call-in, in accordance with Article 6 (Overview and Scrutiny) of the Council's Constitution.

**8. CABINET BUSINESS (Pages 7 - 22)**

**Recommendation:**

**That the Committee review the Executive's current programme of Key Decisions to enable the identification of appropriate matters for the Overview and Scrutiny work programme and the overview of specific decisions proposed to be taken over the period of the plan.**

Article 6 (Overview and Scrutiny) of the Constitution requires that the Committee review the Executive's programme of Key Decisions (the Cabinet Forward Plan) at each meeting, to enable the identification of appropriate matters for the Overview and Scrutiny work programme and to provide an opportunity for the overview of specific decisions proposed to be taken over the period of the plan.

The Constitution (Article 14 (Decision Making)) defines a Key Decision as an executive decision which:

- (a) involves expenditure or savings of £250,000 or above which are currently within budget and policy;
- (b) involves expenditure or savings of £100,000 or above which are NOT currently within budget and policy;
- (c) is likely to be significant in terms of its effect on communities living or working in an area comprising two or more wards;
- (d) raises new issues of policy;
- (e) increases financial commitments (i.e. revenue and/or capital) in future years over and above existing budgetary approval;

- (f) comprises and includes the publication of draft or final schemes which may require, either directly or in relation to objections to, the approval of a Government Minister; or
- (g) involves the promotion of local legislation.

Wherever possible, Portfolio Holders will attend the Committee to present forthcoming key decisions, to answer questions on the Key Decision List and to indicate where appropriate work could be carried out by Overview and Scrutiny on behalf of the Cabinet.

The Executive's current programme of Key Decisions is attached as an Appendix to this report.

**9. VOLUNTARY ACTION EPPING FOREST - SCRUTINY OF EXTERNAL ORGANISATION (Pages 23 - 24)**

(Democratic Services Manager) To consider the attached report.

**10. LOCAL ADULT SOCIAL CARE SERVICES - SCRUTINY OF EXTERNAL ORGANISATION (Pages 25 - 26)**

(Democratic Services Manager) To consider the attached report.

**11. LOCAL MENTAL HEALTH SERVICES - SCRUTINY OF EXTERNAL ORGANISATION (Pages 27 - 28)**

(Democratic Services Manager) To consider the attached report.

**12. CO-OPTION OF INDEPENDENT MEMBERS TO SELECT COMMITTEES (Pages 29 - 32)**

(Democratic Services Manager) To consider the attached report.

**13. LOCAL HIGH STREETS - VIABILITY & REGENERATION (Pages 33 - 38)**

(Strategic Partnerships Specialist) To consider the attached report.

**14. CORPORATE PLAN ACTION PLAN YEAR 2 PERFORMANCE REPORT (Pages 39 - 42)**

(Service Director – Community & Partnerships) To consider the attached report.

**15. TRANSFORMATION PROGRAMME - ACCOMMODATION STRATEGY (Pages 43 - 100)**

(Interim Strategic Director) To consider the attached report.

**16. TRANSFORMATION PROGRAMME - PEOPLE STRATEGY**

(Service Director – Business Services) Report to follow.

**17. GROUP COMPANY STRUCTURE**

(Interim Strategic Director) Report to follow.

**18. OVERVIEW & SCRUTINY COMMITTEE - WORK PROGRAMME (Pages 101 - 106)**

Progress towards the achievement of the work programme for the Overview and Scrutiny Committee is reviewed at each meeting.

**(a) Current Work Programme**

The current work programme for the Committee is attached as an appendix to this agenda.

**(b) Reserve Programme**

A reserve list of scrutiny topics is developed as required, to ensure that the work flow of overview and scrutiny is continuous. When necessary, the Committee will allocate items from the list appropriately, once resources become available in the work programme, following the completion of any ongoing scrutiny activity.

Members can put forward suggestions for inclusion in the work programme or reserve list through the adopted PICK process. Existing review items will be dealt with first, after which time will be allocated to the items contained in the reserve work plan.

**19. SELECT COMMITTEES - WORK PROGRAMME (Pages 107 - 112)**

(Chairman of the Select Committees) Article 6 (Overview and Scrutiny) of the Constitution requires that the Chairmen of the Select Committees report to the meeting in regard to progress with the achievement of the current work programme for each Select Committee and on any recommendations for consideration by the Overview and Scrutiny Committee.

The current work programme for each Select Committee is attached as an appendix to this agenda.

**20. 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>
Nil	nil	nil

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 - Access to Information, Procedure Rules of the Constitution 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 for four years after the date of the meeting one copy of each of the documents on the list of background papers.



**Epping Forest  
District Council**

**THE KEY DECISION LIST**

**INCLUDING PROPOSED PRIVATE DECISIONS**

**(01 November 2019)**

## **The Key Decision List including Proposed Private Decisions**

There is a legal requirement for local authorities to publish a notice in respect of each Key Decision that it proposes to make, at least 28 days before that decision is made. There is also a similar requirement to advertise those decisions, whether they are Key Decisions or not, which it is proposed to be made in private with the public and press excluded from the meeting. This Key Decision List, including those decisions proposed to be made in private, constitute that notice. Copies of the Key Decision List are available for inspection at the Council's Civic Offices, as well as on the Council's website in the 'Your Council' section.

Any background paper listed can be obtained by contacting the relevant Officer in the first instance, or failing that the Democratic Services Officer listed below.

### **Key Decisions**

The Council's Constitution defines key decisions as:

- (i) Any decision within budget and policy that involves expenditure/savings of £250,000 or more in the current municipal year;
- (ii) Any decision not within budget and policy that involves expenditure/savings of £100,000 or more in the current municipal year;
- (iii) Any decision that raises new issues of policy;
- (iv) Any decision that increases the Council's financial commitments in future years, over and above existing budgetary approval;
- (v) Any decision that involves the publication of draft or final schemes, which may require either directly, or in relation to objections to, the approval of a Government minister;
- (vi) Any decision that involves the passage of local legislation; and
- (vii) Any decision that affects two or more wards, and has a discernible effect on the quality or quantity of services provided to people living or working in that area.

Borrowing or lending decisions undertaken under delegated authority by the Chief Financial Officer are not defined as a key decision.

The Council has also agreed the following additional requirements in relation to key decisions:

- (a) Key decisions cannot be made by officers;
- (b) Key decisions not within budget and policy can only be made by the Council;



- (c) Key decisions within budget and policy but involving expenditure/savings in excess of £1million can only be made by the Cabinet and/or Council;
- (d) Key decisions within budget and policy but involving expenditure/savings between £250,000 and £1million can be made by the relevant Portfolio Holder;
- (e) Portfolio Holders can only make key decisions affecting their wards if the decision is based upon a recommendation by a Service Director or as one of a range of options recommended by a Service Director.

### **Private Decisions**

Any decisions that are proposed to be taken in private will be reported as such. The paragraph number quoted relates to Part 1 of Schedule 12A of the Local Government Act 1972, and their definitions are as follows:

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- (1) Information relating to any individual.
  - (2) Information which is likely to reveal the identity of an individual.
  - (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
  - (4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
  - (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
  - (6) Information which reveals that the authority proposes:
    - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
    - (b) to make an order or direction under any enactment.
  - (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

## **Corporate Aims & Key Objectives 2019/20**

### **Stronger Communities**

- (1) People live longer, healthier and independent lives:
  - (a) supporting healthy lifestyles; and
  - (b) promoting independence for older people and people with disabilities;
- (2) Adults and Children are supported in times of need:
  - (a) safeguarding and supporting people in vulnerable situations; and
- (3) People and Communities achieve their potential:
  - (a) enabling Communities to support themselves;
  - (b) Providing culture and leisure opportunities; and
  - (c) Keeping the District safe.

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### **Stronger Place**

- (1) Delivering effective core services that people want:
  - (a) Keeping the District clean and green; and
  - (b) Improving the District housing offer;
- (2) A District with planned development:
  - (a) Planning development opportunities; and
  - (b) Ensuring infrastructure supports growth; and
- (3) An environment where new and existing businesses thrive:

- (a) Supporting business enterprise and attracting investment;
- (b) People develop skills to maximise their employment potential; and
- (c) Promoting retail, tourism and the visitor economy.

#### Stronger Council

- (1) Customer satisfaction:
  - (a) Engaging with the changing needs of our customers;
- (2) Democratic engagement:
  - (a) Robust local democracy and governance;
- (3) A culture of innovation:
  - (a) Enhancing skills and flexibility of our workforce; and
  - (b) Improving performance through innovation and new technology; and
- (4) Financial independence with low Council Tax:
  - (a) Efficient use of our financial resources, buildings and assets; and
  - (b) Working with commercial partners to add value for our customers.

**Cabinet Membership 2019/20**

Chris Whitbread	Leader of the Council
Syd Stavrou	Business Support
Aniket Patel	Commercial & Regulatory Services
Sam Kane	Customer Services
John Philip	Planning Services
Alan Lion	Strategic Projects
Holly Whitbread	Housing & Property Services
Nigel Bedford	Community & Partnership Services
Nigel Avey	Contract & Technical Services

**Contact Officer**

Adrian Hendry  
Senior Democratic Services Officer

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Email: [ahendry@eppingforestdc.gov.uk](mailto:ahendry@eppingforestdc.gov.uk)

**WORK PROGRAMME - 1 NOVEMBER 2019 TO 29 FEBRUARY 2020**

**PORTFOLIO - LEADER**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>KEY DECISION</b>	<b>DATE OF DECISION</b>	<b>DECISION MAKER</b>	<b>PRIVATE DECISION</b>	<b>REPRESENTATION ARRANGEMENTS</b>	<b>BACKGROUND PAPERS</b>
Approval for LGA Peer review	To seek approval for a LGA Peer review.	No	18 November 2019	Cabinet		Georgina Blakemore 01992 56 4233	
People Strategy - Ongoing	To establish the Council's new Common Operating Model as part of the People Strategy.  To consider further details for the implementation of the Council's People Strategy.	Yes	6 January 2020	Cabinet		Georgina Blakemore 01992 564233	PID P170 - People Strategy Common Operating Model - Management Structure
St John's Road Redevelopment - Ongoing	To proceed with the new Leisure Centre in Partnership with Places Leisure and to Seek Expressions of interest for the Cinema. Ongoing reporting.	Yes	6 January 2020	Cabinet		Georgina Blakemore 01992 56 4233	

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ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Local Plan Implementation Update	To note the progress that has been made with Masterplans including PPA's and QRP.	Yes	18 November 2019	Cabinet		Alison Blom-Cooper 01992 56 4066	
Statement of Community Involvement	To adopt the updated statement of community involvement following public consultation.	Yes	18 November 2019	Cabinet		Alison Blom-Cooper 01992 564066	
Draft Latton Priory Masterplan	To agree the Latton Priory Masterplan to go out to public consultation.	Yes	6 February 2020	Cabinet		Alison Blom-Cooper 01992 564066	
Epping Forest SAC	To update the position with respect to determining planning applications.	Yes	6 January 2020	Cabinet		Alison Blom-Cooper 01992 564066	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Draft Budget and Medium and Long Term Financial Plan	Draft Budget report for new financial year.	Yes	6 January 2020	Cabinet		Nick Dawe 01992 562541	
IT Strategy	Update on IT Strategy.	No	6 February 2020	Cabinet		Christine Ferrigi 01992 56 4179	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Leisure Contract Income	To adjust the Leisure Contract Management Fee for 2019/20 as a result of Utility Benchmarking.	No	2 September 2019	Contract and Technical Services Portfolio Holder		Peter Charman 01992 564176	
Waste Management Review	Review of the Waste and Recycling service and the outcome of the Task and Finish Panel.	Yes	6 February 2020	Cabinet		Qasim Durrani 01992 564055	
Charging for EIR	To consider charging for Environmental Information Regulation requests.	Yes	6 February 2020	Cabinet		Simon Bell 01992 564705	
Waste Management Policies	To consider a policy on litter picking from Bridleways and revise the contamination policy for household waste.	Yes	6 February 2020	Cabinet		David Marsh 01992 564889	
Procurement Strategy	The Procurement Strategy sets out the Council's procurement objectives and principles and describes the contribution that effective procurement will make to the achievement of Epping Forest District Council's vision and corporate priorities.	Yes	6 February 2020	Cabinet		Shane McNamara 01992 56 4331	



ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Council Housebuilding Programme	To award the contracts for the Housebuilding works.	Yes	1 November 2019	Council Housebuilding Cabinet Committee		Paul Pledger 01992 564248	
Sheltered Housing Assets	To receive the Communities Select Committee's views on the initial scope of a project to review the Council's Sheltered Housing Assets.  To consider the development potential of Sheltered Housing assets.	Yes	6 January 2020	Cabinet		Paul Pledger 01992 564248	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Economic Strategy and Staffing	To review the findings of the Council's Economic Development Strategy Consultation and consider staff resourcing.	Yes	6 February 2020	Cabinet		Julie Chandler 01992 564214	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
New Car Parking Tariff	To consider the outcome of car parks tariff review and whether changes were needed to car parking charges.	No	6 January 2020	Cabinet		Qasim Durrani 01992 564055	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
District Electoral Review	Gain approval for an Electoral Review of the District Council.	Yes	1 April 2021	Cabinet		Rob Pavey 01992 564211	

ITEM	DESCRIPTION	KEY DECISION	DATE OF DECISION	DECISION MAKER	PRIVATE DECISION	REPRESENTATION ARRANGEMENTS	BACKGROUND PAPERS
Development Company	To recommend the transfer of land site opportunities into the Development Company.	Yes	6 January 2020	Cabinet		Sacha Jevans 01992 564229	
North Weald Airfield Masterplan	To seek expressions of interest to develop the identified Masterplanning area on North Weald Airfield.	Yes	6 February 2020	Cabinet		Jim Nolan 01992 56 4083	

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## **Report to the Overview & Scrutiny Committee**



**Date of meeting: 19 November 2019**

# SCRUTINY



**Subject:** Voluntary Action Epping Forest - Scrutiny of External Organisation

**Responsible Officer:** S. Tautz (01992) 564180

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

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

**That the Committee undertake appropriate external scrutiny of Voluntary Action Epping Forest.**

1. At a recent joint meeting, the chairmen and vice-chairmen of the Committee and each of the select committees requested an opportunity to review the current work programme of Voluntary Action Epping Forest (VAEF), in light of the provision of funding support by the Council. This matter has therefore been added to the work programme for the Committee for 2019/20.
2. The Chair of Voluntary Action Epping Forest, Dr. Myrna Gilbert and Chief Officer, Ms. Jacqui Foile, will be attending the meeting to report to members in this regard.
3. The identification of relevant lines of questioning to be raised with VAEF has recently been sought from members through the Council Bulletin.

### **Resource Implications:**

The recommendations of this report seek to enable scrutiny activity to more effectively meet work programme requirements.

### **Legal and Governance Implications:**

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities. Although external organisations are not generally required by legislation to attend before the Overview and Scrutiny Committee, it is hoped that most would be willing to engage constructively with the Council's scrutiny activity when invited to do so.

### **Safer, Cleaner, 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, Greener initiative, or any crime and disorder issues within the district.

### **Consultation Undertaken:**

The proposed scrutiny of VAEF was agreed at a joint meeting of the chairmen and vice-chairmen of the Committee and each of the select committees, held on 23 September 2019.

**Background Papers:**

None

**Impact Assessments:*****Risk Management***

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities.

***Equality:***

There are no equality implications arising from the recommendations of this report.



## **Report to Overview & Scrutiny Committee**



**Date of meeting: 19 November 2019**

# SCRUTINY



**Subject:** Local Adult Social Care Services - Scrutiny of External Organisation

**Responsible Officer:** S. Tautz (01992) 564180

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

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

**That the Committee consider and agree the scope of its external scrutiny of Essex County Council, with regard to the current provision, planning, management and performance of adult social care services across the Epping Forest District.**

1. Members will recall that the Committee has previously requested an opportunity to undertake appropriate external scrutiny of the current provision, planning, management and performance of local health and adult social care services. This issue is included in the current work programme for the Committee.
2. Essex County Council's Cabinet Member for Health and Adult Social Care, Councillor J. Spence, has confirmed that the Director of Adult Social Care will arrange for relevant officers of Essex County Council attend the meeting of the Committee to be held on 28 January 2020, in this regard.
3. In accordance with the procedure previously agreed by the Committee, members are therefore now asked to consider and agree the scope of such external scrutiny of the current provision, planning, management and performance of local adult social care services. and appropriate lines of questioning for the Director of Adult Social Care, in order that prior notice of the specific issues to be raised by the Committee can be provided to the County Council, to ensure that maximum value is derived from this external scrutiny activity.
4. The identification of relevant lines of questioning to be raised with the Director of Adult Social Care will also be sought from members through the Council Bulletin, nearer the time of the Committee's scrutiny activity.
5. Although the review and scrutiny of matters relating to the planning, provision and operation of health services across Essex is generally a function reserved to Essex County Council through the auspices of its Health Overview and Scrutiny Committee, the County Council has not normally been averse to this authority undertaking appropriate health scrutiny where local concerns exist. As a matter of courtesy, the intentions of the Committee in this regard has been communicated to the Health Overview Policy and Scrutiny Committee.

### **Resource Implications:**

The recommendations of this report seek to enable scrutiny activity to more effectively meet

work programme requirements.

**Legal and Governance Implications:**

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities. Although external organisations are not generally required by legislation to attend before the Overview and Scrutiny Committee, it is hoped that most would be willing to engage constructively with the Council's scrutiny activity when invited to do so.

The review and scrutiny of matters relating to the planning, provision and operation of health services across Essex is a function reserved to Essex County Council through the auspices of its Health Overview and Scrutiny Committee, although the County Council has not normally been averse to this authority undertaking appropriate health scrutiny where local concerns exist. As a matter of courtesy, the intentions of the Committee in this regard have been communicated to the Health Overview Policy and Scrutiny Committee.

**Safer, Cleaner, 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, Greener initiative, or any crime and disorder issues within the district.

**Consultation Undertaken:**

The proposed scrutiny of the current provision, planning, management and performance of local adult social care services is included in the current work programme for the Committee.

**Background Papers:**

None

**Impact Assessments:**

***Risk Management***

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities.

***Equality:***

There are no equality implications arising from the recommendations of this report.

## **Report to Overview & Scrutiny Committee**



**Date of meeting: 19 November 2019**

# SCRUTINY



**Subject:** Local Mental Health Services - Scrutiny of External Organisation

**Responsible Officer:** S. Tautz (01992) 564180

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

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

**That the Committee consider and agree the scope of its proposed external scrutiny with regard to the current provision, planning, management and performance of mental health services across the Epping Forest District.**

1. Members will recall that the Committee has previously requested an opportunity to undertake appropriate external scrutiny of the current provision, planning, management and performance of local mental health services, to better understand how agencies can work together to share best practice and support residents and colleagues with their mental health. This issue is included in the current work programme for the Committee.
2. Representatives of the West Essex Clinical Commissioning Group (CCG) and Essex Partnership University NHS Foundation Trust have confirmed that they will be able to attend the meeting of the Committee to be held on 17 March 2020, in this regard.
3. In accordance with the procedure previously agreed by the Committee, members are therefore now asked to consider and agree the scope of such external scrutiny of the current provision, planning, management and performance of local mental health services, and appropriate lines of questioning for the representatives of the CCG and the NHS Foundation Trust, in order that prior notice of the specific issues to be raised by the Committee can be provided to each organisation, to ensure that maximum value is derived from this external scrutiny activity.
4. The identification of relevant lines of questioning to be raised with the CCG and the NHS Foundation Trust will also be sought from members through the Council Bulletin, nearer the time of the Committee's scrutiny activity.
5. Although the review and scrutiny of matters relating to the planning, provision and operation of health services across Essex is generally a function reserved to Essex County Council through the auspices of its Health Overview and Scrutiny Committee, the County Council has not normally been averse to this authority undertaking appropriate health scrutiny where local concerns exist. As a matter of courtesy, the intentions of the Committee in this regard have been communicated to the Health Overview Policy and Scrutiny Committee.

### **Resource Implications:**

The recommendations of this report seek to enable scrutiny activity to more effectively meet

work programme requirements.

**Legal and Governance Implications:**

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities. Although external organisations are not generally required by legislation to attend before the Overview and Scrutiny Committee, it is hoped that most would be willing to engage constructively with the Council's scrutiny activity when invited to do so.

The review and scrutiny of matters relating to the planning, provision and operation of health services across Essex is a function reserved to Essex County Council through the auspices of its Health Overview and Scrutiny Committee, although the County Council has not normally been averse to this authority undertaking appropriate health scrutiny where local concerns exist. As a matter of courtesy, the intentions of the Committee in this regard have been communicated to the Health Overview Policy and Scrutiny Committee.

**Safer, Cleaner, 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, Greener initiative, or any crime and disorder issues within the district.

**Consultation Undertaken:**

The proposed scrutiny of the current provision, planning, management and performance of local adult social care services is included in the current work programme for the Committee.

**Background Papers:**

None

**Impact Assessments:**

***Risk Management***

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities.

***Equality:***

There are no equality implications arising from the recommendations of this report.

## **Report to the Overview & Scrutiny Committee**



**Date of meeting: 19 November 2019**

# SCRUTINY



**Subject:** Select Committees - Co-option of Independent Members

**Responsible Officer:** S. Tautz (01992) 564180

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

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

- (1) That the Committee note the current arrangements for the co-option of independent members to the Council's overview and scrutiny committees; and**
- (2) That a report be made to a future meeting of the Committee with regard to proposals for the adoption of selection criteria for the co-option of independent members to the Council's overview and scrutiny committees.**

### **Background**

1. At a recent joint meeting, the chairmen and vice-chairmen of the Committee and each of the select committees noted current arrangements for the co-option of independent members to the Council's overview and scrutiny committees.
2. The co-option of non-elected individuals to membership the Council's committees etc, in a non-voting capacity, can allow the knowledge of such committees to be broadened and provides an opportunity for community engagement in the democratic process. Co-opted members can be a valuable part of the overview and scrutiny process, bringing diverse experience and adding a different perspective to debate. Co-optees can also add value to the scrutiny process by seeing services from a customer perspective and acting as a channel for questions from outside the authority.
3. The role of co-optees is to constructively challenge the Council. Co-optees are more removed from the council as an organisation than elected members and therefore in a good position to challenge officers on service or performance issues. Co-opted members can also therefore assist in the holding of elected members to account.
4. However, it is important that co-opted members of a committee should be able to represent specific areas of interest or issues requiring consideration and are appointed on the basis of their level of knowledge and experience of relevant issues, so that they are able to make informed contribution to debate and the consideration of recommendations or decisions.
5. The role and responsibilities of co-opted members are generally to:
  - read agenda and attend relevant meetings;
  - play an active role in contributing to debate on policy development;
  - report back to any group that they represent and bring back their concerns and

- observations, consulting with groups to ensure that proposed policies or reviews reflect their concerns;
  - have an interest in local government and an understanding of where overview and scrutiny fits into the council structure;
  - attend and participate in relevant training;
  - make a full contribution to debate on all matters, not just those within their specialist areas; and
  - raise issues for consideration.
6. The Council currently appoints independent members to the Audit and Governance Committee. In addition, individuals appointed as independent persons pursuant to the standards regime are appointed as independent members of the Standards Committee and independent members comprise (in its entirety), the Remuneration Panel. Formal recruitment and selection procedures are in place for the appointment of independent members to each of these existing positions.

### **Select Committees - Co-opted Members**

7. An overview and scrutiny committee of a local authority, or any sub-committee of such a committee, may include persons who are not members of the authority. The Constitution (Article 6 – Overview and Scrutiny) provides that the Overview and Scrutiny Committee shall be entitled to recommend to the Council the appointment of appropriate persons as non-voting co-optees. Although Article 6 of the Constitution is silent as to arrangements for the appointment of non-voting co-optees on the select committees, this is the process that was followed in May 2017 for the appointment of representatives of Epping Forest Youth Council to membership of the former Communities Select Committee.
8. Under the former select committee regime, the Chairman of the Epping Forest Tenant's and Leaseholders Federation (now the Tenant's and Leaseholders Forum) was an active co-opted member of the former Communities Select Committee. Arising from the introduction of new select committee arrangements from the commencement of the current municipal year, the Service Director (Housing and Property Services) has suggested that the Chairman of the Forum should now be co-opted onto the new Stronger Communities Select Committee, as the Forum have an interest in matters affecting housing, housing development and housing performance. Similarly, it is understood that Epping Forest Youth Council is keen to secure co-opted membership of the new stronger Communities Select Committee.
9. In view of the adoption of the new framework of select committees from the commencement of the current municipal year, it is suggested that a report be made to a future meeting of the Committee with regard to proposals for the adoption of appropriate selection procedures and criteria for the co-option of independent members to the Council's overview and scrutiny committees.
10. The adoption of relevant selection procedures and criteria would bring the co-option of independent members for the select committees into line with existing arrangements applied to the Audit and Governance Committee, the Standards Committee and the Remuneration Panel. This approach would also ensure that co-opted members of a committee are able to represent specific areas of interest and are appointed with regard to knowledge and experience of relevant issues, particularly in view of the widening of the scope of responsibilities of each of the new select committees and the overlap of some areas of responsibility between the committees.

### **Co-opted Members - Allowances**

11. At their recent joint meeting, the chairmen and vice-chairmen of the Committee and the select committees also requested that consideration be given to the application of an allowance for co-opted members of the select committees. The Local Authorities

(Members' Allowances) (England) Regulations 2003 require all local authorities to establish and maintain an advisory independent Remuneration Panel to review and provide advice on members' allowances. All Councils are required to convene their Panel and seek its advice before making any changes or amendments to adopted allowances schemes and must 'pay regard' to any recommendations of the Panel before setting a new or amended Members' Allowances Scheme.

12. The Members' Allowances Scheme for the current municipal year, which was adopted by the Council at its meeting on 20 December 2018 on the recommendation of the Remuneration Panel, provides for the application of an annual allowance of £500.00 for co-opted independent members of an overview and scrutiny committee, including the new select committees.
13. The annual allowance applies only to co-opted members of an overview and scrutiny committee appointed by the Council and does not apply to any persons (including residents, stakeholders, and members and officers of other organisations etc.) invited to address an overview and scrutiny committee or to discuss issues of local concern.

### **Resource Implications:**

The recommendations of this report seek to enable scrutiny activity to more effectively meet work programme requirements.

The current Members' Allowances Scheme provides for the application of an annual allowance of £500.00 for co-opted independent members of an overview and scrutiny committee.

### **Legal and Governance Implications:**

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities. The Overview and Scrutiny Committee is entitled (Article 6) to recommend to the Council the appointment of appropriate persons as non-voting co-optees on select committees.

### **Safer, Cleaner, 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, Greener initiative, or any crime and disorder issues within the district.

### **Consultation Undertaken:**

Arrangements for the co-option of independent members to the select committees were considered at a joint meeting of the chairmen and vice-chairmen of the Committee and each of the select committees, held on 23 September 2019.

### **Background Papers:**

None

### **Impact Assessments:**

#### ***Risk Management***

The Council's constitution (Article 6) sets out rules for the management of its overview and scrutiny responsibilities.

### ***Equality:***

There are no equality implications arising from the recommendations of this report.



## **Report to the Overview & Scrutiny Committee**



**Date of meeting: 19 November 2019**

# SCRUTINY



**Subject:** Local High Streets - Viability & Regeneration

**Responsible Officer:** J. Houston (01992) 564094

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

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

- (1) That the Committee review and comment on the proposed programme of scrutiny activity relating to the viability and regeneration of local high streets;**
- (2) That the Committee consider the establishment of a Task and Finish Panel to review the evidence gathered through the activity outlined in this report; and**
- (3) That the Committee review and agree/amend the draft terms of reference attached.**

### **Report:**

1. At the joint meeting of the overview and scrutiny chairmen and vice-chairmen held on 23 September 2019 Members had an in-depth discussion on the position of the local high streets across the district in an evolving and challenging economic situation. Members were interested in current performance, and challenges across the high streets and experience and initiatives from neighbouring authorities and further afield.
2. Members are concerned by increasing evidence that the traditional role of high streets is coming under a sustained challenge from many sources, not least the increasing impact of online retailing. Nationally this has seen online spend reach 20% with experts predicting this will climb to 50% within five years. The British Retail Consortium has highlighted up to a 10% fall in high street footfall in the last seven years.
3. The Epping Forest district differs from many comparable areas in that it contains a range of market towns without a single large urban settlement or retail offer. This poses particular challenges and opportunities.
4. Previous research and consultation revealed that the mix of independent and chain store high street choices in the district offered a distinct experience and was appreciated by shoppers. It was also clear that the nature of the districts commuter experience meant that a significant sum of retail spend was lost from the areas high streets in favour of London.
5. Central government has recognised this challenge and offered new funds to boost High Street sustainability in particularly challenged areas, those with significant vacancies and empty properties or containing significant social deprivation. However, it is

generally acknowledged that success in future proofing current performance in the face of new challenges will centre around new coalitions of private businesses, public bodies and investors, working together with common understanding of local challenges and joint action for local solutions.

6. The following four-phase approach is suggested to support a programme of scrutiny activity relating to the viability and regeneration of local high streets by the Committee:

#### **Establishment of a Task and Finish Panel**

7. The draft terms of reference for the suggested task and finish panel are attached as Appendix 1 to this report.

#### **Information/Data Gathering**

8. This will be completed by the Economic Development Team with a target date of the end of January 2020 to enable the beginning of work by the proposed task and finish panel. This data gathering exercise will involve the following:

- completion and analysis of the High Street Vacancy Survey undertaken by Planning Services;
- review of business movement and turnover based on business rates data;
- consultation with the Epping Forest Youth Council on young people's current use of high streets and their offer to this target group;
- section in economic strategy on town centres requesting feedback;
- workshop at Economic Stakeholder Conference in November 2019 focused on the particular opportunities and initiatives to future proof high streets;
- short high street survey across district assessing shoppers, workers views;
- key document review (the Portas Review, the High Street report (Timpson, DHCLG), the High Streets Report 'Achieving Change' (IPM), British Retail Consortium footfall reports), The Grimsey Review etc;
- review of neighbouring local authorities plans and approaches to high street sustainability.

#### **Consultation with Key Stakeholders - Perspectives and Potential Actions**

9. The following organisations would be asked to present evidence to the proposed Task and Finish Panel:

- Chamber of Commerce;
- Federation of Small Business;
- Town Centre Partnerships;
- Local Government Association; and
- national bodies promoting town centre solutions.

#### **Formulation of Recommendation**

10. These will be undertaken when the Task and Finish Panel has collected and reviewed the relevant evidence and completed hearing evidence from key stakeholders.

#### **Resource Implications:**

The recommendations of this report seek to enable scrutiny activity to more effectively meet work programme requirements.

#### **Legal and Governance Implications:**

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities. Although external organisations are not generally required by legislation to

attend before the Overview and Scrutiny Committee, it is hoped that most would be willing to engage constructively with the Council's scrutiny activity when invited to do so.

**Safer, Cleaner, 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, Greener initiative, or any crime and disorder issues within the district.

**Consultation Undertaken:**

None

**Background Papers:**

None

**Impact Assessments:**

***Risk Management***

The Council's constitution sets out rules for the management of its overview and scrutiny responsibilities.

***Equality:***

There are no equality implications arising from the recommendations of this report.

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## **THE FUTURE OF TOWN CENTRES TASK & FINISH PANEL**

### **DRAFT TERMS OF REFERENCE**

#### **Origin**

At its meeting on 19 November 2019, the Overview and Scrutiny Committee will discuss the establishment of a new Task and Finish Panel to support the forthcoming review of the future of High Streets in the district. The Draft Terms of Reference are set out below.

#### **Draft Terms of Reference**

- (1) That the Panel consider the current performance of the Districts High Streets and review evidence of changing demands and opportunities.
- (2) That the Panel consider:
  - (a) the changing nature of retail spend and impact on the district's current offer;
  - (b) government initiatives to support the resourcing and evolution of the High Street offer;
  - (c) the outcomes of national reviews and policy recommendations;
  - (d) the evidence from local and national organisations on their perspectives on the issue;
  - (e) surveys of occupation/vacancies in High Streets in the district and responses to consultation events such as the Economic Stakeholder conference.
  - (f) formulating a series of recommendations for action by the council and other major stakeholders to enable the continued success and diversity of the district offer.
  - (g) other relevant matters related to the review of future High Street success on the basis of the evidence reviewed.

#### **Aims and Objectives:**

- (1) To report findings to the Overview and Scrutiny Committee and to submit final recommendations for consideration by the Committee.
- (1) To gather evidence and information in relation to the terms of reference through receipt of data, presentations and other means considered necessary; and
- (2) To have due regard to relevant legislation and the Overview and Scrutiny rules of the Constitution (Article 6).

**Timescales**

- (1) To agree membership of the Panel at the meeting of the Overview and Scrutiny Committee on 28 January 2020.
- (2) To agree the Terms of Reference of the Panel at the meeting of the Overview and Scrutiny Committee on 28 January 2020.
- (3) To hold the first meeting of the Panel by 10 January 2020.
- (4) To undertake analysis of relevant data and relevant site visits by the end of March 2020;
- (5) To consider draft outcomes and recommendations to be made to the Overview and Scrutiny Committee by May or June 2020;
- (6) To regularly report progress to the Overview and Scrutiny Committee and to submit final recommendations for consideration by the Committee at a meeting date yet to be confirmed around May or June 2020.

**Commencement:**

The work of the Task and Finish Panel should commence as soon as possible.

**Completion:**

The final recommendations of the Task and Finish Panel with regard to the future of town centres is to be presented to the Overview and Scrutiny Committee at its meeting on a yet to be confirmed date in May or June 2020.



## SCRUTINY



### **Report to Overview and Scrutiny Committee**

**Date of meeting: 19 November 2019**

<b>Portfolio:</b>	Leader of the Council	
<b>Subject:</b>	Corporate Plan Action Plan Year 2 Performance Report	
<b>Responsible Officer:</b>	Julie Chandler	(01992 564214)
<b>Democratic Services:</b>	Gary Woodhall	(01992 564470)

---

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

**(1) That the Committee reviews Q2 performance in relation to the Key Performance Indicators & Work Programmes within the Corporate Plan.**

#### **Report:**

1. The Corporate Plan Action Plan provides a mechanism for reporting to Members on the Council's Key Performance Indicators (KPIs) and key Programmes of work and highlights the Council's overall performance against agreed Corporate Objectives.
2. The Year 2 Action Plan (covering 2019/20) represents the second reporting cycle for EFDC's Corporate Plan (2018-23). Performance Measures for Year 2 have been streamlined to enable improved focus on how Corporate Objectives are being met.
3. The Q2 Action Plan Performance information is attached at Appendix 1.

#### **Resource Implications:**

Resource requirements for actions to achieve specific objectives or benefits within the plan will be identified by the responsible Service Director and reflected in the respective budget.

#### **Legal and Governance Implications:**

There are no legal or governance implications arising from the recommendations of this report. However, any implications arising from actions to achieve specific objectives or benefits will be identified by the responsible Service Director.

#### **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 Safer, Cleaner and Greener initiative, or any crime and disorder issues with the district. Relevant implications arising from actions to achieve specific objectives or benefits will be identified by the responsible Service Director.

**Consultation Undertaken:**

Leadership Team  
Overview & Scrutiny Committee  
Finance & Performance Management Cabinet Committee

**Background Papers:**

Corporate Plan Action Plan Year 2 Performance Report & FPMCC-002a Appendix 1 -  
Corp Plan Action Plan Year 2 Report v2  
Epping Forest District Council Corporate Plan 2018-23  
Epping Forest District Council Corporate Plan Progress Reports (Q1-Q4 2018/19)

**Risk Management:**

There are no risk management issues arising from the recommendations of this report. Relevant issues arising from actions to achieve specific objectives or benefits will be identified by the responsible service director during business planning and communicated to the Corporate Risk Management Group.



**Corporate Plan Quarterly Reporting – Exceptions Report (Amber & Red RAG Ratings/ Items of note)**

**Stronger Communities** – People live longer, healthier and independent lives. Adults and children are supported in times of need. People and communities achieve their potential

Key performance Indicator Work programme	Baseline Target	Target and Actuals Actual	Corrective Action (if required)	Comments	Lead Officer	
<b>Increased Customer Satisfaction</b> <i>The measure for this KPI is taken from GOVmetric responses from customers on telephone calls taken through the Corporate and revenues Contact centre, emails and website</i>	Q2	80%	75%	Implement Customer Promise and Service Standards	Q2. The overall number of feedback responses was 3532. Of these, 2648 were satisfied	Rob Pavey
<b>Improved Customer first contact</b> <i>The purpose of the corporate Contact centre is to resolve customer enquiries at the first point of contact</i>	Q2	45%	34.71%	As above	The 45% target is an annual target which is hoped to be achieved by the end of the financial year as more services move into the team. Since the end of the second quarter Planning calls have moved into the contact team and over 50% of these calls are being resolved at first point of contact.	Rob Pavey

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**Stronger Place** – delivering effective core services that people want. A district with planned development. An Environment where new and exciting businesses thrive.

<b>Increase in Recycling</b>	Q2.	57%	62.58%		Q2. Exceeded target for quarter	Kim Durrani
<b>Reduction in household waste</b>	Q2.	196	183		Q2. Improved on target set	
<b>Local Plan Programme</b>	Q2.		Amber	Local Plan briefing for members planned for 17/10/19	Q2. Hearings took longer than expected. Further work required	Nigel Richardson

<b>St. John's Road Programme</b>	Q2.	Amber		<p>No corrective action is needed. The planning outcomes report is a reference to the outline development brief being submitted to a Quality Review Panel for review. This was completed on the 4<sup>th</sup> October 2019.</p> <p>The programme still remains on track however due to the date of the Cabinet being changed from the 11<sup>th</sup> December 2019 in response to the General Election, the report will now be submitted to its meeting of the 6<sup>th</sup> January 2020.</p>	Jim Nolan
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**Stronger Council** - A culture of innovation, Financial independence with low council tax

<p><b>People Strategy Programme</b> - a range of projects to improve the design and development of the Council's workforce</p>	Q2.	Amber	Recruitment Strategy Action Plan delayed due to team capacity. This is a priority area and will be completed by the end of Q3	Wide range of work has been completed including costing of COM, staff consultation, training/development for the management spine has been identified and a range of sessions delivered, the Apprenticeship programme exceeds target, Job Families consultation commenced and continues	Paula Maginnis
<p><b>Accommodation Strategy Programme</b></p>	Q2.	Amber	To be addressed following Cabinet meeting 29/10/19	Further work on refurbishment designs which are now being costed, internal changes, decant strategy being worked through, full ICT survey, initial discussions with interested partners (Library, CCG, CA)	Sacha Jevans



### **Report to the Overview and Scrutiny Committee**

**Date of meeting:** 19 November 2019



Epping Forest District Council

**Subject:** Transformation Programme – Accommodation Strategy

**Responsible Officer:** Sacha Jevans (01992 564229)

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

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

**(1) That the current progress with the Accommodation Strategy be noted.**

#### **Report:**

1. The April 2019 Cabinet decision and subsequent additional requests from members for more detailed information (specifically greater guarantees on the cost benefit case of a new build) led to more detailed work across the four workstreams:

- (i) Refurbishment of Civic Offices;
- (ii) Sale of land at the back of Condor Building;
- (iii) Recruitment of partner/tenants for the civic offices; and
- (iv) Construction of new building.

2. The agility and mobility of the EFDC workforce enabled by digital improvement and a cultural shift in ways of working has been significant and achieved at pace. The elements of the People Strategy that have had greatest impact include the investment in the Common Operating model and the Decision Making and Accountability model (DMA) implementation where restructures have focussed on Management and Leadership skills. Our people are working in ways that are more Customer Focussed, Effective and Efficient. A positive outcome of this work is the opportunity to evaluate the current organisation shape and working methods of our people and then revisit accommodation options before further decisions are made.

3. The October Cabinet decision reviewed the detailed work on design and cost analysis of the refurbishment of the civic offices and agreed the recommendation to proceed with the next stages of the project. Cabinet also agreed the recommendation to not pursue the construction of a new build office on the North Weald Airfield.

4. The new design plans demonstrate that if the building is refurbished to create more open plan space then all (required) EFDC staff can be accommodated on a 7:10 ratio in the Civic Offices without the need to move or build an alternative office. This decision negates the cost of building a new office and reduce the operating cost of maintaining two buildings. Maximising the use of the Civic Offices through refurbishment will also expedite the vacation of the Condor building for redevelopment through the new Development Company. Further

feasibility on this site is being undertaken and will be subject of future Cabinet decision before any work to progress the site is commenced.

5. The Corporate priorities within Stronger Council workstream consists of the People Strategy, Accommodation Strategy and Digital Enablement. This gives complete visibility across interdependent programmes and ensures key decisions across all programmes are cognisant of the dependencies and outcomes being achieved real time. Successful outcomes from both the People and Technology workstreams have made a positive difference to the accommodation programme in terms of accommodation requirements.

6. The total EFDC people required to work from the Civic offices is 386. The current plans create an agile open plan space with some fixed desks and many meeting rooms or break out spaces supported by 2 x kitchens and WC/shower facilities on each floor. The Ground floor will provide an improved layout and access for customers with the ability to include partners such as the library, CCG and Citizens Advice (CA). Indicative designs are being prepared to enable the café area to be accessed by the public creating a work, food, beverage space. This element of the project would require a full planning application. The internal changes will require Listed Building consent only.

7. The Civic Offices is a listed building and therefore there are some constraints within the refurbishment project, for example the council chamber is listed and therefore would not be altered in the proposed refurbishment. The ground floor could be converted to create a large conference facility space capable of accommodating 200 people. The space will include moveable partitions that can create smaller meeting room spaces and committee rooms. The discussions with the library are at an early stage and whilst they have suggested the bay area on the ground floor this is yet to be concluded and further updates will be provided as discussions develop.

8. The new refurbishment proposal is based upon EFDC staff occupying the office accommodation. The previous decision was to let out floors 1 and 2 to third parties. The refurbishment needs are the same albeit the tenants occupying the spaces remain as EFDC. The recommendation retains the ground floor café to ensure collaborative meet, greet, work and eat space is available. The recommendation retains the focus on Customer with ongoing partner co location an aim of the programme.

9. In order to achieve a refurbishment project of this scale there will be a significant amount of work required for the decanting of the Civic Offices. Initial indications show that all the existing staff and the customer services function can be temporarily decanted into the Condor Building for the period of the build works. The Council Chamber and Committee rooms will not be accessible as the building will require complete vacation due to the extent of the works. A separate decant programme will be initiated to manage all the Democratic/member services during the period between June 2020 – December 2020. This will require identification of off-site functions.

10. Indicative costs of the refurbishment work have now been completed at a total cost of £6.6m excluding VAT (attached to appendix 1). These are medium range and include all mechanical/electrical and capital works required to create a further 30-year lifecycle. Now that cabinet approval to proceed has been granted further detailed work will be undertaken to refine the scope of works and costs.

11. The cost report is based on the indicative designs attached to Appendix 2 of the report. Costs currently exclude decant and ICT infrastructure costs which have been estimated at £180k (decant) and £200k (ICT). It should be noted that as the more detailed cost work is undertaken these estimates may change and are indicative only at this stage.

12. The key project timelines are set out below:

- (i) Listed Building Consent application- Quarter 3 and 4 2019/2020;
- (ii) Contract Tender Process – Quarter 4 2019/20;
- (iii) Decant of staff into Condor Building – Quarter 4 2019/2020; and
- (iv) Works Period – Quarter 1 – Quarter 4 2020/2021.

13. A detailed decant strategy is being prepared to move staff and members during the period required to undertake the works. It is proposed that a consultation exercise will be undertaken with Members to understand the specific requirements. The Council Chamber is an area which cannot be changed due to the 'listing' and therefore there is no planned change to this area. It is however proposed that the committee rooms will be located on the ground floor area (indicated on the plan as the conference facility). This is an area which can be divided into different size meeting rooms depending on requirements. Initial indications show that all EFDC staff can be accommodated in the existing buildings on a 7:10 ratio. The detailed decant strategy will cover:

- Member consultation
- Staff consultation
- Communication plan
- ICT infrastructure requirements
- Temporary works
- Customer reception areas

#### **Resource Implications:**

The current budget for the accommodation project is £425k. This is covering the costs of the specialist services required to deliver the design and delivery elements of the accommodation strategy. Given the cabinet approval to proceed cost consultants will be undertaking more detailed work and therefore it should be noted these are indicative only at this stage. The budget for the cost of the refurbishment works have been included in the medium term financial strategy. At the November Cabinet, it is intended also to compare the resource implications and benefits of the proposed option against other options considered.

The total costs and benefits arising from this project together will again be re-evaluated at the end of November and summarised. These figures will be against the cost of other option no longer in play, e.g. relocate office staff at North Weald to ensure value for money continues to be delivered.

Draft charges have also been calculated for those occupying designated space, using space flexible and for making just occasional use of space, e.g. hiring the meeting rooms. These will be update by the end of November so that they reflect the lasts costs and EFDC's role in sustaining and supporting partnership working.

#### **Legal and Governance Implications:**

Any professional consultancy services will be procured in line with the Council procurement rules. The Civic Offices site has a draft allocation of housing within the Local Plan to be bought forward in the early years. There is a Governance Board in place and regular reports of progress back to Cabinet and Overview and Scrutiny.

**Safer, Cleaner and Greener Implications:**

The refurbished building and will be safer by design and energy efficient.

**Consultation Undertaken:**

Consultation with Partners to potentially occupy the Civic Offices continues. Consultation will commence with member on the requirements and design. There will be a full consultation and communication plan for EFDC through the project delivery phases.

**Background Papers:**

Cost Consultant report on indicative costs for the refurbishment of the Civic Offices  
Proposed refurbishment Plans for the Civic

**Risk Management:**

A risk map has been developed and is reviewed monthly by the Accommodation Programme Board with mitigating actions reviewed. Key risks identified are:

1. Failure to achieve Listed Building Consent
2. Delays and disruption to services through the decant period
3. Major incident on site
4. Interruption of CCTV and safer neighbourhoods team
5. Failure in staff/member communications.
6. Impact of cost and time overruns on the project.

**EPPING FOREST DISTRICT COUNCIL - CIVIC OFFICES  
INTERIM COST UPDATE**

**EPPING FOREST DISTRICT COUNCIL  
27th September 2019**

WORKING DRAFT FOR COMMENT

**CONTENTS & QUALITY ASSURANCE**

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**QUALITY ASSURANCE**

Issue Nr	Document	Date	Sent To	Prepared By	Checked By	Reviewed By
v1	Interim Cost Plan - DRAFT '19	26/09/2019	Bisset Adams	PJ	AH	RW
v2	Interim Cost Plan - DRAFT '19	27/09/2019	Bisset Adams	PJ	AM	RW
v3	Interim Cost Update - DRAFT '19	27/09/2019	Bisset Adams	PJ	AM	RW

Authorised by (Partner) \_\_\_\_\_

Job no.	35834
Project	EPPING COUNCIL / INDICATIVE FEASIBILITY STUDY
File ref.	Estimates / Interim Cost Update

WORKING DRAFT FOR COMMENT



**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

**SECTION 1.0 - EXECUTIVE SUMMARY**

WORKING DRAFT FOR COMMENT

**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

**EXECUTIVE SUMMARY**

**1- INTRODUCTION / CONTEXT**

This Interim Cost Update has been prepared to supersede the Feasibility Study undertaken in October 2018. Since issue of the previous study, the brief of the fit-out works has been revised following further consultation with Epping Borough Council and the undertaking of surveys at the existing building. This has resulted in the Architectural and MEP design information being revised and a Cost Update being required. This document is intended as an interim Cost Update to provide Epping Borough Council a steer on the Estimated Project Cost given the brief changes.

**2- SUMMARY OF COST**

Based on the revisions to the project brief, it is envisaged that the Total Project Cost is £6,660,000 (excl VAT), this is an increase of £1,040,000 (excl VAT). A summary table of the Estimated Project Cost is below, compared back to the Feasibility Study.

#	DESCRIPTION	Feasibility Study		Interim Cost Update		Variance
			Oct'18		Sept'19	
			Total (£)		Total (£)	Total (£)
1	Measured Works	Item	3,533,566	Item	4,388,241	854,675
2	Contractor Prelims	Item	300,000	Item	375,000	75,000
3	Contractor OHP	5%	191,678	5%	238,162	46,484
<b>4</b>	<b>ESTIMATED BUILDING COST</b>	<b>£</b>	<b>4,025,000</b>	<b>£</b>	<b>5,001,000</b>	<b>976,000</b>
5	Phasing and Out of Hours Working	Item	Excluded	Item	Excluded	0
6	Construction Contingency	Item	402,500	Item	500,100	97,600
7	Inflation	2%	80,500	1%	50,010	(30,490)
<b>8</b>	<b>ESTIMATED CONSTRUCTION COST</b>	<b>£</b>	<b>4,510,000</b>	<b>£</b>	<b>5,550,000</b>	<b>1,040,000</b>
9	Professional Fees & Surveys	Item	563,750	Item	563,750	0
10	Direct Orders	Item	50,000	Item	50,000	0
11	Loose FFE & Way finding	Item	500,000	Item	500,000	0
12	Decanting / Recanting	Item	Excluded	Item	Excluded	0
13	Active AV/ IT Installation	Item	Excluded	Item	Excluded	0
<b>14</b>	<b>SUB TOTAL</b>	<b>£</b>	<b>5,620,000</b>	<b>£</b>	<b>6,660,000</b>	<b>1,040,000</b>
15	VAT		Excluded		Excluded	Excluded
<b>16</b>	<b>ESTIMATED PROJECT COST</b>	<b>£</b>	<b>5,620,000</b>	<b>£</b>	<b>6,660,000</b>	<b>1,040,000</b>

**2- SUMMARY OF COST (CONT'D)**

The cost increase is attributable to the following:

- 1- Requirement for a new glazed atrium in lieu of repairs only, plus demolition and removal of existing and ancillary requirements to facilitate (scaffolding, craneage and secondary steelwork). This relates to both the exiting atrium and link bridge.
- 2- Increased allowance for acoustic enhancement to newly formed offices and meeting rooms.
- 3- Enhanced flooring specification to circa 1,000m2 of floor area, from carpet/ vinyl to timber hardwood flooring specification.
- 4- Enhanced brief related to Mechanical and Electrical elements, such as:
  - .1 - Replacement of AHU system with new in lieu of retained.
  - .2 - Replacement of existing DX Units with new, in lieu of retaining the existing.
  - .3 - Replacement of all light fittings and cabling with new, in lieu of retaining the existing.
- 5- Construction Programme duration has been increased from 24-weeks to 30 weeks.

**3- KEY ASSUMPTIONS & EXCLUSIONS**

- 1 Construction Start-on-Site will be 3Q2020 i.e. September 2020.
- 2 Construction Programme duration will be 30-weeks. This is indicative based on projects of equivalent nature. It is recommend that a review of programme needs to be commissioned by Epping Council, at their discretion.
- 3 Fees associated to previous Feasibility Studies related to the Epping Council fit-out are incorporated within the Cost Plan.
- 4 Works associated to the demolition of the Condor Building are excluded from the Cost Plan. Previously an optional cost for the full demolition of the 2,750m2 building would be in the order of £450,000 (excl. VAT).
- 5 Hazardous materials (such as Asbestos) are not required to be remediated as part of the project.
- 6 Phasing and/ or Out of Hours working arrangements i.e. building will be fully vacant upon commencement of the fit-out works.
- 7 AV / IT installations are excluded from the cost plan.
- 8 VAT is excluded from the Cost Plan.

**4- KEY RESIDUAL RISKS**

- 1 Unknown obligations related to Listed Building status currently not considered by the Cost Plan.
- 2 Impact upon project brief following full intrusive surveys of the existing building.
- 3 Unknown phasing strategy for staff movement and relocation.
- 4 Unknown strategy for Demolition of Condor Building - currently excluded from Cost Plan.
- 5 Asbestos remediation.
- 6 Impact upon project brief following commission of additional surveys and/ or reports, such as acoustics, fire requirements.

**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

**SECTION 2.0 - SUMMARY OF CONSTRUCTION COST BREAKDOWN**

WORKING DRAFT FOR COMMENT

**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

**SUMMARY OF CONSTRUCTION COST BREAKDOWN**

Below is an elemental breakdown to the Building Cost, outlining the cost variances from the previous indicative feasibility study issued in October 2018 and the current indicative feasibility study.

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Ref.	Description	October 2018 Indicative Feasibility Study	September 2019 Interim Cost Plan	Variance
		Total (£)	Total (£)	Total (£)
1	Demolition & Alteration	114,974	125,359	10,385
2	Substructure	-	-	-
3	Frame & Upper Floors	-	-	-
4	Roof	30,000	393,000	363,000
5	Stairs	-	-	-
6	External Walls, Windows and Doors	52,586	48,845	3,741
7	Internal Walls, Partitions and Doors	121,308	209,910	88,602
8	Wall Finishes	253,081	99,575	153,506
9	Floor Finishes	244,357	307,853	63,496
10	Ceiling Finishes	98,660	98,649	11
11	Fixtures, Fittings and Equipment	135,600	157,050	21,450
12	Services	2,483,000	2,948,000	465,000
13	External Works	-	-	-
<b>14</b>	<b>Sub-Total</b>	<b>3,533,566</b>	<b>4,388,241</b>	<b>854,675</b>
15	Contractor Preliminaries	300,000	375,000	75,000
16	Contractor OHP	191,692	238,162	46,470
<b>17</b>	<b>Construction Works Total</b>	<b>4,025,000</b>	<b>5,001,000</b>	<b>976,000</b>

WORKING DRAFT FOR COMMENT

**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

**SECTION 3.0 - BREAKDOWN TO CONSTRUCTION COST**

WORKING DRAFT FOR COMMENT

**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

**BREAKDOWN TO CONSTRUCTION COST & ASSUMPTIONS**

ITEM	ELEMENT/ DESCRIPTION	3,932	m2	£		
		QUANT	UNIT	RATE	TOTAL	£/m2
<b>1</b>	<b>DEMOLITION &amp; ENABLING WORKS</b>					
	<b>Soft Strip-Out</b>					
1.01	Allowance for strip-out of existing accommodation, say	3,932	m2	5	19,662	5.00
1.02	Allowance for strip-out of existing finishes, say	3,932	m2	5	19,662	5.00
1.03	Allowance for strip-out of internal walls, non-load bearing, say	1,593	m2	20	31,860	8.10
1.04	Allowance for strip-out of existing doors, say	97	Nr	50	4,850	1.23
1.05	Allowance for strip-out of existing services, say	3,932	m2	10	39,325	10.00
	<b>Hard Demolition</b>					
1.06	Allowance for removal of glazed roof to atrium and bridge link	1	Item	10,000	10,000	2.54
	<b>Sundry Items</b>					
1.07	Allowance for strip-out and removal of asbestos	1	Item		Excluded	
	<b>S/TOTAL</b>				<b>125,359</b>	<b>31.88</b>
<b>2</b>	<b>SUBSTRUCTURE</b>					
	No works required					
	<b>S/TOTAL</b>				<b>0</b>	<b>0.00</b>
<b>3</b>	<b>FRAME &amp; UPPER FLOORS</b>					
	No works required					
	<b>S/TOTAL</b>				<b>0</b>	<b>0.00</b>
<b>4</b>	<b>ROOF</b>					
4.01	Allowance for replacement of existing atrium glazed roof, say	1	Item	149,000	149,000	37.89
4.02	Allowance for replace of glazed roof to bridge link, say	1	Item	132,000	132,000	33.57
4.03	Remedial works surrounding glazed roofs to the atrium and bridge link	1	item	22,000	22,000	5.59
4.04	Allowance for repairs to Civic House roof following demolition of Condor Building	1	Item	10,000	10,000	2.54
4.05	Allowance for temporary works, including access scaffolding and protection, to inner atrium and bridge link, say	1	Item	70,000	70,000	17.80
4.06	Allowance for mobile crane	1	Item	10,000	10,000	2.54
	<b>S/TOTAL</b>				<b>393,000</b>	<b>99.94</b>
<b>5</b>	<b>STAIRS</b>					
	No works required					
	<b>S/TOTAL</b>				<b>0</b>	<b>0.00</b>
<b>6</b>	<b>EXTERNAL WALLS, WINDOWS &amp; DOORS</b>					
6.01	Allowance for new façade to replace adjacent building to be demolished, masonry to match existing, say	40	m2	500	20,000	5.09
6.02	Allowance for making good and repairs to atrium façade	284	m2	70	19,845	5.05
6.03	Allowance for modification to existing rain water pipe	1	Item	4,000	4,000	1.02
6.04	Allowance for scaffolding, say	1	Item	5,000	5,000	1.27
	<b>S/TOTAL</b>				<b>48,845</b>	<b>12.42</b>

ITEM	ELEMENT/ DESCRIPTION	3,932	m2	£		
		QUANT	UNIT	RATE	TOTAL	£/m2
<b>7</b>	<b>INTERNAL WALLS, PARTITIONS &amp; DOORS</b>					
	<b>Partitions</b>					
7.01	New plasterboard stud partitions; assumed 3m height	116	m2	75	8,700	2.21
7.02	Blockwork wall including associated sundries	23	m2	170	3,910	0.99
7.03	Toilet cubicles and IPS panels; stainless steel framing; real wood veneer face chipboard dividing panels and doors; ironmongery	10	Nr.	1,500	15,000	3.81
	<b>Folding Partitions</b>					
7.04	Full height acoustic rated plasterboard sliding, folding partitions to meeting rooms	87	m	900	78,300	19.91
7.05	E/O for steel support to folding partitions	1	Item	15,000	15,000	3.81
	<b>Internal Doors</b>					
7.06	One and a half leaf door to corridor, solid timber, including ironmongery	6	Nr.	1,500	9,000	2.29
7.07	Allowance for protection and making good to existing doors, architraves and iron	1	Item	30,000	30,000	7.63
	<b>Sundry Items</b>					
7.08	Allowance for acoustic treatments to office and meeting rooms, say	1	Item	50,000	50,000	12.71
7.09	Allowance for fire integrity, say	1	Item		Excluded	
	<b>S/TOTAL</b>				<b>209,910</b>	<b>53.38</b>
<b>8</b>	<b>FINISHES</b>					
	<b>Wall Finishes</b>					
8.01	Making good of existing perimeter walls and partitions; assume 50% of existing are in poor condition and full repair	1,400	m2	25	35,000	8.90
8.02	Insulated plasterboard lining to perimeter walls	63	m2	50	3,150	0.80
8.03	Skim and board finish plaster to plasterboard walls	295	m2	10	2,950	0.75
8.04	Paint finish to existing and new plasterboard walls	1,695	m2	5	8,475	2.16
8.05	Allowance for protection and making good to existing partitions doors, say	1	Item	50,000	50,000	12.71
	<b>Floor Finishes</b>					
8.06	Allowance for preparation of existing slab, say 30% of area	1,180	m2	30	35,392	9.00
8.07	Allowance for taking up and reinstating raised floor on the 2nd floor	1,101	m2	20	22,028	5.60
8.08	Allowance for timber hardwood flooring, assume acoustically treated, including skirting's and sundries	1,026	m2	100	102,588	26.09
8.09	Allowance for protection and cleaning of existing Terrazzo flooring, say	560	m2	20	11,191	2.85
8.10	Allowance for carpet tiling to office and corridor areas throughout, including base layer and skirting	2,402	m2	50	120,099	30.54
8.11	Allowance for vinyl to including substrate and skirting's, say	94	m2	70	6,555	1.67
8.12	Allowance for trims and the like, say	1	Item	10,000	10,000	2.54
	<b>Ceiling Finishes</b>					
8.13	Allowance for ceiling alterations, to allow for install of new partitions and services, say	3,932	m2	10	39,325	10.00
8.14	Allowance for re-decoration of existing ceilings, say	3,932	m2	10	39,325	10.00
8.15	Allowance for sundry items, bulkheads, access panels and the like, say	1	Item	20,000	20,000	5.09
	<b>S/TOTAL</b>				<b>506,077</b>	<b>128.69</b>

WORKING DRAFT FOR COMMENT

BREAKDOWN TO CONSTRUCTION COST & ASSUMPTIONS (CONT'D)

ITEM	ELEMENT/ DESCRIPTION	3,932	m2	£		
		QUANT	UNIT	RATE	TOTAL	£/m2
<b>9</b>	<b>FIXTURES, FITTINGS &amp; EQUIPMENT</b>					
9.01	Allowance for staff kitchens / kitchenettes, say	6	Nr.	7,500	45,000	11.44
9.02	Allowance for varnish and repair of existing reception desk, say	1	Item	3,000	3,000	0.76
9.03	Allowance for built in storage walls, say	12	Nr.	2,000	24,000	6.10
9.04	Allowance for manual roller blinds throughout, say	167	Nr.	150	25,050	6.37
9.05	Allowance for lockers, say	1	Item	20,000	20,000	5.09
9.06	Allowance for fixed shelving to storage areas, say	1	Item	10,000	10,000	2.54
9.07	Allowance for miscellaneous fixed furniture items, say	1	Item	30,000	30,000	7.63
9.08	Allowance for kitchen canteen fit out, assume re-use existing	1	Item		Excluded	
<b>S/TOTAL</b>					<b>157,050</b>	<b>39.94</b>
<b>10</b>	<b>MEPH</b>					
10.01	Enabling / Strip out	1	Item	incl. in Demolition		
10.02	Sanitary appliances	3,932	m2	19	72,990	18.56
10.03	Services equipment					0.00
10.04	Disposal installations	3,932	m2	18	70,990	18.05
10.05	Water installations	3,932	m2	29	115,383	29.34
10.06	Heat source	1	item	5,000	5,000	1.27
10.07	Space heating and air conditioning	3,932	m2	172	675,907	171.88
10.08	Ventilation installation	3,932	m2	12	45,994	11.70
10.09	Electrical installation	3,932	m2	224	879,879	223.75
10.10	Gas installation	1	Item		Excluded	0.00
10.11	Lifts	1	Item	130,000	130,000	33.06
10.12	Fire and lightning protection	3,932	m2	1	3,932	1.00
10.13	Communications, security and control systems	3,932	m2	121	474,935	120.77
10.14	Specialist installation (AV by Epping Forest Council)	3,932	m3	13	49,993	12.71
10.15	External services	1	Item	27,000	27,000	6.87
10.16	Allowance for BWIC with services	1	Item	75,720	75,720	19.26
10.17	Testing & commissioning	1	Item	51,994	51,994	13.22
10.18	MEP sub contractor preliminaries	10	%	2,679,717	267,972	68.14
<b>S/TOTAL</b>					<b>2,948,000</b>	<b>749.66</b>
<b>11</b>	<b>EXTERNAL WORKS &amp; UTILITIES</b>					
11.01	No works required					
<b>S/TOTAL</b>					<b>0</b>	<b>0.00</b>
<b>12</b>	<b>CONTRACTORS ON COSTS</b>					
12.01	Main Contractor Preliminaries	30	wks.	12,500	375,000	95.36
12.02	Main Contractor OH&P @ 5% of construction value & prelims	5	%	4,763,241	238,162	60.56
<b>S/TOTAL</b>					<b>613,162</b>	<b>155.92</b>
<b>13</b>	<b>MEASURED WORKS TOTAL</b>				<b>5,001,403</b>	<b>1,271.83</b>

KEY ASSUMPTIONS

- 1 DEMOLITION & ENABLING WORKS
  - 1.1 All existing accommodation will be stripped out except for those items which are listed.
  - 1.2 Works replacement of existing plant is as per BWB MEP refurbishment Feasibility Study Ref: EDC-BWB-ZZ-XX-RP-MEP-0002
  - 1.3 Hard Demolition of the existing building Condor Building is excluded.
  - 1.4 Asbestos removal is excluded.
- 2 SUBSTRUCTURE
  - 2.1 No works required.
- 3 FRAME & UPPER FLOORS
  - 3.1 The existing building requires no further strengthening to enhance its structural capacity.
- 4 ROOF
  - 4.1 Target figure of £3,300 for the glazed roof to the atrium and bridge link;
  - 4.2 Localised repairs to roof following removal of glazed roofs and demolition of the condor building, no allowance has been made for the complete repairs of the Civic House roof;
- 5 STAIRS
  - 5.1 No works required.
- 6 EXTERNAL WALLS, WINDOWS & DOORS
  - 6.1 We have allowed for matching masonry façade where the adjacent building is being demolished.
- 7 INTERNAL WALLS, PARTITIONS & DOORS
  - 7.1 Allowance for new plasterboard stud partitions, full height as shown on plans.
  - 7.2 Target rate of £900/m2 for the full height, acoustic treated folding partition, this is to be developed during the RIBA Stage 3 Design;
  - 7.3 Fire integrity enhancements are excluded - assumed current building meets statutory requirements.
- 8 FINISHES
  - 8.1 Allowance for skim and standard emulsion paint finish to all plasterboard substrates.
  - 8.2 Assumed no works are required to the core areas (stairs and lifts).
  - 8.3 Allowance for protection and making good of existing partitions and doors.
  - 8.4 Allowance for cleaning and protection of existing terrazzo flooring.
  - 8.5 Allowance for ceiling alterations to allow for the installation of partitions and services, and redecoration of all existing ceilings.
  - 8.6 Allowance for bulkheads and access panels for new service installations.
  - 8.7 Assumed the Council Chambers is outside of the scope and no works will be required to this area.
- 9 FIXTURES, FITTINGS & EQUIPMENT
  - 9.1 Allowance for manual blinds throughout to all existing windows.
  - 9.2 Allowance for fixed shelving to store rooms.
  - 9.3 Allowance for miscellaneous fixed furniture throughout the building.
  - 9.4 Fit-out of the canteen kitchen is excluded. Assume re-use of existing.
  - 9.5 Allowance to repair and varnish the existing reception desk.

WORKING DRAFT FOR COMMENT

**BREAKDOWN TO CONSTRUCTION COST & ASSUMPTIONS (CONT'D)**

**KEY ASSUMPTIONS (CONT'D)**

- 10 MEPH
- 10.01 Sanitary appliances to new toilet areas are included.
- 10.02 New disposal and water installations adjacent to kitchenettes and toilet areas are allowed for, connecting back to existing foul and water drainage route.
- 10.03 No cost allowances are allowed for upgrading and/ or extending existing drainage systems. Surveys to be undertaken to substantiate requirements (where required).
- 10.04 No cost allowances are allowed for upgrading existing heat source/ boilers, pumps.
- 10.05 New LTHW pipework's and ductwork distribution and radiators allowed for, in addition to revalidation of existing mechanical plant and distribution.
- 10.06 Allowance for extract ventilation to new WC's and kitchenettes.
- 10.07 Allowance for upgrading of existing power and data with new outlets and cabling throughout. Chasing into walls allowed for to accommodate new service routes.
- 10.08 Allowance for upgrading of existing power and data with new outlets and cabling throughout.
- 10.09 No cost allowances are allowed for upgrading or replacing incoming power infrastructure, only revalidation of existing.
- 10.10 Allowance for upgrading of existing light (and emergency light) fittings with new.
- 10.11 Upgrade of existing fire and lighting protections allowed.
- 10.12 Allowance for upgrade and installation of access controls and CCTV. Exact security strategy and scope to be defined.
- 10.13 Allowance for upgrade of external services, including access control, security and external lighting.
- 10.14 Assume building is fully compliant with current Building Regulations, with exception of where noted above. Full condition survey of the existing building to be commissioned to ascertain building status.
  
- 11 EXTERNAL WORKS & UTILITIES
- 11.1 No works required.
  
- 12 CONTRACTORS ON COSTS
- 12.1 Contract to be placed as a single-phase of building works.
- 12.2 Construction programme would be anticipated to be 24 weeks for a project of this scale and nature.

**KEY BASIS**

This Cost Plan is based on the following information:

- Bisset Adams design information PW007 V7 GF, PW007 V7 1F, PW007 V7 2F, Test Fit drawings
- Epping Council Civic Offices Capital Works Lost
- BWB Mechanical & Electrical Engineering Feasibility Study rev P1 dated September 2019

WORKING DRAFT FOR COMMENT



**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

**SECTION 4.0 - EXCLUSIONS**

WORKING DRAFT FOR COMMENT

**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

**EXCLUSIONS**

The following should be read in conjunction with the Executive Summary and are a list of items not yet able to be included within this cost plan; however, we would like to discuss them further with yourselves and your advisors to determine whether some or all of the following can be included in the cost plan:

- |  |  |
|--|--|
| <b>1</b> Asbestos removal  | <b>15</b> Mock ups, prototypes, off site benchmarks and the like           |
| <b>2</b> Land acquisition costs and fees   | <b>16</b> Fees, works or costs associated with abnormal ground conditions  |
| <b>3</b> Client finance, legal or marketing costs  | <b>17</b> Underpinning of adjoining structures                             |
| <b>4</b> Fees or costs associated with rights of light agreement, party wall awards, oversailing agreements etc.   | <b>18</b> Archaeological investigations and exploratory or resulting works |
| <b>6</b> Project insurances  | <b>19</b> Diversion of existing below ground services                      |
| <b>7</b> Costs resulting from zero carbon requirements or offset charges   | <b>20</b> Costs associated with LUL surveys and monitoring                 |
| <b>8</b> Benefits arising from any potential Capital Allowances or other government incentives / grants            | <b>21</b> Increased design criteria for bomb protection                    |
| <b>9</b> Currency and exchange rate fluctuations   | <b>22</b> IT hardware / active hubs  |
| <b>10</b> Costs resulting from tariffs or other charges following the withdrawal of the UK from the European Union | <b>23</b> Connection to district heating system                            |
| Statutory changes  | <b>24</b> Power factor correction and harmonics                            |
| <b>11</b> Works outside of the site boundary except where specifically stated                                      | <b>25</b> Spares and maintenance costs                                     |
| <b>12</b> Public art installations or contributions  | <b>26</b> Works associated to contaminated land                            |
| <b>13</b> Phasing of the works   | <b>27</b> Upgrading of existing infrastructure.                            |
| <b>14</b> Working outside of normal working hours  | <b>28</b> Consequential refurbishment, resulting from building works.      |
|  | <b>29</b> S106/ CIL Contributions  |
|  | <b>30</b> Capitalised Salaries   |
|  | <b>31</b> Value Added Tax  |

WORKING DRAFT FOR COMMENT

**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

SECTION 5.0 - AREA SCHEDULE

WORKING DRAFT FOR COMMENT

**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

AREA SCHEDULE

EXISTING/ CURRENT BUILDING

Level	Office areas	Meeting/ Interview Rooms	Customer Reception	Kitchen/ Canteen	Touch Down Area	Storage	Total NIA	WCs	Risers	Circulation/ Corridors	Internal Structure	Total GIA	% of Net Area	Out of Scope Areas	
														Stair/ Lift Cores	Council Chambers
Ground Floor	585	285	141	150	59	70	<b>1,290</b>	41	6	71	46	<b>1,488</b>	<b>87%</b>	102	0
First Floor	523	181	0	68	170	15	<b>957</b>	43	7	215	117	<b>1,343</b>	<b>71%</b>	103	154
Second Floor	460	83	0	52	240	10	<b>845</b>	25	5	160	105	<b>1,101</b>	<b>77%</b>	92	74
<b>Total</b>	<b>1,569</b>	<b>550</b>	<b>141</b>	<b>269</b>	<b>469</b>	<b>95</b>	<b>3,092</b>	<b>109</b>	<b>18</b>	<b>446</b>	<b>267</b>	<b>3,932</b>	<b>79%</b>	<b>297</b>	<b>228</b>

- Notes:
- 1 All areas used for the compilation of this estimate are measured in accordance with NRM 1.
  - 2 Areas measured should not be used for any other purpose other than the formulation of this Cost Estimate.
  - 3 Areas are measured from the Plans dated 10th September 2019
  - 4 'Internal Structure' also includes those partitions that are permanent and separate two different uses of space, but are not necessarily structural.

WORKING DRAFT FOR COMMENT

**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

**APPENDIX A - DETAILED MEP COST BREAKDOWN**

WORKING DRAFT FOR COMMENT

# **EPPING COUNCIL - CIVIL HOUSE MEP Cost Estimate - Stage 1**

**Epping District Council**

**23 September 2018**

WORKING DRAFT FOR COMMENT

**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
**Client :** Epping District Council

**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019  
**Gross Internal Area :** 3,933

**CONTROL ISSUE SHEET**

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Revision	Status	Prepared By (name/position/date)	Authorised By (name/position/date)
	Stage 1 Draft	Adonis Amano - MEP Associate 23/09/2019	Jonathan Wilson - Partner 23/09/2019

WORKING DRAFT FOR COMMENT

**EPPING COUNCIL CIVIC HOUSE**  
**STAGE 1 MEP Estimate**

**Job No. :** 35834  
**Client :** Epping District Council

**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019

**CONTENTS**

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- 1 Executive Summary
- 2 Basis of Estimate / Assumptions
- 3 Exclusions
- 4 Details of Estimate
- 5 Area schedule
- 6 Appendices:

**Appendix A:** Schedule of Design Information

WORKING DRAFT FOR COMMENT



**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
**Client :** Epping District Council

**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019  
**Gross Internal Area (m<sup>2</sup>) :** 3,933

**EXECUTIVE SUMMARY**

<b>ENGINEERING SERVICES CONSTRUCTION COST</b>	<b>Total (£)</b>	<b>£/m<sup>2</sup> GIA</b>	<b>%</b>
5.1 Sanitary Appliances	73,200	19	2.5
5.2 Services Equipment	-	-	0.0
5.3 Disposal Installations	70,690	18	2.4
5.4 Water Installations	115,383	29.337	3.9
5.5 Heat Source	5,000	1	0.2
5.6 Space Heating and Air Conditioning	675,625	172	23.0
5.7 Ventilation Systems	46,025	12	1.6
5.8 Electrical Installation	879,605	224	30.0
5.9 Gas Installation	-	-	0.0
5.10 Lifts and Conveyors	130,000	33	4.4
5.11 Fire and Lightning Protection	3,933	1	0.1
5.12 Communication, Security and Control Systems	474,867	121	16.2
5.13 Specialist Installations	49,665	13	1.7
5.14 Builderswork in connection	75,720	19	2.6
5.15 Testing and commissioning of Services	51,994	13	1.8
8 External Services	27,000	7	0.9
<b>Sub Total</b>	<b>2,678,705</b>	<b>681</b>	<b>91.3</b>
MEP Subcontractor Preliminaries	254,871		
MEP Subcontractor OHP	Included		
<b>Total Estimated MEP Construction Cost</b>	<b>2,933,576</b>	<b>746</b>	<b>100.0</b>

**Inflation**

**Excluded**

<b>ESTIMATED ROUNDED CONSTRUCTION COST</b>	<b>£ 2,930,000</b>	<b>745</b>
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**Option:**

Replace existing boiler plants and pumps 180,000

This report has been prepared solely for use by XXXXX and shall not be relied upon by any third party without the express permission of Gardiner & Theobald LLP. G&T accepts no liability arising from reliance on the report other than to the Employer.

**EPPING COUNCIL CIVIC HOUSE**  
**STAGE 1 MEP Estimate**

**Job No. :** 35834  
**Client :** Epping District Council

**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019

**NOTES AND ASSUMPTIONS**

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**PROJECT OVERVIEW**

- 1 This report provides an order of cost for the refurbishment development works at Epping District Council (Civic Centre) , to provide office accomodation Cat A & B
- 2 The works comprises the construction of 3,933m2 of office accomodation
- 3 All space is to be provided as shell and core space with some services plant to be retained and reused, while office floorplates will be constructed to include a CAT A & B fit out.

**PROGRAMME**

- 1 The cost plan is based at the base date of 4th Qtr 2019; all inflation costs are included in main cost plan.
- 3 All works are understood to be carried out as part of one contract and will not be phased.

**INFORMATION USED TO PREPARE THIS ESTIMATE**

- 1 This Cost Estimate has been based upon design information prepared by BWB feasibility study dated Sep. 2019, EP001 test fit plan 190910
- 2 We have made a number of assumptions/exclusions which will require to be confirmed

**STATUS OF DESIGN**

- 1 RIBA Stage 1

**KEY ASSUMPTIONS**

- 1 Please refer to the detailed build up for all other key assumptions and allowances.
- 2 Estimated costs are construction costs prepared using current prices (4th Qtr 2019) with separate allowances included for Tender and Construction Inflation calculated as set out below.
- 3 Sanitary appliances to new toilet areas are included.
- 4 New disposal and water installations adjacent to kitchenettes and toilet areas are allowed for, connecting back to existing foul and water drainage route.
- 5 No cost allowances are allowed for upgrading and/ or extending existing drainage systems. Surveys to be undertaken to substantiate requirements (where required).
- 6 No cost allowances are allowed for upgrading existing heat source/ boilers, pumps.
- 7 New LTHW pipeworks and ductwork distribution and radiators allowed for, in addition to revalidation of existing mechanical plant and distribution.
- 8 Allowance for extract ventilation to new WC's and kitchenettes.
- 9 Allowance for upgrading of existing power and data with new outlets and cabling throughout.
- 10 Allowance for upgrading of existing light (and emergency light) fittings with new.
- 11 No cost allowances are allowed for upgrading or replacing incoming power infrastructure, only revalidation of existing.
- 12 Upgrade of existing lighting protections allowed.
- 13 Allowance for upgrade and installation of access controls and CCTV. Exact security strategy and scope to be defined.
- 14 Allowance for upgrade of external services, including access control, security and external lighting.

**PROCUREMENT**

- 1 The procurement strategy for the works is yet to be determined but is assumed to be a competitive two stage traditional or design and build route with all works tendered under one main contract.

**INFLATION**

- 1 **The estimated costs provided have been costed at the base date of the estimate. All tender and construction inflation adjustments are deemed included in the main estimate.**

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**EXCLUSIONS**

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The following should be read in conjunction with the Executive Summary and are a list of items not yet able to be included within this cost plan; however, we would like to discuss them further with yourselves and your advisors to determine whether some or all of the following can be included in the cost plan:

**Items deemed included in building estimate & hence excluded from MEP works**

- 1 Strip out if any required.
- 2 Diversion of existing services, none detailed.
- 3 Below slab drainage.
- 4 Main plant steelwork supports, gantries & walkways.
- 5 Riser Flooring
- 6 Main lifting beams or secondary steelwork for Lifts.
- 7 Building vents and louvres.
- 8 Retail louvres, See Utilities Connections
- 9 Under slab ducts, See Utilities Connections.
- 10 Beneficial use of any services, plant or Lifts.
- 11 Leakage testing, see Building Cost Plan.
- 12 Any services specific cleaning.
- 13 Underground drainage CCTV
- 14 External works eg. irrigation, surface water drainage, utilities, ducts.
- 15 Statutory Authority connection charges/utilities, eg. Electricity (EDF), gas, water, drainage.
- 16 Main Contractor's preliminaires, overheads, profit & attendance
- 17 Inflation.
- 18 Design/Project contingency.
- 19 Professional & prescribed fees.
- 20 Value Added Tax.
- 21 Spares.
- 22 Hand held fighting equipment.
- 23 Temporary / safety tower, hoists, power or lighting.
- 24 Openable roof vents, window mechanisms and motors.
- 25 Mock-ups.
- 26 Cleaning cradles.

**MEP works specifically excluded from this project**

- 27 Security turnstiles/gates.
- 28 Package plantrooms as not shown.
- 29 Mechanical smoke extract and/or fire rated ductwork systems.
- 30 Stair/lift lobby pressurisation.
- 31 Hose reels and wet risers.
- 32 Tenants gas requirements/supplies, other than riser pipes.
- 33 Tenants Generators
- 34 Riser flues & pipework for the Tenants' future boilers and water heaters.
- 35 Tenants HV generators and cabling to LV panels.

**EPPING COUNCIL CIVIC HOUSE**  
**STAGE 1 MEP Estimate**

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**EXCLUSIONS**

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- 36** Tenants LV or HV generators ventilation or cooling systems, other than riser pipes/ducts.
- 37** Gas extinguishing systems and pre-action sprinkler systems.
- 38** Underfloor power or containment.
- 39** IT/Data/Tel to office floors, only Landlords minimal requirements included.
- 40** Ceiling void fire detection /protection, except in Reception.
- 41** Lockable IT/Data trunking.
- 42** Maintenance costs.
- 43** Attenuation/insulation to Waste & Rainwater pipework.
- 44** Extract ductwork insulation.
- 45** Cooling to Electrical & EDF Switchrooms.
- 46** Dealer Floors and Uprating of Services/Plant Excluded; based on CAT A fit out only.
- 47** Audio Visual.
- 48** Power factor correction and harmonics.
- 49** Re-lamping of luminaires.
- 50** Greywater separate pipework or recycling system.
- 51** Hand driers / macerators.
- 52** Commissioning Manager
- 53** Pre-construction preliminaries
- 54** Smart Building Technologies
- 55** Distributed Antennae System
- 56** Extended Warranties
- 57** Beneficial Use
- 58** Out of hours works or deliveries
- 59** Active ICT equipment
- 60** Factory Acceptance Testing (state assumption on what is tested)
- 61** Tenant Enhancements
- 62** Gas suppression system
- 63** Enhance security equipment ie Facial recognition, data analytics, biometrics, etc
- 64** Rainwater harvesting system/ Grey water harvesting system
- 65** No allowance for sump pumps
- 66** No provision for dry riser and sprinkler installation
- 65** No provision for disabled refuge and fire telephone system
- 66** No provision for AV installation. Assumed part of loose FF&E
- 67** No provision for car charging points

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**AREA SCHEDULE**

Level	GEA m <sup>2</sup>	GIA m <sup>2</sup>	Circulation m <sup>2</sup>	Plant m <sup>2</sup>	Net Lettable Area		Net to Gross Efficiency
					Office m <sup>2</sup>	Retail m <sup>2</sup>	
Ground	0	1,483	0	0	1,235	0	83.3%
First	0	1,350	0	0	979	0	72.5%
Second	0	1,100	0	0	882	0	80.2%
<b>Total</b>	<b>0</b>	<b>3,933</b>	<b>0</b>	<b>0</b>	<b>3,096</b>	<b>0</b>	<b>78.72%</b>

WORKING DRAFT FOR COMMENT

**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
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**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019  
**Gross Internal Area:** 3,933

**5.1 SANITARYWARE**

	QUANTITY	UNIT	RATE	TOTAL
<u>Shell &amp; Core</u>				
1 Water Closet	19	nr	600.00	11,400.00
2 Urinals	-	nr	650.00	0.00
3 Wash Hand Basin c/w sensor taps	19	nr	550.00	10,450.00
4 Cleaners Sink	3	nr	550.00	1,650.00
5 Disabled Water Closet & Wash Hand Basin Doc M	5	nr	1,400.00	7,000.00
6 Shower c/w tray and tapware	-	nr	1,200.00	0.00
7 Disabled Shower c/w tray and tapware	1	nr	2,500.00	2,500.00
8 Blade Hand dryers - assumed hand dryers	24	nr	800.00	19,200.00
<u>Cat A &amp; B Fitout</u>				
9 Sinks	6	nr	500.00	3,000.00
10 Zip Tap	6	nr	3,000.00	18,000.00
11 White goods (part of FF&E)	6	nr	Excluded	Excluded

12 MEP Subcontractor Preliminaries

Included elsewhere

<b>5.1 SANITARYWARE TOTAL</b>	<b>73,200.00</b>
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**5.2 SERVICES EQUIPMENT**

	<b>QUANTITY</b>	<b>UNIT</b>	<b>RATE</b>	<b>TOTAL</b>
<b>1</b> Kitchen Equipment - Included in FF&E	1	nr	Included	Included

**2** MEP Subcontractor Preliminaries

Included elsewhere

<b>5.2 SERVICES EQUIPMENT TOTAL</b>	-
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5.3 DISPOSAL INSTALLATIONS	QUANTITY	UNIT	RATE	TOTAL
<u>Shell &amp; Core</u>				
1 Rainwater installations (Modify existing, re-use downpipes)	3,933	m <sup>2</sup>	3.00	11,799.00
2 Rainwater goods including rainwater outlets, gutters, etc - Included in Roofing package	1	Item	Excluded	Excluded
3 Rainwater attenuation tank - if required, included in substructure	1	Item	Excluded	Excluded
4 Soil, waste and vent stacks (Modify existing, re-use stack)	3,933	m <sup>2</sup>	3.50	13,765.50
5 Soil, waste and vent stacks - Future tenant - assumed no dedicated stacks provided	1	Item	Excluded	Excluded
6 Soil, waste and vent stacks - stub connections for Retail demises - allowance per Retail Unit	-	nr	0.00	0.00
7 Soil, waste and vent horizontal distribution (allowance per fixture)	52	pts	300.00	15,600.00
8 Condensate drainage (Modify existing)	3,933	m <sup>2</sup>	0.50	1,966.50
9 Miscellaneous Drains, terraces etc.	3,933	m <sup>2</sup>	0.50	1,966.50
10 Sump pump	1	item	Excluded	Excluded
11 Allowance for pumped drainage	1	item	Excluded	Excluded
12 Acoustic insulation	1	Item	Excluded	Excluded
13 Grease trap; assumed part of Tenant fit out works	1	Item	Excluded	Excluded
14 CCTV survey	1	Item	5,000.00	5,000.00
<u>Cat A &amp; B Fitout</u>				
15 Soil, waste and vent horizontal distribution (allowance per fixture) - kitchen sink	6	pts	300.00	1,800.00
16 Soil, waste and vent horizontal distribution (allowance per fixture) - white goods	12	pts	300.00	3,600.00
17 Allow for undercabinet sump pump	6	nr	1,500.00	9,000.00
18 Condensate drainage to VRF units (Modify existing)	3,096	m <sup>2</sup>	2.00	6,192.00
19 MEP Subcontractor Preliminaries				Included elsewhere

<b>5.3 DISPOSAL INSTALLATIONS TOTAL</b>	<b>70,689.50</b>
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**EPPING COUNCIL CIVIC HOUSE  
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**5.4 WATER INSTALLATIONS**

	<b>QUANTITY</b>	<b>UNIT</b>	<b>RATE</b>	<b>TOTAL</b>
<u>Shell &amp; Core</u>				
<u>Boosted Cold Water Installation</u>				
1		Mains cold water pipework including meter arrangement	1 Item	3,000.00 3,000.00
2		Cold water tank 8m3 (roof)	1 Item	10,000.00 10,000.00
3		Cold water booster set	1 Item	10,000.00 10,000.00
4		Water conditioner and water filtration	1 Item	5,000.00 5,000.00
5		Chlorine dosing plant	1 Item	Excluded Excluded
6		Cold water basement and riser distribution (Modify existing, re-use riser pipes)	3,933 m <sup>2</sup>	2.50 9,832.50
7		Cold water horizontal distribution (allowance per fixture)	52 pts	275.00 14,300.00
8		Cold water shut off valve to WC block	6 nr	375.00 2,250.00
9		Cold water sub metering	6 nr	300.00 1,800.00
<u>Boosted Cold Water Installation - Future Tenant capped connections</u>				
10		Allowance for BCWS tenant risers - assumed via Landlord riser	1 Item	N/A
11		Capped sub metered connections	1 Item	N/A
<u>Softened Water System - assumed none required</u>				
12		Softened Water plant including boosted pumpset	1 Item	N/A
13		Softened water distribution	1 Item	N/A
<u>CAT 5 water system serving BMU, Irrigation and Miscellaneous</u>				
14		Packaged CAT 5 tank and pumpset	1 nr	N/A
15		CAT 5 distribution	1 Item	N/A
<u>Hot Water Installation</u>				
16		Hot water calorifier (replace existing)	2 nr	12,000.00 24,000.00
17		Hot water horizontal distribution (allowance per fixture)	34 pts	375.00 12,750.00
18		Thermostatic mixing valves to Wash Hand basins, cleaners sink and Doc M WHB only	34 nr	200.00 6,800.00
19		Hot water shut off valve to WC block	6 nr	375.00 2,250.00
20		Hot water sub metering	1 Item	Excluded Excluded
21		Allowance for trace heating	1 Item	5,000.00 5,000.00
<u>Rainwater Harvesting system</u>				
22		Rainwater Harvesting system	1 Item	N/A
<u>Cat A &amp; B Fitout</u>				
23		Cold water horizontal distribution (allowance per fixture) - kitchen sink	6 pts	275.00 1,650.00

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**Gross Internal Area:** 3,933

5.4 WATER INSTALLATIONS	QUANTITY	UNIT	RATE	TOTAL
<b>24</b> Cold water horizontal distribution (allowance per fixture) - white goods	12	pts	275.00	3,300.00
<b>25</b> Hot water horizontal distribution (allowance per fixture) - kitchen sink	6	pts	375.00	2,250.00
<b>26</b> Thermostatic mixing valves to sink	6	nr	200.00	1,200.00
<b>27</b> Undercabinet water heaters - assumed not required	6	nr	Excluded	Excluded
<b>28</b> Water conditioners - assumed not required	6	nr	Excluded	Excluded

**29** MEP Subcontractor Preliminaries Included elsewhere

<b>5.4 WATER INSTALLATIONS TOTAL</b>	<b>115,382.50</b>
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**5.5 HEAT SOURCE**

**QUANTITY    UNIT            RATE            TOTAL**

Shell & Core

Heating Source for LTHW

<b>1</b>	Gas Boiler (located in GF) - assumed as existing	800	KW		As existing
<b>2</b>	Flues to Boiler (as existing)	1	Item		As existing
<b>3</b>	Allowance for isolation/shutdown	1	Item	5,000.00	5,000.00

Cat A & B Fitout

N/A

**4** MEP Subcontractor Preliminaries Included elsewhere

<b>5.5 HEAT SOURCE TOTAL</b>	<b>5,000.00</b>
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**5.6 SPACE HEATING AND AIR TREATMENT**

	<b>QUANTITY</b>	<b>UNIT</b>	<b>RATE</b>	<b>TOTAL</b>
<u>Shell &amp; Core</u>				
<u>Low Temperature Hot Water (LTHW) - Primary</u>				
1	LTHW distribution within plantroom	800	KW	As existing
2	LTHW valve sets to Boilers	1	Item	As existing
3	Shunt pumps	1	Item	As existing
4	Vacuum Deaerator Unit	1	Item	As existing
5	Pressurisation Unit	1	Item	As existing
6	Chemical dosing unit	1	Item	As existing
7	Dirt Separator	1	Item	As existing
8	LTHW primary pumpset c/w valve set	1	Item	As existing
9	LTHW primary header	1	Item	As existing
<u>Low Temperature Hot Water (LTHW) - Secondary</u>				
10	LTHW secondary distribution including pipework, fittings and insulation (modify existing, re-use pipeworks)	3,933	m <sup>2</sup>	10.00 39,330.00
11	LTHW valve arrangements to Air Handling Units (Modify existing)	1	Item	10,000.00 10,000.00
12	LTHW Plate Heat Exchanger connection to Retail Units	-	nr	0.00 N/A
13	Heat meters	1	item	5,000.00 5,000.00
14	Allowance for heat emitters (Modify existing, re-use where possible) - Landlord areas	3,933	m <sup>2</sup>	1.50 5,899.50
15	<u>Chilled Water System (CHW)</u>			N/A
<u>Supply and Extract Air Systems</u>				
16	Air Handling Unit serving - Assumed new and with DX cooling	1	item	69,000.00 69,000.00
17	Extraover for AHU humidifier	1	Item	included
18	Supply and Extract ductwork (Modify existing, clean and re-use existing)	3,933	m <sup>2</sup>	15.00 58,995.00
<u>Miscellaneous Systems</u>				
19	DX cooling to IT rooms	4	nr	5,000.00 20,000.00
20	Split system cooling to electrical equipment rooms	1	Item	N/A
21	Main entrance overdoor heater - assumed electric	1	nr	3,000.00 3,000.00
<u>Cat A &amp; B Fitout</u>				
<u>Low Temperature Hot Water (LTHW)</u>				
22	LTHW secondary distribution including pipework, fittings and insulation (modify existing, re-use pipeworks)	3,096	m <sup>2</sup>	15.00 46,440.00

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5.6 SPACE HEATING AND AIR TREATMENT	QUANTITY	UNIT	RATE	TOTAL
<b>23</b> LTHW radiators (replaced existing) <u>Fresh Air Ductwork system</u>	3,096	m <sup>2</sup>	15.00	46,440.00
<b>24</b> Supply and return air system - return air via ceiling plenum (modify and clean existing)	3,096	m <sup>2</sup>	20.00	61,920.00
<b>25</b> Return air grilles <u>VRF Cooling System (Assumed 2 pipe)</u>	3,096	m <sup>2</sup>		included
<b>26</b> Provision for replacement of existing VRF cooling units including outdoor and indoor units	3,096	m <sup>2</sup>	100.00	309,600.00

**27** MEP Subcontractor Preliminaries Included elsewhere

<b>5.6 SPACE HEATING AND AIR TREATMENT TOTAL</b>	<b>675,624.50</b>
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**5.7 VENTILATION**

	QUANTITY	UNIT	RATE	TOTAL
<u>Shell &amp; Core</u>				
<u>Smoke Ventilation system</u>				
1		nr		N/A
2		Item		N/A
3		nr		N/A
4		nr		N/A
5		nr		N/A
<u>Toilet Extract System</u>				
6	3,933	m <sup>2</sup>	5.00	19,665.00
7	52	nr	180.00	9,360.00
8	1	Item	Included	Included
<u>Kitchen Extract System</u>				
9		1 Item		N/A
10		1 Item		N/A
<u>Miscellaneous Systems</u>				
11		1 Item		As existing
12		1 Item		included
13		1 item	5,000.00	5,000.00
<u>Cat A &amp; B Fitout</u>				
14		6 nr	2,000.00	12,000.00
15		1 Item	Excluded	Excluded
16	MEP Subcontractor Preliminaries			Included elsewhere

<b>5.7 VENTILATION TOTAL</b>	<b>46,025.00</b>
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**EPPING COUNCIL CIVIC HOUSE  
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5.8 ELECTRICAL INSTALLATIONS	QUANTITY	UNIT	RATE	TOTAL
<u>Shell &amp; Core</u>				
<u>High Voltage System (HV)</u>				N/A
<u>Low Voltage System (LV)</u>				
2 Main Low Voltage Switchgear - replaced existing	3,933	m <sup>2</sup>	8.00	31,464.00
3 Low Voltage submain distribution including DB panels and isolators - replaced existing	3,933	m <sup>2</sup>	15.00	58,995.00
4 IT room fit out	1	Item	5,000.00	5,000.00
<u>Life Safety Low Voltage System (LSS)</u>				
5 LSS switchgear - replaced existing	3,933	m <sup>2</sup>	3.00	11,799.00
6 LSS submain distribution including ATS - Assumed replaced existing	3,933	m <sup>2</sup>	5.00	19,665.00
7 Life Safety Standby Generator (Diesel) including fuel system, controls, flues, etc - Assumed replaced existing	200	KVA	350.00	70,000.00
<u>Uninterruptible Power Supply (UPS)</u>				
8 Uninterruptible Power Supply to IT room - assumed	1	Item	5,000.00	5,000.00
<u>General Electrical Installations</u>				
9 Containment (Modify existing)	3,933	m <sup>2</sup>	5.00	19,665.00
10 EWIC to mech plant (Modify existing)	3,933	m <sup>2</sup>	3.00	11,799.00
11 Lighting and emergency - Assumed all new luminaires	837	m <sup>2</sup>	75.00	62,775.00
12 Lighting to Terraces	1	item	3,000.00	3,000.00
13 Allowance for specialist lighting - Main Entrance only	1	item	5,000.00	5,000.00
14 Lighting control - Assumed all new	3,933	m <sup>2</sup>	7.00	27,531.00
15 Emergency Lighting test system	3,933	m <sup>2</sup>	1.00	3,933.00
16 Small power (Modify existing, re-use where possible)	3,933	m <sup>2</sup>	10.00	39,330.00
17 Earthing and bonding (Modify existing, re-use where possible)	3,933	m <sup>2</sup>	1.00	3,933.00
18 Car Charging points - Prov. Sum	1	Item		Excluded
19 Photovoltaic System - relocated existing	1	Item	10,000.00	10,000.00
20 Durasteel containment provision	1	Item		N/A
<u>Cat A &amp; B Fitout</u>				
21 Containment (modify existing)	3,096	m <sup>2</sup>	10.00	30,960.00
22 Lighting - assumed LED	3,096	m <sup>2</sup>	60.00	185,760.00
23 Extraover lighting for cellular offices and meeting rooms - assumed LED	3,096	m <sup>2</sup>	30.00	92,880.00
24 Emergency lighting	3,096	m <sup>2</sup>	10.00	30,960.00
25 Lighting control	3,096	m <sup>2</sup>	12.00	37,152.00

**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
**Client :** Epping District Council

**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019  
**Gross Internal Area:** 3,933

**5.8 ELECTRICAL INSTALLATIONS**

	<b>QUANTITY</b>	<b>UNIT</b>	<b>RATE</b>	<b>TOTAL</b>
<b>26</b> Small power	3,096	m <sup>2</sup>	10.00	30,960.00
<b>27</b> Power supply to workstations	3,096	m <sup>2</sup>	25.00	77,400.00
<b>28</b> Earthing and bonding	3,096	m <sup>2</sup>	1.50	4,644.00

**1** MEP Subcontractor Preliminaries

Included elsewhere

<b>5.8 ELECTRICAL INSTALLATIONS TOTAL</b>	<b>879,605.00</b>
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WORKING DRAFT FOR COMMENT



**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
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**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019  
**Gross Internal Area:** 3,933

**5.9 GAS INSTALLATIONS**

	QUANTITY	UNIT	RATE	TOTAL
<u>Shell &amp; Core</u>				
1 Gas mains	1	Item		As existing
2 Mains Gas pipework serving boiler (Modify existing)	1	Item		As existing
3 Gas Booster	1	Item		As existing
4 Gas Knock off system	1	nr		As existing
5 Gas sub meter	1	Item		As existing
6 Generator Oil fill line	1	Item		As existing
7 Provision for validation of existing services	1	Item	included	included

8 MEP Subcontractor Preliminaries Included elsewhere

<b>5.9 GAS INSTALLATIONS TOTAL</b>	-
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**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

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**Client :** Epping District Council

**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019  
**Gross Internal Area:** 3,933

**5.10 LIFTS AND CONVEYORS**

	QUANTITY	UNIT	RATE	TOTAL
<u>Shell &amp; Core</u>				
1 Passenger lift, serving 3 floors, assumed 900kg/ 12 persons, 1m/s - assumed replaced existing	2	nr	60,000.00	120,000.00
2 Beneficial Use - assumed all costs included in Main Contractor preliminary allowances	1	Item	Excluded	Excluded
3 Destination Control	1	Item	Included	Included
4 Strip-out of existing lifts	2	nr	5,000.00	10,000.00

5 MEP Subcontractor Preliminaries

Included elsewhere

<b>5.10 LIFT AND CONVEYORS TOTAL</b>	<b>130,000.00</b>
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**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
**Client :** Epping District Council

**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019  
**Gross Internal Area:** 3,933

5.11 FIRE AND LIGHTNING PROTECTION	QUANTITY	UNIT	RATE	TOTAL
<u>Shell &amp; Core</u>				
1 Lightning protection (Modify existing roof copper tapes and re-use where possible)	3,933	m <sup>2</sup>	1.00	3,933.00
2 Sprinkler protection	1	Item		N/A
3 Gaseous fire suppression	1	Item		N/A
4 Dry riser	1	Item		N/A
5 Fire shutters - Included in building section	1	Item		Excluded
6 Fire Curtains	1	Item		Excluded
<u>Cat A &amp; B Fitout</u>				
7 Sprinkler Installation		m <sup>2</sup>		N/A

8 MEP Subcontractor Preliminaries Included elsewhere

<b>5.11 FIRE AND LIGHTNING PROTECTION TOTAL</b>	<b>3,933.00</b>
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**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
**Client :** Epping District Council

**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019  
**Gross Internal Area:** 3,933

5.12 COMMUNICATIONS, SECURITY & CONTROL SYSTE					QUANTITY	UNIT	RATE	TOTAL
<u>Shell &amp; Core</u>								
<u>Fire alarm system</u>								
1	Fire alarm system - replaced existing	3,933	m <sup>2</sup>	14.00			55,062.00	
2	VESDA to IT room	1	Item				Excluded (As Existing)	
3	Public Address (PA) system. (modify existing, replace field devices and head-end panels, re-use existing cables)	3,933	m <sup>2</sup>	8.00			31,464.00	
<u>Disabled systems</u>								
4	Combined Disabled Refuge and Fire telephone	-	nr					N/A
5	Main Panels	1	Item	3,000.00			3,000.00	
6	Disabled WC alarm	6	nr	1,250.00			7,500.00	
<u>Communications</u>								
7	ICT communication systems - wireways only	3,933	m <sup>2</sup>	1.00			3,933.00	
8	ICT backbone - Copper and Fibre Optic from three	3,933	m <sup>2</sup>	3.00			11,799.00	
9	Structured cabling to shell and core areas	3,933	m <sup>2</sup>	5.00			19,665.00	
10	Combined Network System active equipments	3,933	m <sup>2</sup>			Excluded	Excluded	
11	WLAN/ Wifi	-	m <sup>2</sup>			Excluded	Excluded	
12	TV / Satellite Systems	1	Item			Excluded	Excluded	
13	Induction loops etc - assumed main entrance only	1	Item	3,000.00			3,000.00	
<u>Security Installations (assumed upgrade existing)</u>								
14	CCTV system	3,933	m <sup>2</sup>	5.00			19,665.00	
15	Access control system	3,933	m <sup>2</sup>	5.00			19,665.00	
16	Intruder alarm/ Panic Alarm system	3,933	m <sup>2</sup>	1.00			3,933.00	
17	Intercom system	1	Item	5,000.00			5,000.00	
<u>Controls</u>								
18	Building Management system (replace existing)	3,933	m <sup>2</sup>	25.00			98,325.00	
19	Energy Management system	3,933	m <sup>2</sup>			Included	Included	
20	Blind control	1	Item			Excluded	Excluded	
<u>Miscellaneous</u>								
21	Audio Visual infrastructure only including	1	Item			Excluded	Excluded	
22	Links to existing systems - assumed not required	1	Item			Excluded	Excluded	
23	Lift redcare	1	Item	1,000.00			1,000.00	
24	Leak detection system allowance - mains meter	1	Item	3,000.00			3,000.00	
<u>Cat A &amp; B Fitout</u>								
25	Fire alarm system	3,096	m <sup>2</sup>	8.00			24,768.00	
26	Public Address (PA) system	3,096	m <sup>2</sup>	8.00			24,768.00	
27	Building Management system	3,096	m <sup>2</sup>	10.00			30,960.00	
28	Structured cabling system	3,096	m <sup>2</sup>	25.00			77,400.00	
29	WLAN/ Wifi	3,096	m <sup>2</sup>			Excluded	Excluded	

**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
**Client :** Epping District Council

**Issue Date :** 23-Sep-19  
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**Gross Internal Area:** 3,933

5.12 COMMUNICATIONS, SECURITY & CONTROL SYSTE	QUANTITY	UNIT	RATE	TOTAL
<b>30</b> Security system (CCTV and access control)	3,096	m <sup>2</sup>	10.00	30,960.00
<b>31</b> MEP Subcontractor Preliminaries				Included elsewhere
<b>5.12 COMMUNICATIONS, SECURITY AND CONTROL SYSTEMS TOTAL</b>				<b>474,867.00</b>

WORKING DRAFT FOR COMMENT

**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
**Client :** Epping District Council

**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019  
**Gross Internal Area:** 3,933

**5.13 SPECIAL INSTALLATIONS**

	<b>QUANTITY</b>	<b>UNIT</b>	<b>RATE</b>	<b>TOTAL</b>
<u>Shell &amp; Core</u>				
<u>General Allowances for Consideration</u>				
<b>1</b> Procurement route - Full design, Competitive tender	1	Item	Included	Included
<b>2</b> Working out of hours	1	Item	Nil	Nil
<b>3</b> Working in existing building	1	Item	n/a	n/a
<b>4</b> Preventative Maintenance - 12 months	1	Item	Excluded	Excluded
<b>5</b> Factory Testing	1	Item	n/a	n/a
<b>6</b> Material and Plant Handling - Standard	1	Item	Included	Included
<b>7</b> Fuel for Commissioning	1	Item	10,000.00	10,000.00
<b>8</b> Temporary works	1	Item	Excluded	Excluded
<b>9</b> Spares - standard provisions for main plant items	1	Item	Included	Included
<b>10</b> Design - CDP elements included	1	Item	Excluded	Excluded
<b>11</b> Mechanical and Electrical Validations	1	Item	n/a	n/a
<b>12</b> Cleaning of existing services	1	Item	n/a	n/a
<b>13</b> Nominated Services installers ie Fire alarm,	1	Item	n/a	n/a
<b>14</b> Diversion of existing services	1	Item	Nil	Nil
<b>15</b> Contingency	1	Item	Excluded	Excluded
<b>16</b> Services validation, survey and strip out works (redundant M&E plants)	3,933	m2	5.00	19,665.00
<b>17</b> Roof light compressor replacement	1	item	20,000.00	20,000.00

**18** MEP Subcontractor Preliminaries

Included elsewhere

**5.13 SPECIAL INSTALLATIONS TOTAL**

**49,665.00**

**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834

**Client :** Epping District Council

**Issue Date :** 23-Sep-19

**Base Date :** 4th Qtr 2019

**Gross Internal Area:** 3,933

5.14 BUILDERSWORK IN CONNECTION	QUANTITY	UNIT	RATE	TOTAL
1 Builderswork in connection	3%		2,523,991.50	75,719.75
2 Riser Flooring - Included in Metalwork	1	Item	Excluded	Excluded
3 Gantries, stepovers, etc - Included in Metalwork	1	Item	Excluded	Excluded

4 MEP Subcontractor Preliminaries

Included elsewhere

**5.14 BUILDERSWORK IN CONNECTION TOTAL**

**75,719.75**

**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
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**Issue Date :** 23-Sep-19  
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**Gross Internal Area:** 3,933

5.15 TESTING AND COMMISSIONING	QUANTITY	UNIT	RATE	TOTAL
1 Testing and Commissioning	1.0%		2,599,711.25	25,997.11
2 Water Treatment	1.0%		2,599,711.25	25,997.11
3 Commissioning Management	1	Item		Excluded

4 MEP Subcontractor Preliminaries

Included elsewhere

<b>5.15 TESTING AND COMMISSIONING TOTAL</b>	<b>51,994.22</b>
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**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
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**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019  
**Gross Internal Area:** 3,933

8 EXTERNAL SERVICES	QUANTITY	UNIT	RATE	TOTAL
<u>Shell &amp; Core</u>				
1 Water mains supply	1	Item	0.00	As Existing
2 Sewer mains supply	1	Item	0.00	As Existing
3 Fire mains supply	1	Item	0.00	As Existing
4 Allowance for UKPN temp substation, new	1	Item	0.00	As Existing
5 Telecommunications - assumed ducts only	1	Item	0.00	As Existing
6 Gas mains supply	1	Item	0.00	As Existing
7 Removal of redundant electrical panels	1	Item	2,000.00	2,000.00
<u>Existing services diversion</u>				
8 Diversion works - Included in Demolition provisions	1	Item	Excluded	Excluded
<u>External Services (Allowance)</u>				
9 External lighting	1	Item	10,000.00	10,000.00
10 External CCTV	1	Item	15,000.00	15,000.00

11 MEP Subcontractor Preliminaries

Included elsewhere

<b>8 EXTERNAL SERVICES TOTAL</b>	<b>27,000.00</b>
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**EPPING COUNCIL CIVIC HOUSE  
STAGE 1 MEP Estimate**

**Job No. :** 35834  
**Client :** Epping District Council

**Issue Date :** 23-Sep-19  
**Base Date :** 4th Qtr 2019

**SCHEDULE OF DESIGN INFORMATION**

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The compilation of this document is on the basis of the following design information:-

**MEP**

Drawing No.	Date Issued	Revision	Description
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Details available upon request

WORKING DRAFT FOR COMMENT

**EPPING FOREST DISTRICT COUNCIL  
INTERIM COST UPDATE**

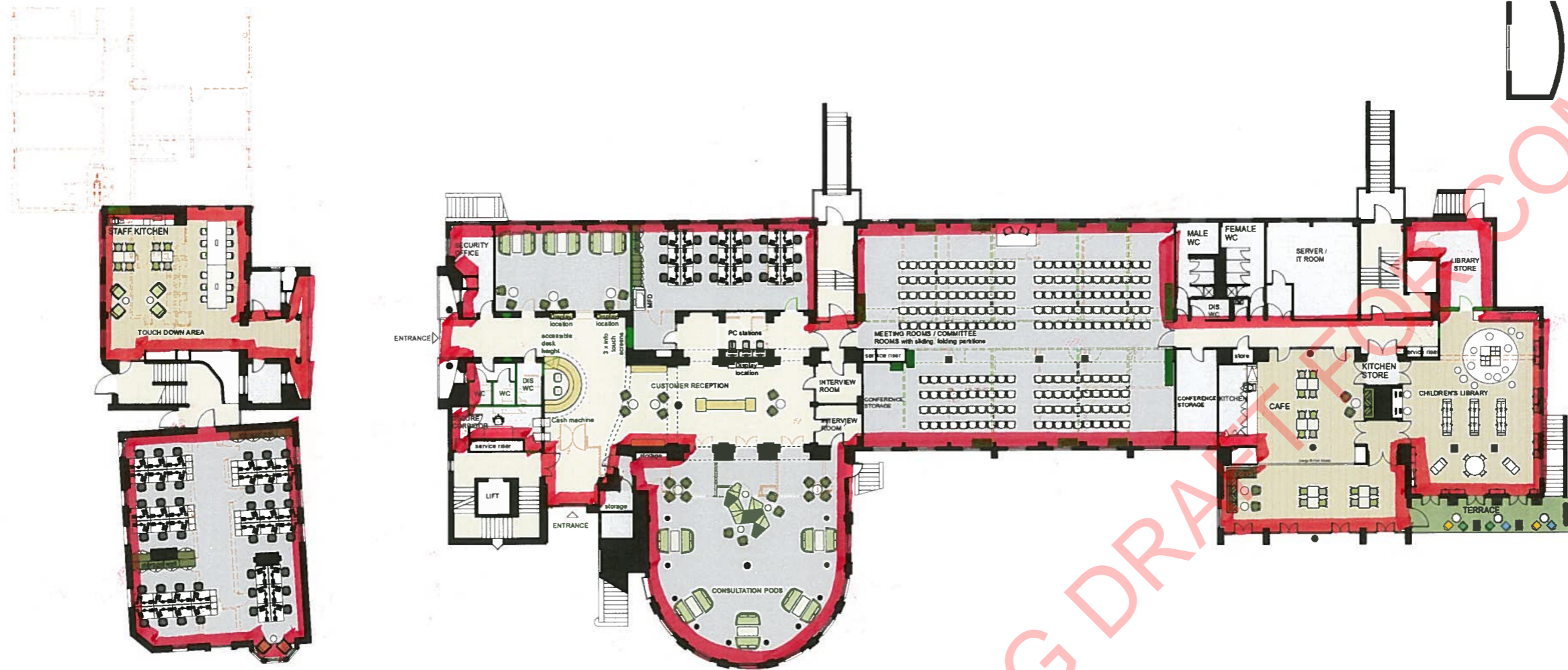
**APPENDIX B - RED-LINE PROJECT BOUNDARY**

WORKING DRAFT FOR COMMENT

GROUND FLOOR  
Scale 1:150 @ A1

■ Site boundary

KEY	CAPACITY
— EXISTING	<b>GROUND FLOOR No. WORKSTATIONS: 56</b> <b>FIRST FLOOR No. WORKSTATIONS: 114</b> <b>SECOND FLOOR No. WORKSTATIONS: 101</b> <b>TOTAL: 271</b>  <b>Accommodates 386 staff @ 7:10 ratio</b>
— NEW	
— DEMOLITION	



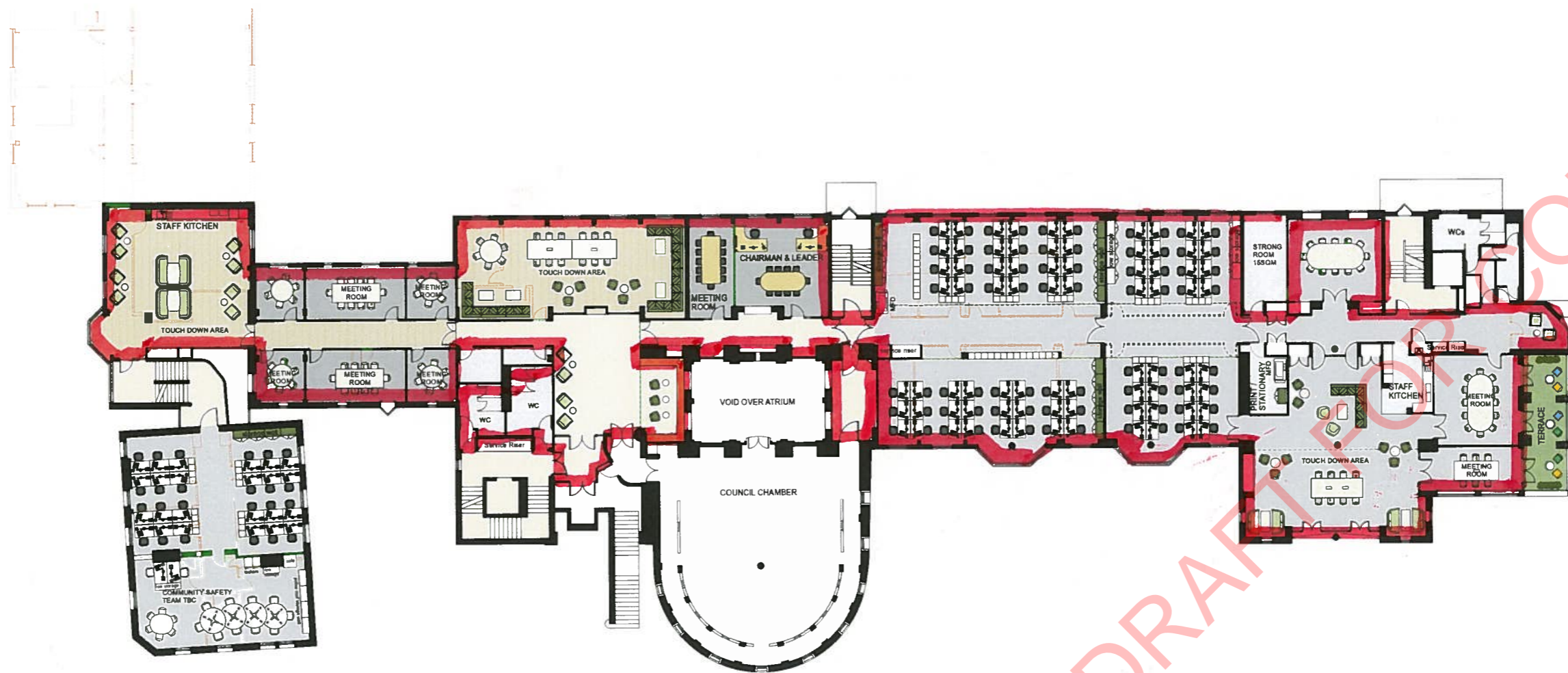
WORKING DRAFT COMMENT

10/09/2019

FIRST FLOOR  
Scale 1:150 @ A1

■ Site boundary

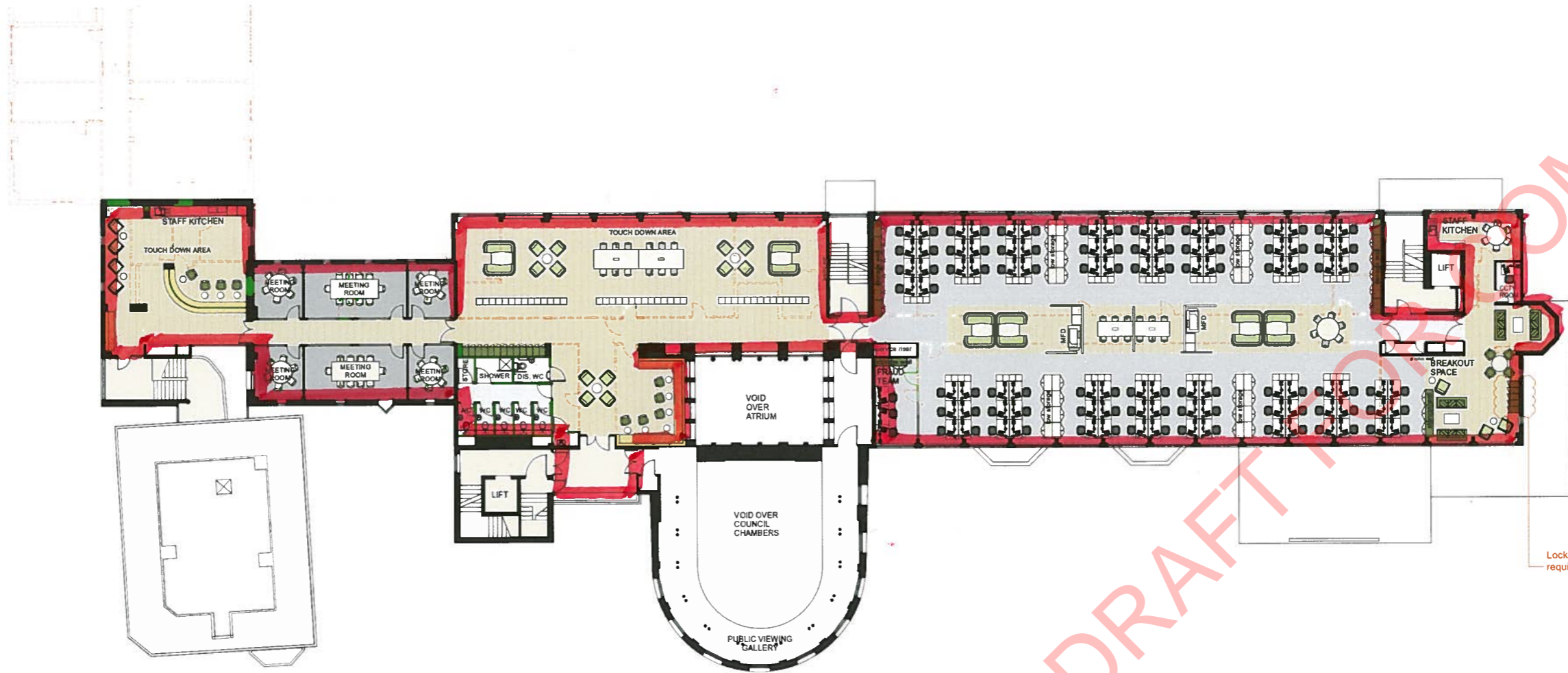
KEY	CAPACITY
— EXISTING	<b>GROUND FLOOR No. WORKSTATIONS: 56</b> <b>FIRST FLOOR No. WORKSTATIONS: 114</b> <b>SECOND FLOOR No. WORKSTATIONS: 101</b>  <b>TOTAL: 271</b>  <b>Accommodates 386 staff @ 7:10 ratio</b>
— NEW	
— DEMOLITION	



SECOND FLOOR  
Scale 1:150 @ A1

■ Site boundary

KEY	CAPACITY
— EXISTING	GROUND FLOOR No. WORKSTATIONS: 56 FIRST FLOOR No. WORKSTATIONS: 114 <b>SECOND FLOOR No. WORKSTATIONS: 101</b>  <b>TOTAL: 271</b>  <b>Accommodates 386 staff @ 7:10 ratio</b>
— NEW	
— DEMOLITION	



Lockers and storage requirements TBC

WORKING DRAFT COMMENT

Prepared by:

Paul Johnston  
Executive Surveyor

Gardiner & Theobald LLP  
10 South Crescent  
London  
WC1E 7BD

WORKING DRAFT FOR COMMENT

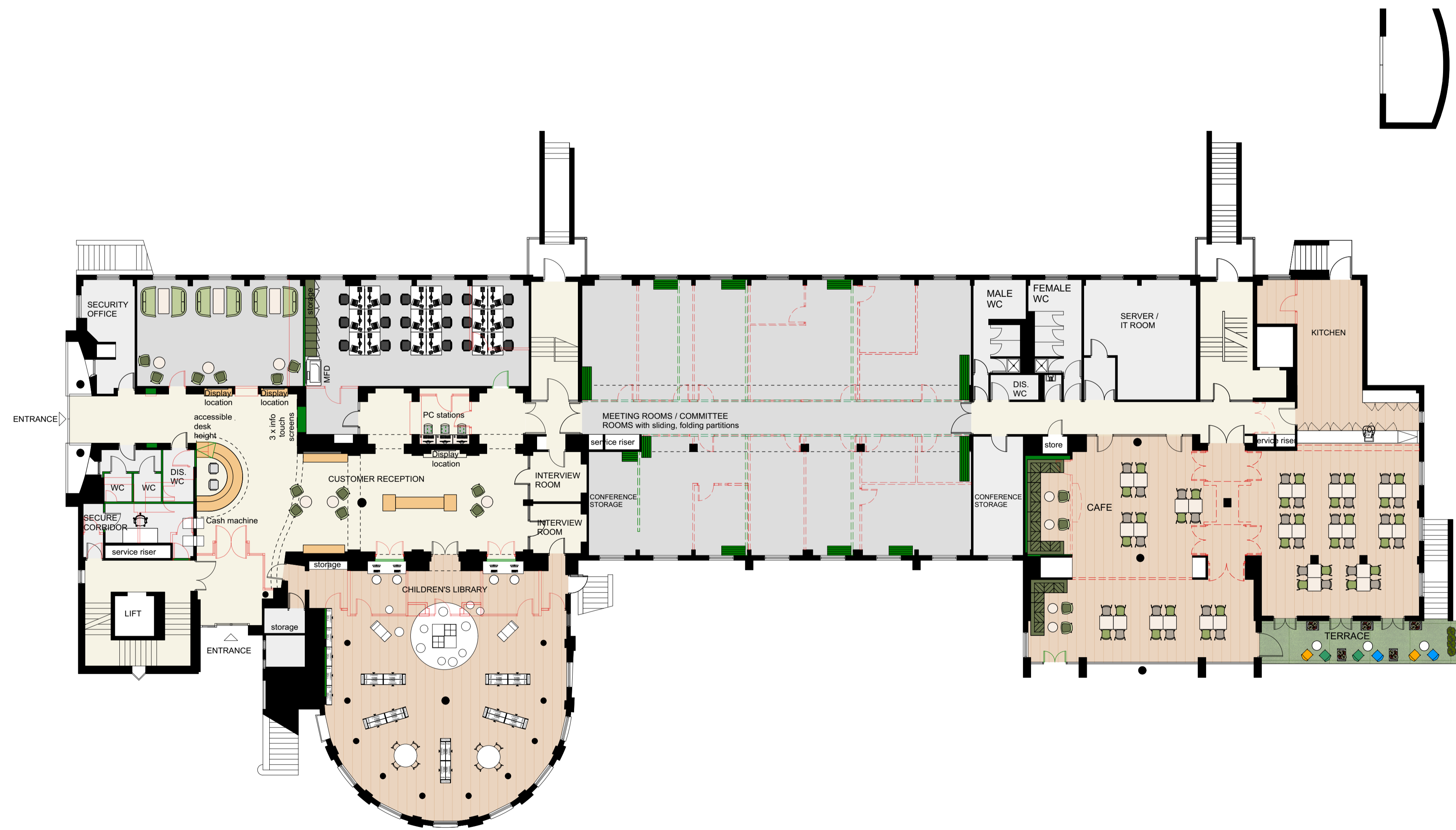
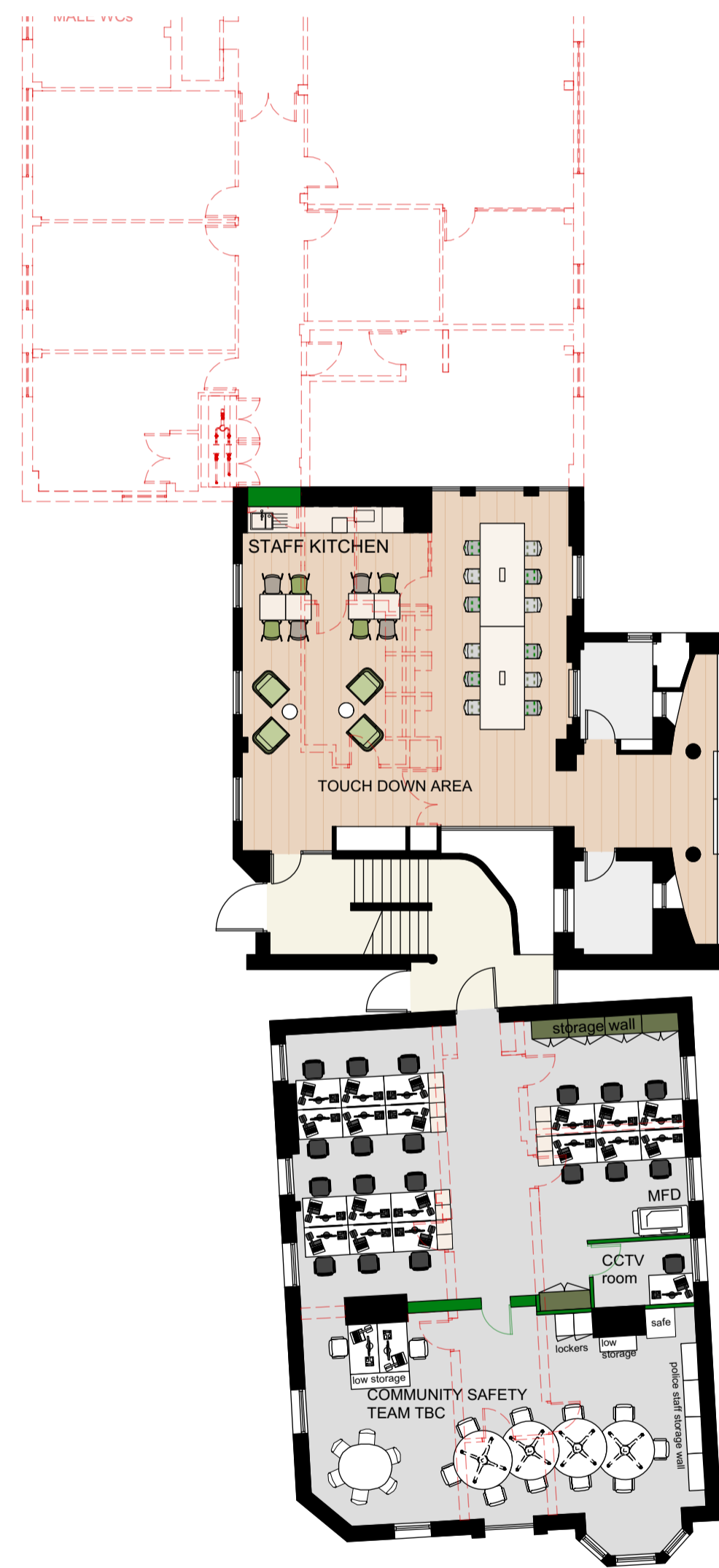
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GROUND FLOOR  
Scale 1:150 @ A1

FURNITURE KEY	NO. OF POSITIONS	FURNITURE KEY	NO. OF POSITIONS
	4 - 6		12
	6		6
	4 seats		2 seats per sofa
	4 seats		set of 4 seats
	10		
<b>TOTAL ADDITIONAL POSITIONS</b>		<b>297 seats</b>	

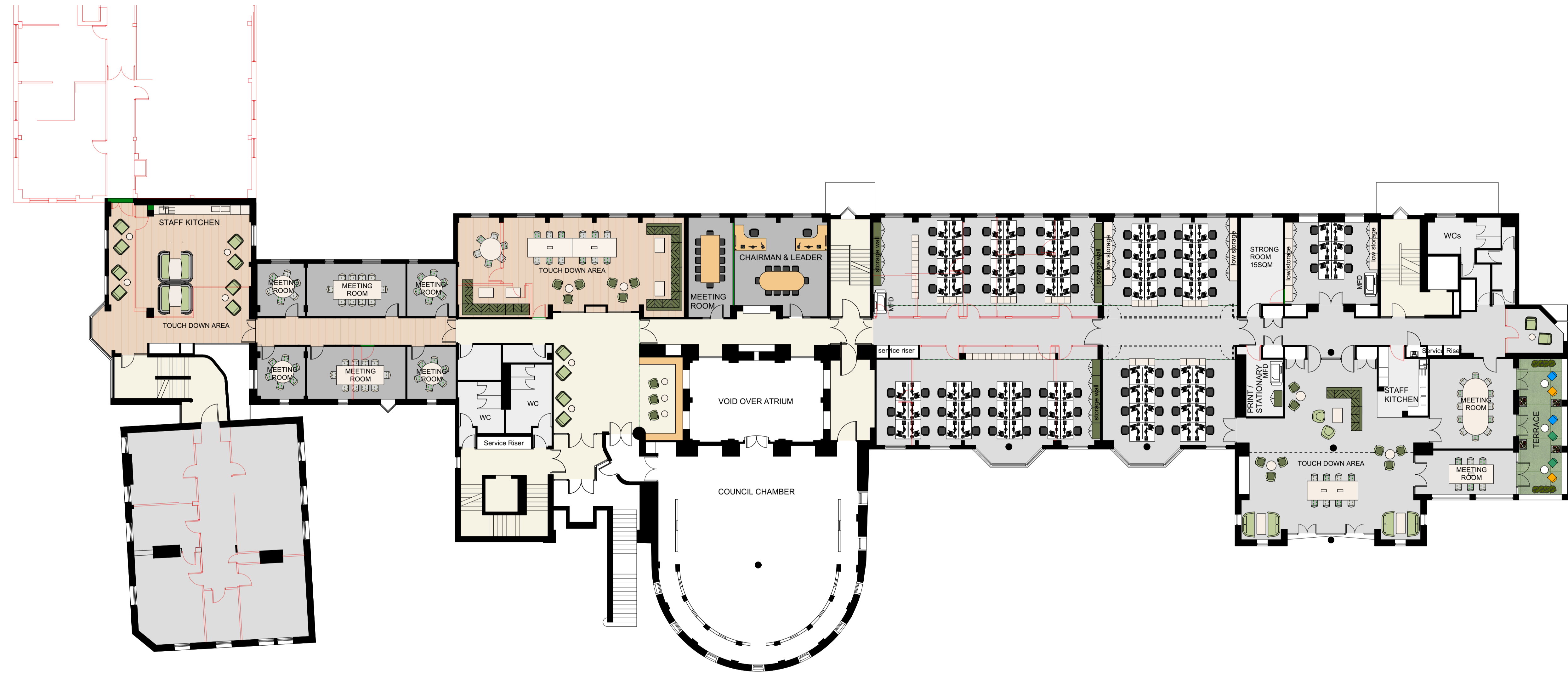
KEY	CAPACITY
	EXISTING
	NEW
	DEMOLITION
<b>GROUND FLOOR No. WORKSTATIONS: 18</b> <b>FIRST FLOOR No. WORKSTATIONS: 86</b> <b>SECOND FLOOR No. WORKSTATIONS: 101</b>	
<b>+ Ground Floor 323 House = 18 desks + 10 within the Community Safety Office + 1 CCTV Room</b>	
<b>TOTAL: 234</b> <b>Accommodates 386 staff @ 6:10 ratio</b>	



FIRST FLOOR  
Scale 1:150 @ A1

FURNITURE KEY	NO. OF POSITIONS	FURNITURE KEY	NO. OF POSITIONS
	4 - 6		12
	6		6
	4 seats		2 seats per sofa
	4 seats		set of 4 seats
	10		
<b>TOTAL ADDITIONAL POSITIONS</b>		<b>297 seats</b>	

KEY	CAPACITY
EXISTING	<b>GROUND FLOOR No. WORKSTATIONS: 18</b> <b>FIRST FLOOR No. WORKSTATIONS: 86</b> <b>SECOND FLOOR No. WORKSTATIONS: 101</b>  <b>+ Ground Floor 323 House = 18 desks + 10 within the Community Safety Office + 1 CCTV Room</b>  <b>TOTAL: 234</b> <b>Accommodates 386 staff @ 6:10 ratio</b>
NEW	
DEMOLITION	



SECOND FLOOR  
Scale 1:150 @ A1

FURNITURE KEY	NO. OF POSITIONS	FURNITURE KEY	NO. OF POSITIONS
	4 - 6		12
	6		6
	4 seats		2 seats per sofa
	4 seats		set of 4 seats
	10		
<b>TOTAL ADDITIONAL POSITIONS</b>		<b>297 seats</b>	

KEY	CAPACITY
	EXISTING
	NEW
	DEMOLITION
<p>GROUND FLOOR No. WORKSTATIONS: 18            FIRST FLOOR No. WORKSTATIONS: 86  <b>SECOND FLOOR No. WORKSTATIONS: 101</b></p> <p>+ Ground Floor 323 House = 18 desks + 10 within the Community Safety Office + 1 CCTV Room</p> <p><b>TOTAL: 234</b>            Accommodates 386 staff @ 6:10 ratio</p>	



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## Overview and Scrutiny Committee Work Programme 2019/20

**Chairman: Councillor M. Sartin**

ITEM	REPORT DEADLINE/PRIORITY	PROGRESS/COMMENTS	FUTURE MEETINGS
(1) Overview and Scrutiny Work Programme 2019/20	4 June 2019 (first meeting of each municipal year)	<b>COMPLETED</b> Work programmes for the Overview and Scrutiny Committee and each of the select committees for 2019/20 agreed on 4 June 2019;	4 June 2019; 16 July 2019; <del>3 September 2019 (Cancelled);</del> 19 November 2019; 28 January 2020; 17 March 2020.
(2) Corporate Priorities 2019/20	4 June 2019 (first meeting of each municipal year)	<b>COMPLETED</b> Leader of the Council presented the Council's corporate priorities for 2019/20 to the Committee at its meeting on 4 June 2019;	
(3) Cabinet Business	Ongoing	To review the Executive's programme of Key Decisions at each meeting, to identify appropriate matters for the work programme and provide an opportunity for the overview of specific decisions.	
(4) Customer Services	17 March 2020 (Annual Report)	Service Director (Customer Services) to report on customer service initiatives and performance, including compliments and complaints and call-handling;	
(5) Epping Forest Youth Council	17 March 2020	Annual Report from Youth Council on completed and proposed activities;	

<p>(6) Local Mental Health Care Services (Scrutiny of External Organisation)</p>	<p>Carried forward from reserve work programme for 2018/19.</p> <p>17 March 2020 (Provisional)</p>	<p>Approach made to West Essex Clinical Commissioning Group and Essex Partnership University NHS Foundation Trust.</p> <p>To review the provision of local mental health services. Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed;</p> <p>Briefing to be provided to frontline staff on 16 July 2019 by Essex Partnership University NHS Foundation Trust. All members invited to attend briefing. Possibility of further session for members to be investigated.</p>	
<p>(7) Local High Streets - Viability and Regeneration</p>	<p>Carried forward from reserve work programme for 2018/19.</p> <p>19 November 2019 (scoping report)</p>	<p>Stakeholder conference to consult on the draft Economic Development Strategy to be held during September 2019, to determine priorities (and resources) for action. Service Director (Community and Partnerships) to consider appropriate opportunities for scrutiny activity at that time.</p> <p>Scope and focus of scrutiny activity to be considered at meeting on 19 November 2019;</p>	

(8) Adult Social Care (Scrutiny of External Organisation)	Carried forward from reserve work programme for 2018/19.  28 January 2020.	Invitation made to Essex County Council's Cabinet Member for Health and Adult Social Care to attend future meeting.  Essex County Council's Cabinet Member for Health and Adult Social Care has advised that the Director of Adult Social Care will arrange for relevant officers to attend the meeting of the Committee to be held on 28 January 2020.  Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed;	
(9) Epping Forest Sixth-Form Consortium (Scrutiny of External Organisation)	Carried forward from reserve work programme for 2017/18 and 2018/19.  To be arranged.	(PICK submission) To review the progress of the Sixth Form Consortium established in September 2015. Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed if/when added to ongoing work programme;	
(10) Essex Police/Essex Fire & Rescue Service - Joint Governance (Scrutiny of External Organisation)	Carried forward from reserve work programme for 2017/18 and 2018/19.  Proposed to be achieved as an all-member briefing.	Invitation made to the Police, Fire & Crime Commissioner for Essex.  To review the local operation of joint governance arrangements for Essex Police and Essex Fire & Rescue Service.  The Police, Fire & Crime Commissioner has indicated a willingness to attend an all-member briefing with regard to the local operation of joint governance arrangements for Essex Police and Essex Fire & Rescue Service.	

(11) Voluntary Action Epping Forest (Scrutiny of External Organisation)	Added to work programme by joint meeting of O&S Chairmen and Vice-Chairmen (23.9.19).  19 November 2019	To review the current work programme of VAEF, in light of the provision of funding support by the Council.  Scope/focus of scrutiny activity and appropriate lines of questioning sought through Council Bulletin (October 2019).	
(12) Group Company Structure	Ongoing.  Added to work programme by Agenda Planning Group (29.10.19).	To review progress with regard to the establishment and operation of the Council's Group Company Structure at each meeting of the Committee.	
(13) Whipps Cross Hospital - Redevelopment Masterplan (Scrutiny of External Organisation)	Added to work programme in consultation with the Chairman of the Committee and the Commercial & Regulatory Services Portfolio Holder.  Possible all-member briefing.	To review proposals of Barts Health NHS Trust for the redevelopment of Whipps Cross Hospital.  Invitation made to the Redevelopment Director for Whipps Cross Hospital to provide member briefing or attend future meeting of the Committee.	
(14) Transport for London (Scrutiny of External Organisation)	Added to work programme by Council (5.11.19).  Possible all-member briefing.	To review proposals of Transport for London (TfL) for the reduction of peak time Central Line services from Epping, Theydon Bois and Debden from January 2020.  Service Director (Contracts & Technical Services) to arrange member briefing by TfL or attendance at future meeting of the Committee.	



**RESERVE PROGRAMME ITEMS**

<b>ITEM</b>	<b>REPORT DEADLINE/PRIORITY</b>	<b>PROGRESS/COMMENTS</b>	<b>FUTURE MEETINGS</b>
(1) Essex County Council (Children's Services) (Scrutiny of External Organisation)	Carried forward from reserve work programme for 2017/18 and 2018/19.	Recommendation arising from Children's Services Task and Finish Panel requires the Committee to meet with Essex County Council in respect of children's services on an annual basis. The Director of Children's Commissioning attended the meeting in April 2016. To be considered further at a later date. Scope/focus of scrutiny activity and appropriate lines of questioning to be agreed if/when added to ongoing work programme;	4 June 2019; 16 July 2019; <del>3 September 2019;</del> 19 November 2019; 28 January 2020; 17 March 2020.

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**Stronger Communities Select Committee  
Work Programme 2019/20  
Chairman: Councillor Y. Knight**

No.	Item	Deadline	Progress and Comments	Programme of Meetings
1.	"What are our customers telling us?"	Quarterly report of customer satisfaction and feedback	02 July 2019 – completed 01 October 2019 – completed	<del>02 July 2019</del> <del>01 October 2019</del>
2.	Digital Inclusion	July report on project progress and future strategy October strategy update February strategy update April strategy update	02 July 2019 – completed 01 October 2019 – completed	04 February 2020 21 April 2020
3.	Universal Credit and its impact on our customers and services	July 2019 - Initial findings and recommended actions from the officer working group February 2020 – further findings, review of previous recommended actions and further recommendations.	02 July 2019 – completed	
4.	Customer Service Strategy	Presentation to October 2019 meeting and quarterly update on key objectives thereafter	01 October 2019 – completed	
5.	Data insight led review of customer service outlets	Report to February 2020 meeting with options and recommendations for short, medium and long-term options		
6.	Service reviews as a result of performance concerns	TBD		
7.	Six-month report on the work of the Council-funded Police Officers	Report to July 2019 meeting	02 July 2019 – completed	

8.	Annual Review of work undertaken to address needs of the ageing population	Report at July 2019 meeting	02 July 2019 – completed	
9.	Item to discuss questions for District Police Commander presentation	Preparation at 1 October 2019 meeting for presentation at 04 February 2020		
10.	Community Safety Partnership annual report and review of the district Strategic Intelligence Assessment	Annual Report to 04 February 2020 meeting		
11.	Presentation on new Cultural Strategy	04 February 2020 meeting		
12.	Health and Wellbeing Strategy – To consider outcomes for the district	Report to 21 April 2020		
13.	Presentation on Community Champions Programme	Presentation at 04 February 2020 meeting		
	<b>NEW ITEMS Oct 2019</b>			
	A review on Sheltered Housing			
	A presentation from a Loughton based group called GROW Community Garden which help people who are socially isolated			
	A Group/Organisation that could give a presentation of Post Traumatic Stress Disorders and the people who it affected			

**Stronger Council Select Committee  
Work Programme 2019/20  
Chairman: Councillor P Bolton**

No.	Item	Deadline	Progress and Comments	Programme of Meetings
1.	Corporate Plan Action Plan (KPI's by exception) – performance scrutiny	<p>Corporate Action Plan KPI's,  <del>Q1 Apr, May, Jun – 9 July 2019 meeting</del>  <del>Q2 Jul, Aug, Sept – 15 Oct 2019 meeting</del>                      Q3 Oct, Nov, Dec - 14 Jan 2020 meeting                      Q4 Jan, Feb, Mar – 14 Apr 2020 meeting</p> <p>Live system reporting – by exception. No pre- distributed reports, projection of live data on the night.</p>	<p>Q1 – Completed – 9 July 2019</p> <p>Q2 – Completed – 15 October 2019</p>	<p>9 July 2019                      15 October 2019                      14 January 2020                      14 April 2020</p>
2.	People Strategy	<p><del>9 July</del> and 15 October 2019 -                      Project reporting, issues focussed.</p>	<p>Updated - 9 July 2019                      Updated – 15 October 2019                      Members agreed to a work shop event to informally discuss the People Strategy. Business Services Director to arrange for all members in January 2020.</p>	
3.	Digital Enablement	<p>Prioritisation of Council Technology strategy. Outcome focussed 14 January 2020</p>		

4.	Accommodation	<del>9 July</del> and 15 October 2019 - Project reporting, issues focussed	Updated - 9 July 2019 Updated – 15 October 2019	
5.	Financial Issues Paper	<del>9 July 2019</del> Scrutiny of MTFS 20/21 onwards	<del>15 October 2019</del>	
6.	Draft budget scrutiny	2020/21 budget setting 14 January 2020		
7.	Asset Management Strategy	Council asset strategy (new)	Approved by the Cabinet 13/06/19 and referred to Council 30/07/19 for adoption.	
8.	Review of Polling Places, Polling Districts & Polling Stations	9 July 2019	Completed - 9 July 2019	
9.	Review of Local Elections 2019	15 October 2019	Completed – 15 October 2019.	

**Stronger Place Select Committee  
Work Programme 2019/20  
Chairman: Councillor D. Sunger**

No.	Item	Deadline	Progress and Comments	Programme of Meetings
1.	Economic Strategy	July 2019	<b>COMPLETED</b> Draft strategy to July meeting	4 July 2019 17 September 2019 9 December 2019 24 March 2020
		September 2019	<b>COMPLETED</b> Update/progress report	
2.	North Weald Airfield Masterplan	September 2019	<b>COMPLETED</b> Update (following appointment of consultant masterplanners)	
		December 2019	Progress/update report – to scrutinise	
		March 2020	Progress/update report – to scrutinise	
3.	St Johns Road development	September 2019	<b>COMPLETED</b> Project report	
4.	Waste Management Contract	December 2019	Performance and amendments <i>Present final recommendations of the Waste Management Task and Finish Panel to the Overview and Scrutiny Committee on 28 January 2020.</i>	
5.	Leisure Management Contract	December 2019	Performance and amendments	
6.	Green agenda – energy, sustainable transport	December 2019	Leisure and Car Parking Team Manager to advise.	
7.	Service reviews as a result of performance concerns	ongoing	Interim Strategic Director (lead officer) to advise.	
8.	Council Housebuilding	December 2019	Progress and issues	
9.	Local Plan	ongoing	Regular update/progress report. Annual report on housing issues arising from the Local Plan (including Private Sector Housing, Council Housing and Assisted Living Accommodation).	
10.	Local air quality	TBC	The LP Inspector's report of 02.08.19 required further actions to finalise the main modifications. This includes a sustainability appraisal and to update the Habitats Regulations Assessment modelling, transport modelling and air quality modelling to feed into a final mitigation strategy to address recreational impact on the Forest and air quality impact across the whole District.	

			<i>(See also Cllr J H Whitehouse's air quality spotlight scrutiny review – see Overview and Scrutiny Committee: 16 July 2019 (Min 27 – 16.7.19).</i>	
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